



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of June 16, 2020 meeting agenda

PUBLIC COMMENT PERIOD **Notes on the Comment Period** -Due to the COVID-19 pandemic and the current restrictions on mass gatherings, public comment will be received in writing and delivered to Council Members prior to this meeting.

RECOGNITIONS

5. July Parks and Recreation Month Proclamation

REQUESTS AND COMMUNICATIONS

6. Holly Springs Tree Advisory Committee 2019 Annual Report/Arbor Day Proclamation/Tree City USA Award presentation

PUBLIC HEARINGS

7. Overlook Townhomes A: 19-DP-19 / 19-SEU-11 / 20-WAV-12
8. Overlook Townhomes B: 19-DP-20 / 19-SEU-12 / 19-WAV-48 / 20-WAV-13
9. Village Gate Rezoning and Development Agreement: 19-REZ-03

CONSENT AGENDA

10. Approve the minutes of June 2, 2020 Business Meeting and the June 4, 2020 Budget Workshop, and the June 9, 2020 Workshop.
11. Monthly Budget Amendment Report
12. Fiscal Year 2020-2021 Order for Wake County to Collect Property Taxes
13. COVID-19 Disinfecting Services Contract
14. Uteley Creek Water Reclamation Facility Master Plan Contract

NEW BUSINESS

15. Fiscal Year 2020-2021 Budget Adoption
16. Holly Springs Road Widening - Ph II Easement and Right of Way Acquisition (Transportation Bond Project #19-009)

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.us 919-557-3900



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

Recognitions

Title: July Parks and Recreation Month Proclamation

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Rachel Downey, Parks and Recreation

Action(s):

Proclaim that July is Park and Recreation Month in Holly Springs.

Explanation:

- Since 1985, America has celebrated July as Park and Recreation Month, a program of the National Recreation and Park Association (NRPA).
- This year's theme for Parks and Recreation Month is "We Are Parks and Recreation" and all month long, we will be recognizing the staff, participants, and supporters that make our parks & recreation department a special asset to our community. Watch for special activities that will pop-up in parks, facilities, and online to celebrate Holly Springs Parks & Recreation in July and beyond. #WeAreParksandRec
- During this time of COVID 19, parks & recreation proved to be an essential service as it offered places for health, exercise, and recreation when many other opportunities were closed. Holly Springs parks and greenways remained busy with runners, walkers, tennis players, and others enjoying the great outdoors. Parks & Recreation offered free virtual programs, classes, and other activities to provide recreation opportunities during this extraordinary time.

Background:

- Since 1985, America has celebrated July as Park and Recreation Month, a program of the National Recreation and Park Association (NRPA).
- The goal of Park and Recreation Month is to raise awareness of the vital impact that parks and recreation has on communities across the United States.

Funding Source(s):

N/A

Attachment(s):

1. Proclamation - July as Park & Recreation Month

Town of Holly Springs



A Proclamation By The Mayor of

July as Parks and Recreation Month

WHEREAS parks and recreation programs and services are an integral part of our lives in Holly Springs recognized by Town Council and designated one of our strategic initiatives to be an Engaged, Healthy, and Active Community; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our community, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the Town of Holly Springs recognizes the benefits derived from parks and recreation programs, facilities, services, and resources

NOW THEREFORE, I, Dick Sears, Mayor of Holly Springs, North Carolina do hereby proclaim

July as Parks and Recreation Month in the Town of Holly Springs

and I urge all citizens to enjoy our parks, greenways, facilities, and centers that promote fulfilling and rewarding lifestyles through these abundant, healthy living options.

Proclaimed this, the 16th day of June, 2020

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 June, 2020.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Recognitions

Title: Holly Springs Tree Advisory Committee 2019 Annual Report/Arbor Day Proclamation/Tree City USA Award presentation

Strategic Priority Area: Engaged, Healthy, & Active Community
Responsible & Balanced Growth

Staff Resource: Gina Clapp, Director, Planning & Zoning

Action(s):

Receive Annual Report from the Tree Advisory Committee
Present Arbor Day Proclamation to the Tree Advisory Committee
Receive Tree City USA Award from the NC State Forest Service (virtually)

Explanation:

- The Tree Advisory Committee (TAC) Chairperson will present the 2019 TAC Annual Report to the Town Council.
- March 20 (the 3rd Friday of March) was Arbor Day in North Carolina.
- On March 14, the TAC held its first Arbor Day Tree Planting event.
- An annual Arbor Day Proclamation is required for consideration to be named a Tree City USA by the National Arbor Day Foundation.
- The Town of Holly Springs has been named a Tree City USA for the first time for its efforts in 2019.

Background:

- The Tree Advisory Committee is responsible to:
 - Assist with the planning for annual Arbor Day event;
 - Provide guidance and feedback to Town Council regarding Tree City USA standards;
 - Assist with recommendations on the methodology/criteria for the removal of diseased or harmful trees or perimeter yard landscape/bufferyard plantings;
 - Assist with the review and recommendations on updates to the Town's tree maintenance guidelines and tree selection criteria;
 - Inform and educate the public of the importance and need for tree preservation and maintenance.
- The Tree City USA program has been greening up cities and towns across America since 1976 and provides the framework necessary for communities to manage and expand their public trees.
- In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that Arbor Day be established for the planting of trees, and it was first observed with the planting of more than a million trees in Nebraska.

Funding Source(s):

N/A

Attachment(s):

1. 2020 Arbor Day Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Arbor Day, March 20, 2020

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, The Town of Holly Springs has created a Tree Advisory Committee in support of National Arbor Day and Tree City USA to recognize the Town's efforts to enhance and preserve the Town's urban forest.

NOW, THEREFORE, I, MAYOR DICK SEARS, do hereby proclaim March 20, 2020 as

Arbor Day

in the Town of Holly Springs, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Holly Springs, North Carolina to be affixed on this 17th day of March, 2020.

Dick Sears, Mayor

Printed on Recycled Paper





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Public Hearings

Title: Overlook Townhomes A: 19-DP-19 / 19-SEU-11 / 20-WAV-12

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Sean Ryan, Planning & Zoning, Rachel Jones, Engineering

Action(s):

1. Conduct Quasi-Judicial Public Hearing to consider a Special Exception Use (SEU) to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District.
2. Adopt resolution 20-11 to make and accept the Findings of Fact and approve SEU and Waivers (*Quasi-Judicial determination with simple majority*)
3. Approve / deny / defer Development Plan for Overlook Townhomes Site A with the conditions stated in the attachment. (*Administrative determination with simple majority*)

Explanation:

- The applicant has requested a Special Exception Use (SEU) for a mixed-use project in the LB Local Business district.
- In association with the SEU, a Development Plan has been submitted for a mixed-use project consisting of both residential and nonresidential land uses.
- The proposal includes twenty-two (22) multifamily townhomes, providing a gross density of 5.0 units per acre, and one 6,600 square foot medical office building on approximately 4.4 acres.
- An SEU is a Permitted Use within a specific zoning district that may not necessarily fit in with the surrounding areas and uses and is subject to further review. Applicants requesting an SEU must be able to demonstrate that all required Findings of Fact are being met. The Town Council, through the public hearing and sworn testimony, must be able to make findings that these facts will be met and/or adhered to as part of the motion. If the Town Council determines that a Fact cannot be met or adhered to, then the Special Exception should be denied.
- Any Development Plan that is submitted along with an SEU is required to be reviewed by the Planning Board for recommendation to the Town Council and then ultimately acted upon by the Town Council after determination if the proposed SEU of the land is approved by resolution.
- A waiver has been requested to allow a waiver of the hardwood tree requirement for the required tree preservation area.
- If this plan is approved, a Developer Agreement would need to be finalized and approved by Town Council for a partnership between Developer and the Town for design and installation of a new traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road. The Developer is responsible for 18.8% of the cost in addition to design and installation of the new signal with this project. The Town has commitment from adjacent development in the amount of 35%, so the Town would be financially responsible for the remaining 53.8% of the total cost.

Planning Board Recommendation:

The Planning Board discussed the following issues and concerns on 04/28/2020:

- Concerns about additional traffic and the need for a stop light.
- The breakdown between the area of commercial vs. residential. There is not enough commercial.
- If the project is best suited for this site. If the project is innovative enough.
- If the project is consistent with the new Land Use Plan and the goals for neighborhood centers.
- Why the tree preservation area needs a waiver.

Planning Board Recommendation:

UDO Waiver for Tree Preservation Area

The Planning Board recommended denial (4-5-0)

Those voting against the motion were:

- Mr. Brady
- Mr. Crandall
- Ms. Patterson
- Mr. Stuckey
- Mr. Urquhart

Special Exception Use and Development Plan

The Planning Board recommended denial (0-9-0)

Those voting against the motion were:

- Ms. Rybak: concerns about traffic and the preference for more commercial
- Mr. Carpico: agreed with board comments
- Mr. Brady: project not the best use for this location
- Mr. Crandall: lack of innovation and proposed commercial/residential mix
- Mr. Deshazor: traffic, lack of innovation, and proposed commercial/residential mix
- Mr. Madoni: does not fit with new land use plan designation
- Ms. Patterson: proposed use is not the best location
- Mr. Stuckey: project not the best use for this location
- Mr. Urquhart: supports Technical Review Committee recommendation for more commercial

See Attachment for proposed full motion and conditions.

Background:

- The Land Use Plan designates this property as Neighborhood Center (NC). Small scale, NC's provide goods and services to surrounding neighborhoods, and operations be low-intensity, unobtrusive and at a scale and design compatible with nearby residential development. NC may include upper story residential or office.
- In 2009, the Town adopted Unified Development Ordinance (UDO) Section 3.02 C. Mixed Use Option to promote and guide integrated, diverse, but compatible uses into a single development that is defined by unique and innovative design and pedestrian friendly features.
- Due to the introduction of residential land uses into commercial zoning districts, the unique and sometimes complex design considerations of traditional mixed-use

development, and to ensure mixed-use projects are appropriately located, the Mixed Use Option is considered a Special Exception Use.

- The Technical Review Committee (TRC) discussed this project on December 4, 2018 (Planning Board Representatives: Shaun McGrath and Ernie Carpico; Town Council Representatives: Dan Berry & Tom O'Brien). The TRC discussed that the property is zoned LB Local Business and that commercial development could be desirable, specifically medical office uses. It was also discussed that the current zoning would allow residential use to be proposed using the mixed-use option as a Special Exception Use. The applicant advised the TRC that the market was looking for more residential uses in the area and that medical offices may not be a good fit for the area. Residential uses were not generally supported by the committee.
- A development plan was approved on February 3, 2009 for Holly Glen Commercial. The project approval expired.
- Parcel was originally zoned commercial C-1 on March 21, 1995. This zoning district became NV Neighborhood Village when the UDO was adopted in 2002, and subsequently LB Local Business on August 17, 2004 when NV was removed from the UDO.

Funding Source(s):

Attachment(s):

1. 19DP19 Overlook A PB Staff Report
2. 19DP19 Overlook Townhomes A Proposed Motion and Conditions
3. 19DP19 Overlook A Petition and Plans
4. Resolution 20-11 PH 19DP19 OverlookA



**Town of Holly Springs
Staff Report to the Planning Board**

**REQUEST FOR SPECIAL EXCEPTION USE AND DEVELOPMENT PLAN
OVERLOOK TOWNHOMES A
19-DP-19 / 19-SEU-11**

APPLICANT(S):

Robert Stafford
The Buckhaven Development
Group, LLC
246 Valleyfield Lane
Southern Pines, NC 27330

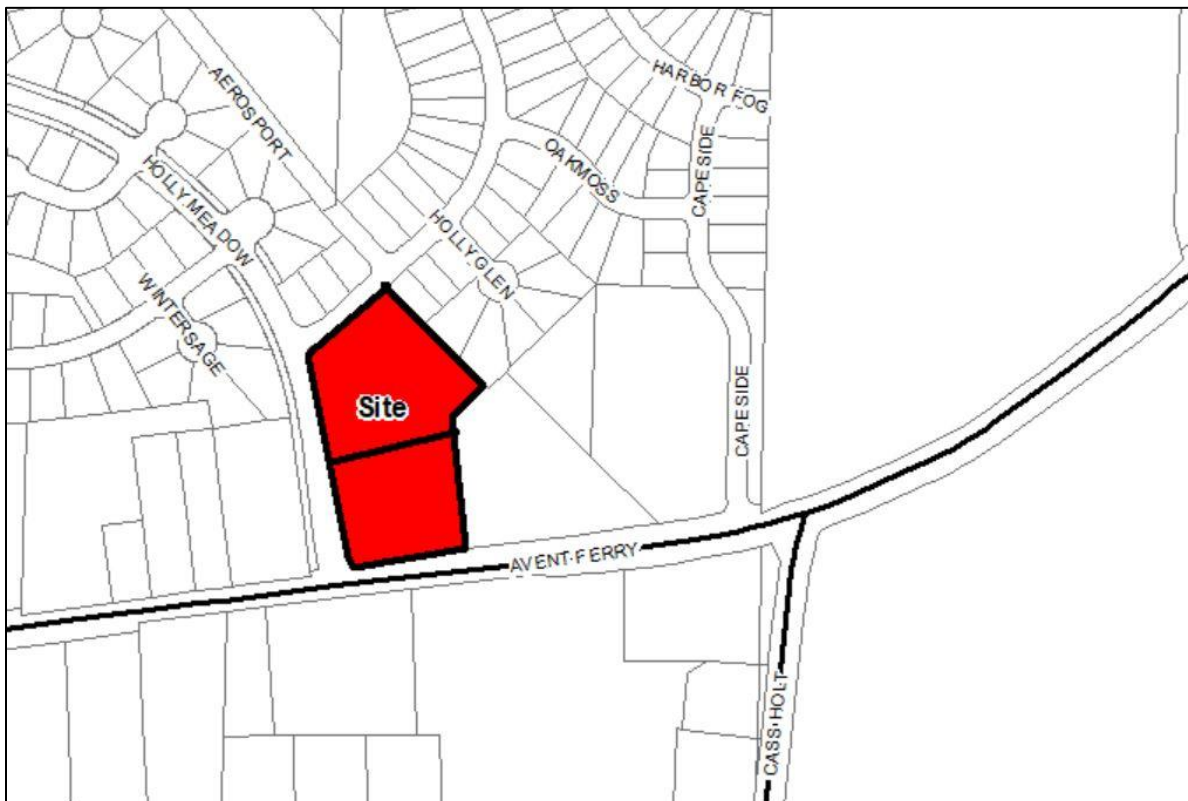
DEVELOPER(S):

Robert Stafford
The Buckhaven Development
Group, LLC
246 Valleyfield Lane
Southern Pines, NC 27330

OWNER(S):

Robert Stafford
The Buckhaven Development
Group, LLC
246 Valleyfield Lane
Southern Pines, NC 27330

LOCATION:



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

ANTICIPATED REVIEW SCHEDULE:

Planning Board: April 28, 2020
Town Council Public Hearing & Action: May 19, 2020

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

ATTACHMENTS:

Site Plans, Petitioner's Response to the Special Exception Use Petition Findings of Fact, Waiver
Petition and Response to Waiver Findings of Fact.

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
The Buckhaven Development Group, LLC	0648350151	LB Local Business	2.25 acres
The Buckhaven Development Group, LLC	0648350410	LB Local Business	2.2 acres
TOTAL			4.45 acres ±

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	LB Local Business	Vacant
North	R-10 Residential	Single Family Residential (Overlook at Holly Glen)
South	R-30 Residential LB Local Business	Vacant Lighthouse Daycare (future)
East	LB Local Business R-10 Residential	Vacant Single Family Residential (Overlook at Holly Glen)
West	R-10 Residential	Single Family Residential

PROPERTY HISTORY

Rezoning History

Rezoning Number: 94-R-10
Original Zoning: I-1
Proposed Zoning: C-1
Approved by Town Council on: 08/17/94

Subdivision History

Project Number: 08-MAS-04
Description: Holly Glen Commercial
Approved by Town Council on: 02/03/2009
Approval has expired

Rezoning Number: 95-R-08
Original Zoning: R-10
Proposed Zoning: C-1
Approved by Town Council on: 03/21/95

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

Rezoning Number: 03-REZ-14
Original Zoning: NV
Proposed Zoning: R-MF-8
Denied by Town Council on: 03/16/2004

Rezoning Number: 04-UDO-03
Original Zoning: NV
Proposed Zoning: LB
Approved by Town Council on: 8/17/04

SPECIAL EXCEPTION USE

Request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 LB Local Business to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District at the property located at the northeast corner of Avent

Ferry Road and Holly Meadow Drive, 101 Holly Meadow Drive and 101 Shorehouse Way, Wake County PINs 0648350151 & 0648350410.

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- b. The proposed use will not injure or adversely affect the adjacent area;
- c. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;
- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;
- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;
- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
- i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
- j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

WAIVER REQUESTS

Waiver 20-WAV-12: Request to allow a Waiver of Regulations of UDO Section 7.01 J. Required Tree Preservation to allow a waiver of the minimum 25% required hardwood species in a significant tree stand in association with Development Plan Petition #19-DP-20.

UDO Requirements:

Section 7.01 J. Required Tree Preservation, Tree Preservation Area Priority

(b) Significant Tree Stands

- (i) To qualify as a significant tree stand, the tree preservation area must be an area within a contiguous wooded area of at least ten thousand (10,000) square feet as measured by contiguous hardwood canopy coverage.
- (ii) Significant tree stands must contain mature hardwood forest consisting of greater than twenty-five (25) percent hardwood trees native to the region over twenty (20) years old or greater than ten inches (10") diameter to indicate mature trees.

Waiver Findings of Fact:

- a. The proposed development represents an innovative solution for tree preservation, which will enhance the use or value of area properties beyond the enhancement that would otherwise occur under the strict application of the Required Tree Protection requirements; or, The strict application of the terms of the Required Tree Protection requirements represents an unusual or unnecessary hardship when applied to the proposed development;
- b. The granting of a waiver will not cause negative impacts on the environment;
- c. The proposed development is consistent with the intent of the Comprehensive Plan; and,
- d. The proposed development is consistent with the intent and purpose of this UDO.

STAFF ANALYSIS

PROJECT OVERVIEW

Part 1: Special Exception

A Special Exception Use is a Permitted Use within a specific zoning district that may not necessarily fit in with the surrounding areas and uses and is subject to further review. Applicants requesting a Special Exception Use, must be able to demonstrate that all required Findings of Fact are being met. The Town Council through the public hearing and sworn testimony must be able to make findings that these facts will be met and/or adhered to as part of the motion. If the Town Council determines that a Fact cannot be met or adhered to, then the Special Exception should be denied.

In 2009, the Town adopted UDO Section 3.02 C. Mixed Use Option to promote and guide integrated, diverse, but compatible uses into a single development that is defined by unique and innovative design and pedestrian friendly features. Due to the introduction of residential land uses into commercial zoning districts, the unique and sometimes complex design considerations of traditional mixed-use development, and to ensure mixed-use projects are appropriately located, the Mixed Use Option is considered a Special Exception Use.

Part 2: Development Plan

Any Development Plan that is submitted along with a Special Exception Use is required to be reviewed by the Planning Board for recommendation to the Town Council and then ultimately acted upon by the Town Council after determination if the proposed Special Exception Use of the land is approved.

In association with the Special Exception Use, a Development Plan has been submitted for a mixed-use project consisting of both residential and nonresidential land uses. The proposal includes twenty-two (22) multifamily townhomes, providing a gross density of 5.0 units per acre, and one 6,600 square foot medical office building.

PLANNING & ZONING

Vision Holly Springs Comprehensive Plan

Land Use & Character

The Land Use Plan has this property designated as Neighborhood Center. Small scale, Neighborhood Centers provide goods and services to surrounding neighborhoods. Their proximity to neighborhoods requires that operations be low-intensity, unobtrusive, and at a scale and design compatible with nearby residential development. The design of Neighborhood Centers transitions effectively between residential and nonresidential uses, and includes safe and convenient pedestrian and bicycle access for nearby residents. While this is primarily a commercial category, some Neighborhood Centers may include upper

story residential or office. Sites also effectively minimize the impact of cut-through traffic on nearby neighborhood streets by orienting vehicle access and circulation away from adjacent neighborhoods.

Key design aspects of Neighborhood Centers include:

Street & Block Patterns

- Lots are primarily rear-loaded to maximize walkability and reduce the emphasis on automobiles.
- Parking is located in and accessed from the rear.
- Paved surface lots have shared parking agreements.
- Formal on-street parking is provided throughout the Neighborhood Center.

Open Spaces & Natural Resources

- These areas include a variety of shared public open spaces throughout a walkable, activated environment. These centers may include formal and informal open spaces such as greens, squares, plazas, and community gardens.
- Due to their small scale and location, Neighborhood Centers are often developed in a manner that does not allow significant protection of topography or natural landscape features, and may require significant grading, tree clearing, retaining walls or stormwater management features.
- There may be opportunities to use the natural hydrology of the site for stormwater control.
- Low-impact landscape design techniques and sustainable stormwater practices should be incorporated.
- Green roof elements and/or rooftop gardens are encouraged.
- Specimen tree preservation is encouraged.

Lot Size & Building Placement

- Lot width and depth is variable, but should be scaled so as to be compatible with adjacent development.
- Front setbacks should be minimal, with storefronts pulled up to the street to enhance walkability.

Building Types & Massing

- Building types are primarily commercial on the ground floor, but may include residential or office uses on upper floors or at the edge of the commercial center.
- Buildings may be up to 3 stories in height.

Transportation Network

- Multi-modal, somewhat urban character with curbs and formal planting arrangements.
- Grid street patterns with high connectivity for all modes of transportation.
- Sidewalks and bike facilities provide links to adjacent neighborhoods.
- Circulation should be provided internally to minimize traffic impact on adjacent neighborhoods.

DEVELOPMENT PLAN

Development Standards

Permitted Uses:

Commercial:

Minimum Required: 20%

Proposed: 22.7%

Residential:

Minimum Required: 20%

Proposed: 77.3%

Gross Density:

Maximum Permitted: 8 units per acre

Proposed: 5.0 units per acre

Building Orientation:

Required:

Buildings are encouraged to be located as close as possible to the building setback line and oriented to face the street in order to achieve an urban streetscape.

Proposed:

Commercial: building has been oriented to face an internal parking area but has been located adjacent to the minimum building setback along Avent Ferry Road.

Residential: buildings are oriented towards an internal street and are located away from the sidewalk to allow front loading driveways.

Minimum Yards and Setbacks:

Required:

Along property lines in common with adjacent residential uses: 20 foot yard and setback
Along property lines in common with adjacent commercial uses: 10 foot yard and setback
Along adjacent streets: 10 foot yard and setback

Proposed:

Along all property lines in common with adjacent residential uses: 20 foot yard and setback

Along all property lines in common with adjacent commercial uses: 10 foot yard

Along adjacent streets:

Along Avent Ferry Road:

Commercial Building: 10 foot yard and 10 foot building setback

Along Holly Meadow Drive:

Commercial Building: 30 foot yard and 138 foot setback

Residential Buildings: 30 foot yard and 50± foot setback

Along Shorehouse Way:

All Buildings: 30 foot yard and >150 foot setback

Building Height:

Maximum Permitted: 60 feet

Maximum Proposed: 60 feet

Gross Floor Area:

Commercial Building: 6,600 square feet

Parking & Loading:

Required:

Commercial: 33 spaces

Residential: 46 spaces + 5 guest = 51 spaces

Mail Kiosk: 2

Provided:

Commercial: 33 spaces
Residential: 51 spaces
Mail Kiosk: 2 spaces

Orientation and Design:

Required: Off-Street Parking areas shall be located where residents and businesses have easy and convenient access and should be oriented behind or to the side of a building when possible.

Provided: Off-street parking areas are located to the side and rear of the proposed commercial building. Guest parking for residential buildings is found on-street and integrated with the commercial parking area. The commercial parking and residential buildings are connected with sidewalks and pedestrian crossings.

Landscape Requirements:

Perimeter Yard/Bufferyard

Required:

Along Avent Ferry Road: 10' Type A-50 Thoroughfare Yard
Along Holly Meadow Drive, 30' Type C-75 Collector Yard
Along Shorehouse Way: 30' Type C-75 Local Yard
Along east property line, adjacent to residential portion: 20' Type C-75 Bufferyard
Along east property line, adjacent to commercial portion: 10' Type A-20 Yard

Provided:

Along Avent Ferry Road: 10' Type A-50 Thoroughfare Yard
Species Include: Nuttall Oak and Fringe Tree

Along Capeside Avenue, adjacent to commercial: 30' Type C-75 Collector Yard
Species Include: Arborvitae, Cedar, and Magnolia

Along Capeside Avenue, adjacent to residential portion: 30' Type C-75 Local Yard
Species Include: existing Crape Myrtle, Oak, and Cypress

Along east property line, adjacent to residential portion: 20' Type C-75 Bufferyard
Species Include: Wax Myrtle, Holly, and Magnolia

Along east property line, adjacent to commercial portion: 10' Type A-20 Yard
Species Include: Black Gum and Lidden

Foundation

Foundation landscaping has been provided along all four sides of the commercial and residential buildings. Typical species include: Holly, Juniper, and Loropetalum.

Interior Parking Lot

Islands Required: 5

Islands Provided: 5, each with 1 tree and 4 shrubs

Parking Area Screening

Parking screening has been provided as required by the UDO.

Tree Preservation

Minimum Required: 10% of .41 acres

Provided: 10% or .41 acres – the area provided is a significant tree stand along the eastern property boundary. According the sample area surveys provided, the area lacks the required 25% hardwood species. The applicant has requested a waiver of the hardwood species requirement. (20-WAV-12)

The Planning Board should be aware that there appear to be areas of the site that have existing vegetation that may meet the required minimum hardwood requirement. The applicant has not provided tree sample areas for these locations. Without the sample areas, it is hard to truly evaluate this qualification.

Developed Recreational Open Space Requirements

Required: One (1) percent of project area or 1,921 square feet

Provided: 2,040 square feet with plaza and benches

General Regulations

Trash Containers:

Dumpster enclosure will be provided for the commercial building

Accessory mail kiosk has been provided and meets the Town's design standards

Architectural and Site Design Requirements

The Mixed Use Option contains design guidelines for commercial and residential uses. Examples of such guidelines include:

Commercial:

- Storefront windows that provide transparency to the building at the pedestrian level.
- Visual interest which can draw the attention of the passing public.
- Whenever feasible, orientation towards the street and major pedestrian or plaza areas.
- Locate retail commercial uses relying heavily on passing foot traffic such as retail uses at ground level, with less active uses (i.e., office uses) located above ground level.
- Commercial buildings shall be subject to the architectural and site design requirement set forth in Section 3.08 – Architectural and Site Design Requirements.

Residential:

- Residential uses may be located in a separate building or in mixed configurations with commercial uses in the same structure.
- Factors such as privacy, security, amenities, and views are very important.
- To provide adequate privacy and security, residential entrances can be placed in the quieter areas away from the main commercial portions.
- Access to open space areas, either public or private is important.
- In all cases, multifamily townhouses shall be subject to the design features set forth in Section 2.09, C., 2., d.- Design Features.

The applicant has chosen not to provide architectural elevations for either the commercial or residential components of this project for staff evaluation.

Pedestrian Circulation and Vehicular Area Design (UDO Section 7.09)

Walkways or Pedestrian/Bikeway System Design:

The project has provided sidewalks on both sides of the internal street and sidewalk connections through the commercial site to interconnect both components of the project.

PARKS & RECREATION

Greenways (UDO Section 7.06, C.):

There are no public greenways required for this project.

ENGINEERING

Water Service:

Water service will be provided through connection to an existing 12" water main in Avent Ferry Rd and an existing 8" water main in Shorehouse Way. An 8" water main is extended into the site to serve the townhomes and commercial building.

Sewer Service:

Sewer service will be provided through an on-site gravity sewer main extension that connects to existing sanitary sewer in both Holly Meadow Dr. and Shorehouse Way.

Transportation

A Traffic Impact Analysis (TIA) has been completed with this project. The TIA accounts for both Overlook Mixed Use Site A and Site B.

Per the Town's review of the TIA, this project completed a Signal Warrant Analysis at the intersection of Avent Ferry Rd and Holly Meadow Dr. due to the failing Level of Service (LOS) at this intersection. To mitigate the project's impact and address the deficiencies at this intersection, the Developer is proposing a new traffic signal as part of this plan and a Developer Agreement is being drafted between the Town and the Developer to fund this improvement. This proposed solution is shown on the plans for Overlook Mixed Use Site A. The Developer is responsible for the design and installation of a traffic signal at this intersection in accordance with Town and NCDOT design and construction standards and includes pedestrian crosswalk and signalization via RRFB.

This developer has previously paid a fee-in-lieu toward ½ of the median on Avent Ferry Rd proportionate to the length of its property frontage.

Connectivity:

The proposed 5' internal sidewalk network has multiple connections to public sidewalk on both Shorehouse Way and Avent Ferry Rd. The internal sidewalk provides pedestrian connection between the townhomes and the commercial building.

Environmental

This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance. This site is located in the Cape Fear River Basin and will be subject to the applicable rules of that basin.

TECHNICAL REVIEW COMMITTEE DISCUSSION

The Technical Review Committee discussed the initial concept for this project on December 4, 2018
Planning Board Representatives: Shaun McGrath and Ernie Carpico
Town Council Representatives: Dan Berry & Tom O'Brien

Summary of Discussion: The TRC discussed that the property is zoned LB Local Business and that commercial development could be desirable, specifically medical office uses. It was also discussed that the current zoning would allow residential use to be proposed using the mixed-use option as a Special Exception Use. The applicant advised the TRC that the market was looking for more residential uses in the area and that medical offices may not be a good fit for the area. Residential uses were not generally supported by the committee.

STAFF RECOMMENDED PLANNING BOARD DISCUSSION ITEMS

Staff Recommends that the Planning Board discuss the following items:

1. The Mixed Use Option is intended to promote and guide integrated uses into a development that is defined by unique and innovative design and pedestrian friendly features. This option is intended to be an alternative to the suburban mind-set that development be unconnected and uncoordinated, increasing reliance on individual vehicles and traffic congestion. While the proposed development plan does contain a mix of uses, the Planning Board should discuss if this project proposes a unique, innovative, and well integrated design that meets the intent of the Neighborhood Center Land Use & Character designation.
2. The applicant has chosen not to provide building elevations for review at this time. The Planning Board should discuss whether they have sufficient information on building design to make a recommendation to the Town Council on the Special Exception Use without building elevations.
3. Due to recent Town Council discussions on achieving a more balanced commercial to residential tax base, Town staff has suggested a condition of approval for this project that will require the commercial component to be under construction prior to any building permits issued for residential units. This is being recommended in order to ensure the mixed use nature of the project will be achieved in a reasonable amount of time. The mixed use option ordinance normally allows the commercial component to be delayed up to 6 years from the last certificate of occupancy. The applicant has communicated with staff that they are not in favor of this condition and will be requesting the Planning Board remove the suggested condition. The Planning Board should discuss if the suggested condition is warranted.
4. The Planning Board should be aware that there appear to be areas of the site that have existing vegetation that may meet the required minimum hardwood requirement for tree preservation areas (25% minimum hardwood species for significant tree stands). The applicant has not provided tree sample areas for these locations. Without the sample areas, it is hard to truly evaluate this qualification. The Planning Board should discuss the tree preservation waiver being requested and if additional information is needed for a supportive recommendation to the Town Council.

STAFF RECOMMENDATION TO THE PLANNING BOARD

ACTION #1: WAIVER OF REGULATIONS OF UDO

Motion that the Planning Board recommend the Town Council **approve / deny** Waiver 20-WAV-12, a Waiver of Regulations of UDO Section 7.01 J. Required Tree Preservation to allow a waiver of the minimum 25% required hardwood species in a significant tree stand in association with Development Plan Petition #19-DP-19.

ACTION #2:

Motion that the Planning Board recommend the Town Council **approve / deny** Special Exception Use #19-SEU-11 as specified in Unified Development Ordinance Section 3.02 LB Local Business to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District and Development Plan 19-DP-19 for Overlook Townhomes Site A, at the property located at the northeast corner of Avent Ferry Road and Holly Meadow Drive, 101 Holly Meadow Drive and 101 Shorehouse Way, Wake County PINs 0648350151 & 0648350410, with the following conditions:

Special Exception Use

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 19-SEU-11.

Development Plan

1. In order to achieve the mixed use nature of this project, the commercial building shall commence construction prior to any residential building permit being issued.
2. This project is required to meet the Town of Holly Springs NPDES PH. 2 Post Construction Ordinance.
3. The following must be submitted with the first Construction Drawing submittal:
 - a. A point-by-point photometric plan for all site lighting (not including public right-of-way street and pedestrian lights) in conformance with lighting levels specified in UDO Section 7.02 shall be submitted to and approved by the Department of Planning & Zoning.
 - b. For thoroughfares, collectors and boulevards that are Town maintained, a calculated pavement design is required.
 - c. All items listed on the Stormwater Submittal Checklist, Form #16003.
4. Prior to Construction Drawing Approval and/or issuance of a land disturbance permit, the following items must be addressed:
 - a. Street Tree locations shall be shown with approved lighting fixture locations shall be positioned as to not interfere with any lighting fixtures or any site distance triangles.
 - b. Payment of the Stormwater Fee-in-Lieu.
 - c. Approval of Stormwater Management Plan.
 - d. All environmental permits must be obtained for the entire project.
 - e. Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to the preconstruction meeting and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the BMP is required at the end of the performance monitoring period for the project.
 - f. Payment of the fee-in-lieu proportionate to project impact for the traffic signal at the intersection of Avent Ferry Rd and Holly Meadow Drive.
5. Building elevations must be submitted as a major Development Plan Amendment and are subject to Town Council approval. In order to create a consistent and cohesive development, the residential and nonresidential building elevations shall use comparable and compatible building materials and colors.
6. At time of petitioning for the first Final Plat for this subdivision:
 - a. Homeowner's Association covenants shall be submitted for review prior to recording.
7. No more than 85% of building permits shall be issued prior to the completion of all developed recreational open space.
8. No more than 85% of building permits shall be issued prior to the installation of all street trees not located along a residential lot.
9. This project is responsible for design & installation of traffic signal at the intersection of Avent Ferry Road and Holly Meadow Dr. through a Developer Agreement with the Town. This includes pedestrian crosswalk and RRFB signalization.
10. If build out exceeds the anticipated time frame in the approved TIA, an update of the TIA is required prior to or with the Development Plan for the associated phase. Recommended improvements of the updated TIA will be required to be completed prior to plat approval of that phase.
11. This project is required to extend existing sanitary sewer main, including easement, along the western property line to the corner of Avent Ferry Rd and Holly Meadow Drive to stub for future development, if it has not been completed by others.
12. Prior to Town Council, the following must be addressed:
 - a. The Developer Agreement must be finalized.
 - b. The TIA must be finalized to reflect content of the Developer Agreement.

Agenda Item Completeness Checklist				
Staff Member	Approved for Distribution			Comments
	Yes	No	Initials	
Sean Ryan	X		SR	
Parks & Rec				
Engineering	X		RDJ	
Melissa Sigmund	X		MS	



THE TOWN OF

Holly Springs

19-DP-19 / 19-SEU-11 / 20-WAV-12: Overlook Townhomes A

Conditions of Approval:

Make and Accept the Findings of Fact and approve Special Exception Use 19-SEU-11 to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District at the property located at the northeast corner of Avent Ferry Road and Holly Meadow Drive, 101 Holly Meadow Drive and 101 Shorehouse Way, Wake County PINs 0648350151 & 0648350410, with the following conditions:

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 19-SEU-11.

Determine the appropriateness of the requested waiver to allow a waiver of the minimum 25% required hardwood species in a significant tree stand and to approve / deny / defer Development Plan 19-DP-19 for Overlook Townhomes Site A, as submitted by J Thomas Engineering, Inc., project 18-024 dated 4/3/20, with the following conditions:

1. In order to achieve the mixed use nature of this project, the commercial building shall commence construction prior to any residential building permit being issued.
2. This project is required to meet the Town of Holly Springs NPDES PH. 2 Post Construction Ordinance.
3. The following must be submitted with the first Construction Drawing submittal:
 - a. A point-by-point photometric plan for all site lighting (not including public right-of-way street and pedestrian lights) in conformance with lighting levels specified in UDO Section 7.02 shall be submitted to and approved by the Department of Planning & Zoning.
 - b. For thoroughfares, collectors and boulevards that are Town maintained, a calculated pavement design is required.
 - c. All items listed on the Stormwater Submittal Checklist, Form #16003.
4. Prior to Construction Drawing Approval and/or issuance of a land disturbance permit, the following items must be addressed:

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Email: dick.sears@hollyspringsnc.us

- a. Street Tree locations shall be shown with approved lighting fixture locations shall be positioned as to not interfere with any lighting fixtures or any site distance triangles.
 - b. Payment of the Stormwater Fee-in-Lieu.
 - c. Approval of Stormwater Management Plan.
 - d. All environmental permits must be obtained for the entire project.
 - e. Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to the preconstruction meeting and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the BMP is required at the end of the performance monitoring period for the project.
 - f. Payment of the fee-in-lieu proportionate to project impact for the traffic signal at the intersection of Avent Ferry Rd and Holly Meadow Drive.
5. Building elevations must be submitted as a major Development Plan Amendment and are subject to Town Council approval. In order to create a consistent and cohesive development, the residential and nonresidential building elevations shall use comparable and compatible building materials and colors.
 6. At time of petitioning for the first Final Plat for this subdivision:
 - a. Homeowner's Association covenants shall be submitted for review prior to recording.
 7. No more than 85% of building permits shall be issued prior to the completion of all developed recreational open space.
 8. No more than 85% of building permits shall be issued prior to the installation of all street trees not located along a residential lot.
 9. This project is responsible for design & installation of traffic signal at the intersection of Avent Ferry Road and Holly Meadow Dr. through a Developer Agreement with the Town. This includes pedestrian crosswalk and RRFB signalization.
 10. If build out exceeds the anticipated time frame in the approved TIA, an update of the TIA is required prior to or with the Development Plan for the associated phase. Recommended improvements of the updated TIA will be required to be completed prior to plat approval of that phase.
 11. This project is required to extend existing sanitary sewer main, including easement, along the western property line to the corner of Avent Ferry Rd and Holly Meadow Drive to stub for future development, if it has not been completed by others.
 12. If this plan is approved by Town Council, a Developer Agreement would need to be finalized and approved by Town Council for a partnership between Developer and the Town for design and installation of a new traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road. The Developer is responsible for 18.8% of the cost in addition to design and installation of the new signal with this project. The Town has

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commitment from adjacent development in the amount of 35%, so the Town would be financially responsible for the remaining 53.8% of the total cost.

Office of the Mayor

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Email: dick.sears@hollyspringsnc.us

DEVELOPMENT PETITION

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



Petition Type:

☐ Master Plan

- ☐ New Detailed ☐ New Schematic
☐ Major Amendment ☐ Minor Amendment*

☐ Preliminary Plan- Major Subdivision

- ☐ New ☐ Major Amendment ☐ Minor Amendment*

☐ Development Plan (check all that apply)

- ☐ New ☐ Major Amendment ☐ Minor Amendment*
☐ Gateway Non-Residential/Mixed Use Gross Building Floor Area _____
☐ Non-Gateway Non-Residential/Mixed Use Gross Building Floor Area _____
☐ Multifamily
☐ Residential Development Options or Infill Development Options

☒ Special Exception Use

- ☒ New ☐ Family Child Care Home

* Specify purpose of amendment on Certificate of Plan Revisions

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information:

Project Name: Overlook Townhomes Mixed Use - Site A

If this project is part of a previously approved plan, please specify: _____

PUD/Master Plan/Subdivision _____ Shopping Center/Lot# _____

Project Location: Avent Ferry Road & Capeside Avenue & Holly Meadow Drive

Use street address. If none, use the closest intersection

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

PIN: 0648350410, 0648350151 Real Estate ID: 0374843, 0374844

Project Acreage (rounded to nearest tenth): 4.44 Partial Parcel: ☒ No ☐ Yes (additional fee)

Current Zoning: LB Proposed Use (see UDO Primary Use List): Mixed Use Townhomes/Commercial

Open Space [See UDO Section 7.06(F)(4)]: ☐ Dedication ☐ Fee-in-lieu ☐ Combination ☒ N/A

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

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

Scoping Meeting Date: _____ Concept Meeting Date: August 22, 2019

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

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

Project Applicant/Contact

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

Name Robert Stafford Company The Buckhaven Development Group, LLC.

Mailing Address 246 Valleyfield Lane

City Southern Pines State NC Zip 27330

Telephone # (910) 692-9800 E-Mail stafflandt@earthlink.net

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

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

Design Professional if different than Applicant/Contact

Name Michael Blakley Company J Thomas Engineering, Inc.

Mailing Address 143 Charlotte Avenue, Suite 104

City Sanford State NC Zip 28387

Telephone # (919) 499-8759 E-Mail draftinganddesign@gmail.com

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

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

Developer

Name Robert Stafford Company The Buchhaven Development Group, LLC.
Mailing Address 246 Valleyfield Lane
City Southern Pines State NC Zip 28387
Telephone # (910) 692-9800 E-Mail staffland1@earthlink.net
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Architect

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Landscape Architect

Name Terry Boylan Company Village Green Land Design
Mailing Address 1149 Executive Circle, Suite C-1
City Cary State NC Zip 27511
Telephone # (919) 624-4468 E-Mail tboylan@underfootengineering.com
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Other: _____ (any other contact that should receive comments and correspondence for this project)

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ Alternate Telephone # (_____)
Fax # (_____) _____ E-Mail _____
How would you like to receive staff review comments? ☐ Fax ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ Fax ☐ E-Mail ☐ US Mail- Certified

Property Owner - Required

Name Robert Stafford Company The Buckhaven Development Group, LLC.
Mailing Address 246 Valleyfield Lane
City Southern Pines State NC Zip 28387
Telephone # (910) 692-9800 E-Mail staffland1@earthlink.net
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Certificate of Submittal Completion

I, Michael Blakley, certify that the information provided on this petition, plans and checklist are complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

SPECIAL EXCEPTION USE FINDINGS OF FACT



You must respond to all findings; please type or print legibly in blue or black ink.

Project Information:

Project Name: Overlook Townhomes Mixed Use - SITE A

Special Exception Use:

UDO Section No.: 3.02.A.2.h

Special Exception Use: Residential - Mixed Use Townhouse/Commercial

Specific Special Exception Use Request:

The request is to propose mixed use development with 23 Unit Townhomes and 6,600 sf of commercial office space

For DPZ Use only

Project # _____

Date Received:

Findings of Fact:

A petition for Special Exception Use may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the Board to make a written determination that:

(1) The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare:

The proposed use does not injurious public health, safety, comfort, community moral standards, convenience or general welfare due to the fact it is honoring the aproved land use plan and matches the existing residential and commercial components of the area. The Townhomes are a transition from commercial to residential.

(2) The proposed use will not injure or adversely affect the adjacent area or property values therein:

The proposed use will not injure or adversely affect the adjacent area or property values due the fact the proposed use is similiar to existing adjacent uses and provides commercial element along Avent Ferry Road while the Townhomes provide a transition of higher density to lower density between commercial and residential.

(3) The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan:

The proposd use is consistent with the character of the district and land uses authorized therein, and the Town of Holly Springs Comprehensive Plan which shows the project as a Neighborhood Center. The site is proposed as mixed use as allowed under the special exception which provided commercial and residential.

(4) The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved by the Town Council in which case the proposed use shall conform to the terms and conditions of such waiver):

The proposed use conforms to all development standards of the Local Business District.

(5) Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency:

All access drives, driveways, and pedestrian convenience have been provided per Holly Springs Standards.

- (6) Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood:

All parking areas have been provided in accordance with public safety and Holly Springs standards.

- (7) The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use:

The proposed development has adequate facilities to meet the needs of the persons utilizing the project.

- (8) Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the proposed use:

The proposed utilities and apparatus access has been designed to meet all Holly Springs utility, school, fire and police access. Impact studies have been provided to ensure utilities are adequate for the proposed project.

- (9) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts:

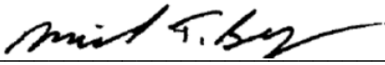
The location and arrangement of the project was designed to provide a seamless transition between the commercial and residential areas through the transitional townhome community with adequate buffering, landscaping and tree conservation areas. Care was taken to surround the development with green areas.

- (10) The type, size, and intensity of the proposed use, including such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood:

The project has been designed and sized to meet lower density requirements along with providing an equal balance of the commercial space and residential units to provide a village type atmosphere with separate areas/districts for the proposed uses. The proposed commercial entity will be an office type use with normal hours of operation.

Certificate of Completion

I certify that all information presented in this application is accurate to the best of my knowledge and belief. Further, I grant permission for members of the Planning Board, Town Council, and Town Staff to visit the site in question for informational, advertisement, and inspection needs.

Signature of Applicant: 

Date: 2/21/2020

Signature of Owner: 

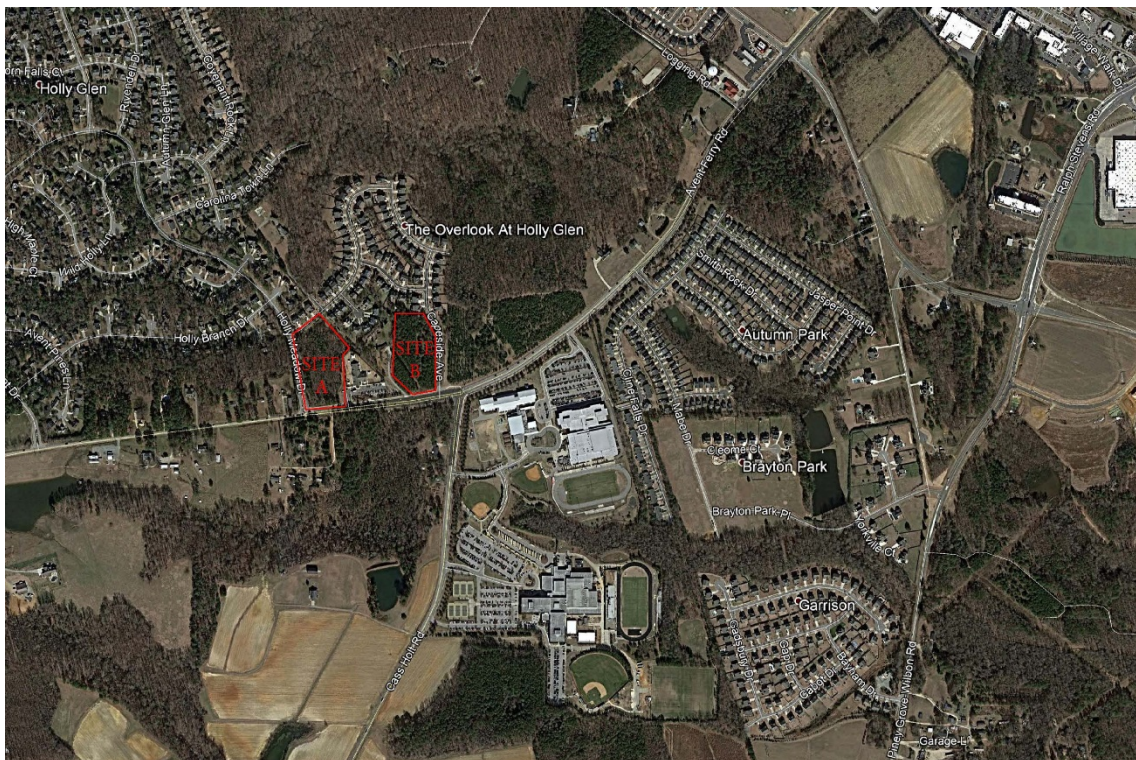
Date: 2/21/2020

PROJECT NARRITVE FOR SPECIAL EXCEPTION USE PETITION
OVERLOOK TOWNHOMES MIXED USE DEVELOPMENT - SITE A
HOLLY SPRINGS, NORTH CAROLINA

The proposed project is to be constructed on two (2) existing parcels (PIN No's 06483650410 and 0648350151) totaling 4.44 acres in the jurisdiction of the Town of Holly Springs. These two properties are currently zoned LB (Local Business). The properties are mostly wooded and currently undeveloped. See Figure 1 below for aerial view of pre-development property; Site B is a separate project, submitted concurrently with Site A.

The following is a summary of the adjacent properties:

- To the north, Shorehouse Way and an existing single family residential (zoning R-30, R-40)
- To the south, Avent Ferry Rd. and undeveloped land (zoning R-30, LB)
- To the west, Holly Meadow Dr. and existing single family residential (zoning R-30)
- To the east, Primrose school (zoning LB)



+ Figure 1: Aerial view of pre-developed sites A & B

The recently adopted Town of Holly Springs Comprehensive Plan designates the project parcels as Neighborhood Center. The intent of the Neighborhood Center is summarized below:

The Neighborhood Center category is intended to provide for a variety of commercial and business uses, focused on providing for the daily needs of residents in the area in a scale and form compatible with adjacent apartments and condominiums is allowed above commercial uses. Like the Mixed use category, developments should be a “village-like” atmosphere with areas that are interconnected and pedestrian friendly.

Although the project site is zoned LB, a residential use can be approved with a Special Use Exception per Section 3.02.A.2h of the Town UDO. The proposed project, Overlook Townhomes Mixed Use Development – Site A, consists of twenty-three (23) townhome units and one (1) commercial building (6,600 SF) (currently proposed as a medical office). New roadway, drives, parking, and sidewalk improvements are proposed. Also, as part of this project, public water and sewer utilities will be extended into the site to serve the new development.

It is the design intent to provide both residential and commercial uses in harmony with the surrounding community. The commercial use will be located at the front of the property next the bustling Avent Ferry thoroughfare to align with the adjacent Primrose School. The townhomes are proposed to be located directly behind the commercial use and serve as a transition to the existing single-family community to the north and west. (It is our opinion the current market and the location of this project will not suit having residential directly above commercial (in the same building) to meet the recommendation of the Neighborhood Center. The townhome portion will have a private street in the center of the property with driveways facing this street. Sidewalk and street interconnectivity will be provided between the proposed commercial and residential uses. A perimeter buffer will help screen the newly developed area from the existing adjacent single-family neighborhood.

See the attached petition application for more information.

Wake County Residential Development Notification

Developer Company Information	
Company Name	The Buckhaven Development Group, LLC.
Company Phone Number	(910) 692-9800
Developer Representative Name	Robert Stafford
Developer Representative Phone Number	(910) 692-9800
Developer Representative Email	staffland1@earthlink.net

New Residential Subdivision Information	
Date of Application for Subdivision	2019.07.22
City, Town or Wake County Jurisdiction	Holly Springs
Name of Subdivision	Overlook Townhomes Mixed Use
Address of Subdivision (if unknown enter nearest cross streets)	Avent Ferry Road & Capeside Avenue
REID(s)	0374843, 0374844, 0360706
PIN(s)	0648350410, 0648350151, 0648357334

Please complete each section and return by email or fax to all:

WCPSS

Debra Adams

dbadams@wcpss.net

Judy Stafford

jstafford1@wcpss.net

Fax: 919-431-7302

WAKE

Bill Shroyer

bill.shroyer@wakegov.com

Fax: 919-856-6389

Projected Dates Information	
Subdivision Completion Date	
Subdivision Projected First Occupancy Date	

Lot by Lot Development Information																	
Unit Type	Total # of Units	Senior Living	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Square Foot Range		Price Range		Anticipated Completion Units & Dates					
								Min	Max	Low	High	Year	# Units	Year	# Units	Year	# Units
Single Family																	
Townhomes	43					43		1650	1650	230	250	2022	43				
Condos																	
Apartments																	
Other																	

WAIVER/ALTERNATE COMPLIANCE PETITION



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

Waiver/Alternate Compliance Type (check one)

- ☐ UDO Section 1.23 – Request for Incentives for the Preservation, Rehabilitation, or Adaptive Reuse of Historic Structures
- ☐ UDO Section 2.06 or 2.07- Waiver of Architectural and Site Design Requirements in R-MF-8 & R-MF-15
- ☐ UDO Section 2.09– Waiver of Development Requirements for Development Options in the R-30, R-20, R 15, R-10 and R-8 Districts
- ☐ UDO Section 2.10– Waiver of Development Requirements for Infill Development Options in the R-8 District
- ☐ UDO Section 3.03- Alternate Compliance with Architectural and Site Design Requirements in TV
- ☐ UDO Section 3.03- Alternate Compliance with Development Standards in TV
- ☐ UDO Section 3.08- Alternate Compliance with Architectural and Site Design Requirements in LB, CB, OR, GB
- ☐ UDO Section 4.05- Alternate Compliance with Architectural and Site Design Requirements in BT, RT, IT
- ☐ UDO Section 7.01- Alternate Landscape Plan Approval
- ☒ UDO Section 7.01- Waiver of Required Tree Preservation Requirements
- ☐ UDO Section 7.03- Waiver of Sign Regulations
- ☐ UDO Section 7.04- Reduction in the Number of Required Off-Street Parking Spaces
- ☐ UDO Section 7.04- Waiver of Off-Street Parking Regulations
- ☐ UDO Section 7.05- Waiver of Off-Street Loading Regulations
- ☐ UDO Sections 7.06, 7.07, or 7.08- Waiver of Lot Design, Street Design, or Utility Design
- ☐ UDO Section 7.09- Waiver of Pedestrian Circulation & Vehicular Area Design Requirements
- ☐ UDO Sections 9.05, B.- Waiver of Platting, Project Construction Drawing Approval, Recombination and Vacation Procedures
- ☐ DPM Section 1- Waiver of Voluntary Annexation

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information

Identify the project associated with this Waiver/Alternate Compliance request

Associated Project Name:	Overlook Townhomes - Site A	Associated Project Number:
--------------------------	-----------------------------	----------------------------

Waiver/Alternate Compliance Request

Specific Request: (provide additional sheets if necessary)

The purpose of this waiver is to allow less than 25% hardwood species in the tree preservation area.

Contact Information

Waiver/Alternate Compliance Contact

Name Michael Blakley Company J Thomas Engineering, Inc.

Mailing Address 143 Charlotte Ave Suite 104

City Sanford State NC Zip 27330

Telephone # (919) 499-8759 E-Mail draftinganddesign@gmail.com

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

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

FINDINGS OF FACT



Please print responses in blue or black ink or typewrite.

A petition for Alternate Compliance may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or describe the unique conditions that would enable the decision making body to make a written determination that:

Findings of Fact

- (1) **The proposed development represents an innovative solution for tree preservation, which will enhance the use or value of area properties beyond the enhancement that would otherwise occur under the strict application of the Required Tree Protection requirements; or,**

The strict application of the terms of the Required Tree Protection

For DPZ Use only

Project # _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

The total tree protection area as required per UDO section 7.01 has been provided. However, the site is mostly pine trees that does not meet the 25% native hardwood trees. There are hardwoods mixed through out the tree protection area. However, they do not meet the requirements of UDO 7.01. The Site has been laid out to utilize the available tree stands and to utilize them as additional buffer between the existing single family and the project. In order to mitigate the lack of hardwood trees the buffer yards have been planted with hardwoods.

- (2) **The granting of a waiver will not cause negative impacts on the environment;**

The granting of this wavier will not cause a negative impact on the environment based on the thought process of preserving the existing 15-20 year old tree stand. The hardwood 25% will not be met but additional disturbance of the existing vegetation will not be harmed.

- (3) **The proposed development is consistent with the intent of the Comprehensive Plan; and,**

The proposed development has been designed to meet the intent of the comprehensive plan which proposes the site as Neighborhood Center. The site has been proposed as a mixed use development that utilizes commerical office space at Avent Ferry Road and Townhomes as a transition to the existing Single Family development to the north.

- (4) **The proposed development is consistent with the intent and purpose of this UDO.**

The proposed development has been designed to meet all requirements of the udo. The site is zoned LB - Local Business which allows the proposed commercial use and the townhome use portion under a special exception petition.

Certificate of Completion

I certify that all information presented in this petition is accurate to the best of my knowledge and belief.

Signature: *Michael S. Boy*

Date: 3/31/2020

SITE DATA

PROPERTY INFO:

OWNER:	THE BUCKHAVEN DEVELOPMENT GROUP, LLC. 246 VALLEYFIELD LANE SOUTHERN PINES, NC 28387
PIN#S:	SITE A - 0648350410(TRACT 1 - 2.17 AC),0648350151(TRACT 2 - 2.24 AC),
TOWNSHIP:	TOWN OF HOLLY SPRINGS
ZONING:	LOCAL BUSINESS (LB)
LAND USE:	NEIGHBORHOOD CENTER
PROJECT AREA:	4.41 AC
REQUIRED TREE PRESERVATION AREA(10% PER UDO SEC. 7.01) X 4.41:	0.41 AC
PROPOSED TREE PRESERVATION AREA:	1,321 SF
REQUIRED OPEN SPACE:	2,040 SF
PROPOSED OPEN SPACE:	22 UNITS
PROPOSED NUMBER OF TOWNHOMES (TRACT A1)	8 UNITS/AC
ALLOWABLE RESIDENTIAL DENSITY PER:	5.0 UNITS/AC
PROPOSED DENSITY 22 UNITS/4.41 AC(BUILDABLE AREA):	21' WIDE X55' DEEP X3 STORES
PROPOSED TOWNHOMES DIMENSIONS:	6,600 SF
PROPOSED COMMERCIAL BUILDING (TRACT A2):	60 FT
MAX ALLOWABLE BUILDING HEIGHT:	60 FT
PROPOSED MAX RESIDENTIAL HEIGHT:	60 FT
PROPOSED MAX COMMERCIAL HEIGHT:	60 FT

TOWNHOME LOT DIMENSIONS

LOT WIDTH (MIN):	21.0 FT
LOT WIDTH (MAX):	37.7 FT
LOT DEPTH (MIN):	99.0 FT
LOT DEPTH (MAX):	106.8 FT
LOT AREA (MIN):	2,079 SF
LOT AREA (MAX):	3,732 SF
LOTAREA (AVERAGE):	2,905 SF

ESTIMATED SEWER FLOW (TOWNHOMES)

(23 TOWNHOMES X 255 GPD PER UNIT):	5,865 GPD
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ESTIMATED SEWER FLOW (COMMERCIAL)

(4 PRACTITIONERS MEDICAL X 250 GPD PER PRACTITIONER):	1,000 GPD
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TOTAL SITE SEWER FLOW (SITE A)

	6,865 GPD
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PROPOSED TOWNHOME LOT SETBACKS

FRONT:	25 FT (PER MIXED USE OPTION WITH GARAGE)
REAR:	0 FT (NO INTERNAL SETBACKS PER MIXED USE OPTION)
SIDE:	0 FT (NO INTERNAL SETBACKS PER MIXED USE OPTION)

PROPERTY SETBACKS (PROJECT BOUNDARY)

FRONT (AVENT FERRY RD., HOLY MEADOW DR. & SHOREHOUSE WAY):	30 FT (MAYBE REDUCED TO 10FT MIXED USE OPTION)
REAR:	20 FT
SIDE:	20 FT

PARKING CALCULATIONS (TOWNHOMES)

TRACT A1	
REQUIRED RESIDENTIAL PARKING:	46 SPACES (2 SPACE/UNIT x 23)
PROPOSED RESIDENTIAL PARKING:	46 SPACES ((1) GARAGE, (1) DRIVEWAY)
REQUIRED GUEST PARKING:	5 SPACES (10% x 46 SPACES)
PROPOSED GUEST PARKING :	5 SPACES
	(ONE SIDE ON STREET PARKING BETWEEN DRIVEWAYS)
	(TWO SPACES AT MAIL KIOSK 1 H.C.)

PARKING CALCULATIONS (COMMERCIAL)

TRACT A2	
REQUIRED MINIMUM PARKING:	33 SPACES (5 SPACES/1000SF x 6,600) MEDICAL OFFICE
REQUIRED MINIMUM HANDICAP SPACES:	2 SPACES (26-50 SPACES - 2 REQUIRED)
PROPOSED PARKING:	33 SPACES (INCLD. H.C.)
REQUIRED MINIMUM BICYCLE RACKS (PER TABLE 7.04-D):	1 RACK (OFFICE SPACE)
PROPOSED BICYCLE RACK:	1 RACK (5 SPACES)

IMPERVIOUS CALCULATIONS

BUILDINGS (TOWNHOMES):	21,735 SF	0.50 AC
BUILDINGS (COMMERCIAL):	6,600 SF	0.15 AC
PAVEMENT:	31,471 SF	0.72 AC
DRIVEWAYS & SIDEWALKS:	15,528 SF	0.36 AC
TOTAL IMPERVIOUS:	75,334 SF	1.73 AC
TOTAL PERCENT IMPERVIOUS:	39.2%	

LIMIT OF DISTURBANCE

	3.71 AC
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DEVELOPER/OWNER INFORMATION

THE BUCKHAVEN DEVELOPMENT GROUP, LLC.
246 VALLEYFIELD LANE
SOUTHERN PINES, NC 28387
CONTACT: BOB STAFFORD
PHONE: (910) 692-9800

SHEET INDEX

- C1 COVER SHEET
- C2 PROJECT MASTER PLAN
- C3 EXISTING CONDITIONS/DEMOLITION PLAN
- C4 SITE LAYOUT PLAN
- C5 GRADING & STORM DRAINAGE PLAN
- C6 UTILITY PLAN
- C7 AVENT FERRY - FUTURE ROADWAY IMPROVEMENTS
- L8 LANDSCAPE PLAN
- L9 TREE CONSERVATION
- C10 STANDARD DETAILS
- C11 STANDARD DETAILS
- T1 TRUCK TURNING TEMPLATE
- T2 INTERSECTION SIGHT TRIANGLES



NOTES REQUIRED BY TOWN OF HOLLY SPRINGS

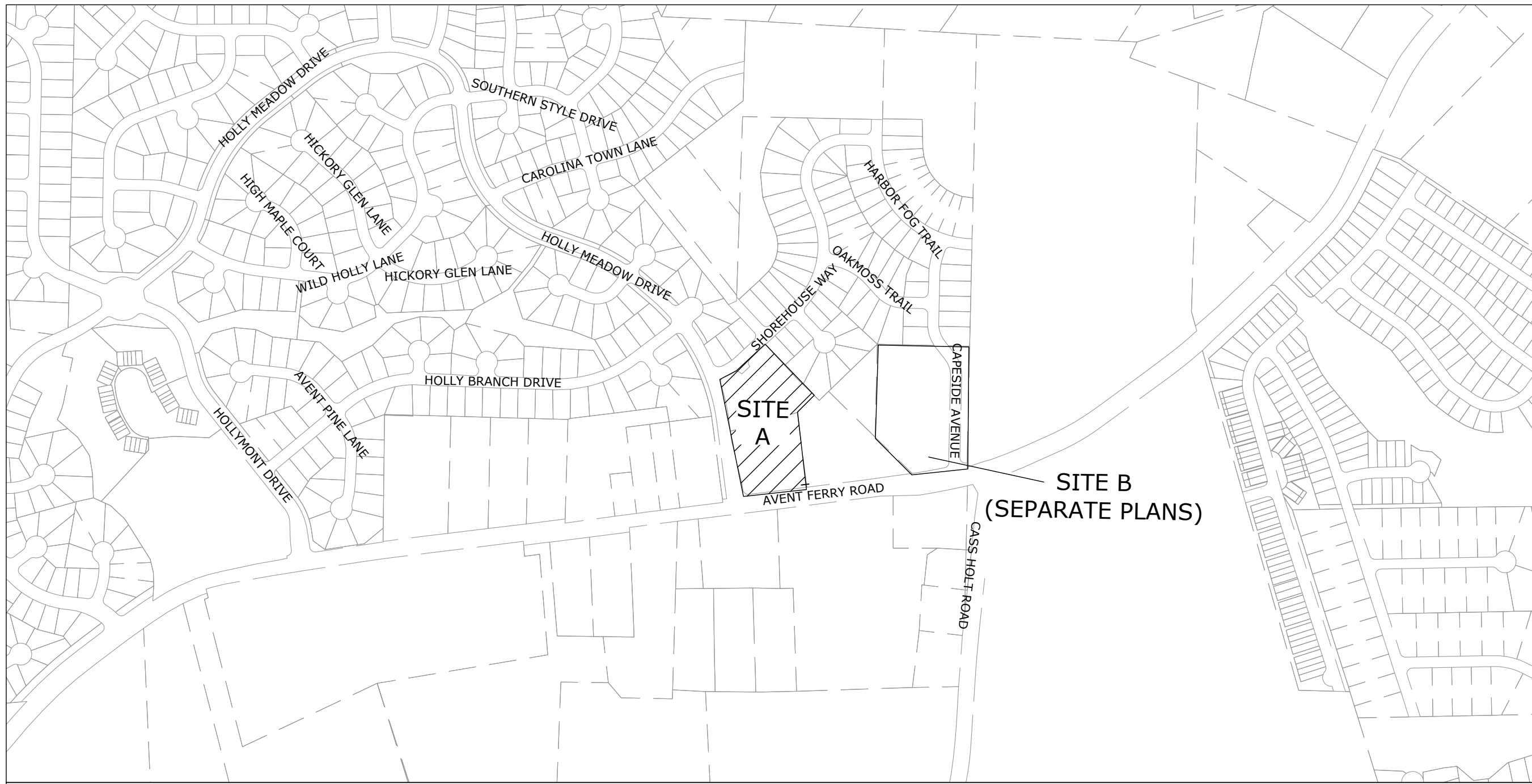
- PROJECT SURVEY BENCH MARK IS NC GRID MONUMENT "AEROSPORT" N=684993.62, E=2043505.63 ELEV=350.58 (NAD 83)
- PLAN IS SUBJECT TO REVISIONS DURING CONSTRUCTION DRAWING APPROVAL PROCESS.
- ALL CONSTRUCTION SHALL CONFORM TO TOWN OF HOLLY SPRINGS ENGINEERING DESIGN AND CONSTRUCTION STANDARDS
- CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION ON THIS PROJECT MAY BEGIN. DEVELOPMENT FEES ARE DUE BEFORE CONSTRUCTION DRAWING APPROVAL.

PLANS FOR:

OVERLOOK TOWNHOMES MIXED USE OPTION DEVELOPMENT DEVELOPMENT PLAN - GATEWAY SITE A

TOHS P&Z CASE #: 19-DP-19

AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA



LOCATION MAP

SCALE: 1 INCH = 500 FT



OCTOBER 11, 2019

* REVISED 1/24/2020
2/28/2020
4/3/2020

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DRAFTING BY:



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Sanford, North Carolina 27330
(919) 499-8759 phone
draftinganddesign@gmail.com



LANDSCAPE ARCHITECT:

Village Green Land Design

CARY, NC 27511
P:919.624-4468

AGENCY REVIEW ONLY

DDS Project No. 2018-16
JTE Project No. 18-024

TOWN USE BLOCK

LEGEND OF ABBREVIATIONS

BC	BACK OF CURB	LP	LIGHT POLE
CB	CATCH BASIN	N/F	NOW OR FORMERLY
CO	CLEAN OUT	P.E.	PERMANENT EASEMENT
CPP	CORRUGATED PLASTIC PIPE	PVC	POLYVINYL CHLORIDE PIPE
CMP	CORRUGATED METAL PIPE	PP	POWER POLE
C & G	CURB & GUTTER	RPC	REINFORCED CONCRETE PIPE
DI	DROP INLET	RRX	RAILROAD CROSSING
DIP	DUCTILE IRON PIPE	R/W	RIGHT OF WAY
EG	EDGE OF GRAVEL	SS OR SAN	SANITARY SEWER
EP	EDGE OF PAVEMENT	SSMH	SANITARY SEWER MANHOLE
EB	ELECTRICAL BOX	T.C.E.	TEMPORARY CONSTRUCTION EASEMENT
EV	ELECTRICAL VAULT	TMH	TELECOMMUNICATION MANHOLE
EL	ELEVATION	TF	TRANSFORMER
ECM	EXISTING CONCRETE MONUMENT	TP	TELEPHONE PEDESTAL
EIP	EXISTING IRON PIN	TS	TOP OF SIDEWALK
EPK	EXISTING PK NAIL	TSP	TRAFFIC SIGNAL POLE
FO	FIBER OPTIC	TW	TOP OF WALL
FOM	FIBER OPTIC MARKER	UC	UNDERGROUND COMMUNICATIONS
FOB	FIBER OPTIC BOX	VB	VALVE BOX
FH	FIRE HYDRANT	WM	WATER METER
GUY	GUY WIRE	WV	WATER VALVE
HP	HIGH POINT	WCR	WHEELCHAIR RAMP
INV	INVERT	YI	YARD INLET
JB	JUNCTION BOX (STORM)	TW	TOP OF WALL
IPS	IRON PIN SET	BW	BOTTOM OF WALL

LEGEND OF SYMBOLS AND LINES

PROPERTY CORNER	○	RIGHT OF WAY	---
UTILITY POLE	○	PROPERTY LINE	---
LIGHT POLE	○	BUILDING SETBACK	---
TELEPHONE PEDESTAL	○	LANDSCAPE BUFFER	---
GATE VALVE	○	UTILITY EASEMENT	---
WATER METER	○	CENTER LINE	---
FIRE HYDRANT	○	LIMIT OF DISTURBANCE	---
SEWER MANHOLE	○	UNDERGROUND ELECTRIC LINE	---
SEWER CLEANOUT	○	OVERHEAD ELECTRIC LINE	---
CATCH BASIN	○	SANITARY SEWER (GRAVITY)	---
YARD INLET / DROP INLET	○	SANITARY SEWER (FORCEMAIN)	---
STORM JUNCTION BOX / MH	○	STORM DRAIN PIPE	---
HANDICAP	○	WATER LINE	---
SPOT ELEVATION	○	GAS LINE	---
SIGN	○	COMMUNICATIONS LINE	---
ALIGNMENT CHANGE	○	FIBER OPTIC LINE	---
PVI	○	FENCE LINE	---
DELTA	○	TREE LINE	---
		DRAINAGE FLOW	---
		CURB AND GUTTER	---
		CURB AND GUTTER (SPILL)	---
		CONCRETE PAVEMENT	---
		ASPHALT PAVEMENT	---
		GRAVEL SURFACE	---

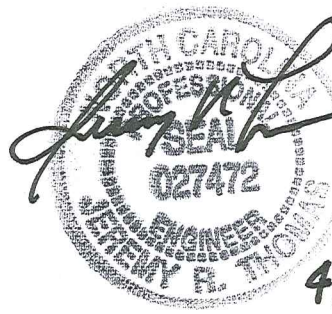
NOTE:
EXISTING FEATURES ARE SHOWN SHADED.



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PROFESSIONAL ENGINEER'S SEAL

OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY

SITE A
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA

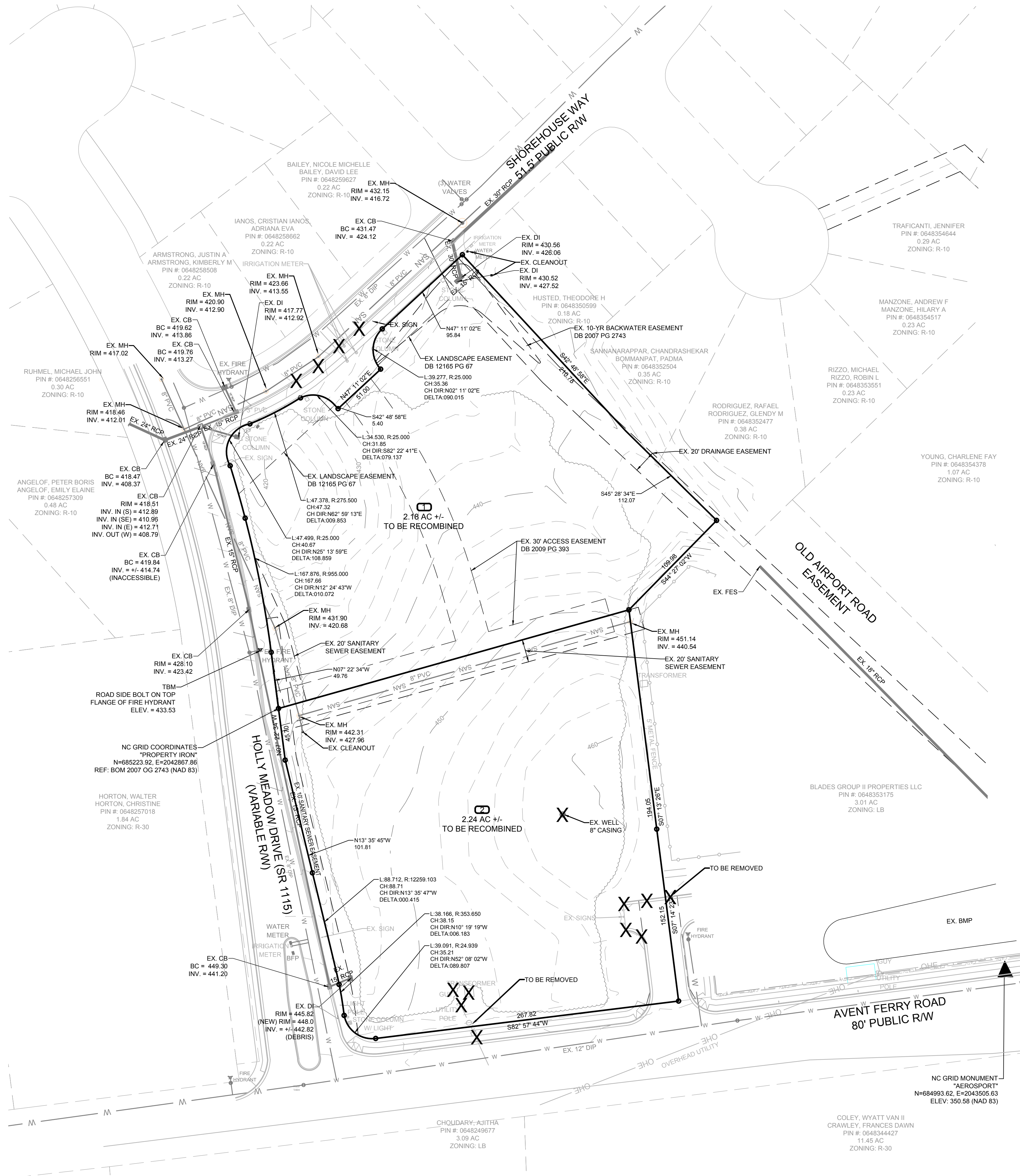
PROJECT MASTER PLAN

REVISIONS

1/24/2020 - 1ST SUBMITTAL COMMENTS
TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS
TOHS 2/12/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS
TOHS 3/18/2020

AGENCY REVIEW ONLY

Scale: 1"=50'
Sheet: C2 of 13
Project Number: DDS# 2018-16
JTE#
Drawn by: DRAFTING AND DESIGN SERVICES, INC.
Designed by: JRT
Reviewed by: JRT
Date: OCT 11, 2019

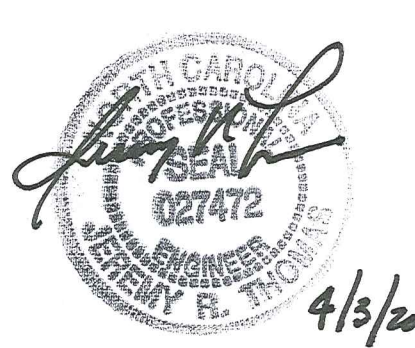


- NOTES:**
1. BOUNDARY SURVEY INFORMATION PER SULLIVAN SURVEYING PLAT DATED AUG. 18, 2009 RECORDED IN WAKE COUNTY REGISTRY BOOK 2009, PAGE 1117. PROVIDED BY OWNER.
 2. DESIGN SURVEY INFORMATION PER ATLAS LAND SURVEYING DATED FEB. 2, 2019. PROVIDED BY OWNER.
 3. THERE ARE NO FEMA FLOODPLAINS CONTAINED ON THIS SITE PER FIRM PANEL 372004800J, PANEL 0648, EFFECTIVE DATE MAY 2, 2006.
 4. THIS PLAN IS SUBJECT TO REVISIONS DURING THE CONSTRUCTION DRAWING PROCESS.
 5. RELOCATION OF EXISTING OVERHEAD UTILITIES AND EASEMENTS SHALL BE COORDINATED AS PART OF THE CONSTRUCTION DRAWING SUBMITTALS.
 6. ALL SUB-SURFACE UTILITIES IDENTIFIED ON THE EXISTING CONDITION PLAN ARE SHOWN IN THEIR APPROXIMATE LOCATION BASED ON SURVEY INFORMATION GATHERED FROM FIELD INSPECTION AND/OR ANY OTHER APPLICABLE RECORD DRAWINGS WHICH MAY BE AVAILABLE.
 7. EXISTING WELL TO BE ABANDON PER NCDEQ WELL ABANDONMENT REQUIREMENTS.
 8. ALL ON-SITE ACCESS, UTILITY, AND DRAINAGE EASEMENTS THAT DO NOT CONTAIN UTILITIES SHALL BE REMOVED WITH RECOMBINATION SURVEY. UNLESS OTHERWISE NOTED

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PROFESSIONAL ENGINEER'S SEAL

**OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY
SITE A
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA
EXISTING CONDITIONS/DEMOLITION PLAN**

REVISIONS
1/24/2020 - 1ST SUBMITTAL COMMENTS TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS TOHS 2/1/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS TOHS 3/18/2020

AGENCY REVIEW ONLY

Scale: 1"=50'	Drawn by: DRAFTING AND DESIGN SERVICES, INC.
Sheet: C3 of 13	Designed by: JRT
Project Number: DDS# 2018-16 JTE#	Reviewed by: JRT
	Date: OCT 11, 2019

NOTES:

1. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF HOLLY SPRINGS STANDARDS, SPECIFICATIONS AND DETAILS.
2. HANDRAIL TO BE INSTALLED AT TOP OF RETAINING WALL AND SLOPE LOCATIONS ADJACENT TO SIDEWALK PER HOLLY SPRINGS DETAIL HS-001.
3. ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
4. COMMON OPEN SPACE SHALL BE MAINTAINED BY THE NEIGHBORHOOD HOMEOWNERS ASSOCIATION.
5. OPEN SPACE AND ACCESS EASEMENTS WILL BE RECORDED AS LOTS ARE RECORDED.
6. EXISTING CROSS ACCESS ENTRANCE TO BE CONVERTED TO RIGHT IN - RIGHT OUT WITH FUTURE IMPROVEMENTS ON AVENT FERRY ROAD (ULTIMATE SECTION).
7. A SIGNAL WARRANT ANALYSIS FOR THE INTERSECTION OF AVENT FERRY ROAD AND HOLLY MEADOW DRIVE WAS COMPLETED WITH THIS PROJECT. A FEE-IN-LIEU PROPORTIONATE TO THE PROJECT IMPACT IS REQUIRED AND A NEW SIGNAL WILL BE DESIGNED AND INSTALLED WITH THIS PROJECT THROUGH A PARTNERSHIP WITH THE TOWN OF HOLLY SPRINGS.

PERCENT IMPERVIOUS = 38.1 %

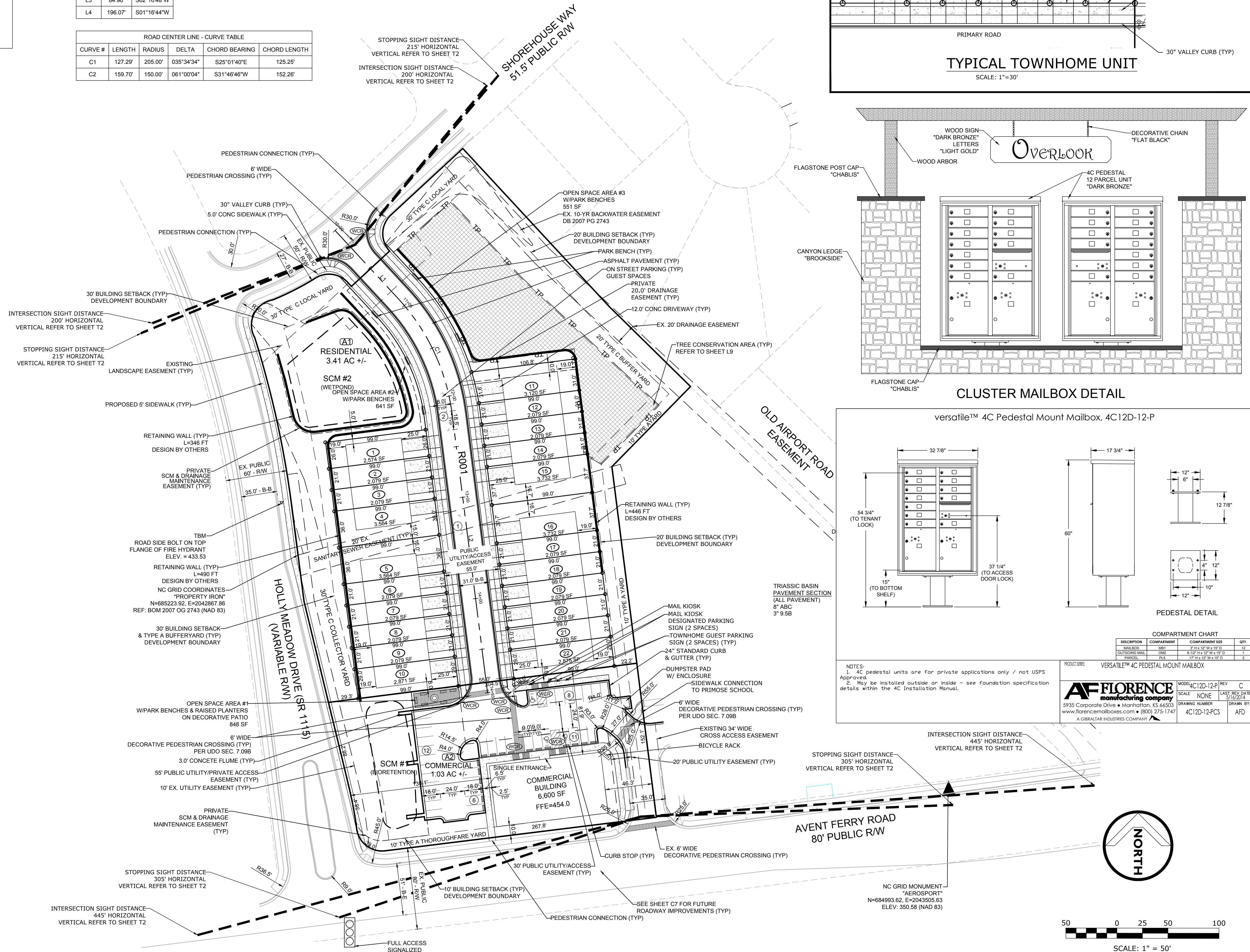
LAND USE PERCENTAGES
RESIDENTIAL= 77.3 %
COMMERCIAL= 22.7 %

SUBDIVISION ROADWAY DATA TABLE											HORIZONTAL			
STREET NAME	CLASSIFICATION	APPROACH SLOPE	DESIGN POSTED SPEED	PUBLIC OR PRIVATE	LENGTH OF NEW ROAD	INTERSECTION	CLASSIFICATION	ROAD SLOPE	DESIGN POSTED SPEED	PUBLIC OR PRIVATE	SIGHT DISTANCE		STOPPING SIGHT DISTANCE	
											LEFT	RIGHT	LEFT	RIGHT
R001	RESIDENTIAL	2.0%	30/15	PRIVATE	492 LF	SHOREHOUSE WAY	RESIDENTIAL	5.0%	30/20	PUBLIC	200	200	215	215
CROSS ACCESS ENTRANCE	ACCESS	3.0%	40/35	PRIVATE	NA	AVENT FERRY ROAD	THOROUGHFARE	1.0%	40/35	PUBLIC	445*	445	305*	305

*SHOWN FOR CURRENT LANE ARRANGEMENT AT TIME OF SUBMITTAL (NO MOVEMENT IN WEST BOUND DIRECTION WITH AVENT FERRY ULTIMATE SECTION)
APPROACH GRADES AT MINOR STREETS (STOP CONDITION) ARE ALL LESS THAN 6% LAG TIME AND SIGHT DISTANCE SHOWN ARE PER TOWN OF HOLLY SPRINGS ENGINEERING SPECIFICATION SECTION 3.00 CALCULATIONS AND REFLECT THE SLOPE ADJUSTMENT FACTORS. SIGHT DISTANCE MEETS TOWN REQUIREMENTS IN THE VERTICAL PLANE AS NOTED ON PLAN.

ROAD CENTER LINE - LINE TABLE			
LINE #	LENGTH	DIRECTION	
L1	90.83'	S42°48'57"E	
L2	274.89'	S07°14'23"E	
L3	84.96'	S62°16'48"W	
L4	196.07'	S01°16'44"W	

ROAD CENTER LINE - CURVE TABLE				
CURVE #	LENGTH	RADIUS	DELTA	CHORD LENGTH
C1	127.29'	205.00'	035°34'34"	S25°01'40"E 125.25'
C2	159.70'	150.00'	061°00'04"	S31°46'46"W 152.26'



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MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY
SITE A
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA
SITE LAYOUT PLAN

REVISIONS

1/24/2020 - 1ST SUBMITTAL COMMENTS	TOHS 10/30/2019
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Sheet:	C4 of 13	Designed by:	JRT
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JTE#		Date:	OCT 11, 2019

[illegible]

1 HGL is dependent on tailwater from BMP; entire length of pipe is o-ring gasketed w/ joipnts wrapped in geo-fabric
2 Pipe sizing is based on 25-year storm intensity of 8.19"/hr with a 5 minute Tc
3 CB Top Elev is @ Back of Curb
4 DI Top Elev is @ top of grate
5 JB Top Elev is @ top of cover
6 Allowable Gutter Spread is 8.0'

	Q1 (cfs)	Q2 (cfs)	Q10 (cfs)	Q25 (cfs)	Q100 (cfs)
POI #1 Pre	6.67	9.78	18.53	24.04	32.99
POI #1 Post	5.52	8.00	15.20	20.23	32.26
POI #2 Pre	1.17	1.66	2.99	3.82	5.15
POI #2 Post	0.64	1.21	2.45	3.01	4.86
POI #3 Pre	10.59	15.75	30.37	39.62	54.71
POI #3 Post	8.26	12.29	23.69	30.91	42.68
POI #4 Pre	2.19	3.31	6.49	8.52	11.84
POI #4 Pre	0.58	0.87	1.71	2.24	3.11
POI #5 Post	4.17	6.11	11.58	15.03	20.62
POI #5 Post	1.06	1.62	8.76	13.62	14.79
POI #6 Pre	1.38	2.05	3.96	5.17	7.14
POI #6 Post	0.03	0.05	2.53	4.99	7.10

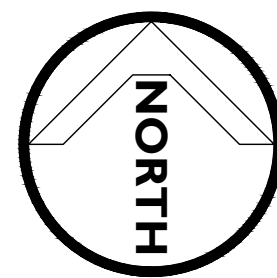
Run-off is calculated using the SCS method for the 24-hour type II storm. Assuming Type C HSG based on on-site soils groups GaB, and NaC



1. THE DESIGN OF ALL RETAINING WALLS TALLER THAN 30" SHALL BE SEALED BY A LICENSED NORTH CAROLINA PROFESSIONAL ENGINEER.
2. ALL RETAINING WALLS SHALL BE INSTALLED AT THE LINES, GRADES AND DEPTHS AS SHOWN ON THE APPROVED PLANS.
3. THE BLOCK SIZE SHALL BE THE COMMERCIAL BLOCK SIMILAR TO THE STANDARD SIZE KEYSTONE, COMPACT, MINI-BLOCK OR GARDEN SIZE BLOCKING IS NOT ACCEPTABLE. BLOCK RETAINING WALLS SHALL HAVE A CAP UNIT ON THE TOP OF THE WALL. THE BLOCK COLOR SHALL BE SAND COLOR.
4. THE SELECTED RETAINING WALL SYSTEM SHALL BE JOINED, PINNED AND/OR SECURED IN ACCORDANCE TO THE MANUFACTURER'S RECOMMENDATIONS.
5. ALL RETAINING WALLS SHALL BE CONSTRUCTED WITH A MINIMUM OF 42" TALL METAL SAFETY RAIL ON TOP OF THE WALL WHICH COMPLIES WITH THE 2012 NC BUILDING CODE. INTERMEDIATE VERTICAL SUPPORTS SPACED AT NO MORE THAN 4' APART.

RETAINING WALL DETAIL

NOT TO SCALE



1. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF HOLLY SPRINGS STANDARDS, SPECIFICATIONS AND DETAILS.
2. STORM DRAINAGE PRELIMINARY SIZING BASED ON 10 YEAR STORM ANALYSIS.
3. ALL STORM WATER CONTROL MEASURES ARE SIZED TO DETAIN THE 1.2, 10.25, AND 100-YR STORMS TO PREDEVELOPMENT RATE AT THE DISCHARGE POINT.
4. PROPOSED INLETS CB500 AND CB 501 ARE TO BE INSTALLED IN THE EXISTING STORM SYSTEM.

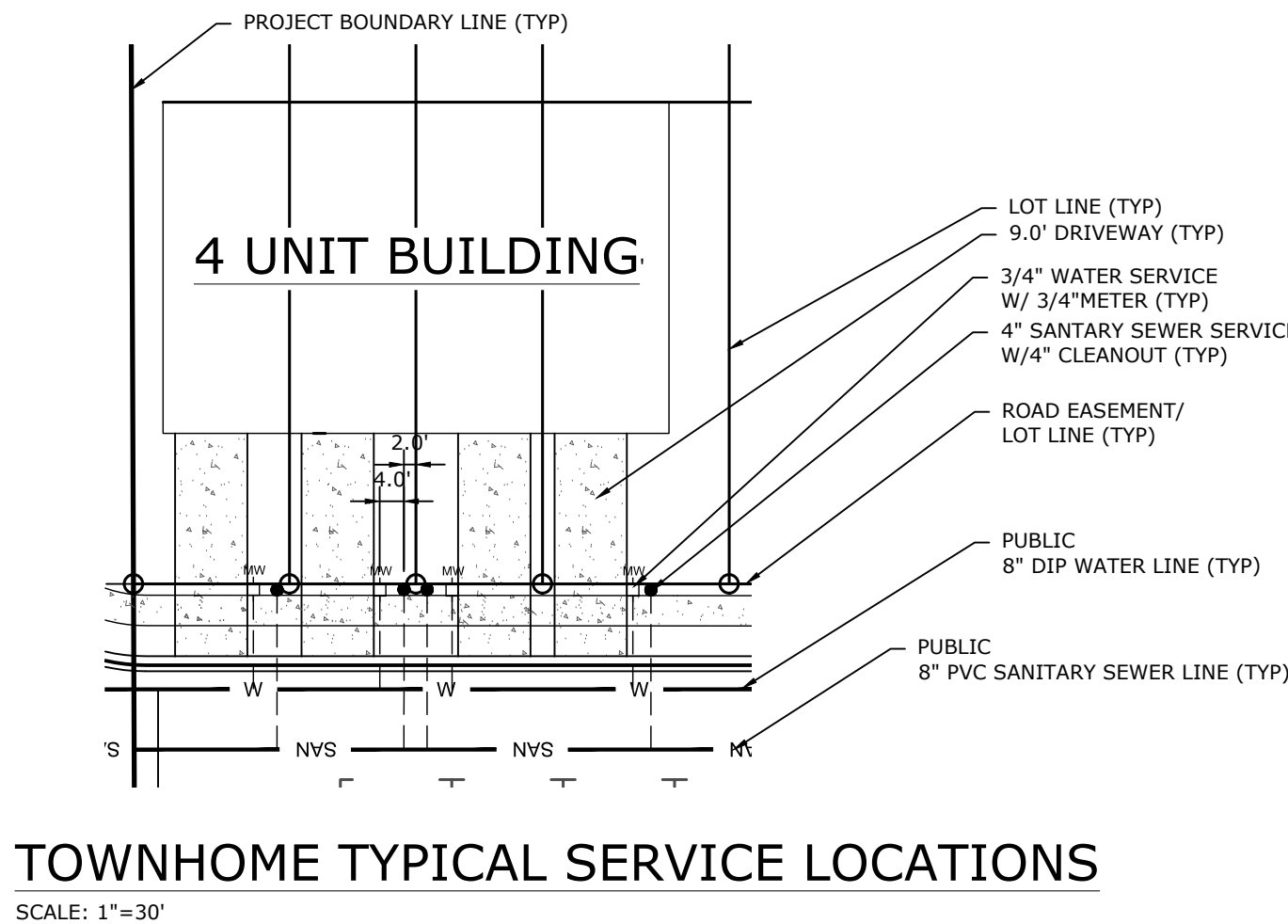
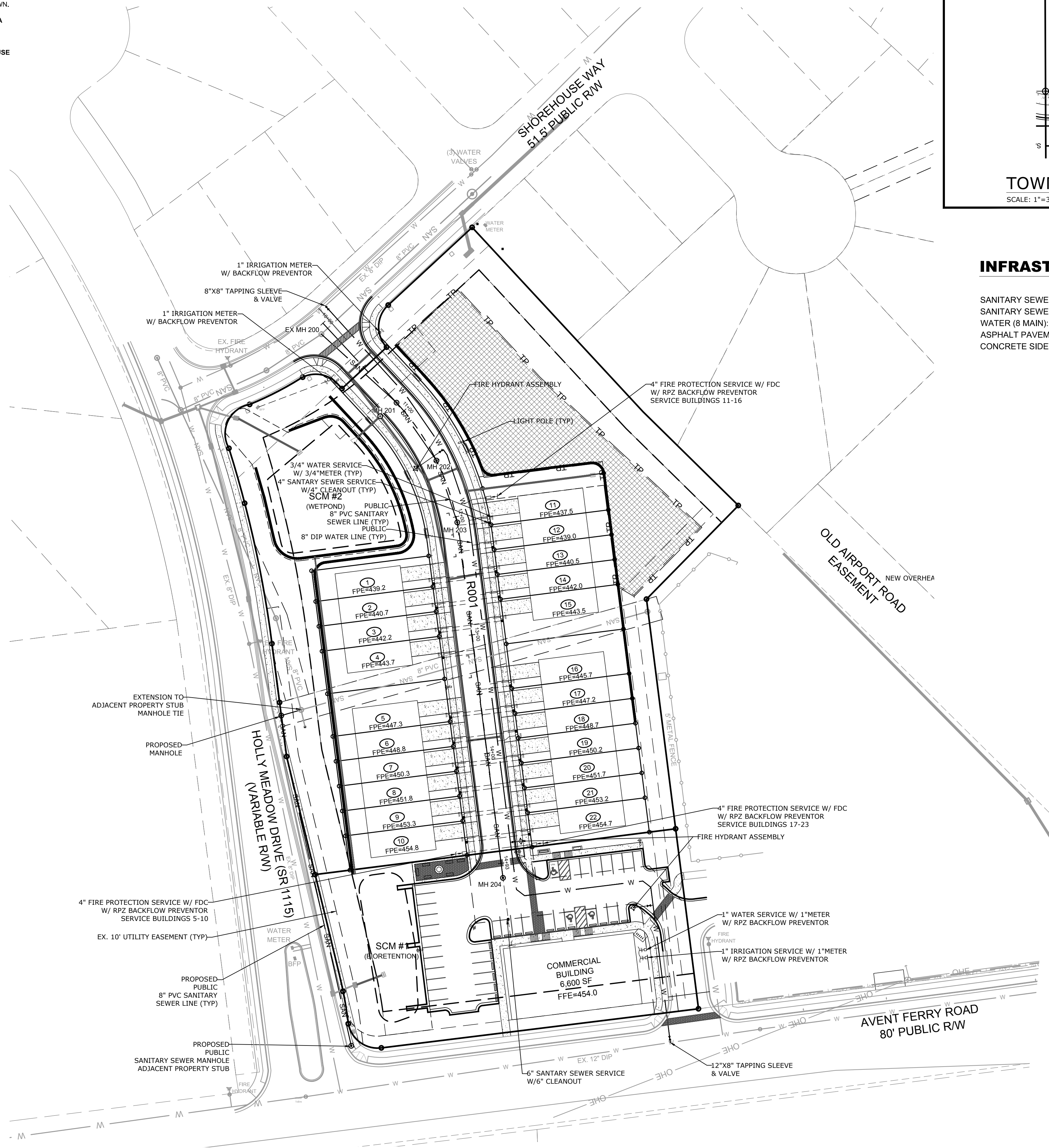
**OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY
SITE A
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA
GRADING & STORM DRAINAGE PLAN**

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C5 of 13	Reviewed by: JRT
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NOTES:

1. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF HOLLY SPRINGS STANDARDS, SPECIFICATIONS AND DETAILS.
2. RELOCATION OF EXISTING OVERHEAD ELECTRIC TO BE RELOCATED ON THE EASTERN COMMERCIAL SITE IS TO BE COORDINATED WITH DUKE POWER. PROPOSED LOCATION HAS NOT BE VERIFIED WITH DUKE POWER.
3. ELECTRIC POWER SERVICES AND FINAL SITE LIGHTING PLAN TO BE COORDINATED WITH DUKE POWER. LIGHT POLE LOCATIONS SHOWN FOR PLANNING PURPOSES ONLY.
4. NOTE THAT A STREET LIGHTING PLAN FOR INTERIOR STREETS, ADJACENT PUBLIC STREETS AND THOROUGHFARES (IF APPLICABLE) WILL BE REQUIRED BY THE TOWN.
5. FIRE ACCESS IS AVAILABLE BY THE NC BUILDING FIRE CODE HOSE PULL FOR TOWNHOME UNITS 1-4. HOWEVER, THE REMAINING TOWNHOMES WILL REQUIRE A SPRINKLER SYSTEM. THE COMMERCIAL BUILDING WILL NOT HAVE A SPRINKLER SYSTEM BASED ON USE AND OCCUPANCY.
6. THE PROPOSED SEWER MAIN STUB ALONG HOLLY MEADOW DRIVE IS TO BE INSTALLED AS PART OF THIS PROJECT IF THE PROPOSED CHILDREN'S LIGHTHOUSE CHILDCARE PROJECT DOES NOT INSTALL THE EXTENSION. PER ENGINEERING STANDARDS SECTION 7.00 A SEWER STUB IS REQUIRED TO SERVICE UPSTREAM DEVELOPMENT.



INFRASTRUCTURE QUANTITIES

SANITARY SEWER (8 MAIN):	500 FT
SANITARY SEWER STUB (8" MAIN):	300 FT
WATER (8 MAIN):	775 FT
ASPHALT PAVEMENT:	29,971 SF
CONCRETE SIDEWALK:	980 LF

J THOMAS ENGINEERING, INC.

CIVIL ENGINEERING & PLANNING

143 Charlotte Avenue, Suite 104
Sanford, North Carolina 27330
(919) 777-6010 phone
www.jthomasengineering.com
license no. C-3389



PROFESSIONAL ENGINEER'S SEAL

OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY

SITE A
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA

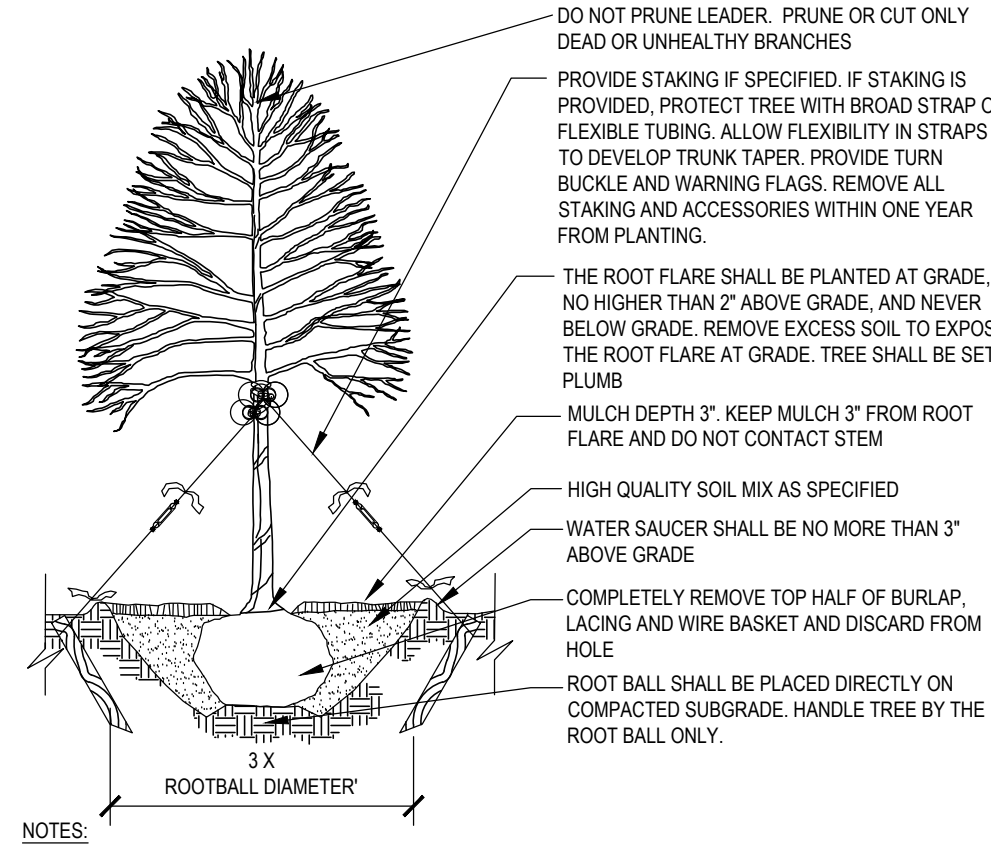
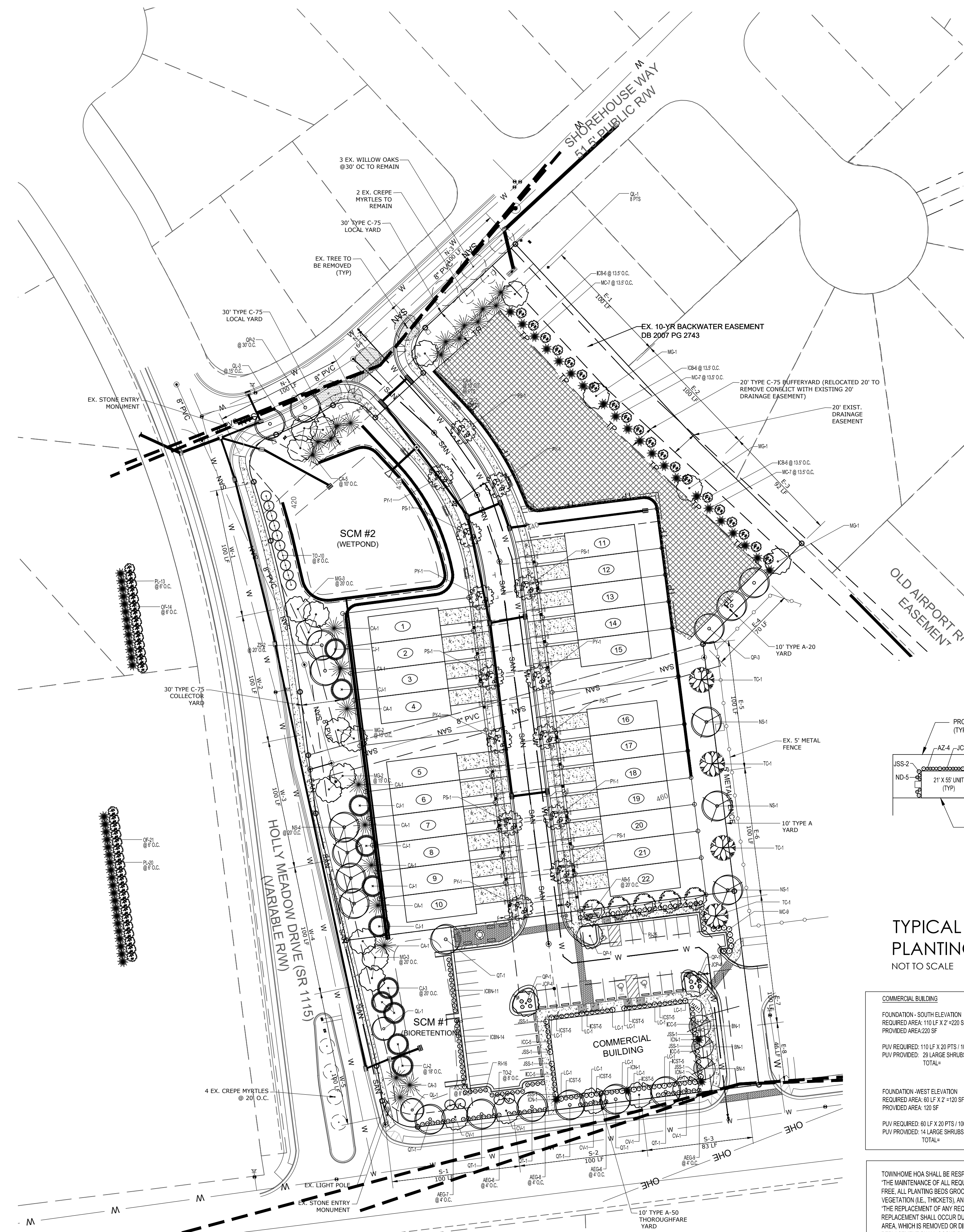
UTILITY PLAN

REVISIONS

1/24/2020 - 1ST SUBMITTAL COMMENTS TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS TOHS 2/11/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS TOHS 3/18/2020

AGENCY REVIEW ONLY

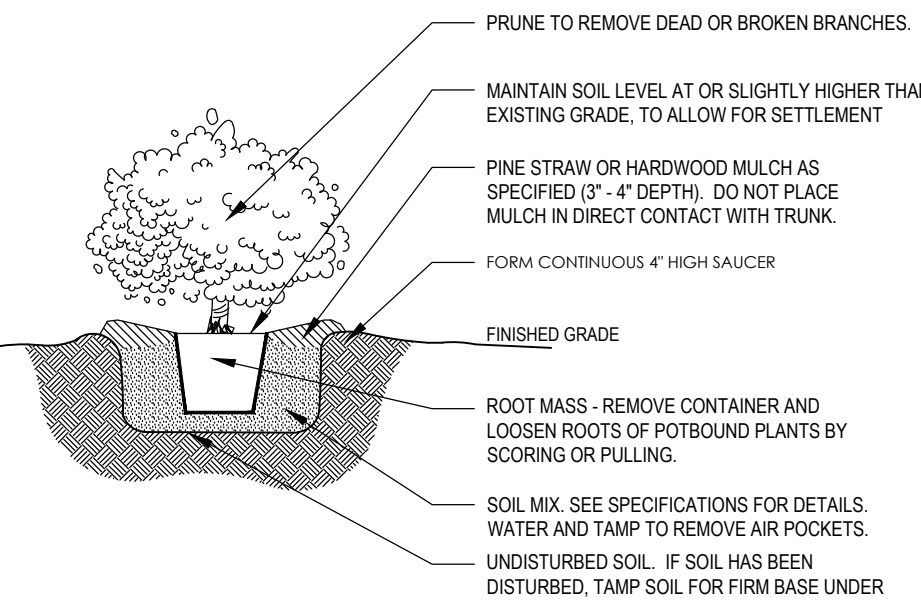
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Sheet: C6 of 13	Designed by: JRT
Project Number: DDS# 2018-16 JTE#	Reviewed by: JRT
	Date: OCT 11, 2019



- NOTES:
- CONTRACTOR IS RESPONSIBLE FOR ADEQUATE DRAINAGE OF ALL PLANTING PITS. (POSITIVE DRAINAGE AWAY FROM PIT)
 - PLANTING SEASON OCTOBER - APRIL

TREE PLANTING DETAIL

NOT TO SCALE



- NOTES:
- ALL TECHNICAL SPECIFICATIONS AND GENERAL CONDITIONS APPLY.
 - REMOVE ALL TAGS, TWINE OR OTHER NON-BIODEGRADABLE MATERIALS ATTACHED TO PLANT OR ROOT MASS.

SHRUB PLANTING

NOT TO SCALE

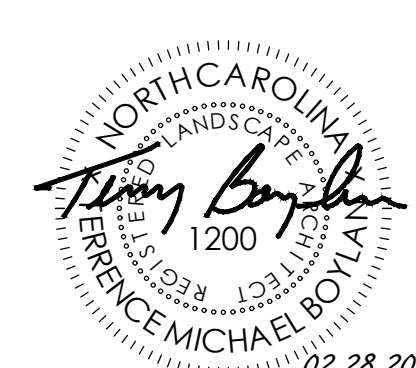
TYPICAL TOWNHOME FOUNDATION PLANTING DETAIL (END UNIT)

NOT TO SCALE

COMMERCIAL BUILDING FOUNDATION - SOUTH ELEVATION REQUIRED AREA: 110 LF X 2' = 220 SF PROVIDED AREA: 220 SF P.U. REQUIRED: 110 LF X 20 P.TS / 100 LF = 22.0 P.U. PROVIDED: 28 LARGE SHRUBS @ 30" = 28.0 TOTAL = 28.0	FOUNDATION - NORTH ELEVATION REQUIRED AREA: 110 LF X 2' = 220 SF PROVIDED AREA: 220 SF P.U. REQUIRED: 110 LF X 20 P.TS / 100 LF = 22.0 P.U. PROVIDED: 28 LARGE SHRUBS @ 30" = 28.0 TOTAL = 28.0	INTERIOR PARKING (LOOK SECTION 7.01 H) TOTAL PARKING SPACES = 37 INTERIOR LANDSCAPE ISLANDS REQUIRED = 3710 X 3.7 PARKING SCREENING (LOOK SECTION 1.04 H) 24' SHRUBS AT 3' ON CENTER
FOUNDATION - WEST ELEVATION REQUIRED AREA: 80 LF X 2' = 160 SF PROVIDED AREA: 160 SF P.U. REQUIRED: 80 LF X 20 P.TS / 100 LF = 16.0 P.U. PROVIDED: 14 LARGE SHRUBS @ 30" = 14.0 TOTAL = 14.0	FOUNDATION - EAST ELEVATION REQUIRED AREA: 80 LF X 2' = 160 SF PROVIDED AREA: 160 SF P.U. REQUIRED: 80 LF X 20 P.TS / 100 LF = 16.0 P.U. PROVIDED: 14 LARGE SHRUBS @ 30" = 14.0 TOTAL = 14.0	DUMPER ENCLOSURE REQUIRED AREA: 52 LF X 2' = 104 SF PROVIDED AREA: 104 SF P.U. REQUIRED: 52 LF X 20 P.TS / 100 LF = 10.4 P.U. PROVIDED: 10 LARGE SHRUBS @ 30" = 10.0

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

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



PRELIMINARY - FOR REVIEW ONLY

PLANTING NOTES:

- ALL LANDSCAPED AND LAWN AREAS ARE TO RECEIVE A MINIMUM OF 4" OF TOPSOIL.
- ALL PLANT MATERIAL SHALL BE HEALTHY, VIGOROUS, AND FREE OF PESTS AND DISEASE.
- ALL PLANT MATERIAL SHALL BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE PLANT LIST.
- ALL TREES SHALL HAVE A STRAIGHT TRUNK AND FULL HEAD AND MEET ALL REQUIREMENTS SPECIFIED.
- ALL LAWN AREAS SHALL BE SOODED WITH FIBELAR CENTPEDE 300 OR APPROVED EQUAL.
- ALL MATERIALS ARE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT BEFORE, DURING, AND AFTER INSTALLATION.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES AND SHALL AVOID DAMAGE TO ALL UTILITIES DURING THE COURSE OF THE WORK. LOCATIONS OF EXISTING BURIED UTILITY LINES SHOWN ON THE PLANS ARE BASED UPON BEST AVAILABLE INFORMATION AND ARE TO BE CONSIDERED APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR (1) TO VERIFY THE LOCATIONS OF UTILITY LINES AND ADJACENT TO THE WORK AREA (2) TO PROTECT OF ALL UTILITY LINES DURING THE CONSTRUCTION PERIOD (3) TO REPAIR ANY AND ALL DAMAGE TO UTILITIES, STRUCTURES, SITE APPURTENANCES, ETC. WHICH OCCURS AS A RESULT OF THE CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR FISHING ALL QUANTITIES SHOWN ON THESE PLANS BEFORE PRONG THE WORK.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DELIVERY SCHEDULE AND PROTECTION BETWEEN DELIVERY AND PLANTING PER SPECIFICATIONS TO MAINTAIN HEALTHY PLANT CONDITIONS.
- THE CONTRACTOR SHALL COMPLETELY GUARANTEE AND BE RESPONSIBLE FOR FULLY MAINTAINING INCLUDING BUT NOT LIMITED TO: WATERING, SPRAYING, MULCHING, FERTILIZING, ETC.) ALL OF THE PLANT MATERIALS AND LAWN FOR A ONE YEAR GROWING PERIOD.
- ANY PLANT MATERIAL WHICH IS DISEASED, DISTRESSED, DEAD, OR REJECTED PRIOR TO SUBSTANTIAL COMPLETION SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE MEETING ALL PLANT LIST SPECIFICATIONS.
- STANDARDS SET FORTH IN "AMERICAN STANDARD FOR NURSERY STOCK" REPRESENT GUIDELINE SPECIFICATIONS ONLY AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIAL.
- WHERE SHOWN ON THE PLANS AND DETAILS, PLANTING BEDS ARE TO BE COMPLETELY COVERED WITH A MINIMUM 3" DEPTH OF TRIPLE SHRED HARDWOOD MULCH.
- THE PRUNING OF VSA SCREENING SHRUBS SHALL ALLOW LATERAL GROWTH OF BRANCHES SO AS TO FORM A HEDGE.
- ALL LANDSCAPE ISLANDS SHALL BE GRADED FOR POSITIVE DRAINAGE WITH NO LOW SPOTS ALLOWING WATER TO BE TRAPPED BEHIND THE CURB.

LANDSCAPE COMPLIANCE CHART

PERIMETER YARD CALCULATIONS		LANDSCAPE MATERIAL		P.U.V. OF MATERIAL PROVIDED	TOTAL P.U.V. PROVIDED	% OF REQ'D. P.U.V.	TYPE A YARD P.U.V. REQ'D. / PROVIDED	TYPE C YARD P.U.V. REQ'D. / PROVIDED	NOTES
N1	100 LF	1 LARGE EVERGREEN TREES (12' H)	8	8	80	100%	N/A	75 REQ'D / 80 PROVIDED	
N2	64 LF	2 LARGE DECID. TREES (2.5' CAL.)	16	16	48	100%	N/A	48 REQ'D / 48 PROVIDED	THIS 64' W INCREMENT IS ALL IN RIGHT OF WAY OR SOFT DISTANCE TRIANGLES. 48 REQ'D PTS PROVIDED IN N3 INCREMENT
N3	100 LF	10 LARGE EVERGREEN TREES (12' H)	80	80	120	160%	N/A	75 REQ'D / 120 PROVIDED	48 REQ'D P.U.V. FOR INCREMENT N2 IS PROVIDED IN INCREMENT N3 BEYOND THE 75 P.U.V. REQ'D. FOR N3
E1	100 LF	1 LARGE EVERGREEN TREES (12' H)	8	8	35	N/A	104%	N/A	75 REQ'D / 78 PROVIDED
E2	100 LF	1 LARGE EVERGREEN TREES (12' H)	8	8	35	N/A	104%	N/A	75 REQ'D / 78 PROVIDED
E3	82 LF	1 LARGE EVERGREEN TREES (12' H)	8	8	30	N/A	108%	N/A	69 REQ'D / 73 PROVIDED
E4	70 LF	3 LARGE DECID. TREES (2.5' CAL.)	8	24	24	171%	14 REQ'D / 24 PROVIDED	N/A	
E5	100 LF	3 LARGE DECID. TREES (2.5' CAL.)	8	24	24	120%	20 REQ'D / 24 PROVIDED	N/A	
E6	100 LF	3 LARGE DECID. TREES (2.5' CAL.)	8	24	24	120%	20 REQ'D / 24 PROVIDED	N/A	
E7	100 LF	3 LARGE DECID. TREES (2.5' CAL.)	8	24	24	120%	20 REQ'D / 24 PROVIDED	N/A	DECIDUOUS TREES REQ'D. FOR THESE TWO INCREMENTS ARE PROVIDED ON NORTH SIDE OF COMM. BLDG. PARKING LOT (AB-5)
E8	40 LF	2 LARGE DECID. TREES (2.5' CAL.)	16	9	9	177%	9 REQ'D / 16 PROVIDED	N/A	
S1	100 LF	4 LARGE DECID. TREES (2.5' CAL.)	32	20	68	136%	50 REQ'D / 68 PROVIDED	N/A	
S2	100 LF	4 LARGE DECID. TREES (2.5' CAL.)	32	16	53	108%	50 REQ'D / 53 PROVIDED	N/A	
S3	82 LF	4 LARGE DECID. TREES (2.5' CAL.)	32	9	41	100%	41 REQ'D / 41 PROVIDED	N/A	2 LARGE DECID. TREES (2.5' CAL.) ON EAST SIDE OF COMM. BLDG. INCLUDED TO PROVIDE 16 PTS FOR THIS INTERVAL
W1	100 LF	10 LARGE EVERGREEN TREES (12' H)	80	80	80	100%	N/A	75 REQ'D / 80 PROVIDED	
W2	100 LF	2 LARGE DECID. TREES (2.5' CAL.)	16	64	80	100%	N/A	75 REQ'D / 80 PROVIDED	
W3	100 LF	2 LARGE DECID. TREES (2.5' CAL.)	16	64	80	100%	N/A	75 REQ'D / 80 PROVIDED	
W4	100 LF	2 LARGE DECID. TREES (2.5' CAL.)	16	64	80	100%	N/A	75 REQ'D / 80 PROVIDED	
W5	100 LF	2 LARGE DECID. TREES (2.5' CAL.)	16	64	80	100%	N/A	75 REQ'D / 80 PROVIDED	

LANDSCAPE SCHEDULE

KEY	%	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
CV	3%	4	CHIONANTHUS VIRGINICUS	FRINGETREE	2.5' CAL., 10'-12' HT.	STREET TREE ALONG AVENUE FERRY ROAD
QT	2%	3	QUERCUS TEXANA	NUTTALL OAK	2.5' CAL., 10'-12' HT.	STREET TREE ALONG AVENUE FERRY ROAD
QL	5%	7	QUERCUS LAURIFOLIA	LAUREL OAK	2.5' CAL., 10'-12' HT.	PERIMETER YARD
QP	6%	9	QUERCUS PHELLOS	WILLOW OAK	2.5' CAL., 10'-12' HT.	PERIMETER YARD AND STREET TREE (MATCH CAL. OF EX. WILLOW OAKS ALONG STREET)
TC	3%	4	TILIA CORDATA	LITTLELEAF LINDEN	2.5' CAL., 10'-12' HT.	PERIMETER YARD
PY	5%	7	PRUNUS YEDOENSIS 'AFTERGLOW'	FLOWERING CHERRY TREE	2' CAL., 8'-10' HT.	STREET TREE
PS	5%	7	PRUNUS SERRULATA 'KANZAN'	KWANSAN CHERRY TREE	2' CAL., 8'-10' HT.	STREET TREE
AB	3%	5	ACER BURGERIANUM 'ABTR'	'STREETWISE' TRIDENT MAPLE	2.5' CAL., 10'-12' HT.	LARGE PARKING LOT TREE
NS	7%	10	NYSSA SYLVATICA	BLACK GUM	2.5' CAL., 10'-12' HT.	PERIMETER YARD
ZS	1%	2	ZELKOVA SERRATA 'VILLAGE GREEN'	JAPANESE ZELKOVA	2.5' CAL., 10'-12' HT.	STREET TREE
BN	2%	3	BETULA NIGRA 'HERITAGE'	RIVER BIRCH	2.5' CAL., 10'-12' HT.	MULTI-STEM STREET TREE
MG	9%	13	MAGNOLIA GRANDIFLORA 'LITTLE GEM'	LITTLE GEM MAGNOLIA	12' HT.	EVERGREEN TREE PERIMETER YARD
ICB	14%	20	ILEX CORNUTA 'BURFORD'	BURFORD HOLLY	6' HT.	EVERGREEN TREE PERIMETER YARD
CJ	8%	11	CRYPTOMERIA JAPONICA	JAPANESE CEDAR	12' HT.	EVERGREEN TREE PERIMETER YARD
CA	17%	24	CUPRESSUS ARIZONICA 'BLUE ICE'	BLUE ICE CYPRESS	12' HT.	EVERGREEN TREE PERIMETER YARD
TO	10%	14	THUJA OCCIDENTALIS 'GREEN GIANT'	GREEN GIANT ARBORVITAE	12' HT.	EVERGREEN TREE PERIMETER YARD
MC	4%	30	MYRTICA CERIFERA	WAX MYRTLE	6' H	(DUMPER ENCLOSURE SHRUB (PRUNED) PERIMETER YARD TREE (NATURAL))
LC	2%	11	LOROPETALUM CHINENSE 'RUBY'	LOROPETALUM	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
JCP	1%	8	JUNIPERUS HORIZONTALIS 'PLUMOSA'	PFTIZER JUNIPER	24" H	PARKING LOT SCREENING SHRUB
RI	6%	41	RAPHIDOLEPSIS UNBELLATA 'SNOW WHITE'	SNOW WHITE HAWTHORNE	36" H	PARKING LOT SCREENING SHRUB
ICBN	3%	23	ILEX CORNUTA 'BURFORD' NANA	DWARF BURFORD HOLLY	24" H	PARKING LOT SCREENING SHRUB
ICST	6%	40	ILEX CRENATA 'SOFT TOUCH'	SOFT TOUCH HOLLY	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
ICC	3%	20	ILEX CORNUTA 'CONVEXA'	CONVEX CHINESE HOLLY	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
JSS	1%	7	JUNIPERUS SCOPULORUM 'SKYROCKET'	SKYROCKET JUNIPER	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
ICN	1%	4	ILEX CORNUTA 'NEEDLEPOINT'	NEEDLEPOINT HOLLY	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
AEG	6%	38	ABELIA EDWARD GOUCHER'	ABELIA VAR'	36" H	PERIMETER YARD
ICST	23%	161	ILEX CRENATA 'SOFT TOUCH'	SOFT TOUCH HOLLY	24" H	TOWNHOME FOUNDATION SHRUB (FRONT OF UNIT X 23 UNITS)
JCP	7%	48	JUNIPERUS HORIZONTALIS 'PLUMOSA'	PFTIZER JUNIPER	24" H	TOWNHOME FOUNDATION SHRUB (SIDE OF BLDG. X 8 PLACES)
JSS	7%	46	JUNIPERUS SCOPULORUM 'SKYROCKET'	SKYROCKET JUNIPER	36" H	TOWNHOME FOUNDATION SHRUB (REAR OF UNIT X 23 UNITS)
LC	4%	32	LOROPETALUM CHINENSE 'RUBY'	LOROPETALUM	36" H	TOWNHOME FOUNDATION SHRUB (SIDE OF BLDG. X 8 PLACES)
SD	3%	23	SIPHONANTHUS DELAVAYI	DELAVAY TEA OLIVE	36" H	TOWNHOME FOUNDATION SHRUB (FRONT OF UNIT X 23 UNITS)
AZ	9%	64	AZALEA KAMPEFERI 'CLEOPATRA'	KAMPEFERI AZALEA	24" H	TOWNHOME FOUNDATION SHRUB (REAR OF BLDG. X 8 PLACES)
ND	16%	115	NANDINA DOMESTICA 'FIREPOWER'	NANDINA (NON-INVASIVE VAR.)	24" H	TOWNHOME FOUNDATION SHRUB (REAR OF UNIT X 23 UNITS)

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN PLANT COUNTS SHOWN IN THE PLAN AND THE PLANT LIST, THE PLANT COUNTS ON THE PLAN SHALL PREVAIL.

Village Green Land Design

1149 EXECUTIVE COURT
CARY, NC 27511
P:919.624-4468

OVERLOOK TOWNHOMES MIXED USE DEVELOPMENT PLAN

SITE A DEVELOPMENT PLAN

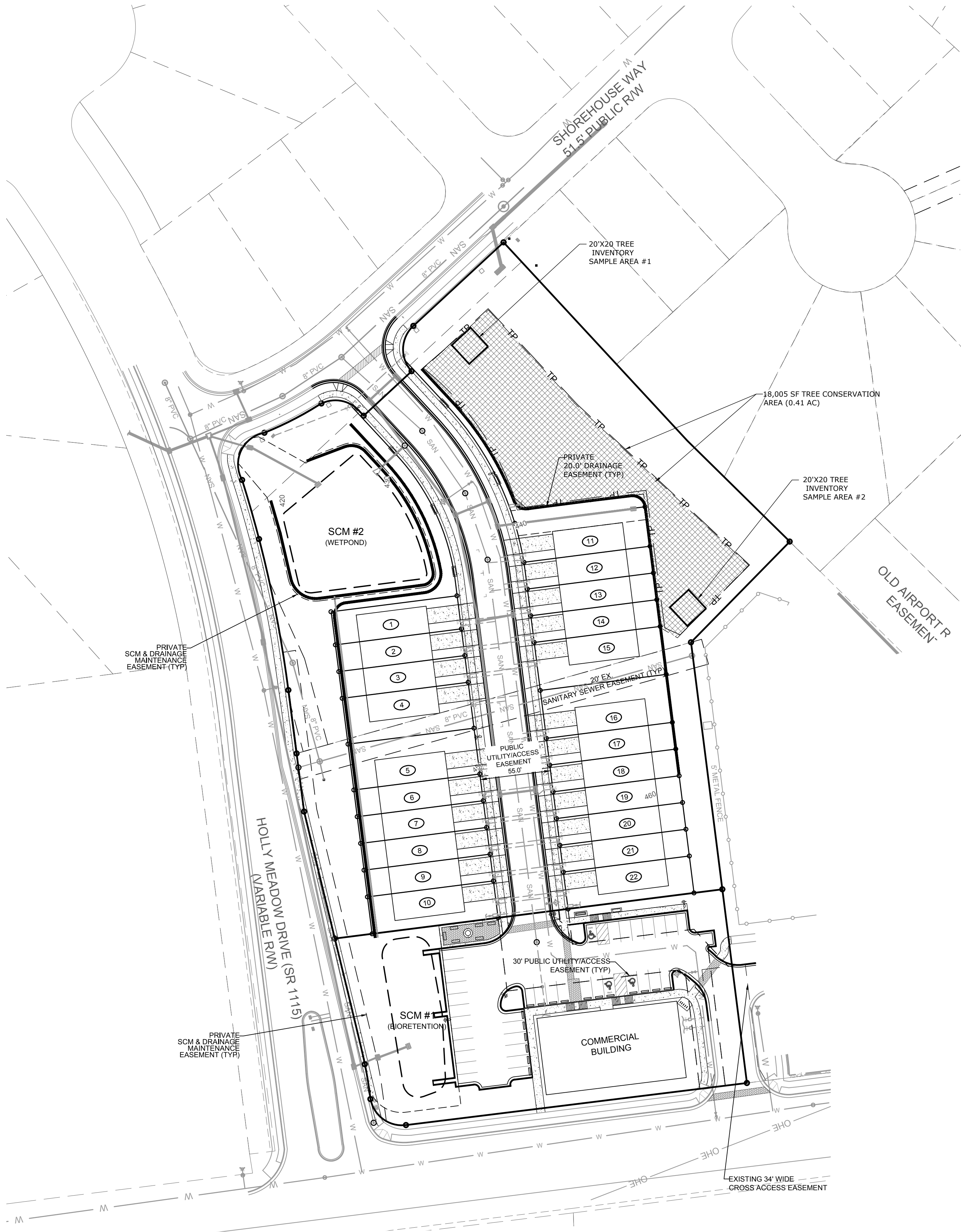
HAVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA

LANDSCAPE PLAN

REVISIONS

PRELIMINARY DO NOT USE FOR CONSTRUCTION

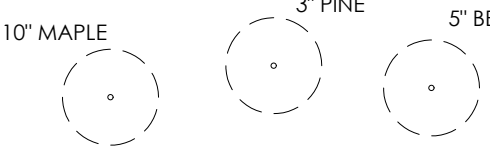
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Sheet:	Designed by:
L8 of 14	Reviewed by:
Project Number: DDS# 2018-16	Date: OCT 11, 2019
JTE#	



SITE A TREE
CONSERVATION PROVIDED:
18,662 SF (0.428 AC)
TOTAL TREE CONSERVATION REQUIRED
0.41 AC (10% OF TOTAL PROJECT)
NOTE: THERE ARE NO SPECIMEN TREES
LOCATED ON THIS SITE.

GROUP OF PENDULOUS (WEeping)
UNDERSTORY DECIDUOUS TREES
1" TO 3" CALIPER - SPECIES UNKNOWN
(MAY BE AN INVASIVE SPECIES)
ADDITIONAL SMALL CALIPER (1"-2") PINES
RANDOMLY SPACED IN SAMPLE AREA

TREE INVENTORY SAMPLE AREA 1
TREE LOCATIONS ARE APPROX.
FIELD LOCATED / NOT SURVEYED

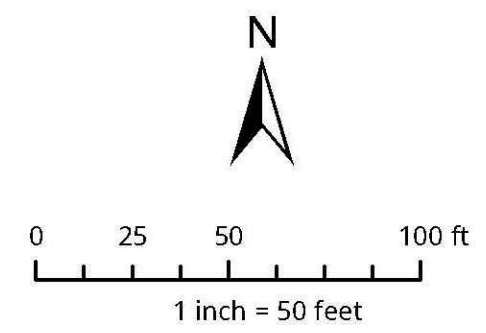


TREE INVENTORY SAMPLE AREA 2
TREE LOCATIONS ARE APPROX.
FIELD LOCATED / NOT SURVEYED

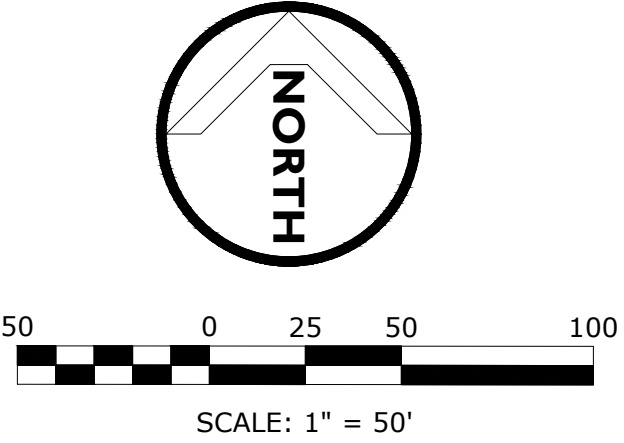


Site A Tree Cover

MEASURED AREA OF HARDWOOD CANOPY: +/-3.6 AC
(DRIPLINE OF CANOPY AREA SHOWN ON AERIAL ABOVE)



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Village Green
Land Design

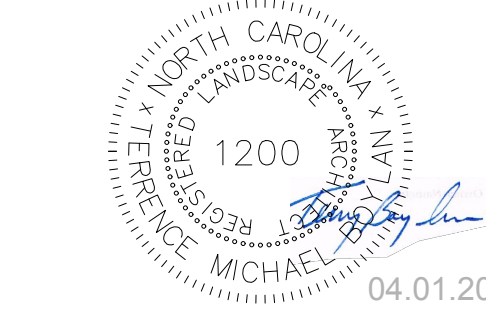
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OVERLOOK TOWNHOMES
MIXED USE DEVELOPMENT
DEVELOPMENT PLAN
SITE A
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA
TREE CONSERVATION PLAN

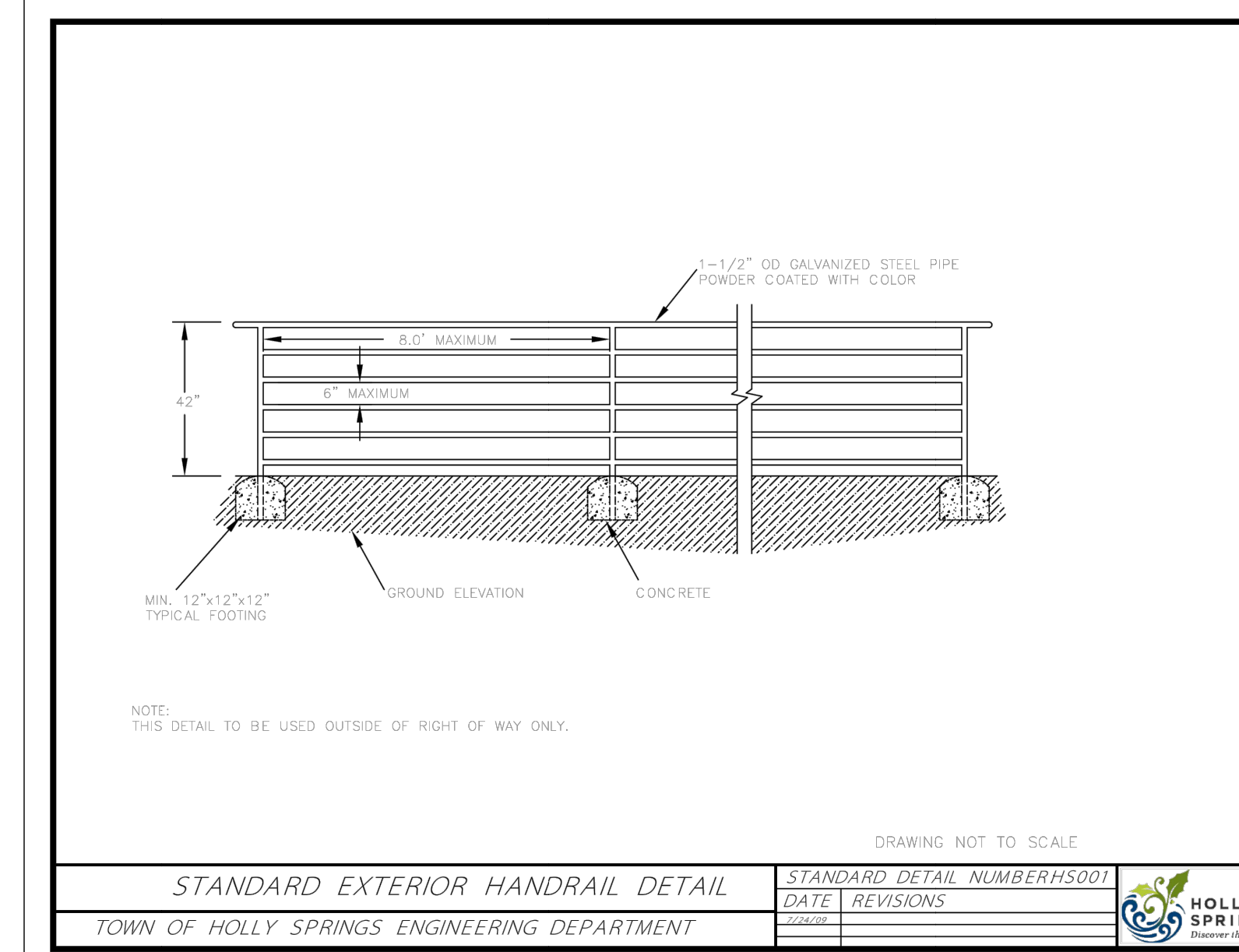
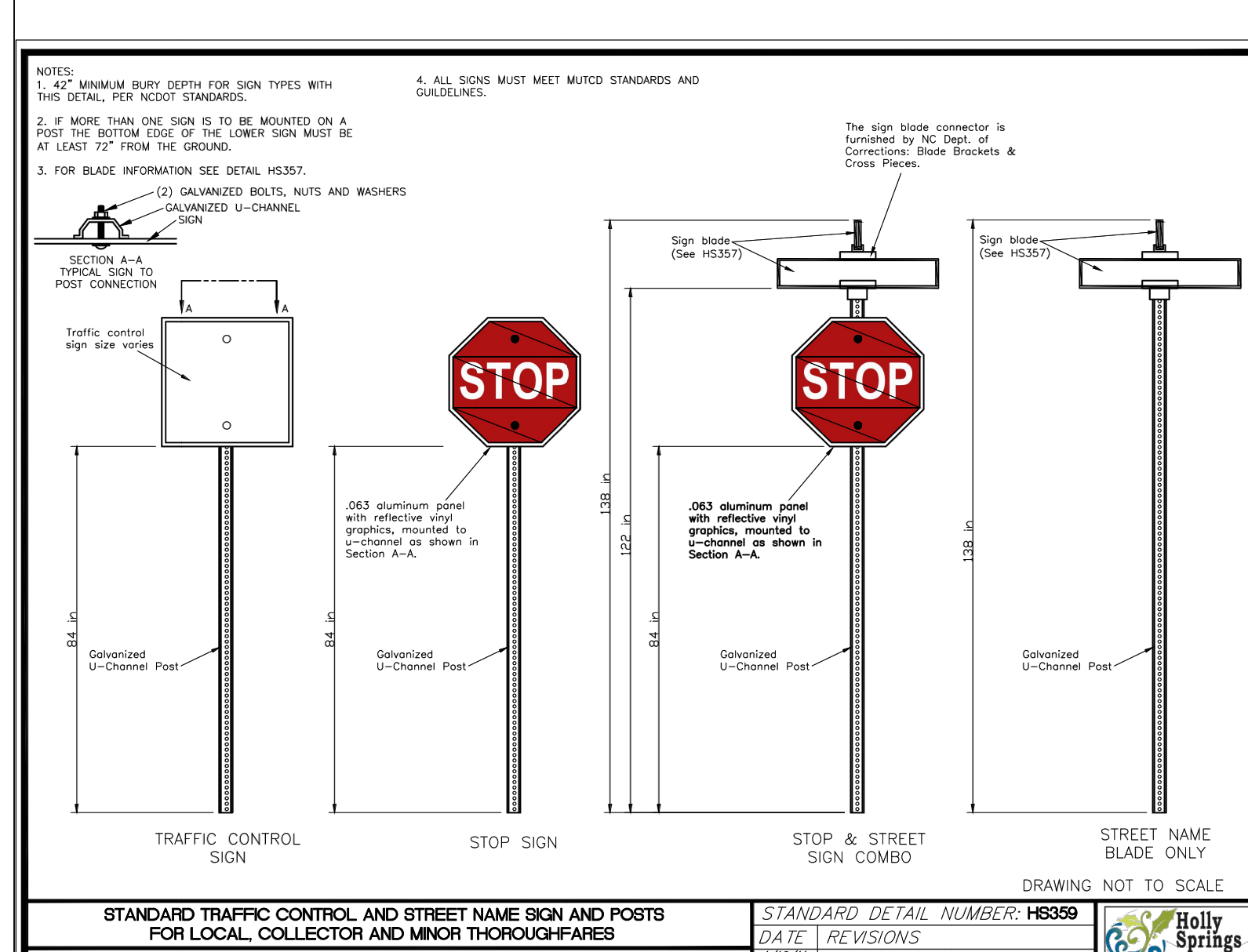
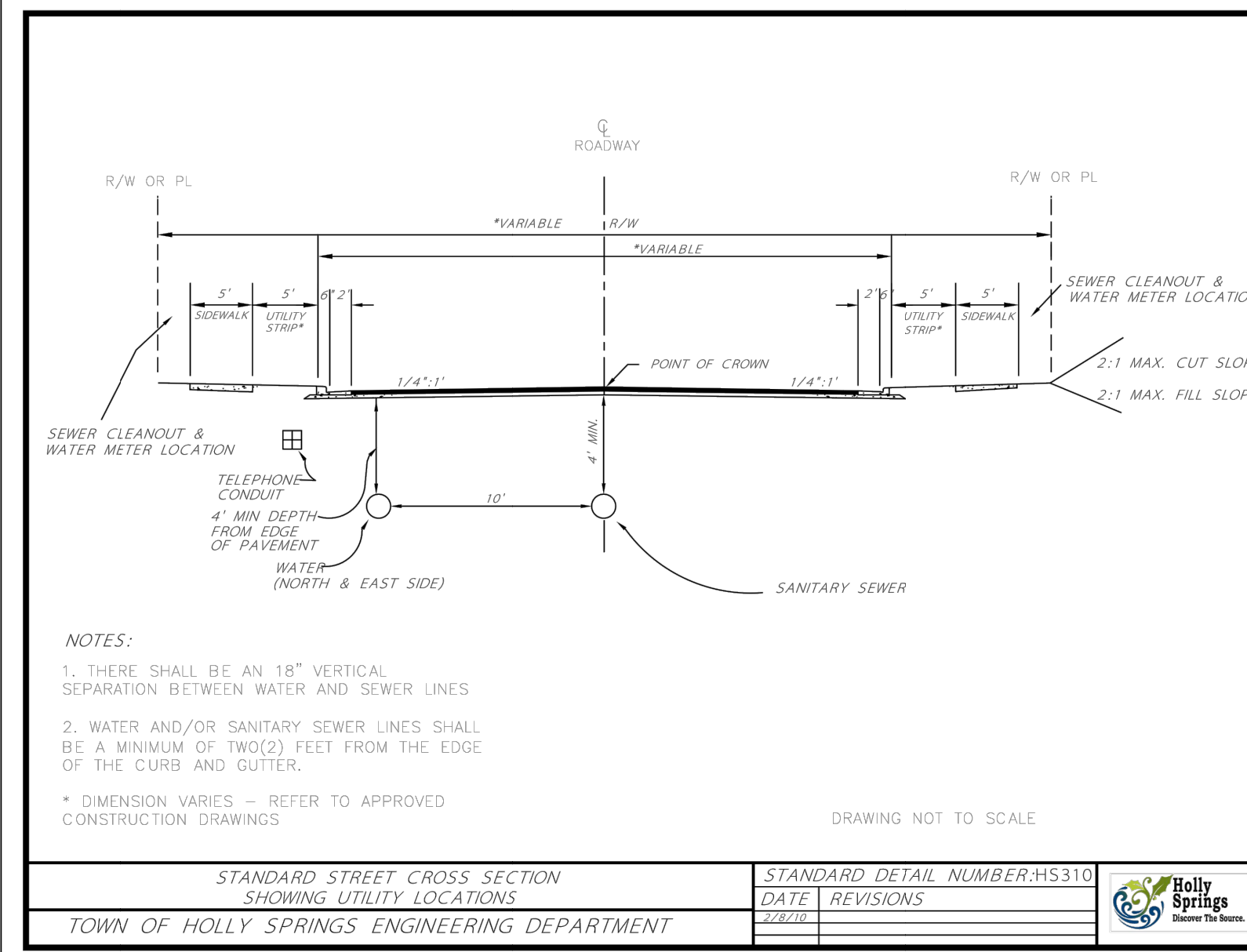
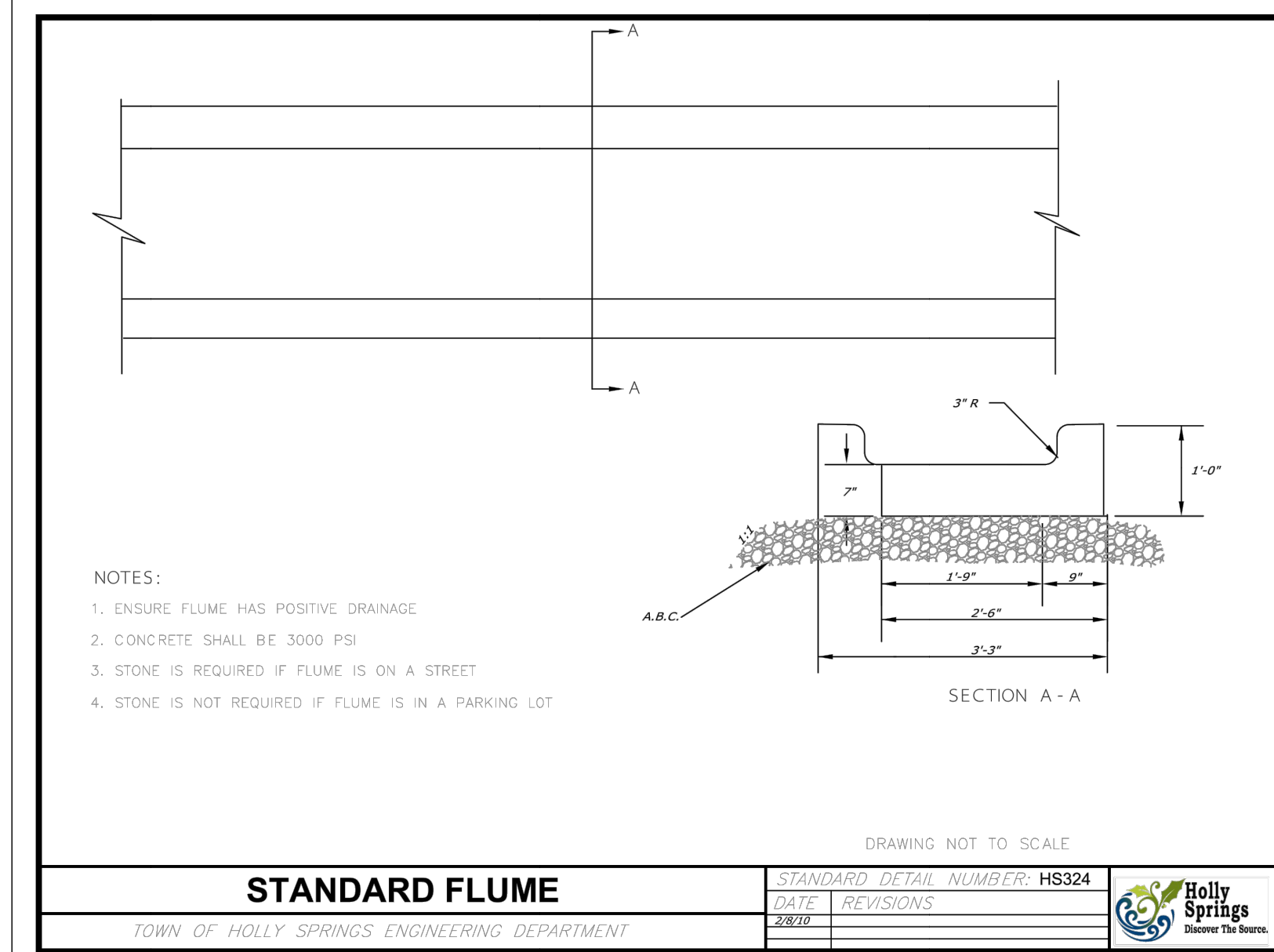
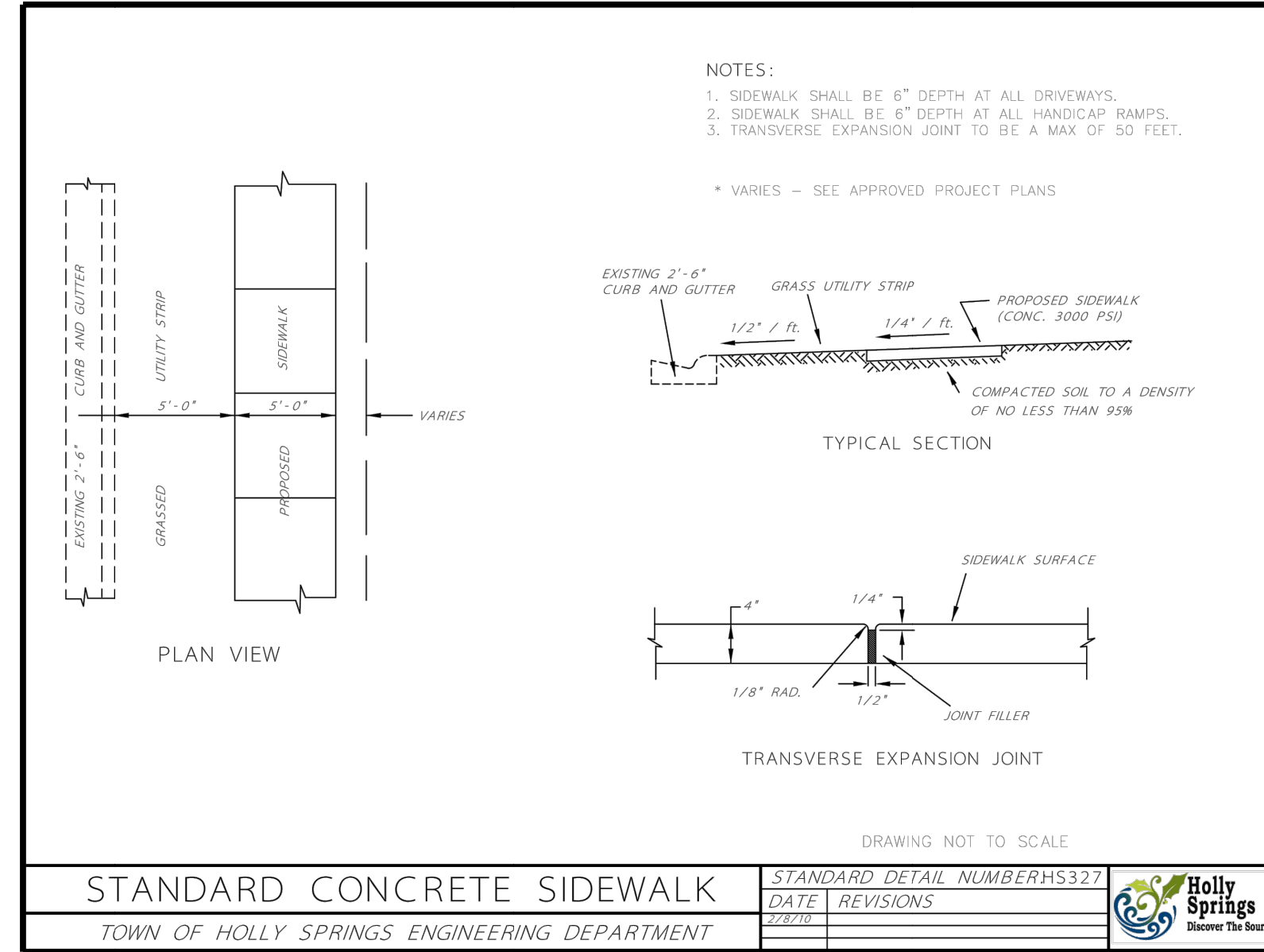
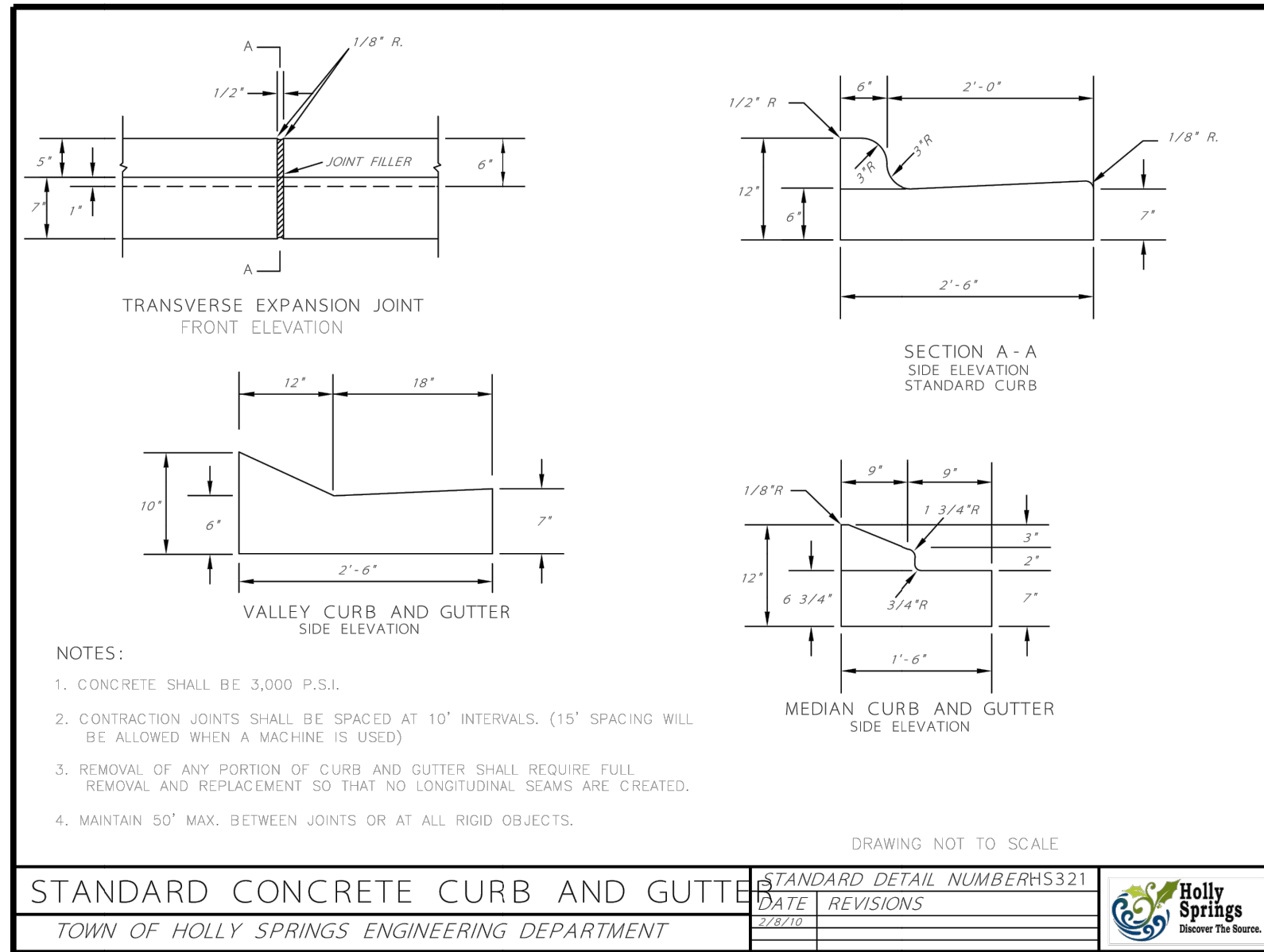
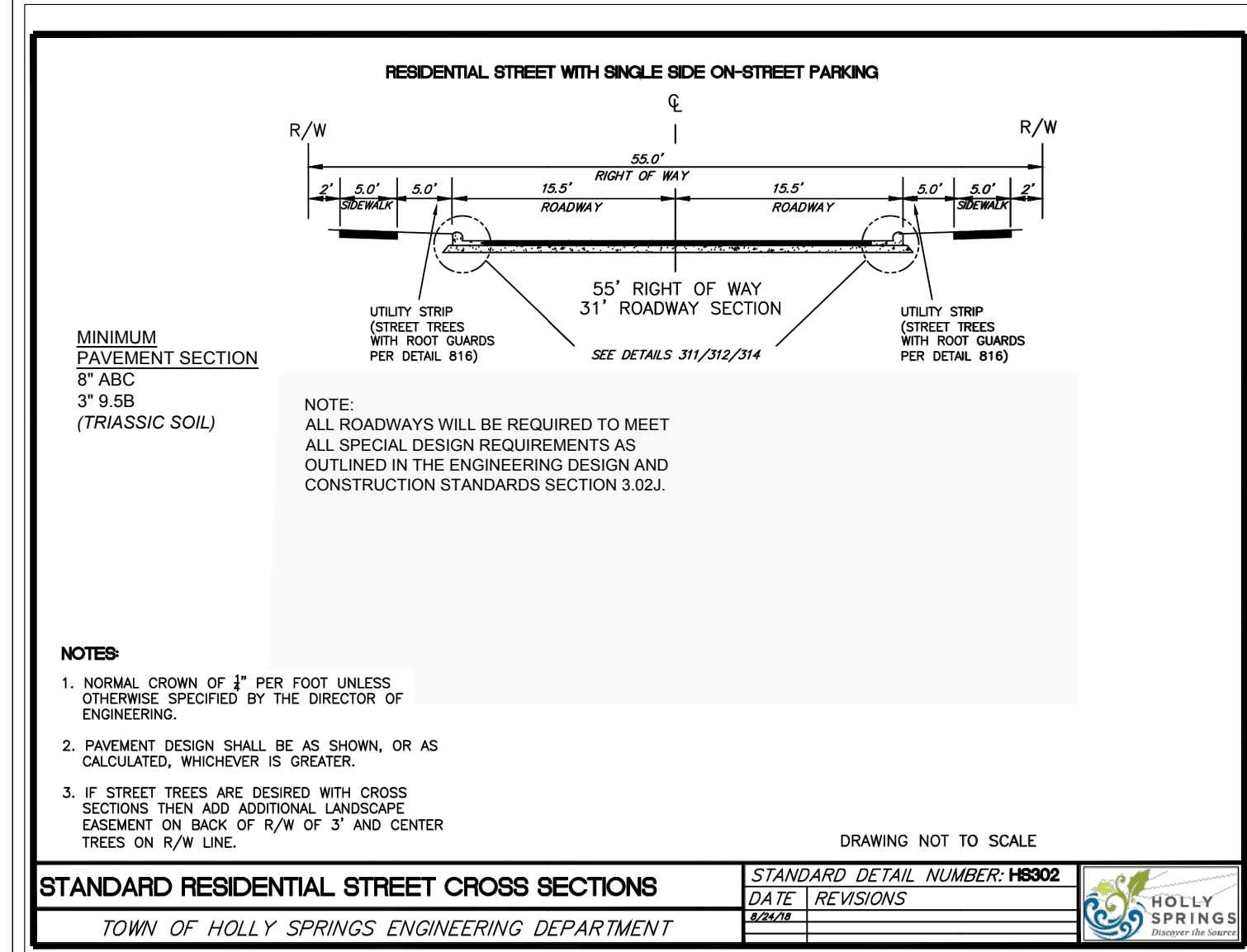
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AGENCY REVIEW
NOT FOR CONSTRUCTION

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PRELIMINARY - FOR REVIEW ONLY



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SITE DETAILS

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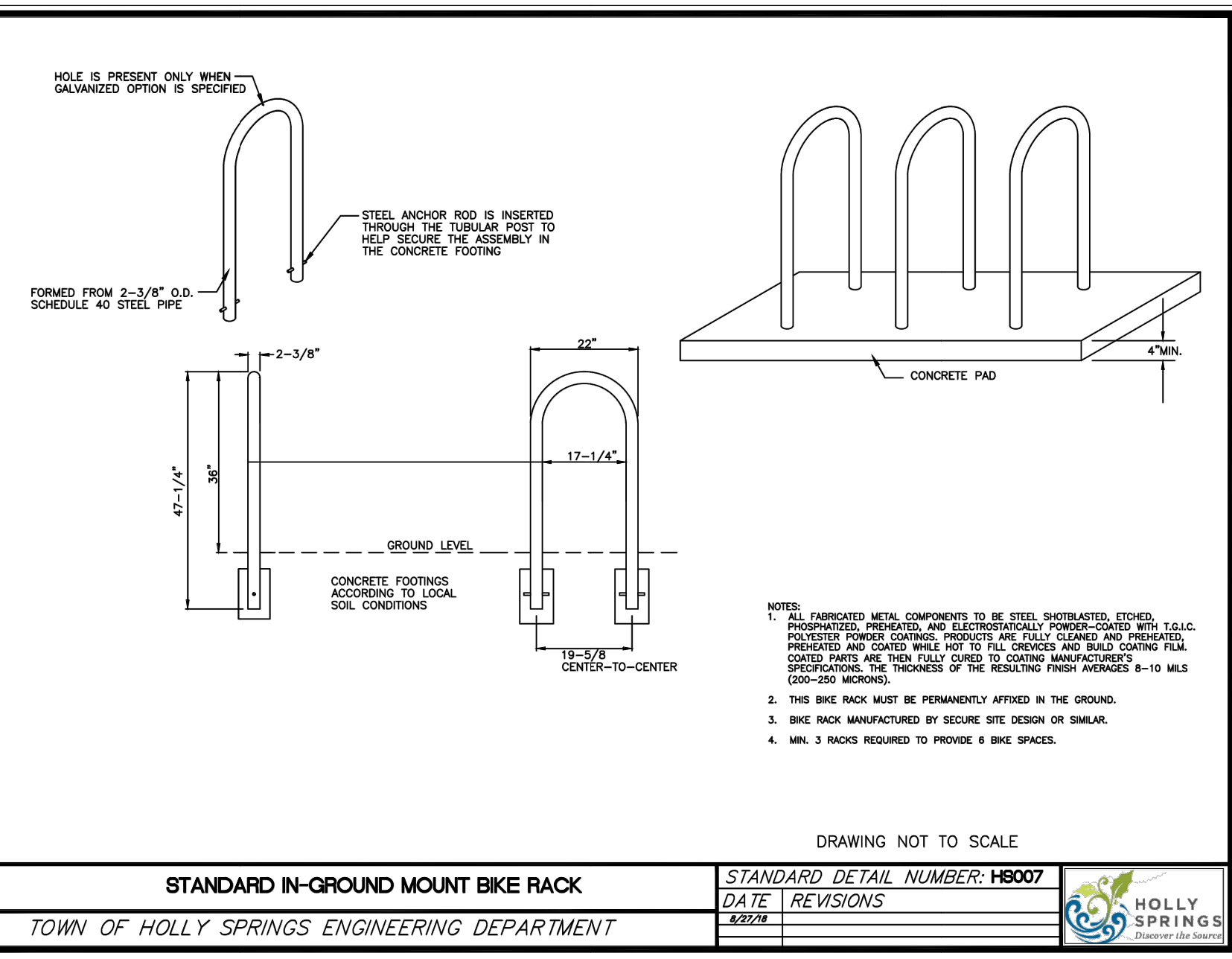
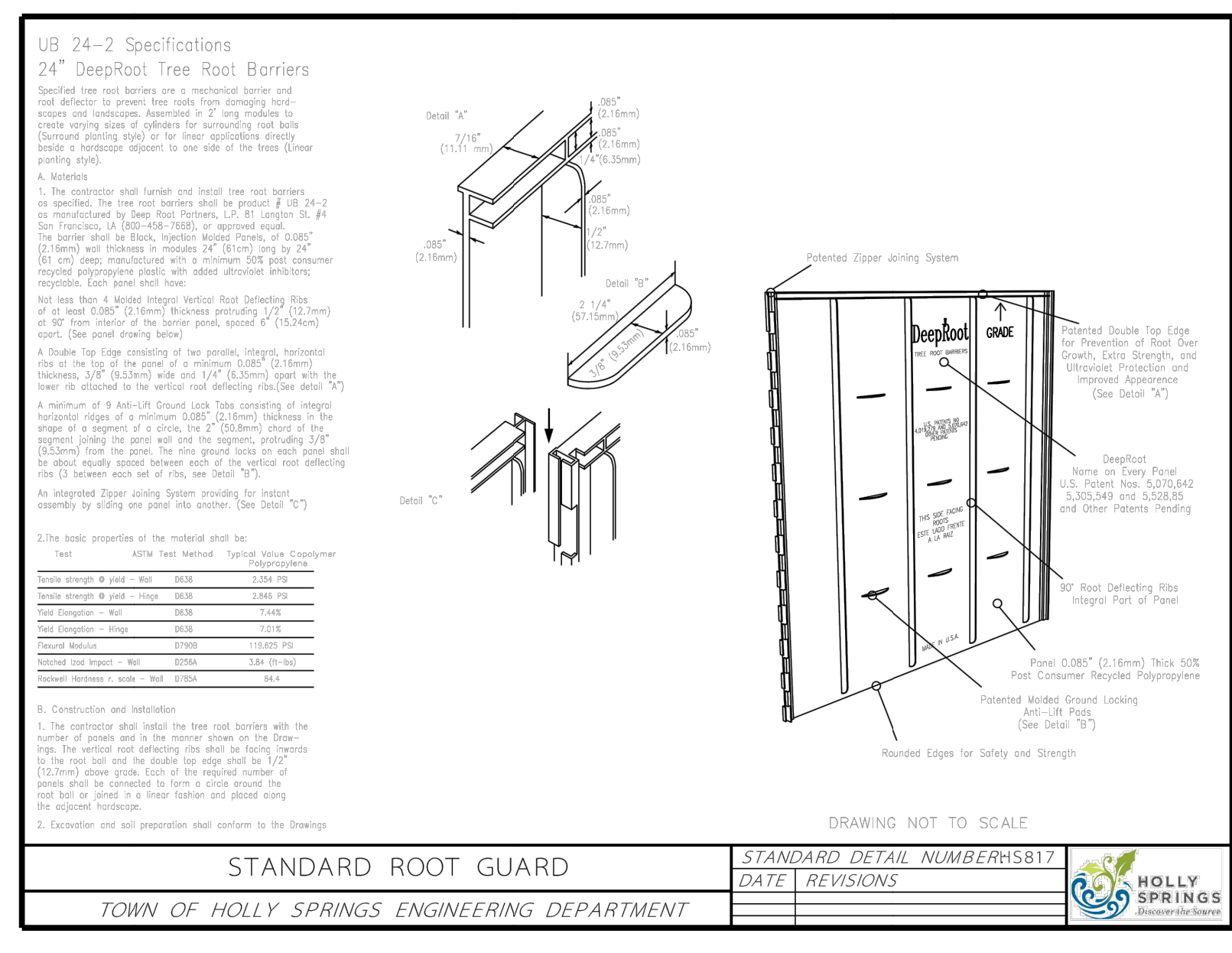
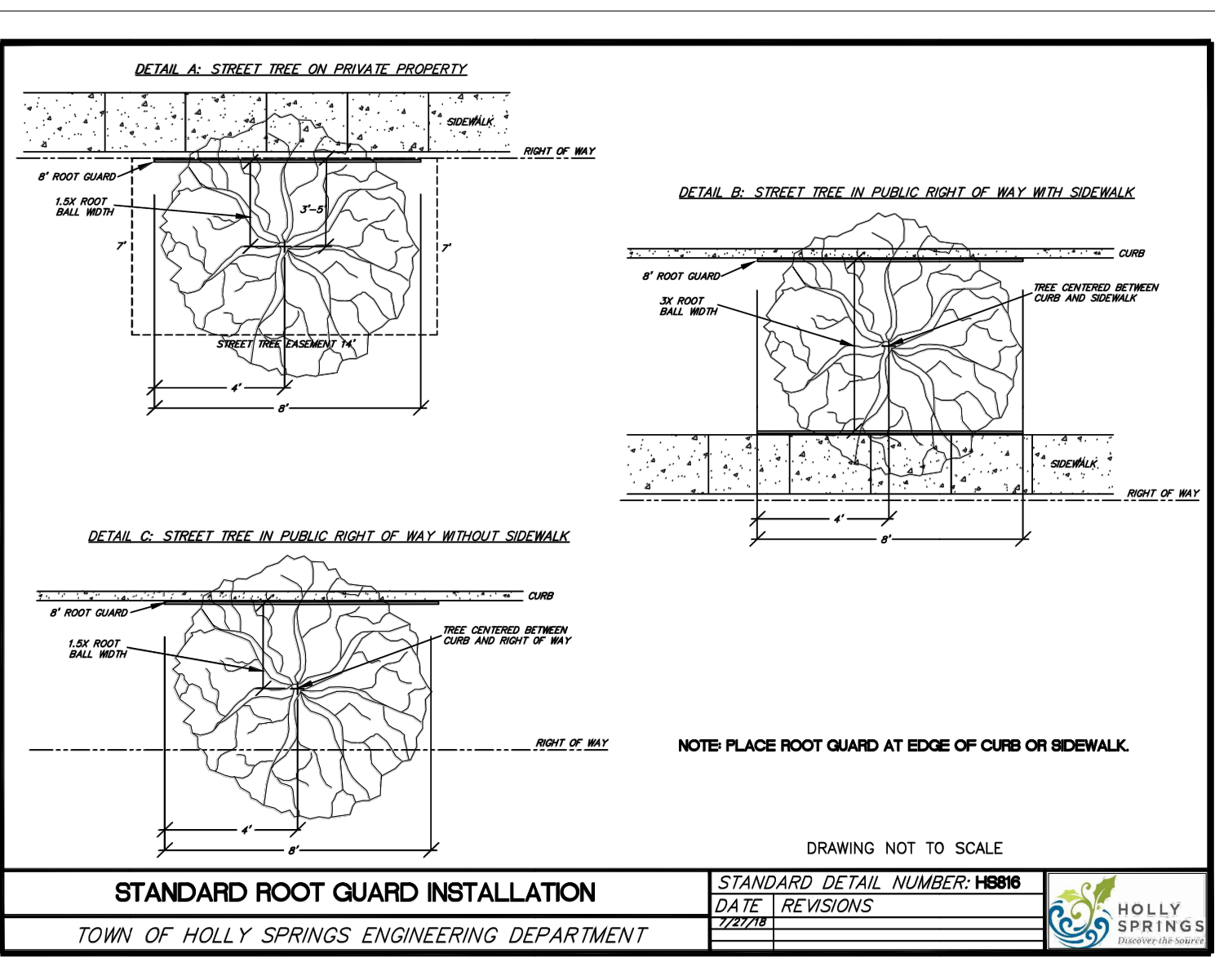
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PROFESSIONAL ENGINEER'S SEAL

SITE DETAILS

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C11 of 13	Reviewed by: JRT
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Project Number: DDS# 2018-16 JTE#	



NOTES:

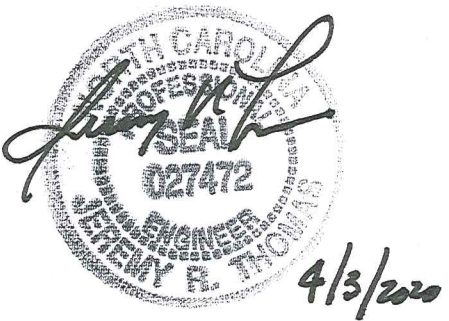
1. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF HOLLY SPRINGS STANDARDS, SPECIFICATIONS AND DETAILS.



J THOMAS ENGINEERING, INC.

CIVIL ENGINEERING & PLANNING

143 Charlotte Avenue, Suite 104
Sanford, North Carolina 27330
(919) 777-6010 phone
www.jthomasengineering.com
license no. C-3389



PROFESSIONAL ENGINEER'S SEAL

OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY
SITE A
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA
TRUCK TURNING TEMPLATE

REVISIONS

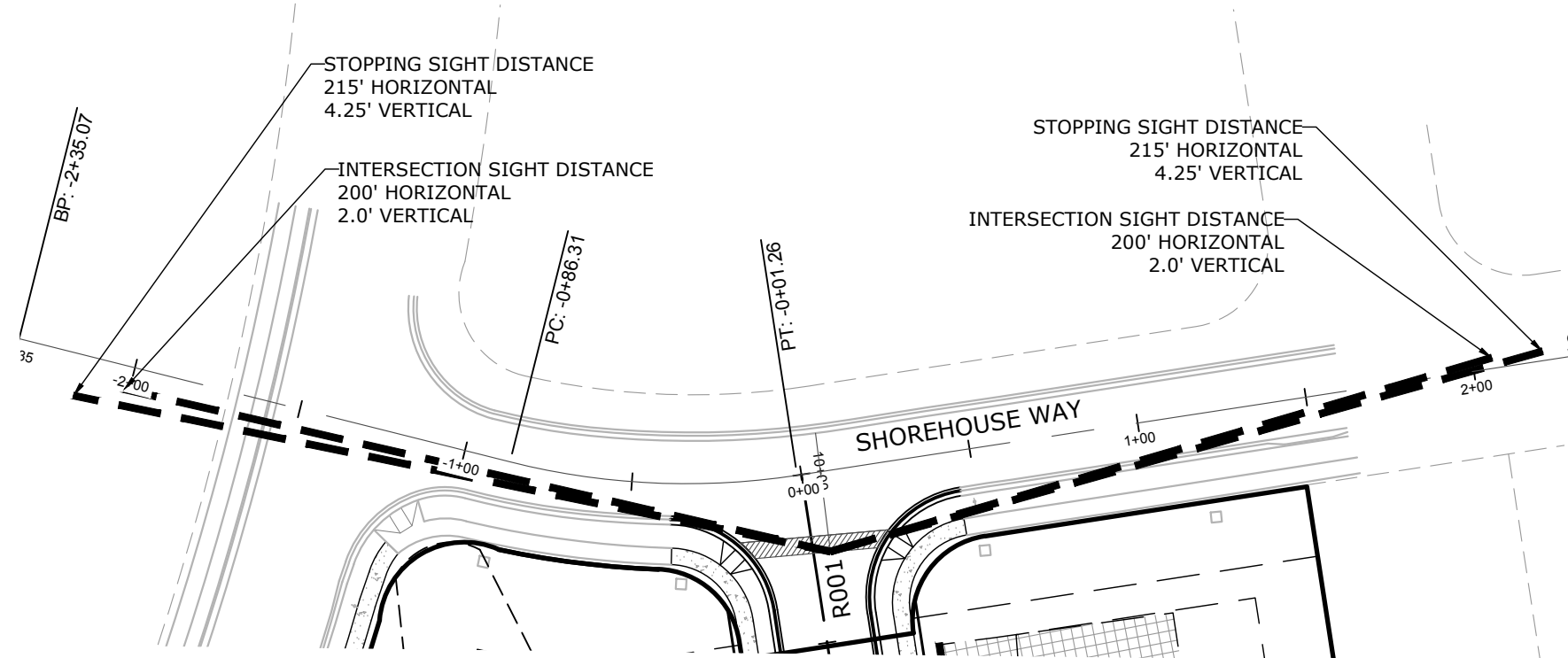
1/24/2020 - 1ST SUBMITTAL COMMENTS
TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS
TOHS 2/12/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS
TOHS 3/18/2020

AGENCY REVIEW ONLY

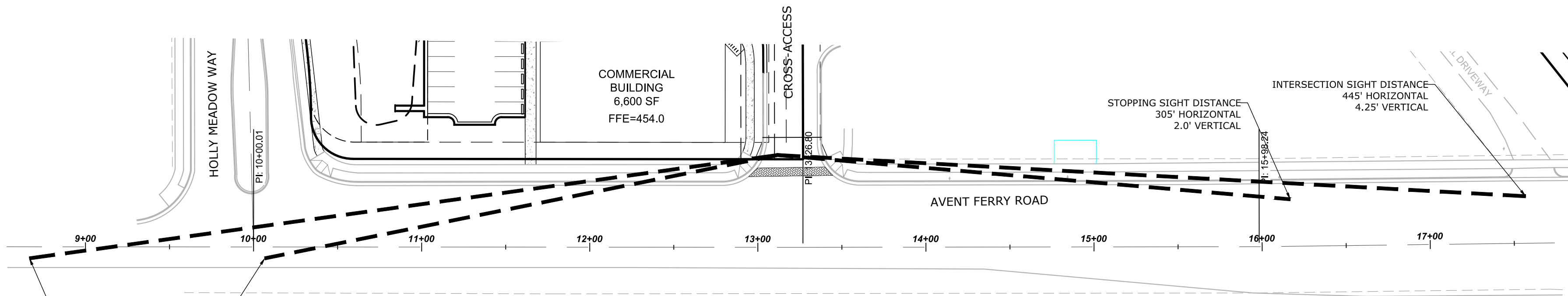
Scale: 1"=50'
Sheet: T1 of 13
Project Number: DDS# 2018-16
JTE#
Drawn by: DRAFTING AND DESIGN SERVICES, INC.
Designed by: JRT
Reviewed by: JRT
Date: OCT 11, 2019

SUBDIVISION ROADWAY DATA TABLE											HORIZONTAL			
STREET NAME	CLASSIFICATION	APPROACH SLOPE	DESIGN POSTED SPEED	PUBLIC OR PRIVATE	LENGTH OF NEW ROAD	INTERSECTION	CLASSIFICATION	ROAD SLOPE	DESIGN POSTED SPEED	PUBLIC OR PRIVATE	SIGHT DISTANCE		STOPPING SIGHT DISTANCE	
											LEFT	RIGHT	LEFT	RIGHT
R001	RESIDENTIAL	2.0%	30/15	PRIVATE	492 LF	SHOREHOUSE WAY	RESIDENTIAL	4.4%	30/20	PUBLIC	200	200	215	215
CROSS-ACCESS ENTRANCE	ACCESS	3.0%	40/35	PRIVATE	NA	AVENT FERRY ROAD	THOROUGHFARE	1.0%	40/35	PUBLIC	445*	445	305*	305

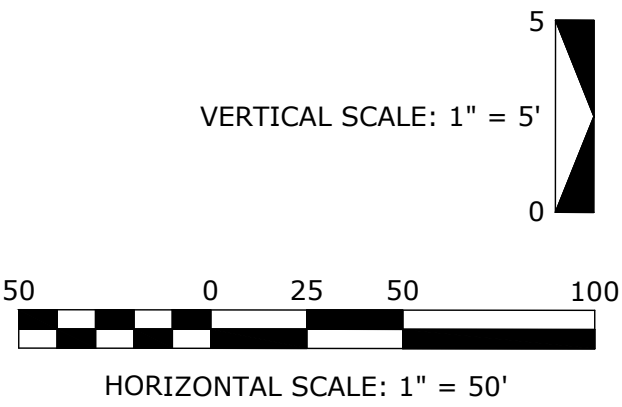
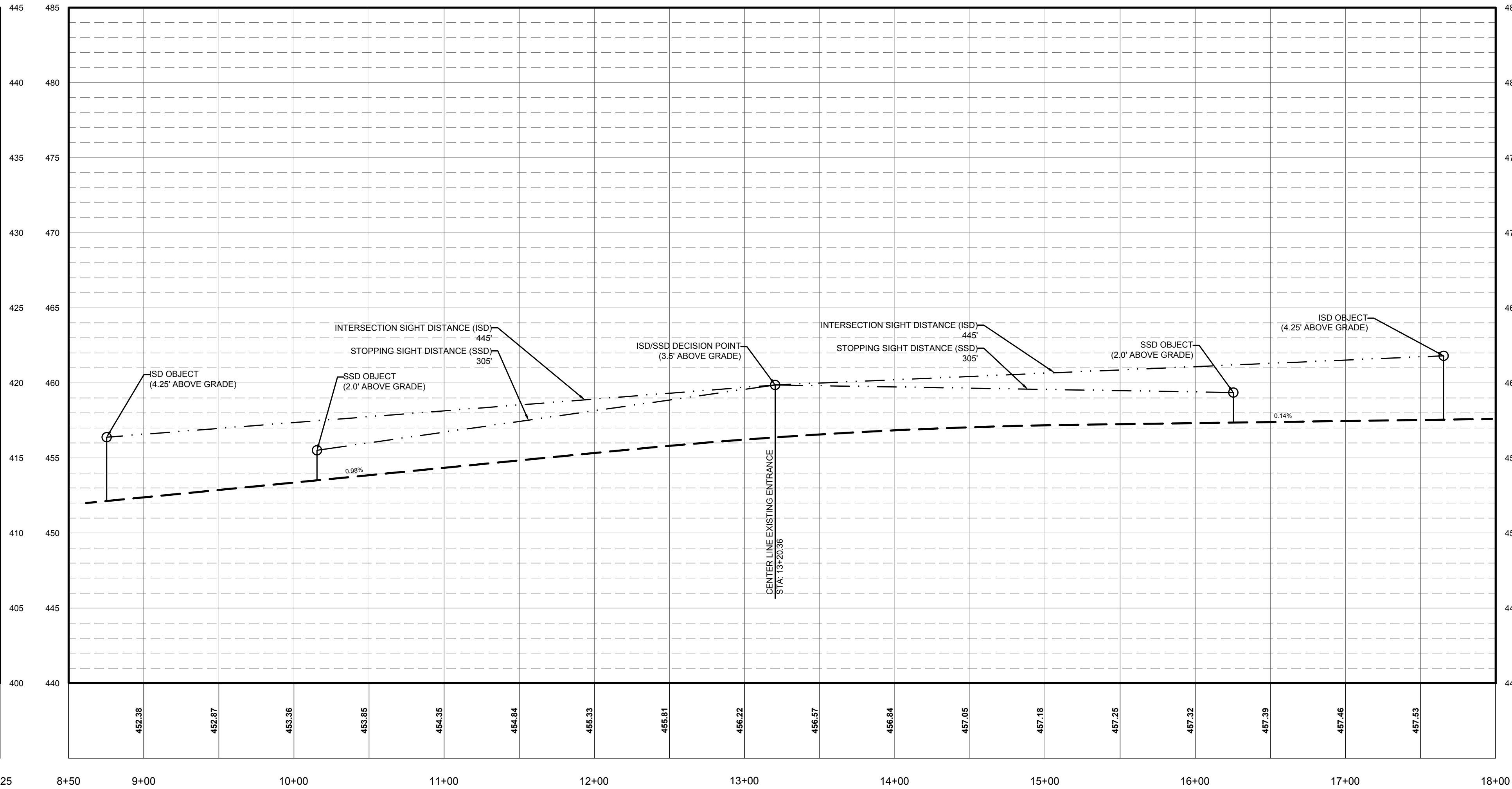
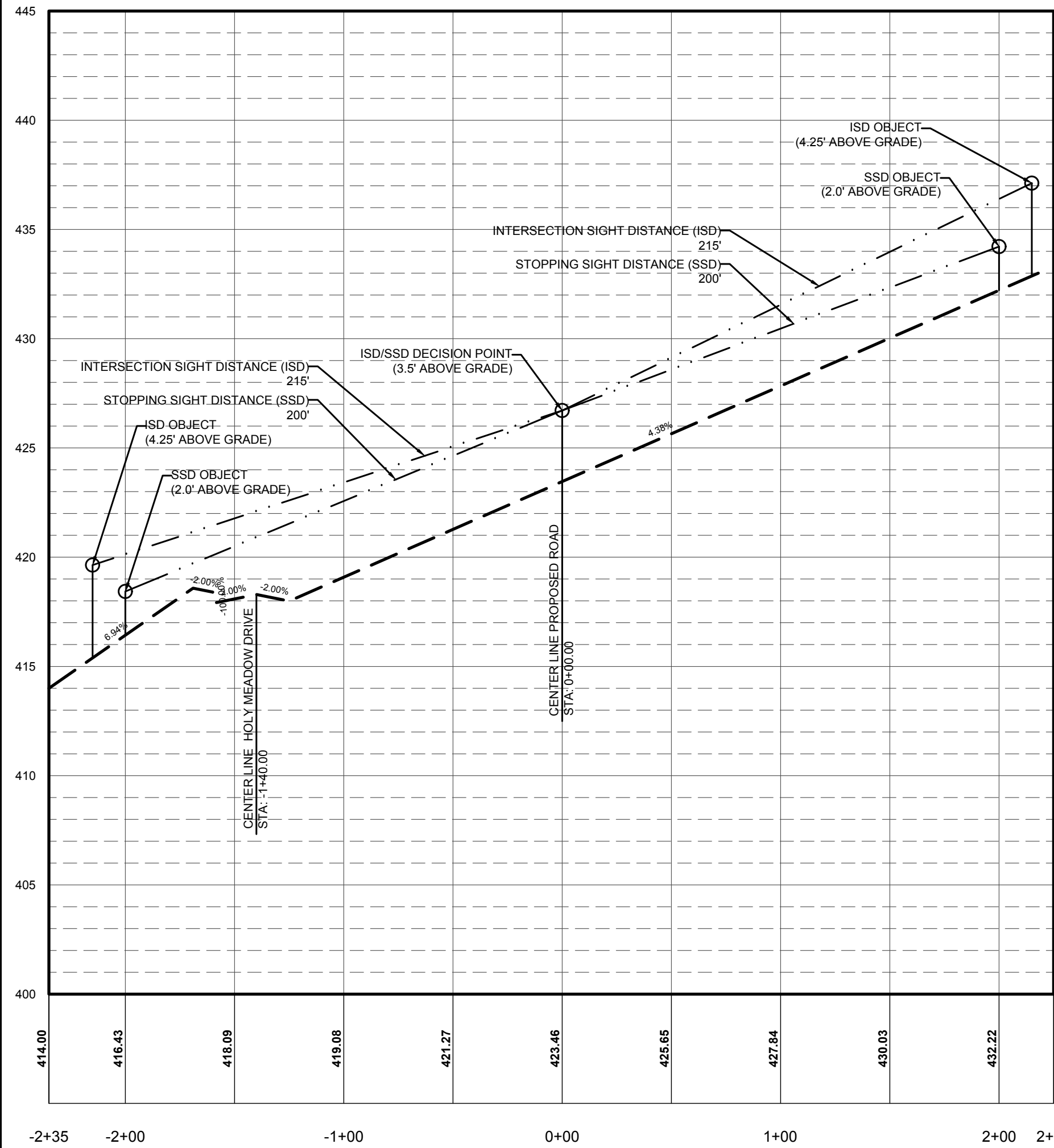
*SHOWN FOR CURRENT LANE ARRANGEMENT AT TIME OF SUBMITTAL (NO MOVEMENT IN WEST BOUND DIRECTION WITH AVENT FERRY ULTIMATE SECTION)
APPROACH GRADES AT MINOR STREETS (STOP CONDITION) ARE ALL LESS THAN 6%. LAG TIME AND SIGHT DISTANCE SHOWN ARE PER TOWH OF HOLLY SPRINGS
ENGINEERING SPECIFICATION SECTION 3.00 CALCULATIONS AND REFLECT THE SLOPE ADJUSTMENT FACTORS. SIGHT DISTANCE MEETS TOWN REQUIREMENTS IN THE VERTICAL PLANE AS NOTED ON PLAN.



INTERSECTION VERTICAL SIGHT DISTANCE
R001 & SHOREHOUSE WAY



INTERSECTION VERTICAL SIGHT DISTANCE
EXISTING CROSS-ACCESS ENTRANCE & AVENT FERRY ROAD



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HOLLY SPRINGS, NORTH CAROLINA
INTERSECTION SIGHT TRIANGLES

REVISIONS

1/24/2020 - 1ST SUBMITTAL COMMENTS
TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS
TOHS 2/12/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS
TOHS 3/18/2020

AGENCY REVIEW ONLY

Scale:
SEE SCALE BAR
Sheet:
T2 of 13
Project Number:
DDS# 2018-16
JTE#
Drawn by:
DRAFTING AND
DESIGN SERVICES, INC.
Designed by:
JRT
Reviewed by:
JRT
Date:
OCT 11, 2019



THE TOWN OF

Holly Springs

Resolution No.: 20-11

Date Adopted: June 16, 2020

Effective Date: June 16, 2020

**RESOLUTION OF THE TOWN OF HOLLY SPRINGS TOWN COUNCIL
MAKING FINDINGS OF FACT FOR
SPECIAL EXCEPTION USE (19-SEU-11); &
WAIVER OF REQUIRED TREE PRESERVATION REQUIREMENTS (20-WAV-12);
IN ASSOCIATION WITH DEVELOPMENT PETITION 19-DP-19 FOR
OVERLOOK TOWNHOMES A**

WHEREAS, the Town of Holly Springs Town Council adopted *Town of Holly Springs Unified Development Ordinance* ("UDO") in November 2002; and

WHEREAS, pursuant to NCGS §§160A-361 & 388 and the UDO, the town council of Holly Springs ("Town Council") has the authority to grant special exception uses and waivers if competent and substantial evidence is presented by the Petitioner which allows the Town Council to find as a fact that conditions either currently exist or may exist after implementation of conditions by the Town Council. Such findings are each of the following:

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- b. The proposed use will not injure or adversely affect the adjacent area;
- c. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;
- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;
- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any

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- other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;
- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
 - i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
 - j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

Waiver of Required Tree Preservation Requirements Findings of Fact:

A petition for a waiver of regulations of UDO Section 7.01 J., waiver of Required Tree Preservation Requirements may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed development represents an innovative solution for tree preservation, which will enhance the use or value of area properties beyond the enhancement that would otherwise occur under the strict application of the Required Tree Protection requirements; or, The strict application of the terms of the Required Tree Protection requirements represents an unusual or unnecessary hardship when applied to the proposed development;
- b. The granting of a waiver will not cause negative impacts on the environment;
- c. The proposed development is consistent with the intent of the Comprehensive Plan; and,
- d. The proposed development is consistent with the intent and purpose of this UDO.

WHEREAS, the Town Council has heard sworn testimony and has accepted and entered the Petitioner's written findings of fact into the minutes (Exhibit A) and have received site plans and elevations depicting the requested WAIVERS (Exhibit B) for the following requested Special Exception Use & Waiver:

Part 1: Special Exception Use (19-SEU-11)

Request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 LB Local Business to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District at the property located at the northeast corner of Avent Ferry Road and Holly Meadow Drive, 101 Holly Meadow Drive and 101 Shorehouse Way, Wake County PINs 0648350151 & 0648350410.

Part 2: Waiver of Required Tree Preservation Requirements (20-WAV-12)

Request to allow a Waiver of Regulations of UDO Section 7.01 J. Required Tree Preservation to allow a waiver of the minimum 25% required hardwood species in a significant tree stand in association with Development Plan Petition #19-DP-19.

WHEREAS, the Town Council has received competent and substantial evidence and has therefore found the Petitioner's written findings of fact. The Town Council finds that the Petitioner's findings of fact to be consistent with the public testimony received on the requested Special Exception Use & Waiver, and therefore the Town Council is able to reach conclusions independently (Exhibit C) or be reasonably able to meet the conclusions on the Findings of Fact upon implementation of conditions listed on Exhibit D to this Resolution.

THEREFORE, BE IT RESOLVED by the Town Council to make and accept the Findings of Fact for Special Exception Use (19-SEU-11); & Waiver of Required Tree Preservation Requirements (20-WAV-12).; as submitted by J Thomas Engineering, Inc.

Adopted by the Holly Springs Town Council on this, the 16th day of June 2020.

Town of Holly Springs by

ATTEST:


Dick Sears, Mayor

Linda McKinney, Town Clerk



RESOLUTION EXHIBIT A

Part 1: Special Exception Use (19-SEU-11) Findings of Fact Submitted By Petitioner

TOWN OF HOLLY SPRINGS SPECIAL EXCEPTION USE FINDINGS OF FACT		DPM Appendix #A.04 Supplement #15 December 2018
You must respond to all findings; please type or print legibly in blue or black ink.		
Project Information: Project Name: <u>Overlook Townhomes Mixed Use - SITE A</u>		
Special Exception Use: UDO Section No.: <u>3.02.A.2.h</u> Special Exception Use: <u>Residential - Mixed Use Townhouse/Commercial</u> Specific Special Exception Use Request: <u>The request is to propose mixed use development with 23 Unit Townhomes and 6,600 sf of commercial office space</u>		For DPZ Use only Project # _____ Date Received: _____
Findings of Fact: A petition for Special Exception Use may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the Board to make a written determination that:		
(1) <u>The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare:</u> <u>The proposed use does not injurious public health, safety, comfort, community moral standards, convenience or general welfare due to the fact it is honoring the aproved land use plan and matches the existing residential and commercial components of the area. The Townhomes are a transition from commercial to residential.</u>		
(2) <u>The proposed use will not injure or adversely affect the adjacent area or property values therein:</u> <u>The proposed use will not injure or adversely affect the adjacent area or property values due the fact the proposed use is similar to existing adjacent uses and provides commercial element along Avent Ferry Road while the Townhomes provide a transition of higher density to lower density between commercial and residential.</u>		
(3) <u>The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan:</u> <u>The proposd use is consistent with the character of the district and land uses authorized therein, and the Town of Holly Springs Comprehensive Plan which shows the project as a Neighborhood Center. The site is proposed as mixed use as allowed under the special exception which provided commercial and residential.</u>		
(4) <u>The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved by the Town Council in which case the proposed use shall conform to the terms and conditions of such waiver):</u> <u>The proposed use conforms to all development standards of the Local Business District.</u>		
(5) <u>Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency:</u> <u>All access drives, driveways, and pedestrian convenience have been provided per Holly Springs Standards.</u>		

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- (6) Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood:

All parking areas have been provided in accordance with public safety and Holly Springs standards.

- (7) The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use:

The proposed development has adequate facilities to meet the needs of the persons utilizing the project.

- (8) Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the proposed use:

The proposed utilities and apparatus access has been designed to meet all Holly Springs utility, school, fire and police access. Impact studies have been provided to ensure utilities are adequate for the proposed project.

- (9) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts:

The location and arrangement of the project was designed to provide a seamless transition between the commercial and residential areas through the transitional townhome community with adequate buffering, landscaping and tree conservation areas. Care was taken to surround the development with green areas.

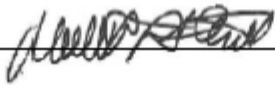
- (10) The type, size, and intensity of the proposed use, including such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood:

The project has been designed and sized to meet lower density requirements along with providing an equal balance of the commercial space and residential units to provide a village type atmosphere with separate areas/districts for the proposed uses. The proposed commercial entity will be an office type use with normal hours of operation.

Certificate of Completion

I certify that all information presented in this application is accurate to the best of my knowledge and belief. Further, I grant permission for members of the Planning Board, Town Council, and Town Staff to visit the site in question for informational, advertisement, and inspection needs.

Signature of Applicant:  Date: 2/21/2020

Signature of Owner:  Date: 2/21/2020

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Email: dick.sears@hollyspringsnc.us

Part 2: Waiver of Required Tree Preservation Requirements (20-WAV-12)
Findings of Fact Submitted By Petitioner

TOWN OF HOLLY SPRINGS

UDO SECTION 7.01 - WAIVER OF REQUIRED TREE PRESERVATION REQUIREMENTS: December 2018

FINDINGS OF FACT

DPM Appendix #A.04
Supplement #15



Please print responses in blue or black ink or typewrite.

A petition for Alternate Compliance may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or describe the unique conditions that would enable the decision making body to make a written determination that:

Findings of Fact

- (1) The proposed development represents an innovative solution for tree preservation, which will enhance the use or value of area properties beyond the enhancement that would otherwise occur under the strict application of the Required Tree Protection requirements; or,

The strict application of the terms of the Required Tree Protection

The total tree protection area as required per UDO section 7.01 has been provided. However, the site is mostly pine trees that does not meet the 25% native hardwood trees. There are hardwoods mixed through out the tree protection area. However, they do not meet the requirements of UDO 7.01. The Site has been laid out to utilize the available tree stands and to utilize them as additional buffer between the existing single family and the project. In order to mitigate the lack of hardwood trees the buffer yards have been planted with hardwoods.

For DPI Use only

Project # _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

- (2) The granting of a waiver will not cause negative impacts on the environment;

The granting of this wavier will not cause a negative impact on the environment based on the thought process of preserving the existing 15-20 year old tree stand. The hardwood 25% will not be met but additional disturbance of the existing vegetation will not be harmed.

- (3) The proposed development is consistent with the intent of the Comprehensive Plan; and,
The proposed development has been designed to meet the intent of the comprehensive plan which proposes the site as Neighborhood Center. The site has been proposed as a mixed use development that utilizes commercial office space at Avent Ferry Road and Townhomes as a transition to the existing Single Family development to the north.

- (4) The proposed development is consistent with the intent and purpose of this UDO.
The proposed development has been designed to meet all requirements of the udo. The site is zoned LB - Local Business which allows the proposed commercial use and the townhome use portion under a special exception petition.

Certificate of Completion

I certify that all information presented in this petition is accurate to the best of my knowledge and belief.

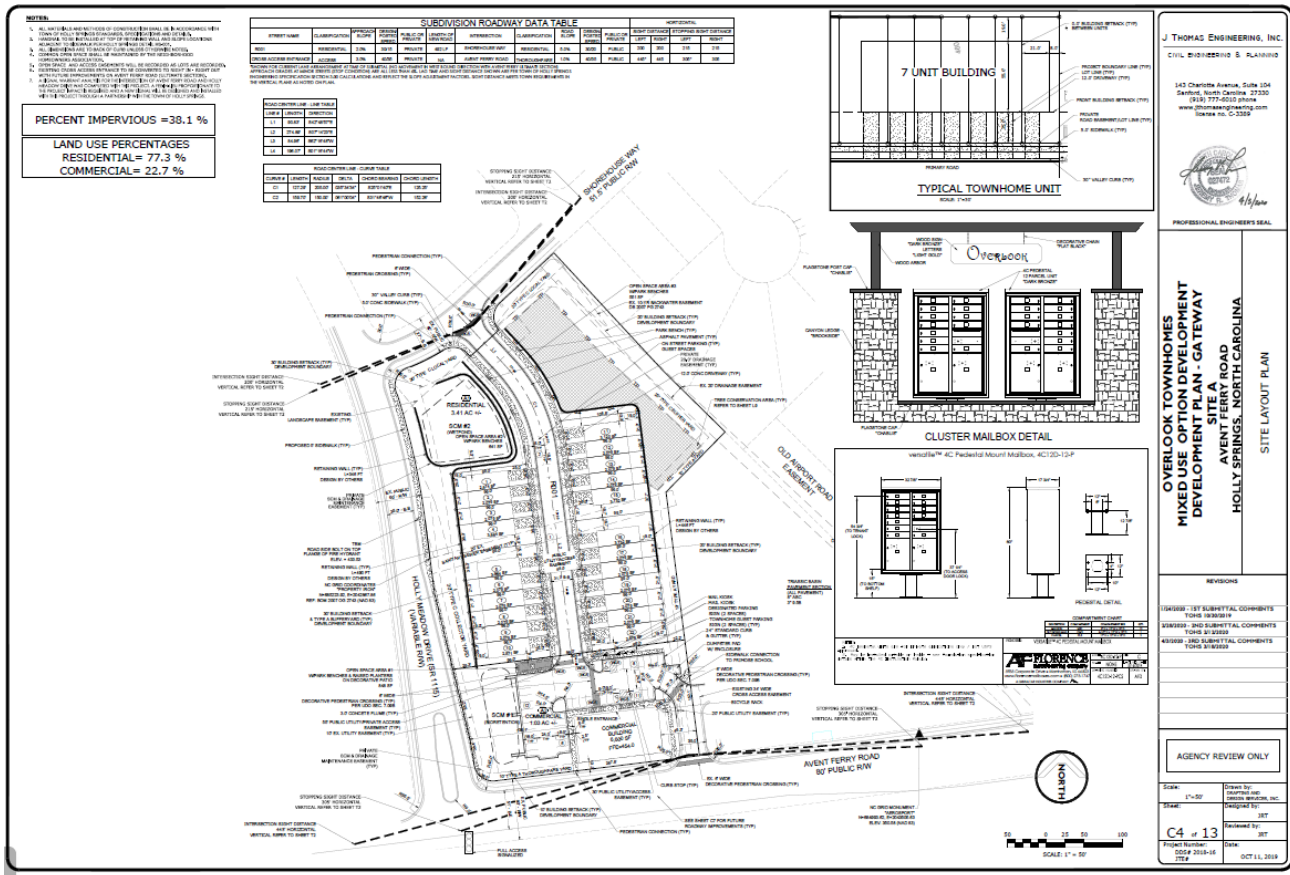
Signature: Mist S. Boy Date: 3/31/2020

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Email: dick.sears@hollyspringsnc.us

SITE PLANS & ELEVATIONS



RESOLUTION EXHIBIT C

TOWN COUNCIL'S FINDINGS OF FACT

The Town Council accepts the findings of fact as presented in Exhibit A unless specified below:

The Town Council made the following additional findings:

Part 1: Special Exception Use (19-SEU-11)

X No additional findings

Part 2: Waiver of Required Tree Preservation Requirements (20-WAV-12)

X No additional findings

RESOLUTION EXHIBIT D

CONDITIONS OF APPROVAL

The Town Council added the following conditions in order to adequately make and accept the Findings of Fact:

Part 1: Special Exception Use (19-SEU-11)

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 19-SEU-11.

Part 2: Waiver of Required Tree Preservation Requirements (20-WAV-12)

X No conditions of approval

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Email: dick.sears@hollyspringsnc.us



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Public Hearings

Title: Overlook Townhomes B: 19-DP-20 / 19-SEU-12 / 19-WAV-48 / 20-WAV-13

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Sean Ryan, Planning & Zoning, Rachel Jones, Engineering

Action(s):

1. Conduct Quasi-Judicial Public Hearing to consider a Special Exception Use (SEU) to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District.
2. Adopt resolution 20-12 to make and accept the Findings of Fact and approve SEU and Waivers (*Quasi-Judicial determination with simple majority*)
3. Approve / deny / defer Development Plan for Overlook Townhomes Site B with the conditions stated in the attachment (*Administrative determination with simple majority*)

Explanation:

- The applicant has requested a Special Exception Use (SEU) for a mixed-use project in the LB Local Business district. In association with the SEU, a Development Plan has been submitted for a mixed-use project consisting of both residential and nonresidential land uses. The proposal includes seventeen (17) multifamily townhomes, providing a gross density of 4.12 units per acre, and one 9,400 square foot medical office building on approximately 4.61 acres.
- An SEU is a Permitted Use within a specific zoning district that may not necessarily fit in with the surrounding areas and uses and is subject to further review. Applicants requesting an SEU must be able to demonstrate that all required Findings of Fact are being met. The Town Council, through the public hearing and sworn testimony, must be able to make findings that these facts will be met and/or adhered to as part of the motion. If the Town Council determines that a Fact cannot be met or adhered to, then the Special Exception should be denied.
- Any Development Plan that is submitted along with an SEU is required to be reviewed by the Planning Board for recommendation to the Town Council and then ultimately acted upon by the Town Council after determination if the proposed SEU of the land is approved by resolution.
- A waiver has been requested from the hardwood tree requirement for the required tree preservation area.
- A waiver has been requested from overhead utility services along Avent Ferry Road being relocated underground.
- If this plan is approved, a Developer Agreement would need to be finalized and approved by Town Council for a partnership between Developer and the Town for design and installation of a new traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road. The Developer is responsible for 18.8% of the cost in addition to design and installation of the new signal with this project. The Town has commitment from adjacent development in the amount of 35%, so the Town would be financially responsible for the remaining 53.8% of the total cost.

Planning Board Recommendation:

The Planning Board discussed the following issues and concerns on 04/28/2020:

- Concerns about additional traffic and the need for a stop light. Additional concerns that Capeside Avenue intersection will restrict left turns and cause more traffic in the neighborhood.
- The breakdown between the area of commercial vs. residential. There is not enough commercial.
- If the project is best suited for this site.
- If the project is innovative enough.
- If the project is consistent with the new Land Use Plan and the goals for neighborhood centers.

Planning Board Recommendation:

Town Council Business Meeting
June 16, 2020

UDO Waiver for Tree Preservation Area
The Planning Board recommended denial (4-5-0)

Those voting against the motion were:

- Mr. Brady
- Mr. Crandall
- Ms. Patterson
- Mr. Stuckey
- Mr. Urquhart

Special Exception Use and Development Plan
The Planning Board recommended denial (0-9-0)

Those voting against the motion were:

- Ms. Rybak: concerns about traffic and the preference for more commercial
- Mr. Carpico: agreed with board comments
- Mr. Brady: project not the best use for this location
- Mr. Crandall: lack of innovation and proposed commercial/residential mix
- Mr. Deshazor: traffic, lack of innovation, and proposed commercial/residential mix
- Mr. Madoni: does not fit with new land use plan designation
- Ms. Patterson: proposed use is not the best location
- Mr. Stuckey: project not the best use for this location
- Mr. Urquhart: supports Technical Review Committee recommendation for more commercial

See Attachment for proposed full motion and conditions.

Background:

- The Land Use Plan designates this property as Neighborhood Center (NC). Small scale, NC's provide goods and services to surrounding neighborhoods, and operations should be low-intensity, unobtrusive and at a scale and design compatible with nearby residential development. NC may include upper story residential or office.
- In 2009, the Town adopted UDO Section 3.02 C. Mixed Use Option to promote and guide integrated, diverse, but compatible uses into a single development that is defined by unique and innovative design and pedestrian friendly features. Due to the introduction of residential land uses into commercial zoning districts, the unique and sometimes complex design considerations of traditional mixed-use development, and to ensure mixed-use projects are appropriately located, the Mixed Use Option is considered a Special Exception Use.
- The Technical Review Committee (TRC) Discussed this project on December 4, 2018 (Planning Board Representatives: Shaun McGrath and Ernie Carpico; Town Council Representatives: Dan Berry & Tom O'Brien). The TRC discussed that the property is zoned LB Local Business and that commercial development could be desirable, specifically medical office uses. It was also discussed that the current zoning would allow residential use to be proposed using the mixed-use option as a Special Exception Use. The applicant advised the TRC that the market was looking for more residential uses in the area and that medical offices may not be a good fit for the area. Residential uses were not generally supported by the committee.
- A development plan and special exception use was approved on August 8, 2008 for Overlook Medical Office. The project approval expired.
- Parcel was originally zoned commercial C-1 on August 17, 1999. This zoning district became NV Neighborhood Village when the UDO was adopted in 2002, and subsequently LB Local Business on August 17, 2004 when NV was removed from the UDO.

Funding Source(s):

Attachment(s):

1. 19DP20 Overlook B PB Staff Report
2. 19DP20 Overlook Townhomes B Proposed Motion and Conditions
3. 19DP20 Overlook B Petition and Plans

Town Council Business Meeting
June 16, 2020

4. Resolution 20-12 SEU and Waivers Overlook B



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR SPECIAL EXCEPTION USE AND DEVELOPMENT PLAN OVERLOOK TOWNHOMES B 19-DP-20 / 19-SEU-12

APPLICANT(S):

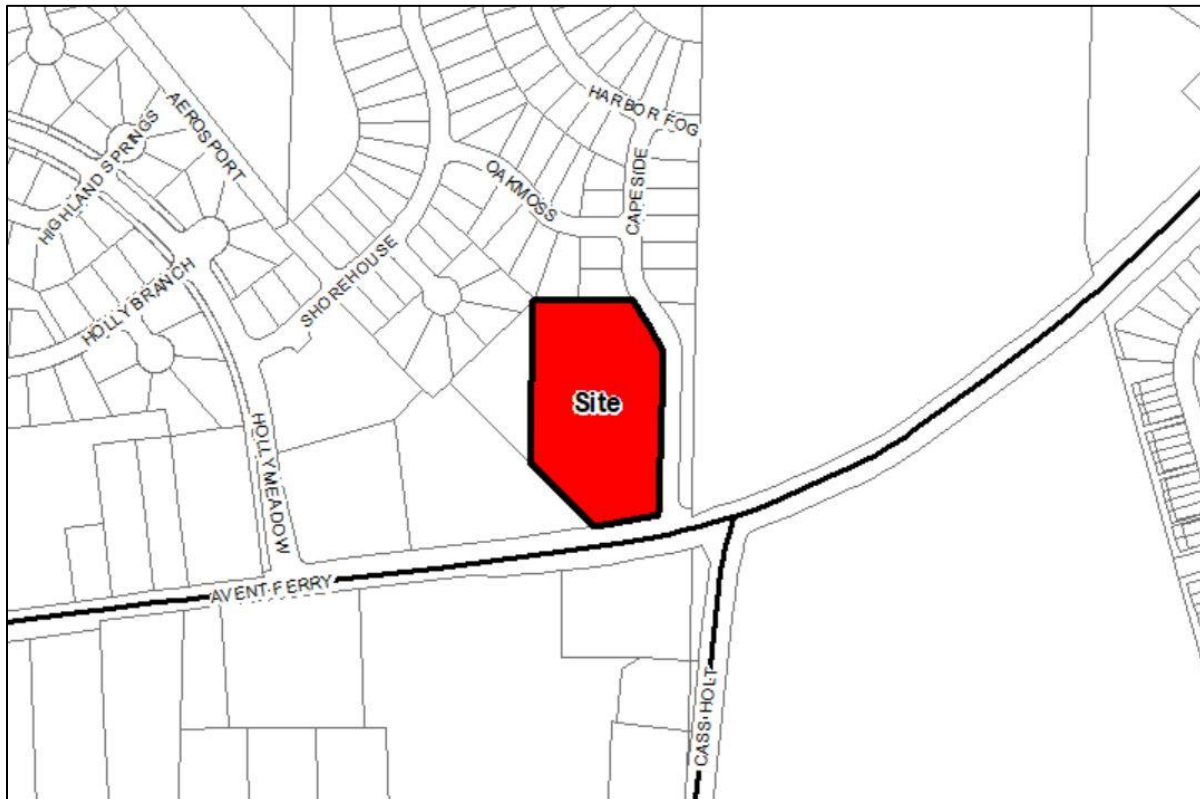
Robert Stafford
The Buckhaven Development
Group, LLC
246 Valleyfield Lane
Southern Pines, NC 27330

DEVELOPER(S):

Robert Stafford
The Buckhaven Development
Group, LLC
246 Valleyfield Lane
Southern Pines, NC 27330

OWNER(S):

Robert Stafford
The Buckhaven Development
Group, LLC
246 Valleyfield Lane
Southern Pines, NC 27330

LOCATION:

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

ANTICIPATED REVIEW SCHEDULE:

Planning Board:	April 28, 2020
Town Council Public Hearing & Action:	May 19, 2020

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

ATTACHMENTS:

Site Plans, Petitioner's Response to the Special Exception Use Petition Findings of Fact, Waiver Petition and Response to Waiver Findings of Fact.

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
The Buckhaven Development Group, LLC	0648357334	LB Local Business	4.12 acres
TOTAL			4.12 acres ±

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	LB Local Business	Vacant
North	R-10 Residential	Single Family Residential (Overlook at Holly Glen)
South	R-30 Residential	Vacant
East	LB Local Business	Vacant
West	R-30 Residential R-10 Residential	Single Family Residential

PROPERTY HISTORY

Rezoning History

Rezoning Number: 99-R-13
Original Zoning: Wake County R-20
Proposed Zoning: C-1
Approved by Town Council on: 8/17/99

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

Rezoning Number: 04-UDO-03
Original Zoning: NV
Proposed Zoning: LB
Approved by Town Council on: 8/17/04

Special Exception Use History

Project Number: 08-SEU-01
Description: Assisted Living Facility
Withdrawn by Applicant

Project Number: 08-SEU-02 / 08-DP-06
Description: Overlook Medical Office
Approved by Town Council on: 8/8/08
Plans Expired

SPECIAL EXCEPTION USE

Request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 LB Local Business to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District at the property located at the northwest corner of Avent Ferry Road and Capeside Ave, 0 Aerosport Road, Wake County PIN 0648357334.

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- The proposed use will not injure or adversely affect the adjacent area;
- The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;

- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;
- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;
- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
- i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
- j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

WAIVER REQUESTS

Waiver 19-WAV-48: Request to allow a Waiver of Regulations of UDO Section 7.01 J. Required Tree Preservation to allow a waiver of the minimum 25% required hardwood species in a significant tree stand in association with Development Plan Petition #19-DP-20.

UDO Requirements:

Section 7.01 J. Required Tree Preservation, Tree Preservation Area Priority

(b) Significant Tree Stands

- (i) To qualify as a significant tree stand, the tree preservation area must be an area within a contiguous wooded area of at least ten thousand (10,000) square feet as measured by contiguous hardwood canopy coverage.
- (ii) Significant tree stands must contain mature hardwood forest consisting of greater than twenty-five (25) percent hardwood trees native to the region over twenty (20) years old or greater than ten inches (10”) diameter to indicate mature trees.

Waiver Findings of Fact:

- a. The proposed development represents an innovative solution for tree preservation, which will enhance the use or value of area properties beyond the enhancement that would otherwise occur under the strict application of the Required Tree Protection requirements; or, The strict application of the terms of the Required Tree Protection requirements represents an unusual or unnecessary hardship when applied to the proposed development;
- b. The granting of a waiver will not cause negative impacts on the environment;
- c. The proposed development is consistent with the intent of the Comprehensive Plan; and,
- d. The proposed development is consistent with the intent and purpose of this UDO.

**TOWN COUNCIL WAIVER REQUESTS–
NOT FOR PLANNING BOARD DISCUSSION OR CONSIDERATION**

20-WAV-13: Request to allow for a Waiver of Regulations of UDO Section 7.08 B., 1., b., (2) Utilities, Underground Installation Required, to allow for a waiver of the requirement that overhead utility services along Avent Ferry Road be relocated underground in association with Development Plan Petition #19-DP-20.

UDO Requirements:

Section 7.08 B., 1., b., (2) Utilities, Underground Installation Required

b. Underground Installation Required.

- (2) Relocation – Where any *major subdivision, non-residential incremental subdivision, multifamily dwelling project, commercial / mixed use project* or *industrial project* is proposed, existing overhead utility services along or through the proposed development shall be relocated underground, provided, however, where the existing utility service is of a nature where relocation underground is not feasible, the *Town Council* may waive this requirement upon recommendation of the *Director of Engineering*.

Waiver Findings of Fact:

1. The granting of the waiver will not be detrimental to public safety, health or welfare or injurious to other property
2. Conditions upon the request for a waiver are unique to the property for which a waiver is sought and are not applicable generally to other property
3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is not carried out
4. The waiver will not contravene the provisions of this UDO or the Comprehensive Plan
5. Where the waiver impacts on the design, construction or maintenance obligations of public facilities, that the appropriate public agency has reviewed and approved the proposed development in writing and the subdivider has submitted a copy of such approval

STAFF ANALYSIS

PROJECT OVERVIEW

Part 1: Special Exception

A Special Exception Use is a Permitted Use within a specific zoning district that may not necessarily fit in with the surrounding areas and uses and is subject to further review. Applicants requesting a Special Exception Use, must be able to demonstrate that all required Findings of Fact are being met. The Town Council through the public hearing and sworn testimony must be able to make findings that these facts will be met and/or adhered to as part of the motion. If the Town Council determines that a Fact cannot be met or adhered to, then the Special Exception should be denied.

In 2009, the Town adopted UDO Section 3.02 C. Mixed Use Option to promote and guide integrated, diverse, but compatible uses into a single development that is defined by unique and innovative design and pedestrian friendly features. Due to the introduction of residential land uses into commercial zoning districts, the unique and sometimes complex design considerations of traditional mixed-use development, and to ensure mixed-use projects are appropriately located, the Mixed Use Option is considered a Special Exception Use.

Part 2: Development Plan

Any Development Plan that is submitted along with a Special Exception Use is required to be reviewed by the Planning Board for recommendation to the Town Council and then ultimately acted upon by the Town Council after determination if the proposed Special Exception Use of the land is approved.

In association with the Special Exception Use, a Development Plan has been submitted for a mixed-use project consisting of both residential and nonresidential land uses. The proposal includes seventeen (17) multifamily townhomes, providing a gross density of 4.12 units per acre, and one 9,400 square foot medical office building.

PLANNING & ZONING

Vision Holly Springs Comprehensive Plan

Land Use & Character

The Land Use Plan has this property designated as Neighborhood Center. Small scale, Neighborhood Centers provide goods and services to surrounding neighborhoods. Their proximity to neighborhoods requires that operations be low-intensity, unobtrusive, and at a scale and design compatible with nearby residential development. The design of Neighborhood Centers transitions effectively between residential and nonresidential uses, and includes safe and convenient pedestrian and bicycle access for nearby residents. While this is primarily a commercial category, some Neighborhood Centers may include upper story residential or office. Sites also effectively minimize the impact of cut-through traffic on nearby neighborhood streets by orienting vehicle access and circulation away from adjacent neighborhoods.

Key design aspects of Neighborhood Centers include:

Street & Block Patterns

- Lots are primarily rear-loaded to maximize walkability and reduce the emphasis on automobiles.
- Parking is located in and accessed from the rear.
- Paved surface lots have shared parking agreements.
- Formal on-street parking is provided throughout the Neighborhood Center.

Open Spaces & Natural Resources

- These areas include a variety of shared public open spaces throughout a walkable, activated environment. These centers may include formal and informal open spaces such as greens, squares, plazas, and community gardens.
- Due to their small scale and location, Neighborhood Centers are often developed in a manner that does not allow significant protection of topography or natural landscape features, and may require significant grading, tree clearing, retaining walls or stormwater management features.
- There may be opportunities to use the natural hydrology of the site for stormwater control.
- Low-impact landscape design techniques and sustainable stormwater practices should be incorporated.
- Green roof elements and/or rooftop gardens are encouraged.
- Specimen tree preservation is encouraged.

Lot Size & Building Placement

- Lot width and depth is variable, but should be scaled so as to be compatible with adjacent development.
- Front setbacks should be minimal, with storefronts pulled up to the street to enhance walkability.

Building Types & Massing

- Building types are primarily commercial on the ground floor, but may include residential or office uses on upper floors or at the edge of the commercial center.
- Buildings may be up to 3 stories in height.

Transportation Network

- Multi-modal, somewhat urban character with curbs and formal planting arrangements.
- Grid street patterns with high connectivity for all modes of transportation.
- Sidewalks and bike facilities provide links to adjacent neighborhoods.
- Circulation should be provided internally to minimize traffic impact on adjacent neighborhoods.

DEVELOPMENT PLAN

Development Standards

Permitted Uses:

Commercial:

Minimum Required: 20%

Proposed: 28.2%

Residential:

Minimum Required: 20%

Proposed: 71.8%

Gross Density:

Maximum Permitted: 8 units per acre

Proposed: 4.12 units per acre

Building Orientation:

Required:

Buildings are encouraged to be located as close as possible to the building setback line and oriented to face the street in order to achieve an urban streetscape.

Proposed:

Commercial: building has been oriented to face an internal parking area but has been located adjacent to the minimum building setback along Capeside Ave.

Residential: buildings are oriented towards an internal street and are located away from the sidewalk to allow front loading driveways.

Minimum Yards and Setbacks:

Required:

Along property lines in common with adjacent residential uses: 20 foot yard and setback

Along property lines in common with adjacent commercial uses: 10 foot yard and setback

Along adjacent streets: 10 foot yard and setback

Proposed:

Along all property lines in common with adjacent residential uses: 20 foot yard and 40± foot setback

Along all property lines in common with adjacent commercial uses: 10 foot yard

Along adjacent streets:

Along Aventura Ferry Road:

Commercial Building: 30 foot yard and 46.2 foot building setback
Along Capeside Ave:
Commercial Building: 10 foot yard and setback
Residential Buildings: 30 foot yard and 40 foot setback

Building Height:
Maximum Permitted: 60 feet
Maximum Proposed: 60 feet

Gross Floor Area:
Commercial Building: 9,400 square feet

Parking & Loading:
Required:
Commercial: 47 spaces
Residential: 34 spaces + 4 guest = 38 spaces
Mail Kiosk: 2

Provided:
Commercial: 47 spaces
Residential: 45 spaces
Mail Kiosk: 2 spaces

Orientation and Design:
Required: Off-Street Parking areas shall be located where residents and businesses have easy and convenient access and should be oriented behind or to the side of a building when possible.

Provided: Off-street parking areas are located the side and rear of the proposed commercial building. Guest parking for residential buildings is found on-street and integrated with the commercial parking area. The commercial parking and residential buildings are connected with sidewalks and pedestrian crossings.

Landscape Requirements:
Perimeter Yard/Bufferyard
Required:
Along Avent Ferry Road: 30' Type A-50 Thoroughfare Yard
Along Capeside Ave, adjacent to commercial: 10' Type A-40 Local Yard
Along Capeside Ave, adjacent to residential portion: 30' Type A-20 Local Yard
Along north property line: 20' Type C-75 Bufferyard
Along west property line: 20' Type C-75 Bufferyard

Provided:
Along Avent Ferry Road: 30' Type A-50 Yard
Species Include: Dogwood and Eastern Redbud trees

Along Capeside Ave, adjacent to commercial: 10' Type A-40 Yard
Species Include: existing sycamore street trees, Zelkova, Black Gum, and River Birch

Along Capeside Ave, adjacent to residential portion: 30' Type A-20 Yard

Species Include: existing sycamore street trees, Zelkova, Black Gum, and River Birch

Along north property line: 20' Type C-75 Bufferyard
Species Include: Laurel Oak, Cypress, and Burford Holly

Along west property line: 20' Type C-75 Bufferyard
Species Include: Magnolia, Wax Myrtle, and Burford Holly

Foundation

Foundation landscaping has been provided along all four sides of the commercial and residential buildings. Typical species include: Holly, Juniper, and Iropepalum.

Interior Parking Lot

Islands Required: 5

Islands Provided: 5, each with 1 tree and 4 shrubs

Parking Area Screening

Parking screening has been provided as required by the UDO.

Tree Preservation

Minimum Required: 10% of .41 acres

Provided: 10% or .41 acres – the area provided is a significant tree stand along the western property boundary. According the sample area surveys provided, the area lacks the required 25% hardwood species. The applicant has requested a waiver of the hardwood species requirement. (19-WAV-48)

The Planning Board should be aware that there appear to be areas of the site that have existing vegetation that may meet the required minimum hardwood requirement. The applicant has not provided tree sample areas for these locations. Without the sample areas, it is hard to truly evaluate this qualification.

Developed Recreational Open Space Requirements

Required: One (1) percent of project area or 2,578 square feet

Provided: 3,184 square feet with trail and benches

General Regulations

Trash Containers:

Dumpster enclosure will be provided for the commercial building

Accessory mail kiosk has been provided and meets the Town's design standards

Architectural and Site Design Requirements

The Mixed Use Option contains design guidelines for commercial and residential uses. Examples of such guidelines include:

Commercial:

- Storefront windows that provide transparency to the building at the pedestrian level.
- Visual interest which can draw the attention of the passing public.
- Whenever feasible, orientation towards the street and major pedestrian or plaza areas.
- Locate retail commercial uses relying heavily on passing foot traffic such as retail uses at ground level, with less active uses (i.e., office uses) located above ground level.

- Commercial buildings shall be subject to the architectural and site design requirement set forth in Section 3.08 – Architectural and Site Design Requirements.

Residential:

- Residential uses may be located in a separate building or in mixed configurations with commercial uses in the same structure.
- Factors such as privacy, security, amenities, and views are very important.
- To provide adequate privacy and security, residential entrances can be placed in the quieter areas away from the main commercial portions.
- Access to open space areas, either public or private is important.
- In all cases, multifamily townhouses shall be subject to the design features set forth in Section 2.09, C., 2., d.- Design Features.

The applicant has chosen not to provide architectural elevations for either the commercial or residential components of this project for staff evaluation.

Pedestrian Circulation and Vehicular Area Design (UDO Section 7.09)

Walkways or Pedestrian/Bikeway System Design:

The project has provided sidewalks on both sides of the internal street and sidewalk connections through the commercial site to interconnect both components of the project.

PARKS & RECREATION

Greenways (UDO Section 7.06, C.):

There are no public greenways required for this project.

ENGINEERING

Water Service:

Water service will be provided through connection to an existing 8" water main in Capeside Ave. An 8" water main has been extended into the site to serve the townhomes and commercial building and has been stubbed to the western adjacent property for future development.

Sewer Service:

Sewer service will be provided through an on-site gravity sewer main extension that connects to an existing manhole in the northwestern corner of the property.

Transportation

A Traffic Impact Analysis (TIA) has been completed for this project. The TIA accounts for both Overlook Mixed Use Site A and Site B.

The intersection of Avent Ferry Rd and Capeside Ave is shown on the Site B Plans with proposed restricted movement – right in, right out, and left over onto Capeside Ave. Left turns from Capeside Ave onto Avent Ferry Rd will be restricted with this design. This configuration is proposed by the Developer to rectify the failing level of service at this intersection and is shown on the plans. It should be noted that the restricted left turn movement will send additional trips through the Overlook at Holly Glen neighborhood via Capeside Ave. and Oakmoss Trail to the intersection of Holly Meadow Dr. and Avent Ferry Rd., which also has a failing level of service per the TIA submitted with this project. The Developer submitted a Signal Warrant Analysis for this intersection, and through a Developer Agreement with the Town, the design and installation of a new traffic signal at this location will be completed by the Developer with the Overlook Mixed Use Site A and Site B projects in accordance with Town and NCDOT design and construction standards. This improvement will also include pedestrian crosswalk and signalization via RRFB. Additionally, the Developer is responsible for paying a fee-in-lieu toward the signal, proportionate

to the project impact and will receive reimbursement over a time period identified in the Developer Agreement from fees paid toward this improvement by adjacent development. Once the Developer Agreement is finalized it will go to Town Council for review and approval. The TIA will be finalized and include the agreed upon solutions that address the project impacts at the two intersections referenced above. Please be aware that with the future realignment of Capeside Ave. and Cass Holt Rd., the restrictions on left turn movements from Capeside onto Avent Ferry Rd. will be removed, as this intersection will become a signalized full access intersection in accordance with the Town's Comprehensive Transportation Plan (CTP).

Road Widening:

This Developer has previously paid a fee-in-lieu toward ½ of the median on Avent Ferry Rd proportionate to the length of its property frontage. Additional improvements are required with the proposed conversion of the Capeside Ave./Avent Ferry Road intersection that will restrict left turns onto Avent Ferry Road as shown on the development plans with the construction of a concrete monolithic island by the Developer with this project.

Connectivity:

The proposed 5" internal sidewalk network has multiple connections to public sidewalk on Capeside Ave. The internal sidewalk provides pedestrian connection between the townhomes and the commercial building.

Environmental Issues

This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance. This site is located in the Cape Fear River Basin and will be subject to the applicable rules of that basin.

TECHNICAL REVIEW COMMITTEE DISCUSSION

The Technical Review Committee discussed the initial concept for this project on December 4, 2018

Planning Board Representatives: Shaun McGrath and Ernie Carpico

Town Council Representatives: Dan Berry & Tom O'Brien

Summary of Discussion:

The TRC discussed that the property is zoned LB Local Business and that commercial development could be desirable, specifically medical office uses. It was also discussed that the current zoning would allow residential use to be proposed using the mixed-use option as a Special Exception Use. The applicant advised the TRC that the market was looking for more residential uses in the area and that medical offices may not be a good fit for the area. Residential uses were not generally supported.

STAFF RECOMMENDED PLANNING BOARD DISCUSSION ITEMS

Staff Recommends that the Planning Board discuss the following items:

1. The Mixed Use Option is intended to promote and guide integrated uses into a development that is defined by unique and innovative design and pedestrian friendly features. This option is intended to be an alternative to the suburban mind-set that development be unconnected and uncoordinated, increasing reliance on individual vehicles and traffic congestion. While the proposed development plan does contain a mix of uses, the Planning Board should discuss if this project proposes a unique, innovative, and well integrated design that meets the intent of the Neighborhood Center Land Use & Character designation.
2. The applicant has chosen not to provide building elevations for review at this time. The Planning Board should discuss whether they have sufficient information on building design to make a recommendation to the Town Council on the Special Exception Use without building elevations.

3. Due to recent Town Council discussions on achieving a more balanced commercial to residential tax base, Town staff has suggested a condition of approval for this project that will require the commercial component to be under construction prior to any building permits issued for residential units. This is being recommended in order to ensure the mixed use nature of the project will be achieved in a reasonable amount of time. The mixed use option ordinance normally allows the commercial component to be delayed up to 6 years from the last certificate of occupancy. The applicant has communicated with staff that they are not in favor of this condition and will be requesting the Planning Board remove the suggested condition. The Planning Board should discuss if the suggested condition is warranted.
4. The Planning Board should be aware that there appear to be areas of the site that have existing vegetation that may meet the required minimum hardwood requirement for tree preservation areas (25% minimum hardwood species for significant tree stands). The applicant has not provided tree sample areas for these locations. Without the sample areas, it is hard to truly evaluate this qualification. The Planning Board should discuss the tree preservation waiver being requested and if additional information is needed for a supportive recommendation to the Town Council.

STAFF RECOMMENDATION TO THE PLANNING BOARD

ACTION #1: WAIVER OF REGULATIONS OF UDO

Motion that the Planning Board recommend the Town Council **approve / deny** Waiver 19-WAV-48, a Waiver of Regulations of UDO Section 7.01 J. Required Tree Preservation to allow a waiver of the minimum 25% required hardwood species in a significant tree stand in association with Development Plan Petition #19-DP-20.

ACTION #2:

Motion that the Planning Board recommend the Town Council **approve / deny** Special Exception Use #19-SEU-12 as specified in Unified Development Ordinance Section 3.02 LB Local Business to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District and Development Plan 19-DP-20 for Overlook Townhomes Site B, at the property located at the northwest corner of Avent Ferry Road and Capeside Ave, 0 Aerosport Road, Wake County PIN 0648357334, with the following conditions:

Special Exception Use

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 19-SEU-12.

Development Plan

1. In order to achieve the mixed use nature of this project, the commercial building shall commence construction prior to any residential building permit being issued.
2. This project is required to meet the Town of Holly Springs NPDES PH. 2 Post Construction Ordinance.
3. The following must be submitted with the first Construction Drawing submittal:
 - a. A point-by-point photometric plan for all site lighting (not including public right-of-way street and pedestrian lights) in conformance with lighting levels specified in UDO Section 7.02 shall be submitted to and approved by the Department of Planning & Zoning.
 - b. For thoroughfares, collectors and boulevards that are Town maintained, a calculated pavement design is required.

- c. All items listed on the Stormwater Submittal Checklist, Form #16003.
- d. Staff recommends that an alternative SCM be evaluated at the SCM#2 location.
- 4. Prior to Construction Drawing Approval and/or issuance of a land disturbance permit, the following items must be addressed:
 - a. Street Tree locations shall be shown with approved lighting fixture locations shall be positioned as to not interfere with any lighting fixtures or any site distance triangles.
 - b. Payment of the Stormwater Fee-in-Lieu.
 - c. Payment of the fee-in-lieu of relocating overhead power lines underground across the property frontage.
 - d. Approval of Stormwater Management Plan.
 - e. All environmental permits must be obtained for the entire project.
 - f. Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to the preconstruction meeting and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the BMP is required at the end of the performance monitoring period for the project.
 - g. Payment of the fee-in-lieu proportionate to project impact for traffic signal at the intersection of Avent Ferry Rd and Holly Meadow Drive.
- 5. Building elevations must be submitted as a major Development Plan Amendment and are subject to Town Council approval. In order to create a consistent and cohesive development, the residential and nonresidential building elevations shall use comparable and compatible building materials and colors.
- 6. At time of petitioning for the first Final Plat for this subdivision:
 - a. Homeowner's Association covenants shall be submitted for review prior to recording.
- 7. No more than 85% of building permits shall be issued prior to the completion of all developed recreational open space.
- 8. No more than 85% of building permits shall be issued prior to the installation of all street trees not located along a residential lot.
- 9. The Developer of this project is responsible for design & installation of a new traffic signal at the intersection of Avent Ferry Road and Holly Meadow Dr. through a Developer Agreement with the Town. The design and installation of the new signal shall be completed in accordance with NCDOT and Town design and construction standards. Pedestrian crosswalk and RRFB signalization shall be provided by the Developer.
- 10. If build out of this development exceeds the anticipated time frame in the approved TIA, an update of the TIA is required prior to or with the Development Plan for the associated phase. Recommended improvements of the updated TIA will be required to be completed prior to plat approval of that phase.
- 11. Prior to Town Council, the following must be addressed:
 - a. The Developer Agreement must be finalized.
 - b. The TIA must be finalized to reflect content of the Developer Agreement.

Agenda Item Completeness Checklist				
	Approved for Distribution			
Staff Member	Yes	No	Initials	Comments
Sean Ryan	X		SR	
Parks & Rec				
Engineering	X		RDJ	
Melissa Sigmund	X		MS	



THE TOWN OF

Holly Springs

19-DP-20 / 19-SEU-12 / 19-WAV-48 / 20-WAV-13: Overlook Townhomes B

Conditions of Approval:

Make and Accept the Findings of Fact and approve Special Exception Use 19-SEU-11 to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District at the property located at the northwest corner of Avent Ferry Road and Capeside Ave, 0 Aerosport Road, Wake County PIN 0648357334, with the following conditions:

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 19-SEU-12.

Determine the appropriateness of the requested waivers to allow a waiver of the minimum 25% required hardwood species in a significant tree stand and to accept a fee in lieu for relocating overhead utility services along Avent Ferry Road underground, and to approve / deny / defer Development Plan 19-DP-20 for Overlook Townhomes Site B, as submitted by J Thomas Engineering, Inc., project 18-024 dated 4/3/20, with the following conditions:

Waiver 20-WAV-13:

1. Prior to Construction Drawing Approval and/or issuance of a land disturbance permit, the following items must be addressed: Payment of the fee-in-lieu of relocating overhead power lines underground across the property frontage.

Development Plan:

1. In order to achieve the mixed use nature of this project, the commercial building shall commence construction prior to any residential building permit being issued.
2. This project is required to meet the Town of Holly Springs NPDES PH. 2 Post Construction Ordinance.
3. The following must be submitted with the first Construction Drawing submittal:
 - a. A point-by-point photometric plan for all site lighting (not including public right-of-way street and pedestrian lights) in conformance with lighting levels specified in

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Email: dick.sears@hollyspringsnc.us

UDO Section 7.02 shall be submitted to and approved by the Department of Planning & Zoning.

- b. For thoroughfares, collectors and boulevards that are Town maintained, a calculated pavement design is required.
 - c. All items listed on the Stormwater Submittal Checklist, Form #16003.
 - d. Staff recommends that an alternative SCM be evaluated at the SCM#2 location.
4. Prior to Construction Drawing Approval and/or issuance of a land disturbance permit, the following items must be addressed:
- a. Street Tree locations shall be shown with approved lighting fixture locations shall be positioned as to not interfere with any lighting fixtures or any site distance triangles.
 - b. Payment of the Stormwater Fee-in-Lieu.
 - c. Payment of the fee-in-lieu of relocating overhead power lines underground across the property frontage.
 - d. Approval of Stormwater Management Plan.
 - e. All environmental permits must be obtained for the entire project.
 - f. Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to the preconstruction meeting and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the BMP is required at the end of the performance monitoring period for the project.
 - g. Payment of the fee-in-lieu proportionate to project impact for traffic signal at the intersection of Avent Ferry Rd and Holly Meadow Drive.
5. Building elevations must be submitted as a major Development Plan Amendment and are subject to Town Council approval. In order to create a consistent and cohesive development, the residential and nonresidential building elevations shall use comparable and compatible building materials and colors.
6. At time of petitioning for the first Final Plat for this subdivision:
- a. Homeowner's Association covenants shall be submitted for review prior to recording.
7. No more than 85% of building permits shall be issued prior to the completion of all developed recreational open space.
8. No more than 85% of building permits shall be issued prior to the installation of all street trees not located along a residential lot.
9. The Developer of this project is responsible for design & installation of a new traffic signal at the intersection of Avent Ferry Road and Holly Meadow Dr. through a Developer Agreement with the Town. The design and installation of the new signal shall be

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completed in accordance with NCDOT and Town design and construction standards. Pedestrian crosswalk and RRFB signalization shall be provided by the Developer.

- 10.If build out of this development exceeds the anticipated time frame in the approved TIA, an update of the TIA is required prior to or with the Development Plan for the associated phase. Recommended improvements of the updated TIA will be required to be completed prior to plat approval of that phase.
- 11.If this plan is approved by Town Council, a Developer Agreement would need to be finalized and approved by Town Council for a partnership between Developer and the Town for design and installation of a new traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road. The Developer is responsible for 18.8% of the cost in addition to design and installation of the new signal with this project. The Town has commitment from adjacent development in the amount of 35%, so the Town would be financially responsible for the remaining 53.8% of the total cost.

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DEVELOPMENT PETITION

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



Petition Type:

☐ Master Plan

- ☐ New Detailed ☐ New Schematic
☐ Major Amendment ☐ Minor Amendment*

☐ Preliminary Plan- Major Subdivision

- ☐ New ☐ Major Amendment ☐ Minor Amendment*

☐ Development Plan (check all that apply)

- ☐ New ☐ Major Amendment ☐ Minor Amendment*
☐ Gateway Non-Residential/Mixed Use Gross Building Floor Area _____
☐ Non-Gateway Non-Residential/Mixed Use Gross Building Floor Area _____
☐ Multifamily
☐ Residential Development Options or Infill Development Options

☒ Special Exception Use

- ☒ New ☐ Family Child Care Home

* Specify purpose of amendment on Certificate of Plan Revisions

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information:

Project Name: Overlook Townhomes Mixed Use - Site B

If this project is part of a previously approved plan, please specify:

PUD/Master Plan/Subdivision _____ Shopping Center/Lot# _____

Project Location: Avent Ferry Road & Capeside Avenue & Holly Meadow Drive

Use street address. If none, use the closest intersection

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

PIN: 0648357334 Real Estate ID: 0360706Project Acreage (rounded to nearest tenth): 4.61 Partial Parcel: ☒ No ☐ Yes (additional fee)Current Zoning: LB Proposed Use (see UDO Primary Use List): Mixed Use Townhomes/CommercialOpen Space [See UDO Section 7.06(F)(4)]: ☐ Dedication ☐ Fee-in-lieu ☐ Combination ☒ N/AWaivers Requested: ☒ No ☐ Yes- Specify UDO Section Number(s): _____

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

Scoping Meeting Date: _____ Concept Meeting Date: August 22, 2019

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

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

Project Applicant/Contact

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

Name Robert Stafford Company The Buckhaven Development Group, LLC.Mailing Address 246 Valleyfield LaneCity Southern Pines State NC Zip 27330Telephone # (910) 692-9800 E-Mail stafflandt@earthlink.netHow 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

Design Professional if different than Applicant/Contact

Name Michael Blakley Company J Thomas Engineering, Inc.Mailing Address 143 Charlotte Avenue, Suite 104City Sanford State NC Zip 28387Telephone # (919) 499-8759 E-Mail draftinganddesign@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

Developer

Name Robert Stafford Company The Buchhaven Development Group, LLC.
Mailing Address 246 Valleyfield Lane
City Southern Pines State NC Zip 28387
Telephone # (910) 692-9800 E-Mail staffland1@earthlink.net
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Architect

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Landscape Architect

Name Terry Boylan Company Village Green Land Design
Mailing Address 1149 Executive Circle, Suite C-1
City Cary State NC Zip 27511
Telephone # (919) 624-4468 E-Mail tboylan@underfootengineering.com
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Other: _____ (any other contact that should receive comments and correspondence for this project)

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ Alternate Telephone # (_____)
Fax # (_____) _____ E-Mail _____
How would you like to receive staff review comments? ☐ Fax ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ Fax ☐ E-Mail ☐ US Mail- Certified

Property Owner - Required

Name Robert Stafford Company The Buckhaven Development Group, LLC.
Mailing Address 246 Valleyfield Lane
City Southern Pines State NC Zip 28387
Telephone # (910) 692-9800 E-Mail staffland1@earthlink.net
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Certificate of Submittal Completion

I, Michael Blakley, certify that the information provided on this petition, plans and checklist are complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

SPECIAL EXCEPTION USE FINDINGS OF FACT



You must respond to all findings; please type or print legibly in blue or black ink.

Project Information:

Project Name: Overlook Townhomes Mixed Use - SITE B

Special Exception Use:

UDO Section No.: 3.02.A.2.h

Special Exception Use: Residential - Mixed Use Townhouse/Commercial

Specific Special Exception Use Request:

The request is to propose mixed use development with 17 Unit Townhomes and 9,400 sf of commercial office space

For DPZ Use only

Project # _____

Date Received: _____

Findings of Fact:

A petition for Special Exception Use may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the Board to make a written determination that:

(1) The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare:

The proposed use does not injurious public health, safety, comfort, community moral standards, convenience or general welfare due to the fact it is honoring the aproved land use plan and matches the existing residential and commercial components of the area. The Townhomes are a transition from commercial to residential.

(2) The proposed use will not injure or adversely affect the adjacent area or property values therein:

The proposed use will not injure or adversely affect the adjacent area or property values due the fact the proposed use is similiar to existing adjacent uses and provides commercial element along Avent Ferry Road while the Townhomes provide a transition of higher density to lower density between commercial and residential.

(3) The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan:

The proposd use is consistent with the character of the district and land uses authorized therein, and the Town of Holly Springs Comprehensive Plan which shows the project as a Neighborhood Center. The site is proposed as mixed use as allowed under the special exception which provided commercial and residential.

(4) The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved by the Town Council in which case the proposed use shall conform to the terms and conditions of such waiver):

The proposed use conforms to all development standards of the Local Business District.

(5) Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency:

All access drives, driveways, and pedestrian convenince have been provided per Holly Springs Standards.

- (6) Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood:

All parking areas have been provided in accordance with public safety and Holly Springs standards.

- (7) The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use:

The proposed development has adequate facilities to meet the needs of the persons utilizing the project.

- (8) Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the proposed use:

The proposed utilities and apparatus access has been designed to meet all Holly Springs utility, school, fire and police access. Impact studies have been provided to ensure utilities are adequate for the proposed project.

- (9) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts:

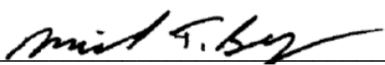
The location and arrangement of the project was designed to provide a seamless transition between the commercial and residential areas through the transitional townhome community with adequate buffering, landscaping and tree conservation areas. Care was taken to surround the development with green areas.

- (10) The type, size, and intensity of the proposed use, including such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood:

The project has been designed and sized to meet lower density requirements along with providing an equal balance of the commercial space and residential units to provide a village type atmosphere with separate areas/districts for the proposed uses. The proposed commercial entity will be an office type use with normal hours of operation.

Certificate of Completion

I certify that all information presented in this application is accurate to the best of my knowledge and belief. Further, I grant permission for members of the Planning Board, Town Council, and Town Staff to visit the site in question for informational, advertisement, and inspection needs.

Signature of Applicant: 

Date: 2/21/2020

Signature of Owner: 

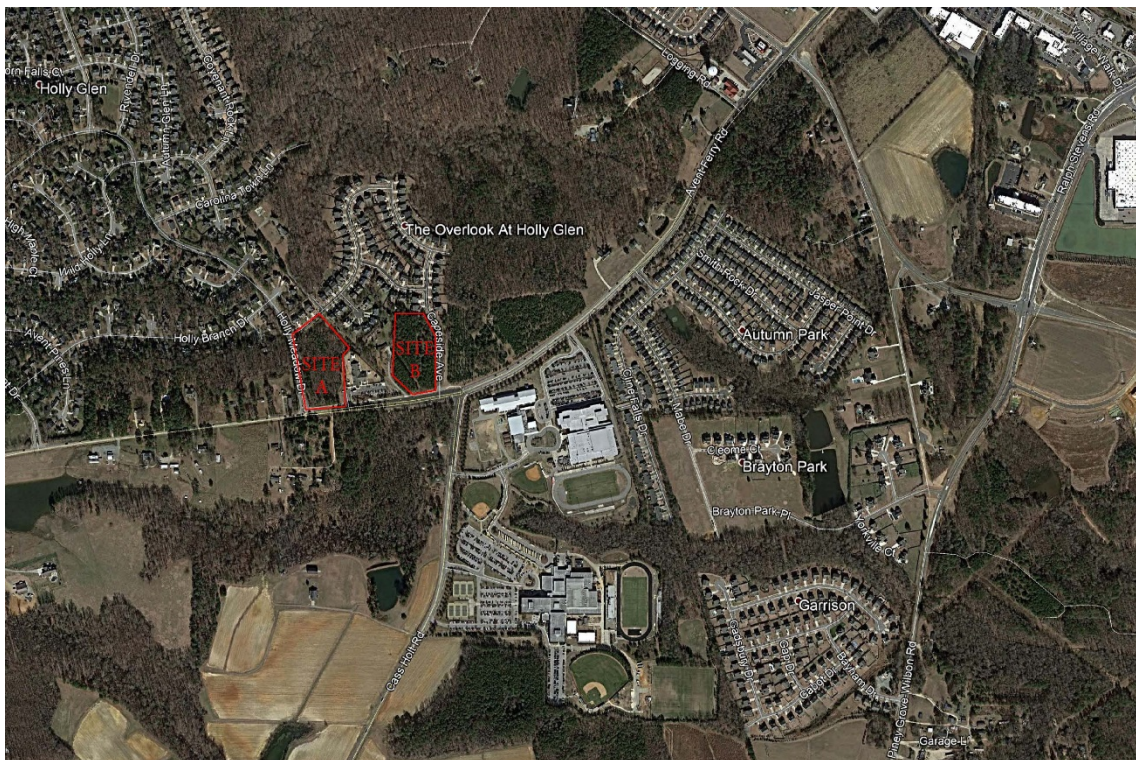
Date: 2/21/2020

PROJECT NARRITVE FOR SPECIAL EXCEPTION USE PETITION
OVERLOOK TOWNHOMES MIXED USE DEVELOPMENT - SITE B
HOLLY SPRINGS, NORTH CAROLINA

The proposed project is to be constructed on an existing parcel (PIN No 0648357334) totaling 4.61 acres in the jurisdiction of the Town of Holly Springs. This property is currently zoned LB (Local Business). The property is mostly wooded and currently undeveloped. See Figure 1 below for aerial view of pre-development property; Site A is a separate project, submitted concurrently with Site B.

The following is a summary of the adjacent properties:

- To the north, Shorehouse Way and an existing single family residential (zoning R-30, R-40)
- To the south, Avent Ferry Rd. and undeveloped land (zoning R-30, LB)
- To the west, Holly Meadow Dr. and existing single family residential (zoning R-30)
- To the east, Primrose school (zoning LB)



+ Figure 1: Aerial view of pre-developed sites A & B

The recently adopted Town of Holly Springs Comprehensive Plan designates the project parcels as Neighborhood Center. The intent of the Neighborhood Center is summarized below:

The Neighborhood Center category is intended to provide for a variety of commercial and business uses, focused on providing for the daily needs of residents in the area in a scale and form compatible with adjacent apartments and condominiums is allowed above commercial uses. Like the Mixed use category, developments should be a “village-like” atmosphere with areas that are interconnected and pedestrian friendly.

Although the project site is zoned LB, a residential use can be approved with a Special Use Exception per Section 3.02.A.2h of the Town UDO. The proposed project, Overlook Townhomes Mixed Use Development – Site B, consists of eighteen (18) townhome units and one (1) commercial building (9,400 SF) (currently proposed as a medical office). New roadway, drives, parking, and sidewalk improvements are proposed. Also, as part of this project, public water and sewer utilities will be extended into the site to serve the new development.

It is the design intent to provide both residential and commercial uses in harmony with the surrounding community. The commercial use will be located at the front of the property next the bustling Avent Ferry thoroughfare to align with the adjacent Primrose School. The townhomes are proposed to be located directly behind the commercial use and serve as a transition to the existing single-family community to the north. (It is our opinion the current market and the location of this project will not suit having residential directly above commercial (in the same building) to meet the recommendation of the Neighborhood Center. The townhome portion will have a private street in the center of the property with driveways facing this street. Sidewalk and street interconnectivity will be provided between the proposed commercial and residential uses. A perimeter buffer will help screen the newly developed area from the existing adjacent single-family neighborhood.

See the attached petition application for more information.

Wake County Residential Development Notification

Developer Company Information	
Company Name	The Buckhaven Development Group, LLC.
Company Phone Number	(910) 692-9800
Developer Representative Name	Robert Stafford
Developer Representative Phone Number	(910) 692-9800
Developer Representative Email	staffland1@earthlink.net

New Residential Subdivision Information	
Date of Application for Subdivision	2019.07.22
City, Town or Wake County Jurisdiction	Holly Springs
Name of Subdivision	Overlook Townhomes Mixed Use
Address of Subdivision (if unknown enter nearest cross streets)	Avent Ferry Road & Capeside Avenue
REID(s)	0374843, 0374844, 0360706
PIN(s)	0648350410, 0648350151, 0648357334

Please complete each section and return by email or fax to all:

WCPSS

Debra Adams

dbadams@wcpss.net

Judy Stafford

jstafford1@wcpss.net

Fax: 919-431-7302

WAKE

Bill Shroyer

bill.shroyer@wakegov.com

Fax: 919-856-6389

Projected Dates Information	
Subdivision Completion Date	
Subdivision Projected First Occupancy Date	

Lot by Lot Development Information																	
Unit Type	Total # of Units	Senior Living	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Square Foot Range		Price Range		Anticipated Completion Units & Dates					
								Min	Max	Low	High	Year	# Units	Year	# Units	Year	# Units
Single Family																	
Townhomes	43					43		1650	1650	230	250	2022	43				
Condos																	
Apartments																	
Other																	

WAIVER/ALTERNATE COMPLIANCE PETITION

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

Waiver/Alternate Compliance Type (check one)

- ☐ UDO Section 1.23 – Request for Incentives for the Preservation, Rehabilitation, or Adaptive Reuse of Historic Structures
- ☐ UDO Section 2.06 or 2.07- Waiver of Architectural and Site Design Requirements in R-MF-8 & R-MF-15
- ☐ UDO Section 2.09– Waiver of Development Requirements for Development Options in the R-30, R-20, R 15, R-10 and R-8 Districts
- ☐ UDO Section 2.10– Waiver of Development Requirements for Infill Development Options in the R-8 District
- ☐ UDO Section 3.03- Alternate Compliance with Architectural and Site Design Requirements in TV
- ☐ UDO Section 3.03- Alternate Compliance with Development Standards in TV
- ☐ UDO Section 3.08- Alternate Compliance with Architectural and Site Design Requirements in LB, CB, OR, GB
- ☐ UDO Section 4.05- Alternate Compliance with Architectural and Site Design Requirements in BT, RT, IT
- ☐ UDO Section 7.01- Alternate Landscape Plan Approval
- ☐ UDO Section 7.01- Waiver of Required Tree Preservation Requirements
- ☐ UDO Section 7.03- Waiver of Sign Regulations
- ☐ UDO Section 7.04- Reduction in the Number of Required Off-Street Parking Spaces
- ☐ UDO Section 7.04- Waiver of Off-Street Parking Regulations
- ☐ UDO Section 7.05- Waiver of Off-Street Loading Regulations
- ☒ UDO Sections 7.06, 7.07, or 7.08- Waiver of Lot Design, Street Design, or Utility Design
- ☐ UDO Section 7.09- Waiver of Pedestrian Circulation & Vehicular Area Design Requirements
- ☐ UDO Sections 9.05, B.- Waiver of Platting, Project Construction Drawing Approval, Recombination and Vacation Procedures
- ☐ DPM Section 1- Waiver of Voluntary Annexation

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final**Project Information**

Identify the project associated with this Waiver/Alternate Compliance request

Associated Project Name:	Overlook Townhomes - Site B	Associated Project Number:	19-DP-20
--------------------------	-----------------------------	----------------------------	----------

Waiver/Alternate Compliance Request

Specific Request: (provide additional sheets if necessary)

The purpose of this waiver is for the relocation of the overhead electric power lines from overhead to underground.

Contact Information**Waiver/Alternate Compliance Contact**

Name Michael Blakley Company J Thomas Engineering, Inc.

Mailing Address 143 Charlotte Ave Suite 104

City Sanford State NC Zip 27330

Telephone # (919) 499-8759 E-Mail draftinganddesign@gmail.com

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

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



Please print responses in blue or black ink or typewrite.

A petition for Waiver may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or describe the unique conditions that would enable the decision making body to make a written determination that:

Findings of Fact

- (1) **The granting of the waiver will not be detrimental to public safety, health or welfare or injurious to other property:**

The waiver will not be detrimental to the public safety, health or welfare or injurious to other property in the respect it is removing overhead lines and relocating them underground.

For DPZ Use only

Project # _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

- (2) **Conditions upon the request for a waiver are unique to the property for which a waiver is sought and are not applicable generally to other property:**

The condition of the wavier is to determine a fee in leu for the relocation of the overhead lines to underground it is required by TOHS standards.

- (3) **Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is not carried out:**

There is no hardship that requires this wavier. The wavier is to apply a Fee-in-leu to allow for the relocation in with future town projects.

- (4) **The waiver will not contravene the provisions of this UDO or the Comprehensive Plan:**

The waiver is not to contravene the UDO. It is a delay of the relocation.

- (5) **Where the waiver impacts on the design, construction or maintenance obligations of public facilities, that the appropriate public agency has reviewed and approved the proposed development in writing and the subdivider has submitted a copy of such approval:**

The wavier doesn't impact the design or construction of the public facilities. It is only a delay of the relocation of the overhead lines to underground. A fee-in-leu is to be applied for future relocation.

Certificate of Completion

I certify that all information presented in this petition is accurate to the best of my knowledge and belief.

Signature: Mist S. Boy

Date: 3/31/2020



Mailing Address:
Duke Energy Progress
Customer Service Center
PO Box 1771
Raleigh, NC 28602-1771
o: 800.452.2777

February 17, 2020

Robert Stafford and J Thomas Engineering, Inc
Overlook Townhomes Site B
0 Aerosport Rd
Holly Springs, NC 27540

Subject: Letter of Electric Availability

Dear Robert Stafford:

This letter confirms that Duke Energy Progress can provide electric service to the proposed site at 0 Aerosport Rd provided all necessary easements, permits and rights-of-way can be obtained. Please call Duke Energy Progress at 1-800-452-2777 when your construction plans are complete so we can discuss your electrical service requirements.

Duke Energy Progress appreciates the opportunity to provide your electric service.

Sincerely,

Barbara Lloyd
Design Engineer
1020 W Chatham St
Cary, NC 27511
919-431-4830
Barbara.Lloyd@Duke-Energy.com

**WAIVER/ALTERNATE COMPLIANCE
PETITION**

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

Waiver/Alternate Compliance Type (check one)

- ☐ UDO Section 1.23 – Request for Incentives for the Preservation, Rehabilitation, or Adaptive Reuse of Historic Structures
- ☐ UDO Section 2.06 or 2.07- Waiver of Architectural and Site Design Requirements in R-MF-8 & R-MF-15
- ☐ UDO Section 2.09– Waiver of Development Requirements for Development Options in the R-30, R-20, R 15, R-10 and R-8 Districts
- ☐ UDO Section 2.10– Waiver of Development Requirements for Infill Development Options in the R-8 District
- ☐ UDO Section 3.03- Alternate Compliance with Architectural and Site Design Requirements in TV
- ☐ UDO Section 3.03- Alternate Compliance with Development Standards in TV
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- ☐ UDO Section 7.01- Alternate Landscape Plan Approval
- ☒ UDO Section 7.01- Waiver of Required Tree Preservation Requirements
- ☐ UDO Section 7.03- Waiver of Sign Regulations
- ☐ UDO Section 7.04- Reduction in the Number of Required Off-Street Parking Spaces
- ☐ UDO Section 7.04- Waiver of Off-Street Parking Regulations
- ☐ UDO Section 7.05- Waiver of Off-Street Loading Regulations
- ☐ UDO Sections 7.06, 7.07, or 7.08- Waiver of Lot Design, Street Design, or Utility Design
- ☐ UDO Section 7.09- Waiver of Pedestrian Circulation & Vehicular Area Design Requirements
- ☐ UDO Sections 9.05, B.- Waiver of Platting, Project Construction Drawing Approval, Recombination and Vacation Procedures
- ☐ DPM Section 1- Waiver of Voluntary Annexation

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final**Project Information**

Identify the project associated with this Waiver/Alternate Compliance request

Associated Project Name:	Overlook Townhomes - Site B	Associated Project Number:
--------------------------	-----------------------------	----------------------------

Waiver/Alternate Compliance Request

Specific Request: (provide additional sheets if necessary)

The purpose of this waiver is to allow less than 25% hardwood species in the tree preservation area.

Contact Information**Waiver/Alternate Compliance Contact**

Name Michael Blakley Company J Thomas Engineering, Inc.

Mailing Address 143 Charlotte Ave Suite 104

City Sanford State NC Zip 27330

Telephone # (919) 499-8759 E-Mail draftinganddesign@gmail.com

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

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

FINDINGS OF FACT



Please print responses in blue or black ink or typewrite.

A petition for Alternate Compliance may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or describe the unique conditions that would enable the decision making body to make a written determination that:

Findings of Fact

- (1) **The proposed development represents an innovative solution for tree preservation, which will enhance the use or value of area properties beyond the enhancement that would otherwise occur under the strict application of the Required Tree Protection requirements; or,**

The strict application of the terms of the Required Tree Protection

For DPZ Use only

Project # _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

The total tree protection area as required per UDO section 7.01 has been provided. However, the site is mostly pine trees that does not meet the 25% native hardwood trees. There are hardwoods mixed through out the tree protection area. However, they do not meet the requirements of UDO 7.01. The Site has been laid out to utilize the available tree stands and to utilize them as additional buffer between the existing single family and the project. In order to mitigate the lack of hardwood trees the buffer yards have been planted with hardwoods.

- (2) **The granting of a waiver will not cause negative impacts on the environment;**

The granting of this wavier will not cause a negative impact on the environment based on the thought process of preserving the existing 15-20 year old tree stand. The hardwood 25% will not be met but additional disturbance of the existing vegetation will not be harmed.

- (3) **The proposed development is consistent with the intent of the Comprehensive Plan; and,**

The proposed development has been designed to meet the intent of the comprehensive plan which proposes the site as Neighborhood Center. The site has been proposed as a mixed use development that utilizes commerical office space at Avent Ferry Road and Townhomes as a transition to the existing Single Family development to the north.

- (4) **The proposed development is consistent with the intent and purpose of this UDO.**

The proposed development has been designed to meet all requirements of the udo. The site is zoned LB - Local Business which allows the proposed commercial use and the townhome use portion under a special exception petition.

Certificate of Completion

I certify that all information presented in this petition is accurate to the best of my knowledge and belief.

Signature: Mitch G. Boy

Date: 3/31/2020

SITE DATA

PROPERTY INFO:

OWNER:	THE BUCKHAVEN DEVELOPMENT GROUP, LLC. 246 VALLEYFIELD LANE SOUTHERN PINES, NC 28387
PIN#S:	SITE B - 0648357334(TRACT 3 - 4.61 AC)
TOWNSHIP:	TOWN OF HOLLY SPRINGS
ZONING:	LOCAL BUSINESS (LB)
LAND USE:	NEIGHBORHOOD CENTER
PARCEL AREA:	4.61 AC
FUTURE/UNDEVELOPED AREA:	0.49 AC
PROJECT AREA:	4.12 AC
REQUIRED TREE PRESERVATION AREA(10% PER UDO SEC. 7.01) X 5.92:	0.41 AC
PROPOSED TREE PRESERVATION AREA:	0.41 AC
REQUIRED OPEN SPACE:	2,578 SF
PROPOSED OPEN SPACE:	3,184 SF
PROPOSED NUMBER OF TOWNHOMES (TRACT B1):	17 UNITS
ALLOWABLE RESIDENTIAL DENSITY PER:	8 UNITS/AC
PROPOSED DENSITY 17 UNITS/4.12 AC(BUILDABLE AREA):	4.12 UNITS/AC
PROPOSED TOWNHOMES DIMENSIONS:	21' WIDE X 55' DEEP X3 STORES
PROPOSED COMMERCIAL BUILDING (TRACT B2):	9,400 SF
MAX ALLOWABLE BUILDING HEIGHT:	60 FT
PROPOSED MAX RESIDENTIAL HEIGHT:	60 FT
PROPOSED MAX COMMERCIAL HEIGHT:	60 FT

TOWNHOME LOT DIMENSIONS

LOT WIDTH (MIN):	21.0 FT
LOT WIDTH (MAX):	31.9 FT
LOT DEPTH (MIN):	94.0 FT
LOT DEPTH (MAX):	104.2 FT
LOT AREA (MIN):	1,974 SF
LOT AREA (MAX):	3,002 SF
LOTAREA (AVERAGE):	2,488 SF

ESTIMATED SEWER FLOW (TOWNHOMES)

(17 TOWNHOMES X 255 GPD PER UNIT):	4,335 GPD
------------------------------------	-----------

ESTIMATED SEWER FLOW (COMMERCIAL)

(5 PRACTITIONERS MEDICAL X 250 GPD PER PRACTITIONER):	1,250 GPD
---	-----------

TOTAL SITE SEWER FLOW (SITE B):

	5,585 GPD
--	-----------

PROPOSED TOWNHOME LOT SETBACKS

FRONT:	25 FT (PER MIXED USE OPTION WITH GARAGE)
REAR:	0 FT (NO INTERNAL SETBACKS PER MIXED USE OPTION)
SIDE:	0 FT (NO INTERNAL SETBACKS PER MIXED USE OPTION)

PROPERTY SETBACKS (PROJECT BOUNDARY)

FRONT (AVENT FERRY RD., & CAPESIDE AVENUE):	30 FT (MAYBE REDUCED TO 10FT MIXED USE OPTION)
REAR:	20 FT
SIDE:	20 FT

PARKING CALCULATIONS (TOWNHOMES)

TRACT B1	
REQUIRED RESIDENTIAL PARKING:	34 SPACES (2 SPACE/UNIT x 17)
PROPOSED RESIDENTIAL PARKING:	34 SPACES ((1) GARAGE, (1) DRIVEWAY)
REQUIRED GUEST PARKING:	4 SPACES (10% x 34 SPACES)
PROPOSED GUEST PARKING:	4 SPACES
	(ONE SIDE ON STREET PARKING BETWEEN DRIVEWAYS)
	(THREE SPACES AT MAIL KIOSK)

PARKING CALCULATIONS (COMMERCIAL)

TRACT B2	
REQUIRED MINIMUM PARKING:	47 SPACES (5 SPACES/1000SF x 9,400) MEDICAL OFFICE
REQUIRED MINIMUM HANDICAP SPACES:	2 SPACES (26-50 SPACES - 2 REQUIRED)
PROPOSED PARKING:	47 SPACES (INCLD. H.C.)
REQUIRED MINIMUM BICYCLE RACKS (PER TABLE 7.04-D):	1 RACK (OFFICE SPACE)
PROPOSED BICYCLE RACK:	1 RACK (5 SPACES)

IMPERVIOUS CALCULATIONS

BUILDINGS (TOWNHOMES):	18,900 SF	0.43 AC
BUILDINGS (COMMERCIAL):	9,400 SF	0.22 AC
PAVEMENT:	34,761 SF	0.80 AC
DRIVEWAYS & SIDEWALKS:	13,603 SF	0.31 AC
TOTAL IMPERVIOUS:	75,509 SF	1.73 AC
TOTAL PERCENT IMPERVIOUS:	37.6%	

LIMIT OF DISTURBANCE

	3.64 AC
--	---------

DEVELOPER INFORMATION

THE BUCKHAVEN DEVELOPMENT GROUP, LLC.

246 VALLEYFIELD LANE

SOUTHERN PINES, NC 28387

CONTACT: BOB STAFFORD

PHONE: (910) 692-9800

SHEET INDEX

- C1 COVER SHEET
- C2 PROJECT MASTER PLAN
- C3 EXISTING CONDITIONS/DEMOLITION PLAN
- C4 SITE LAYOUT PLAN
- C5 GRADING & STORM DRAINAGE PLAN
- C6 UTILITY PLAN
- C7 AVENT FERRY - FUTURE ROADWAY IMPROVEMENTS
- L8 LANDSCAPE PLAN
- L9 TREE CONSERVATION
- C10 STANDARD DETAILS
- C11 STANDARD DETAILS
- T1 TRUCK TURNING TEMPLATE
- T2 INTERSECTION SIGHT TRIANGLES



CALL BEFORE YOU DIG



SPECIAL EXCEPTION PETITION PLANS FOR:

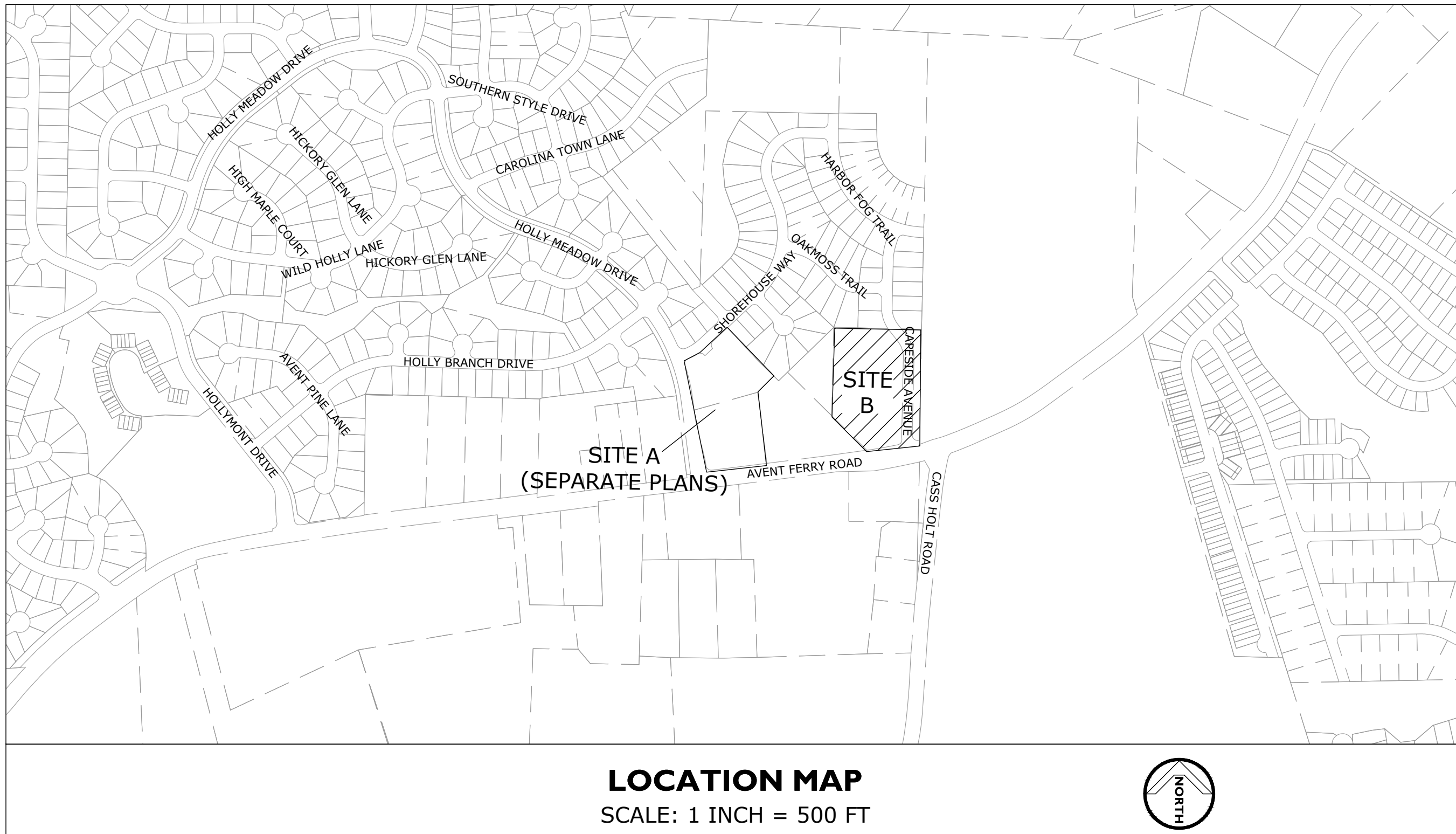
OVERLOOK TOWNHOMES MIXED USE OPTION DEVELOPMENT DEVELOPMENT PLAN - GATEWAY

SITE B

TOHS P&Z CASE #: 19-DP-20

AVENT FERRY ROAD

HOLLY SPRINGS, NORTH CAROLINA



OCTOBER 11, 2019

* REVISED 1/24/2020

2/28/2020

4/3/2020

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Village Green
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CARY, NC 27511
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AGENCY REVIEW ONLY

DDS Project No. 2018-16
JTE Project No. 18-024

TOWN USE BLOCK

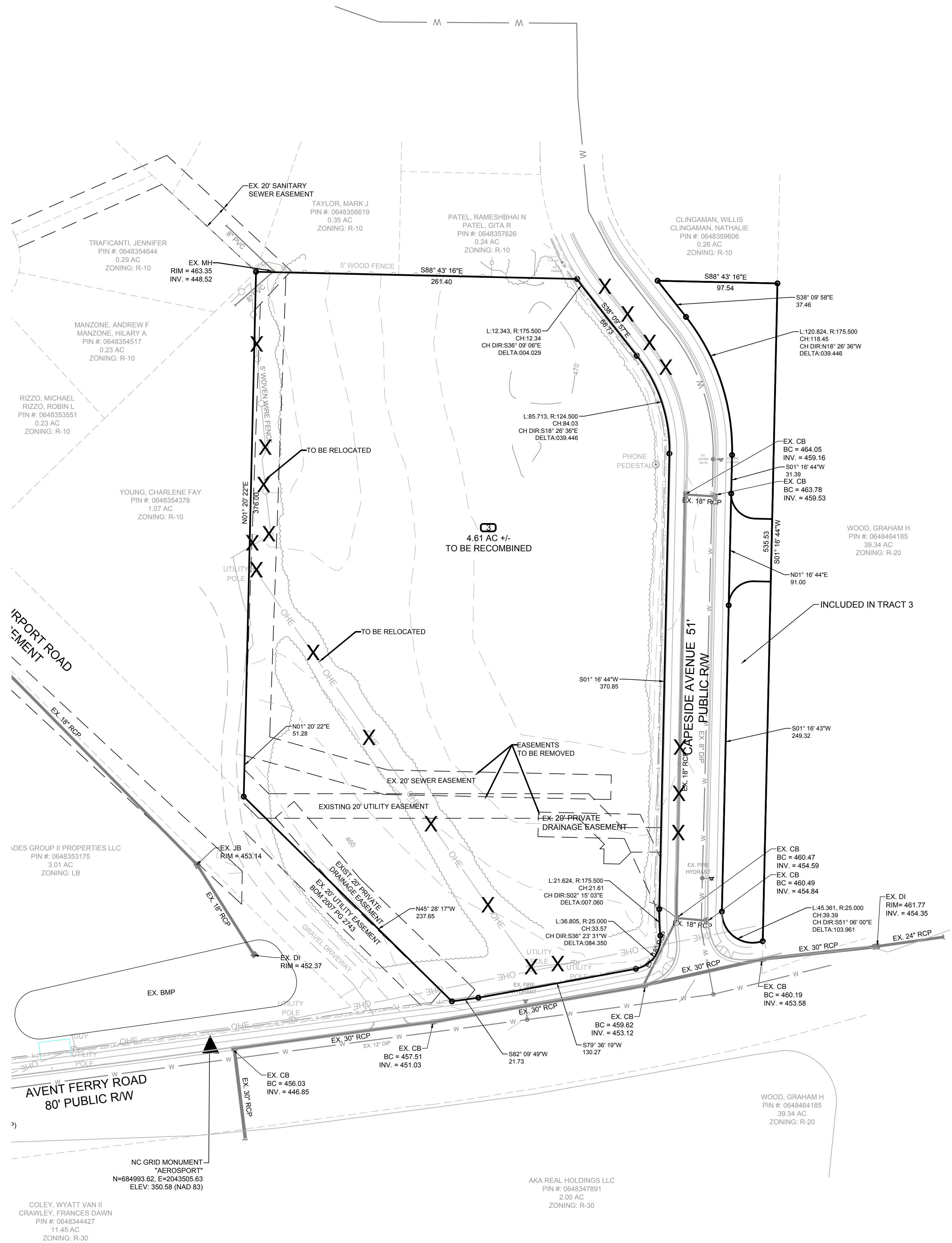
LEGEND OF ABBREVIATIONS

BC	BACK OF CURB	LP	LIGHT POLE
CB	CATCH BASIN	N/F	NOW OR FORMERLY
CO	CLEAN OUT	P.E.	PERMANENT EASEMENT
CPP	CORRUGATED PLASTIC PIPE	PVC	POLYVINYL CHLORIDE PIPE
CMP	CORRUGATED METAL PIPE	PP	POWER POLE
C & G	CURB & GUTTER	RCP	REINFORCED CONCRETE PIPE
DI	DROP INLET	RRX	RAILROAD CROSSING
DIP	DUCTILE IRON PIPE	R/W	RIGHT OF WAY
EG	EDGE OF GRAVEL	SS OR SAN	SANITARY SEWER
EP	EDGE OF PAVEMENT	SSMH	SANITARY SEWER MANHOLE
EB	ELECTRICAL BOX	T.C.E.	TEMPORARY CONSTRUCTION EASEMENT
EV	ELECTRICAL VAULT	TMH	TELECOMMUNICATION MANHOLE
EL	ELEVATION	TF	TRANSFORMER
ECM	EXISTING CONCRETE MONUMENT	TP	TELEPHONE PEDESTAL
EIP	EXISTING IRON PIN	TS	TOP OF SIDEWALK
EPK	EXISTING PK NAIL	TSP	TRAFFIC SIGNAL POLE
FO	FIBER OPTIC	TW	TOP OF WALL
FOM	FIBER OPTIC MARKER	UC	UNDERGROUND COMMUNICATIONS
FOB	FIBER OPTIC BOX	VB	VALVE BOX
FH	FIRE HYDRANT	WM	WATER METER
GUY	GUY WIRE	WV	WATER VALVE
HP	HIGH POINT	WCR	WHEELCHAIR RAMP
INV	INVERT	YI	YARD INLET
JB	JUNCTION BOX (STORM)	TW	TOP OF WALL
IPS	IRON PIN SET	BW	BOTTOM OF WALL

LEGEND OF SYMBOLS AND LINES

PROPERTY CORNER	○	RIGHT OF WAY	---
UTILITY POLE	⊕	PROPERTY LINE	---
LIGHT POLE	⊕	BUILDING SETBACK	---
TELEPHONE PEDESTAL	⊕	LANDSCAPE BUFFER	---
GATE VALVE	⊕	UTILITY EASEMENT	---
WATER METER	⊕	CENTER LINE	---
FIRE HYDRANT	⊕	LIMIT OF DISTURBANCE	---
SEWER MANHOLE	⊕	UNDERGROUND ELECTRIC LINE	---
SEWER CLEANOUT	⊕	OVERHEAD ELECTRIC LINE	---
CATCH BASIN	⊕	SANITARY SEWER (GRAVITY)	---
YARD INLET / DROP INLET	⊕	SANITARY SEWER (FORCEMAIN)	---
STORM JUNCTION BOX / MH	⊕	STORM DRAIN PIPE	---
HANDICAP	⊕	WATER LINE	---
SPOT ELEVATION	⊕	GAS LINE	---
SIGN	⊕	COMMUNICATIONS LINE	---
ALIGNMENT CHANGE	⊕	FIBER OPTIC LINE	---
PVI	⊕	FENCE LINE	---
DELTA	⊕	TREE LINE	---
		DRAINAGE FLOW	---
		CURB AND GUTTER	---
		CURB AND GUTTER (SPILL)	---
		CONCRETE PAVEMENT	---
		ASPHALT PAVEMENT	---
		GRAVEL SURFACE	---

NOTE:
EXISTING FEATURES ARE SHOWN SHADED.



NOTES:

1. BOUNDARY SURVEY INFORMATION PER SULLIVAN SURVEYING PLAT DATED AUG. 18, 2009 RECORDED IN WAKE COUNTY REGISTRY BOOK 2009, PAGE 1117. PROVIDED BY OWNER.
2. DESIGN SURVEY INFORMATION PER ATLAS LAND SURVEYING DATED FEB. 2, 2019. PROVIDED BY OWNER.
3. THERE ARE NO FEMA FLOODPLAINS CONTAINED ON THIS SITE PER FIRM PANEL 372064800J, PANEL 0648, EFFECTIVE DATE MAY 2, 2006.
4. THIS PLAN IS SUBJECT TO REVISIONS DURING THE CONSTRUCTION DRAWING PROCESS.
5. RELOCATION OF EXISTING OVERHEAD UTILITIES AND EASEMENTS SHALL BE COORDINATED AS PART OF THE CONSTRUCTION DRAWING SUBMITTALS.
6. ALL SUB-SURFACE UTILITIES IDENTIFIED ON THE EXISTING CONDITION PLAN ARE SHOWN IN THEIR APPROXIMATE LOCATION BASED ON SURVEY INFORMATION GATHERED FROM FIELD INSPECTION AND/OR ANY OTHER APPLICABLE RECORD DRAWINGS WHICH MAY BE AVAILABLE.
7. EXISTING WELL TO BE ABANDON PER NCDEQ WELL ABANDONMENT REQUIREMENTS.
8. ALL ON-SITE ACCESS, UTILITY, AND DRAINAGE EASEMENTS THAT DO NOT CONTAIN UTILITIES SHALL BE REMOVED WITH RECOMBINATION SURVEY, UNLESS OTHERWISE NOTED.
9. RELOCATION OF EXISTING OVERHEAD ELECTRIC TO BE RELOCATED ON THE COMMERCIAL SITE IS TO BE COORDINATED WITH DUKE POWER. PROPOSED LOCATION HAS NOT BE VERIFIED WITH DUKE POWER. IF NEW LOCATION IS NOT FEASIBLE THEN EXISTING OVERHEAD ELECTRIC IS BE PLACED UNDERGROUND IN ACCORDANCE WITH UDO SECTION 7.08, B., 1., B., (2).

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PROFESSIONAL ENGINEER'S SEAL

OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY

SITE B
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA

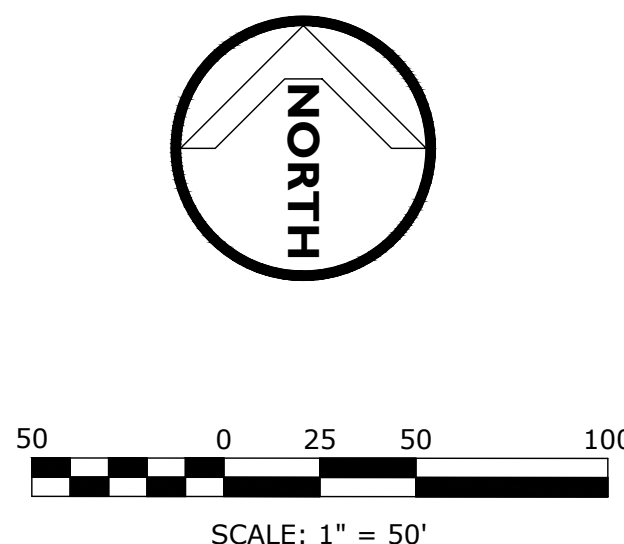
EXISTING CONDITIONS/DEMOLITION PLAN

REVISIONS

1/24/2020 - 1ST SUBMITTAL COMMENTS TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS TOHS 2/1/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS TOHS 3/18/2020

AGENCY REVIEW ONLY

Scale: 1"=50'	Drawn by: DRAFTING AND DESIGN SERVICES, INC.
Sheet: C3 of 13	Designed by: JRT
Project Number: DDS# 2018-16 JTE#	Reviewed by: JRT
Date: OCT 11, 2019	



NOTES:

1. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF HOLLY SPRINGS STANDARDS, SPECIFICATIONS AND DETAILS.
2. HANDRAIL TO BE INSTALLED AT TOP OF RETAINING WALL AND SLOPE LOCATIONS ADJACENT TO SIDEWALK PER HOLLY SPRINGS DETAIL HS-001.
3. ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
4. COMMON OPEN SPACE SHALL BE MAINTAINED BY THE NEIGHBORHOOD HOMEOWNERS ASSOCIATION.
5. OPEN SPACE AND ACCESS EASEMENTS WILL BE RECORDED AS LOTS ARE RECORDED.

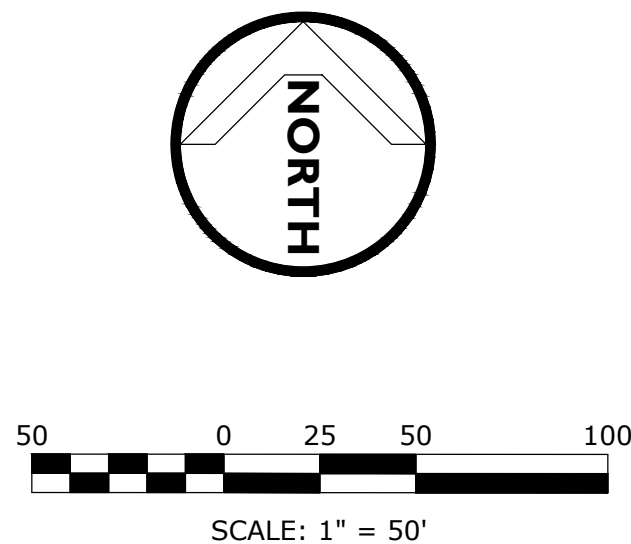
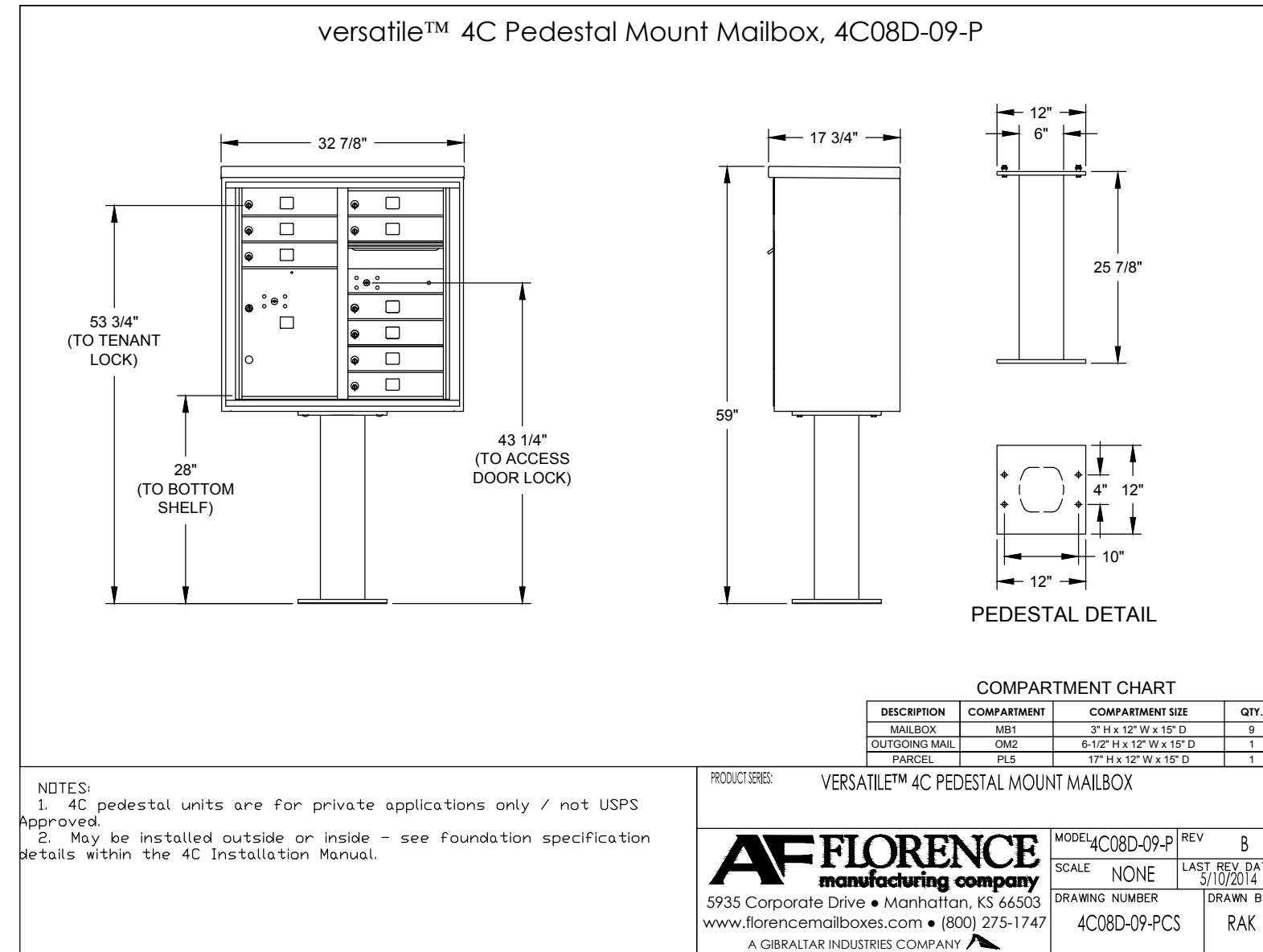
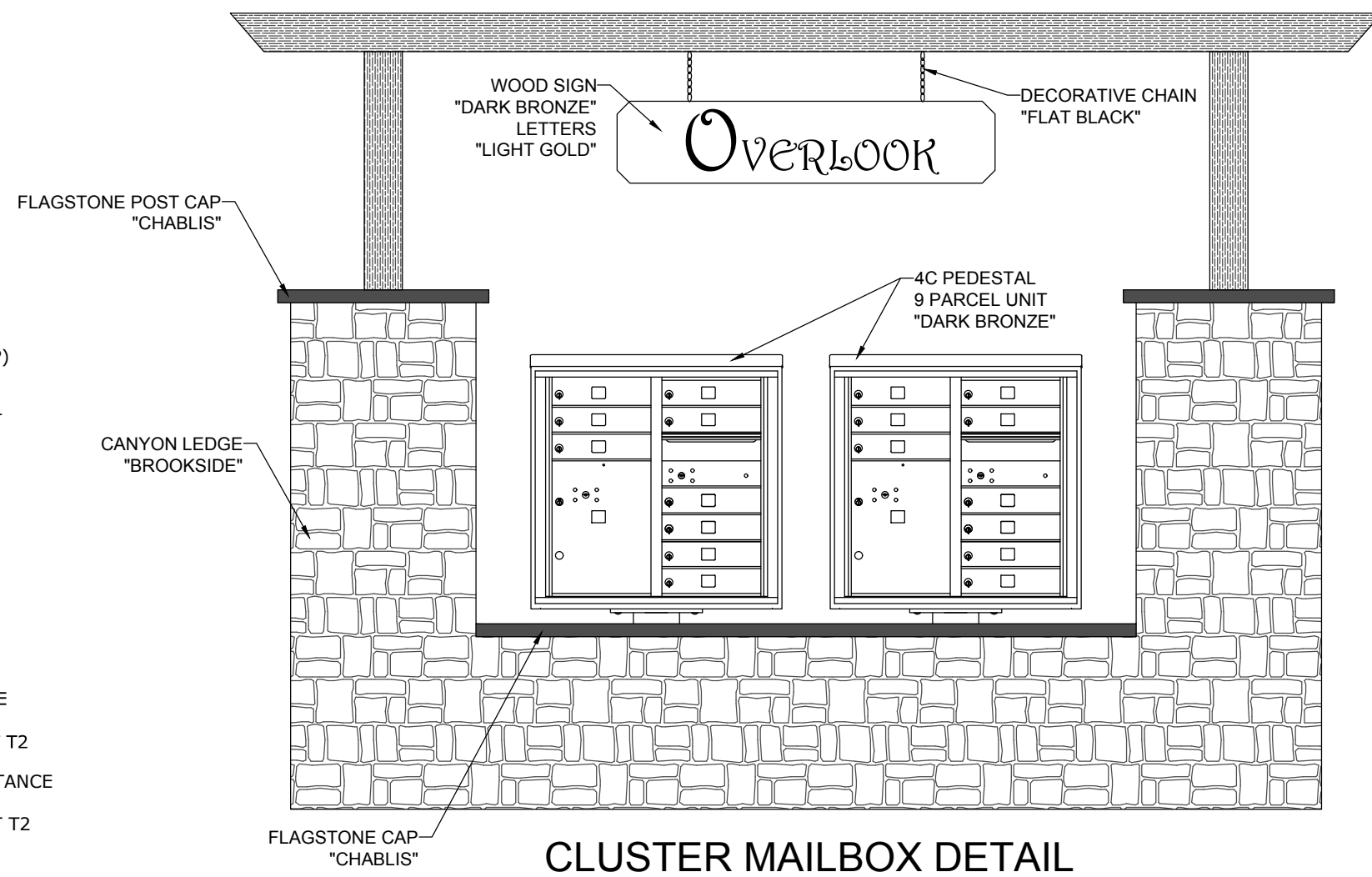
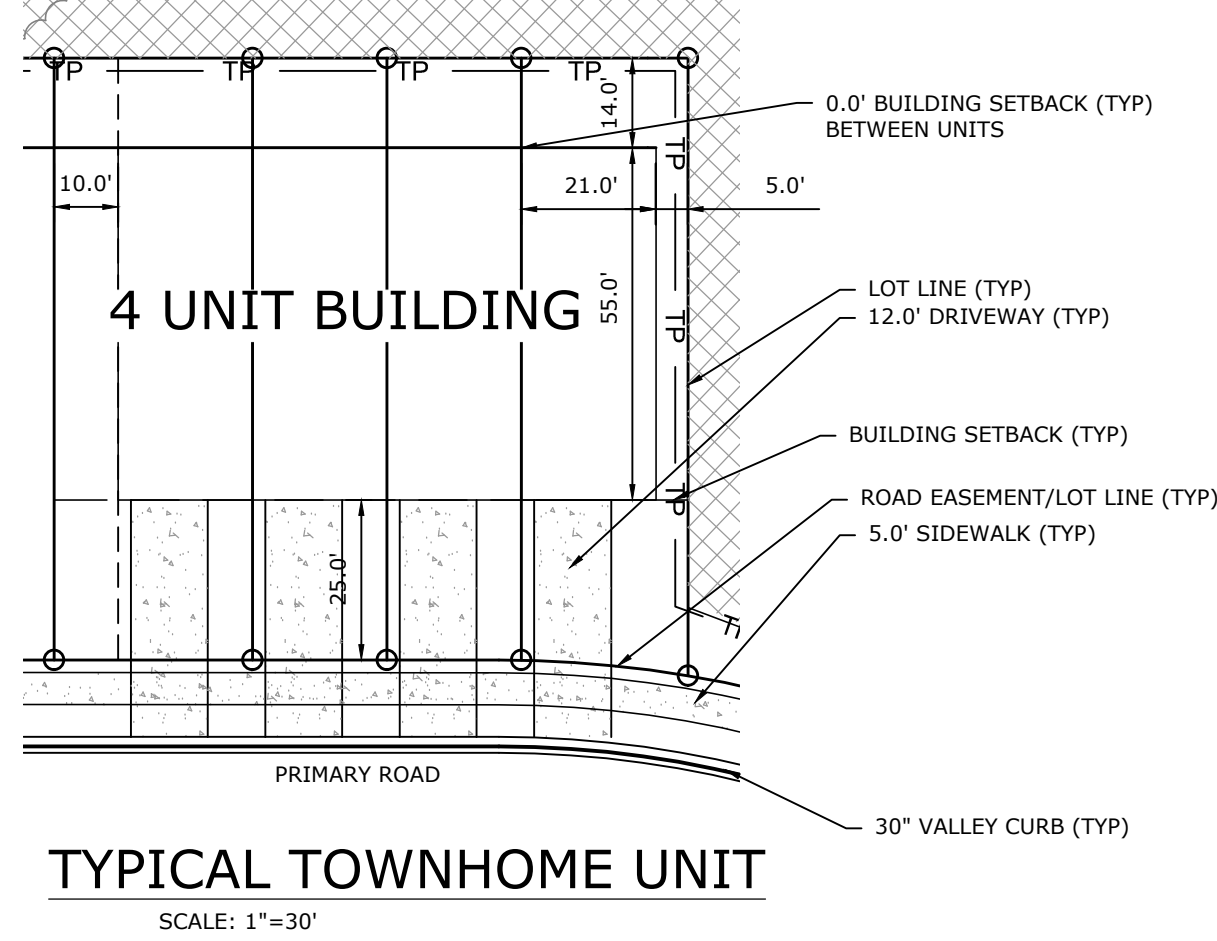
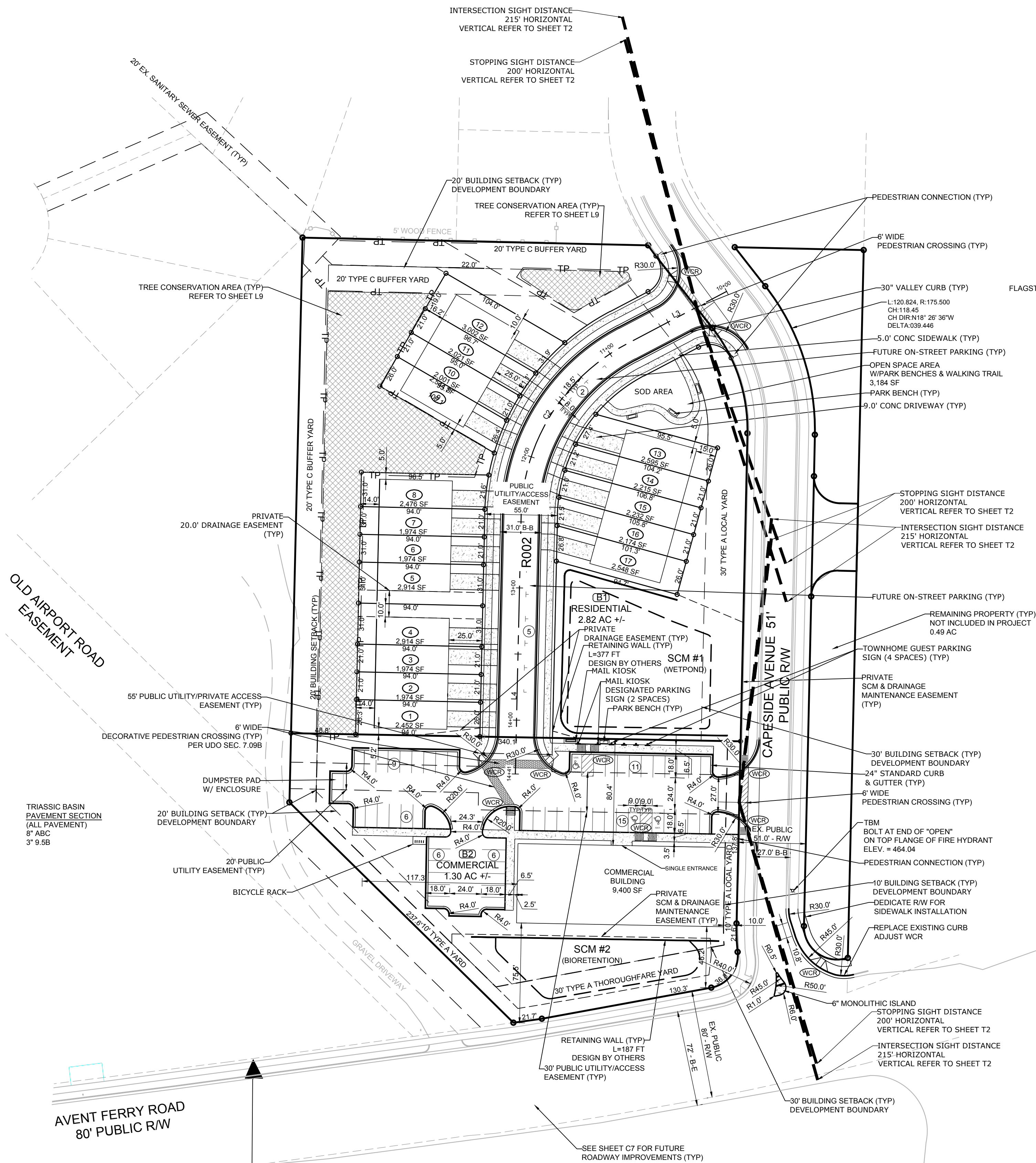
PERCENT IMPERVIOUS = 36.1 %

LAND USE PERCENTAGES
RESIDENTIAL= 71.8 %
COMMERCIAL= 28.2 %

SUBDIVISION ROADWAY DATA TABLE

STREET NAME	CLASSIFICATION	APPROACH SLOPE	DESIGN POSTED SPEED	PUBLIC OR PRIVATE	LENGTH OF NEW ROAD	INTERSECTION	CLASSIFICATION	ROAD SLOPE	DESIGN POSTED SPEED	PUBLIC OR PRIVATE	HORIZONTAL			
											SIGHT DISTANCE		STOPPING SIGHT DISTANCE	
											LEFT	RIGHT	LEFT	RIGHT
R002	RESIDENTIAL	1.0%	30/15	PRIVATE	440 LF	CAPESE AVENUE	RESIDENTIAL	1.0%	30/20	PUBLIC	200	200	215	215
COMMERCIAL ENTRANCE	ACCESS	2.8%	NA	PRIVATE	NA	CAPESE AVENUE	RESIDENTIAL	1.2%	30/20	PUBLIC	200	200	215	215

APPROACH GRADES AT MINOR STREETS (STOP CONDITION) ARE ALL LESS THAN 4%. LAG TIME AND SIGHT DISTANCE SHOWN ARE PER TOWN OF HOLLY SPRINGS ENGINEERING SPECIFICATION SECTION 3.00 CALCULATIONS AND REFLECT THE SLOPE ADJUSTMENT FACTORS. SIGHT DISTANCE MEETS TOWN REQUIREMENTS IN THE VERTICAL PLANE AS NOTED ON PLAN.



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PROFESSIONAL ENGINEER'S SEAL

OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY

SITE B

AVENT FERRY ROAD

HOLLY SPRINGS, NORTH CAROLINA

SITE LAYOUT PLAN

REVISIONS

AGENCY REVIEW ONLY

Scale: 1"=50'
Sheet: C4 of 13
Project Number: DDS# 2018-16
JTE#
Drawn by: DRAFTING AND DESIGN SERVICES, INC.
Designed by: JRT
Reviewed by: JRT
Date: OCT 11, 2019

[illegible]

	Q ₁ (cfs)	Q ₂ (cfs)	Q ₁₀ (cfs)	Q ₂₅ (cfs)	Q ₁₀₀ (cfs)
POI #1 Pre	6.67	9.78	18.53	24.04	32.99
POI #1 Post	5.52	8.00	15.20	20.23	32.26
POI #2 Pre	1.17	1.66	2.99	3.82	5.15
POI #2 Post	0.64	1.21	2.45	3.01	4.86
POI #3 Pre	10.59	15.75	30.37	39.62	54.71
POI #3 Post	8.26	12.29	23.69	30.91	42.68
POI #4 Pre	2.19	3.31	6.49	8.52	11.84
POI #4 Post	0.58	0.87	1.71	2.24	3.11
POI #5 Pre	4.17	6.11	11.58	15.03	20.62
POI #5 Post	1.06	1.62	8.76	13.62	14.79
POI #6 Pre	1.38	2.05	3.96	5.17	7.14
POI #6 Post	0.03	0.05	2.53	4.99	7.10

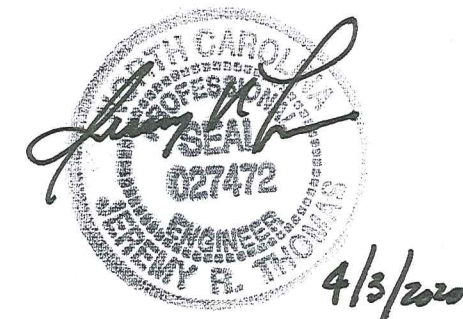
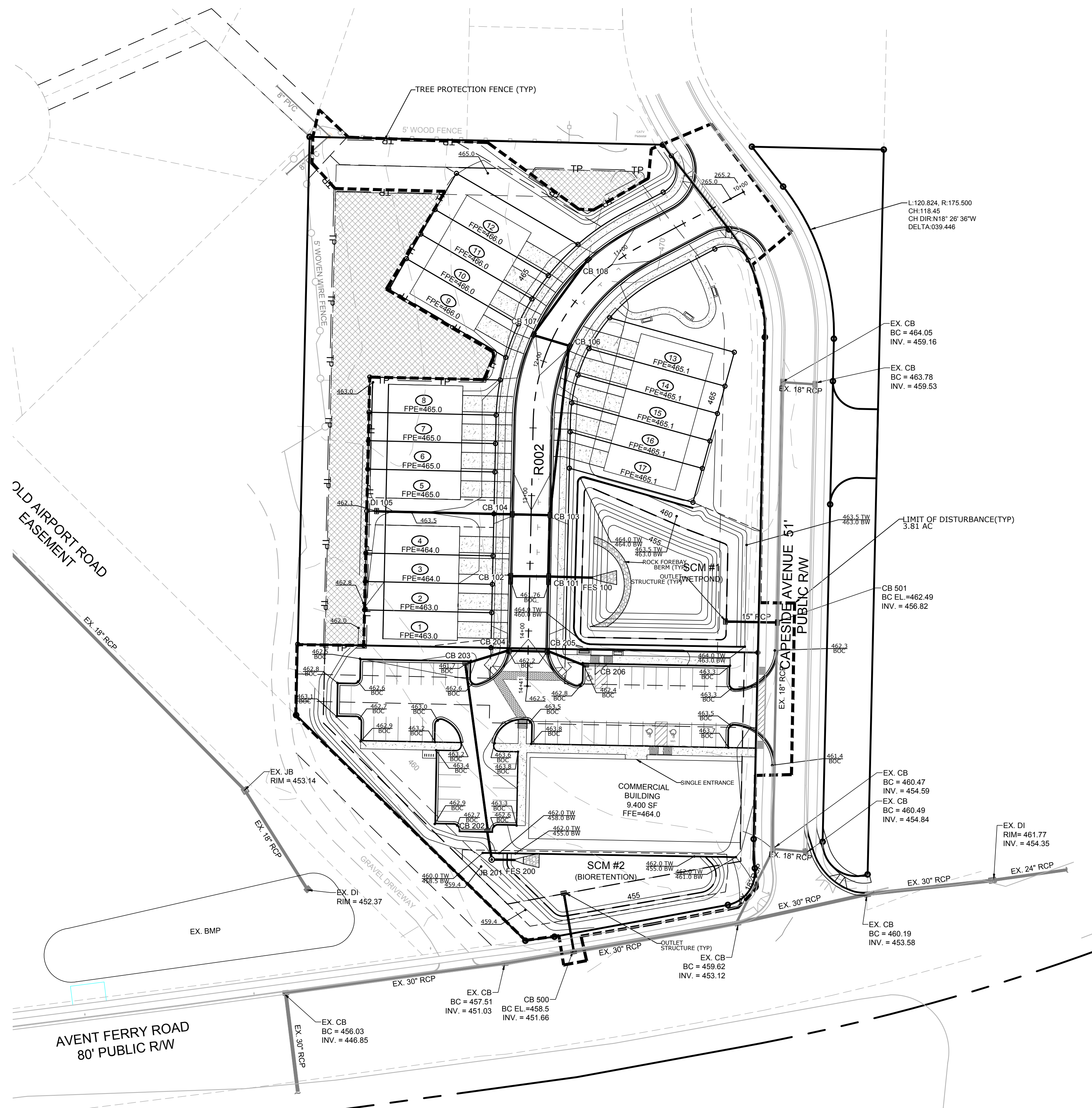
A detailed cross-section diagram of a retaining wall system. The wall is composed of multiple stacked units, with a top layer labeled 'UNILOCK ADHESIVE'. A vertical dimension line on the left indicates the 'HEIGHT VARIES (IN FEET/IN)'. The wall is supported by a 'SUB-BASE SOIL' layer. Behind the wall is a 'CLEAN GRAVEL' backfill, which is separated from the wall by a 'FILTER CLOTH'. A 'SLOTTED UNDERDRAIN' is located at the base of the gravel backfill. The entire system sits on a 'COMPACTED GRAVEL BASE'. A 'SAFETY RAIL/FENCE H5-001' is shown on top of the wall, with a 'GRASS' area and 'TOPSOIL' layer above it.

Labels in the diagram include:

- UNILOCK ADHESIVE
- HEIGHT VARIES (IN FEET/IN)
- SANDSTONE COLORED RETAINING WALL UNITS AND COPING
- SUB-BASE SOIL
- SAFETY RAIL/FENCE H5-001
- GRASS
- TOPSOIL
- FILTER CLOTH
- CLEAN GRAVEL
- SLOTTED UNDERDRAIN
- COMPACTED GRAVEL BASE

1. THE DESIGN OF ALL RETAINING WALLS TALLER THAN 30" SHALL BE SEALED BY A LICENSED NORTH CAROLINA PROFESSIONAL ENGINEER.
2. ALL RETAINING WALLS SHALL BE INSTALLED AT THE LINES, GRADES AND DEPTHS AS SHOWN ON THE APPROVED PLANS.
3. THE BASE BLOCK SIZE SHALL BE THE COMMERCIAL BLOCK SIMILAR TO THE STANDARD SIZE KEYSTONE, INTERLOCK, MINI-BLOCK OR GARDEN SIZE BLOCKING IS NOT ACCEPTABLE. BLOCK RETAINING WALLS SHALL HAVE A CAP UNIT ON THE TOP OF THE WALL. THE BLOCK COLOR SHALL BE SAND COLOR.
4. THE SELECTED RETAINING WALL SYSTEM SHALL BE JOINED, PINNED AND/OR SECURED IN ACCORDANCE TO THE MANUFACTURER'S RECOMMENDATIONS.
5. NON-RESIDENTIAL RETAINING WALLS WHICH ARE 30' OR TALLER SHALL HAVE A 42" TALL EARTH SAFETY BARRIER ON TOP OF THE WALL WHICH COMPLIES WITH THE 2011 NC BUILDING CODE. INTERMEDIATE VERTICAL SPLICES SPACED AT NO MORE THAN 4' APART.

NOT TO SCALE

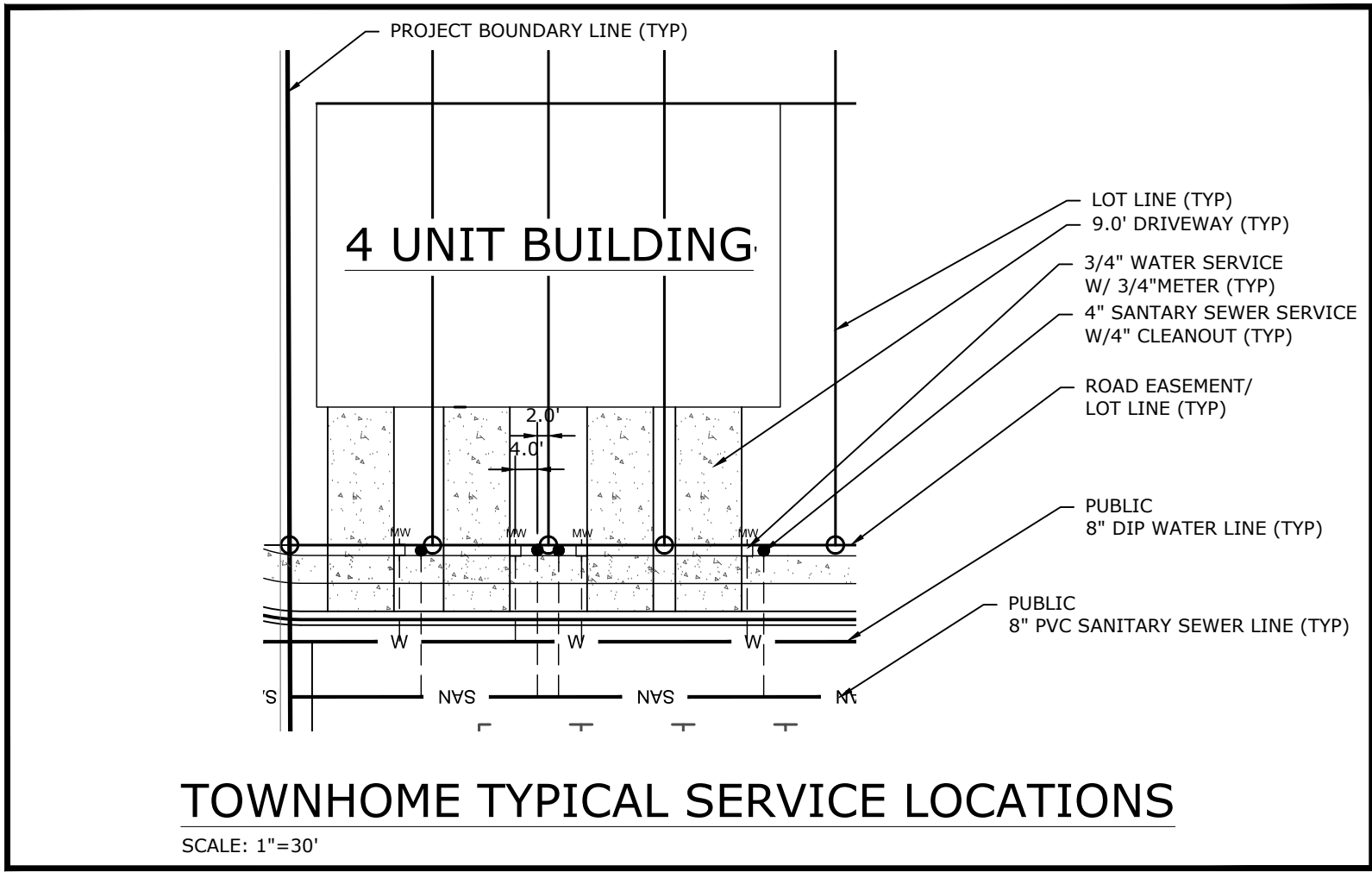
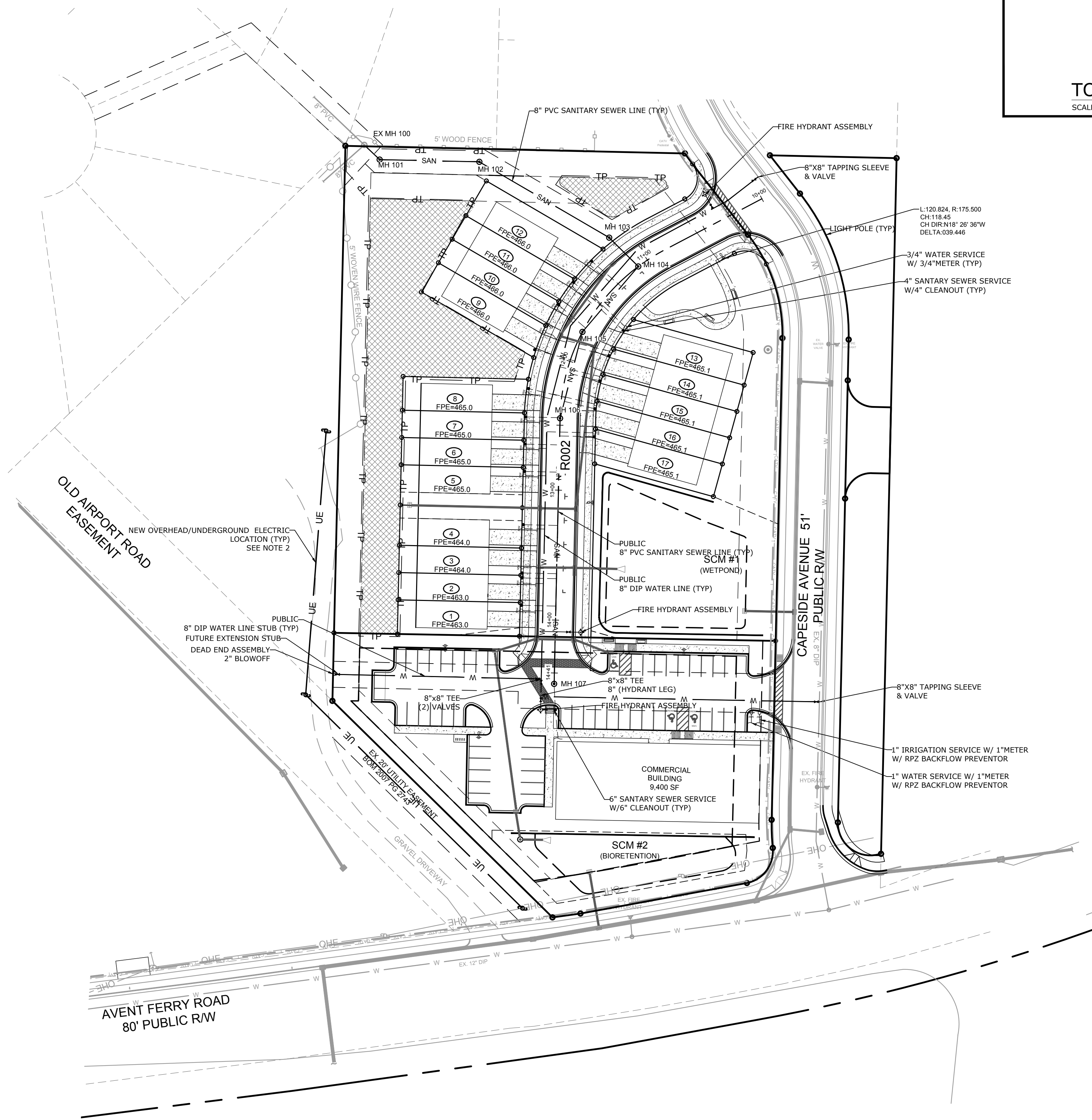


**OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY
SITE B
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA
GRADING & STORM DRAINAGE PLAN**

File: C:\Users\DD52\Desktop\Drafting and Design\2018\2018-16 Overlook - Townhomes\Overlook Townhomes SE.dwg Print Date: 3/31/2020

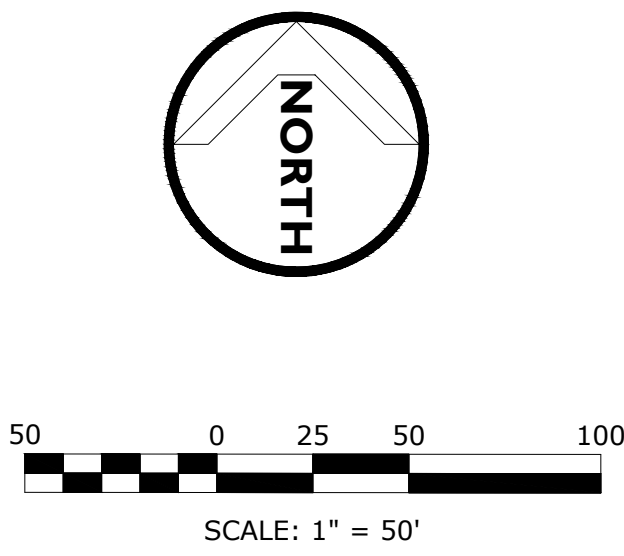
NOTES:

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3. ELECTRIC POWER SERVICES AND FINAL SITE LIGHTING PLAN TO BE COORDINATED WITH DUKE POWER. LIGHT POLE LOCATIONS SHOWN FOR PLANNING PURPOSES ONLY.
4. NOTE THAT A STREET LIGHTING PLAN FOR INTERIOR STREETS, ADJACENT PUBLIC STREETS AND THOROUGHFARES (IF APPLICABLE) WILL BE REQUIRED BY THE TOWN.
5. FIRE ACCESS IS AVAILABLE BY THE NC BUILDING FIRE CODE HOSE PULL (150 FT) FOR TOWNHOME UNITS 1-17, THE COMMERCIAL BUILDING WILL NOT HAVE A SPRINKLE SYSTEM BASED ON USE AND OCCUPANCY.



INFRASTRUCTURE QUANTITIES

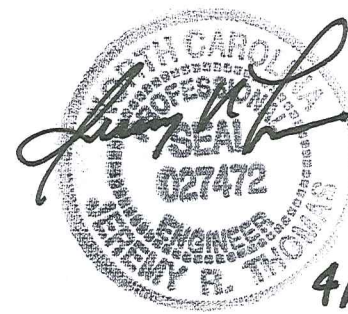
SANITARY SEWER (8 MAIN):	582 FT
WATER (8 MAIN):	686 FT
ASPHALT PAVEMENT:	27,344 SF
CONCRETE SIDEWALK:	810 LF



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MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY

SITE B
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA

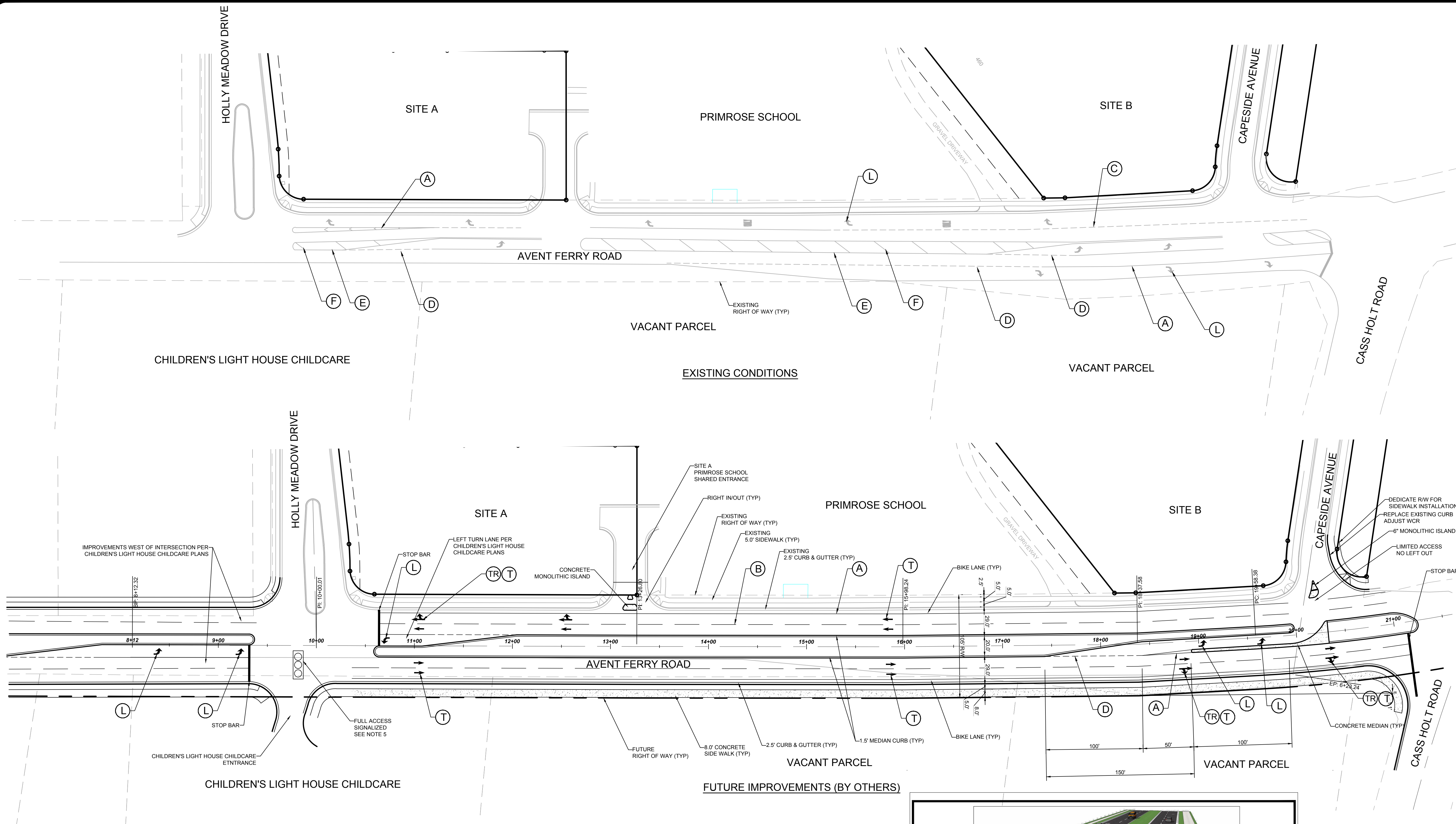
UTILITY PLAN

REVISIONS

1/24/2020 - 1ST SUBMITTAL COMMENTS TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS TOHS 2/12/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS TOHS 3/18/2020

AGENCY REVIEW ONLY

Scale: 1"=50'	Drawn by: DRAFTING AND DESIGN SERVICES, INC.
Sheet:	Designed by: JRT
C6 of 13	Reviewed by: JRT
Project Number: DDS# 2018-16 JTE#	Date: OCT 11, 2019

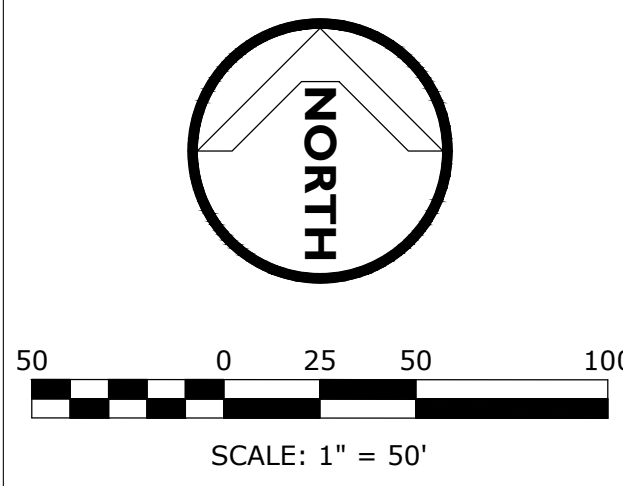
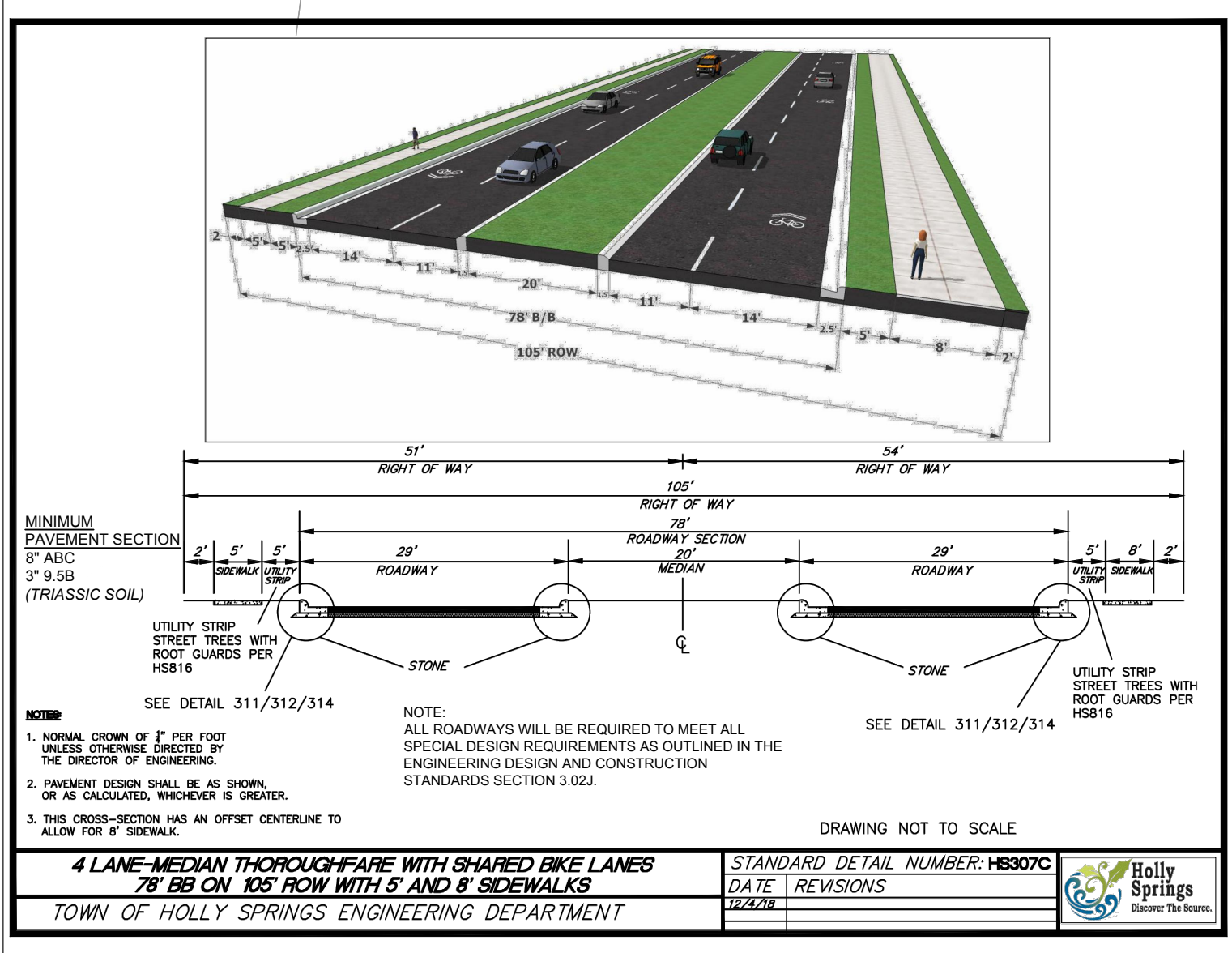


PAVEMENT MARKING LEGEND

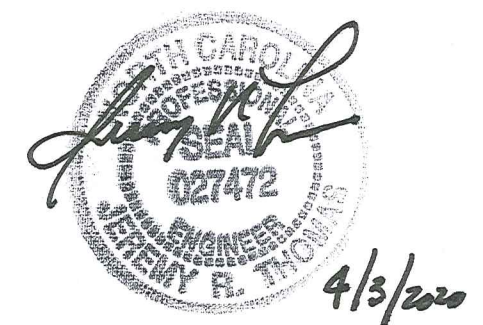
- (A) 4" WHITE SOLID LINE
- (B) 4" 10 FT. WHITE SKIP LINE
- (C) 4" 3'-9" WHITE MINI SKIP LINE
- (D) 4" 2'-6" WHITE MINI SKIP LINE
- (E) 4" DOUBLE YELLOW LINE
- (F) 12" YELLOW DIAGONAL LINE
- (L) LEFT TURN ARROW
- (T) THRU ARROW
- (TR) THRU-RIGHT TURN ARROW

NORTH ENTRANCE LEFT TURN LANE DESIGN INFORMATION			
DESCRIPTION	LENGTH	BEGINNING STATION	ENDING STATION
STORAGE BAY	100'	18+92.0	19+92.0
DECELERATION LENGTH	150'	7+33.69	18+92.0
BAY TAPER	100'	17+42.0	18+42.0

- NOTES:**
- EXISTING CONDITIONS HAVE BEEN SHOWN PER AERIAL PHOTOGRAPHY. ACTUAL FIELD LOCATIONS HAVE NOT BEEN FIELD LOCATED.
 - THE AVENT FERRY ULTIMATE SECTION HAS BEEN DESIGNED AND SHOWN FOR PLANNING PURPOSES ONLY. THIS DEVELOPMENT PROJECT IS RESPONSIBLE FOR ITS HALF OF THE MEDIAN, IN ACCORDANCE WITH THE UDO AND ED&CS, FOR WHICH A FEE-IN-LIEU PAYMENT HAS PREVIOUSLY BEEN ISSUED TO THE TOWN.
 - AVENT FERRY ULTIMATE SECTION PER HOLLY SPRINGS DETAIL HS307C.
 - THIS PLAN HAS BEEN DESIGNED TO SHOW IMPROVEMENTS BASED ON EXISTING INTERSECTION LOCATIONS AND THE RESULTS/CONCLUSIONS PROVIDED IN THE TRAFFIC IMPACT ANALYSIS.
 - A SIGNAL WARRANT ANALYSIS FOR THE INTERSECTION OF AVENT FERRY ROAD AND HOLLY MEADOW DRIVE WAS COMPLETED WITH THIS PROJECT. A FEE-IN-LIEU PROPORTIONATE TO THE PROJECT IMPACT IS REQUIRED AND A NEW SIGNAL WILL BE DESIGNED AND INSTALLED WITH THIS PROJECT THROUGH A PARTNERSHIP WITH THE TOWN OF HOLLY SPRINGS.
 - THE CAPESE AVENUE AND AVENT FERRY INTERSECTION TO BE A LIMITED NO LEFT OUT ACCESS. A MONOLITHIC ISLAND IS TO BE INSTALLED WITH THE PROPOSED PROJECT AND REMAIN AS PART OF THE AVENT FERRY ULTIMATE SECTION.



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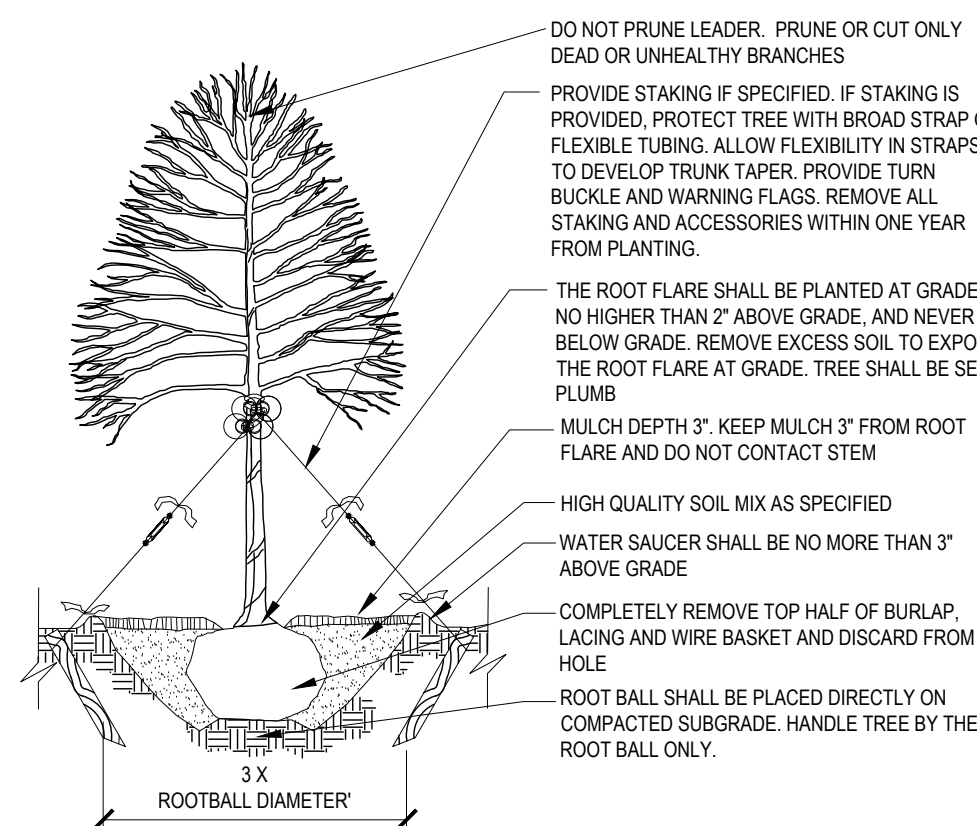
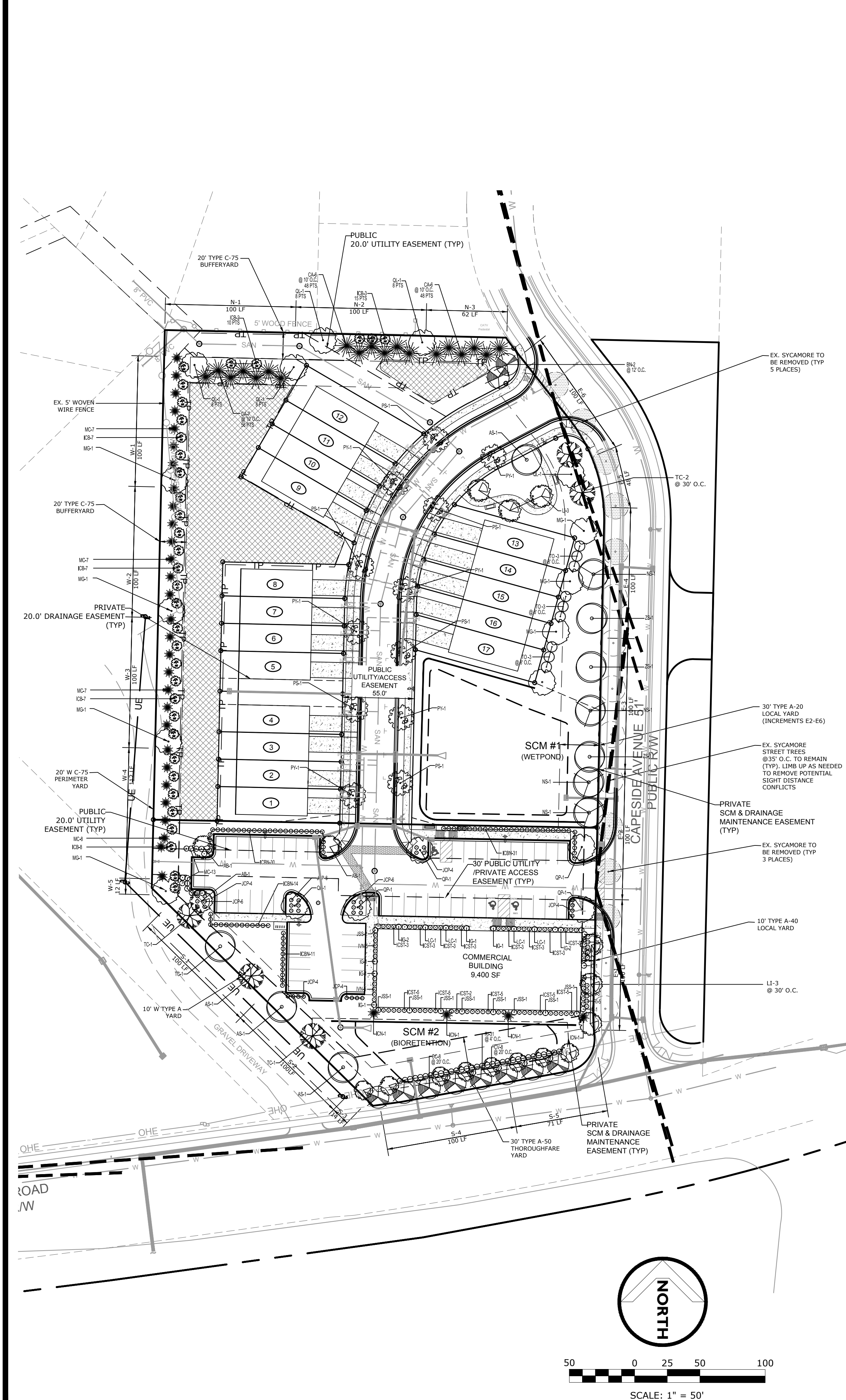


OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY
SITE B
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA
AVENT FERRY - CONCEPT PLAN FOR
FUTURE ROADWAY IMPROVEMENTS

REVISIONS	

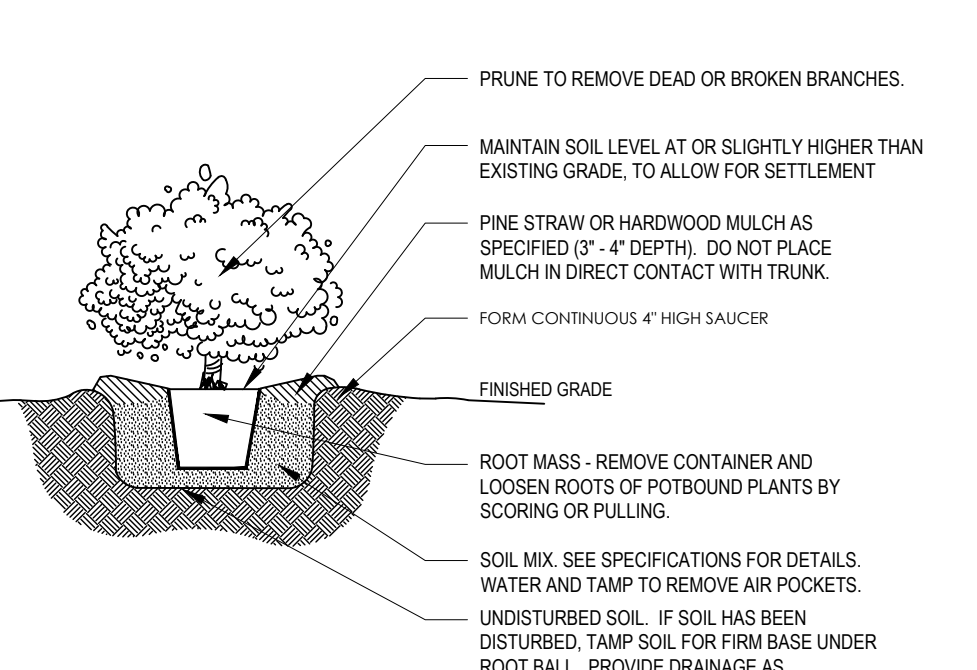
AGENCY REVIEW ONLY

Scale: 1"=50'	Drawn by: DRAFTING AND DESIGN SERVICES, INC.
Sheet: C7 of 13	Designed by: JRT
Project Number: DDS# 2018-16	Reviewed by: JRT
JTE#	Date: OCT 11, 2019



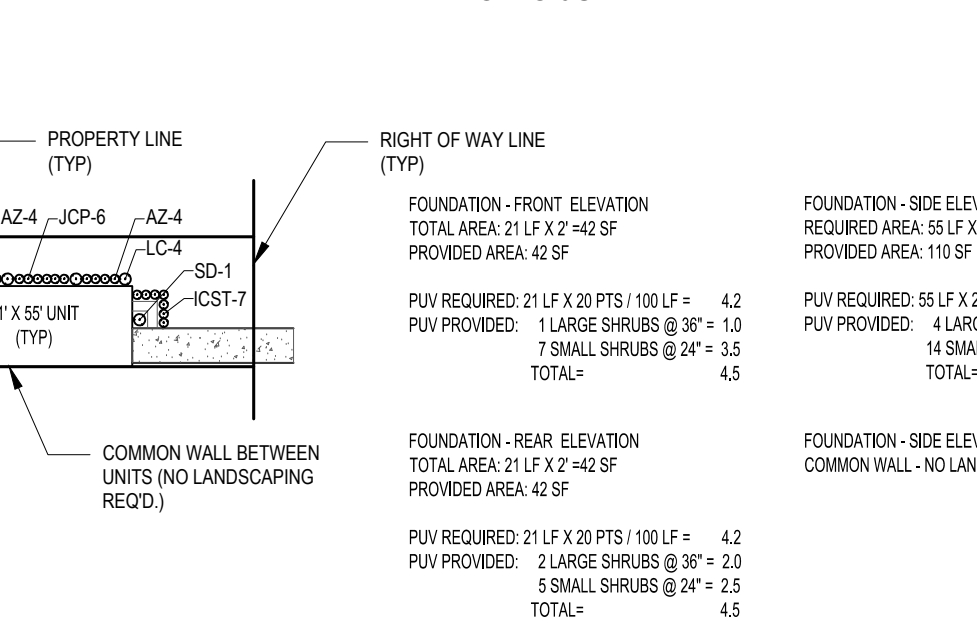
DO NOT PRUNE LEADER. PRUNE OR CUT ONLY DEAD OR UNHEALTHY BRANCHES.
PROVIDE STAKING IF SPECIFIED. IF STAKING IS PROVIDED, PROTECT TREE WITH BROAD STRAP OR FLEXIBLE TUBING. ALLOW FLEXIBILITY IN STRAPS TO DEVELOP TRUNK TAPER. PROVIDE TURN BUCKLE AND WARNING FLAGS. REMOVE ALL STAKING AND ACCESSORIES WITHIN ONE YEAR FROM PLANTING.
THE ROOT FLARE SHALL BE PLANTED AT GRADE, NO HIGHER THAN 2" ABOVE GRADE, AND NEVER BELOW GRADE. REMOVE EXCESS SOIL TO EXPOSE THE ROOT FLARE AT GRADE. TREE SHALL BE SET PLUMB
MULCH DEPTH 3". KEEP MULCH 3" FROM ROOT FLARE AND DO NOT CONTACT STEM
HIGH QUALITY SOIL MIX AS SPECIFIED
WATER SAUCER SHALL BE NO MORE THAN 3" ABOVE GRADE
COMPLETELY REMOVE TOP HALF OF BURLAP, LACING AND WIRE BASKET AND DISCARD FROM HOLE
ROOT BALL SHALL BE PLACED DIRECTLY ON COMPACTED SUBGRADE. HANDLE TREE BY THE ROOT BALL ONLY.

NOT TO SCALE



PRUNE TO REMOVE DEAD OR BROKEN BRANCHES.
MAINTAIN SOIL LEVEL AT OR SLIGHTLY HIGHER THAN EXISTING GRADE, TO ALLOW FOR SETTLEMENT
PINE STRAW OR HARDWOOD MULCH AS SPECIFIED (3" - 4" DEPTH). DO NOT PLACE MULCH IN DIRECT CONTACT WITH TRUNK.
FORM CONTINUOUS 4" HIGH SAUCER
FINISHED GRADE
ROOT MASS - REMOVE CONTAINER AND LOOSEN ROOTS OF POTBOUND PLANTS BY SCORING OR PULLING.
SOIL MIX - SEE SPECIFICATIONS FOR DETAILS. WATER AND TAMP TO REMOVE AIR POCKETS.
UNDISTURBED SOIL. IF SOIL HAS BEEN DISTURBED, TAMP SOIL FOR FIRM BASE UNDER ROOT BALL. PROVIDE DRAINAGE AS NECESSARY.

NOT TO SCALE



NOT TO SCALE

NOT TO SCALE

COMMERCIAL BUILDING
FOUNDATION - SOUTH ELEVATION
REQUIRED AREA: 15' L.F. X 2' = 30 SF
PROVIDED AREA: 31 SF
P.V. REQUIRED: 15' L.F. X 20 P.T.S. / 100 L.F. = 3.14
P.V. PROVIDED: 36 LARGE SHRUBS @ 30" = 36.0

FOUNDATION - NORTH ELEVATION
REQUIRED AREA: 14' L.F. X 2' = 28 SF
PROVIDED AREA: 28 SF
P.V. REQUIRED: 14' L.F. X 20 P.T.S. / 100 L.F. = 2.82
P.V. PROVIDED: 34 LARGE SHRUBS @ 30" = 34.0

FOUNDATION - WEST ELEVATION
REQUIRED AREA: 80' L.F. X 2' = 160 SF
PROVIDED AREA: 120 SF
P.V. REQUIRED: 80' L.F. X 20 P.T.S. / 100 L.F. = 16.0
P.V. PROVIDED: 14 LARGE SHRUBS @ 30" = 14.0

FOUNDATION - EAST ELEVATION
REQUIRED AREA: 80' L.F. X 2' = 160 SF
PROVIDED AREA: 120 SF
P.V. REQUIRED: 80' L.F. X 20 P.T.S. / 100 L.F. = 16.0
P.V. PROVIDED: 14 LARGE SHRUBS @ 30" = 14.0

INTERIOR PARKING (UDO SECTION 7.01 H)
TOTAL PARKING SPACES = 47
INTERIOR LANDSCAPE ISLANDS REQUIRED = 47 (10 + 4.7)
PARKING SCREENING (UDO SECTION 7.04 I)
24 SHRUBS AT 3' ON CENTER

DUMPSTER ENCLOSURE
REQUIRED AREA: 52' L.F. X 2' = 104 SF
PROVIDED AREA: 104 SF
P.V. REQUIRED: 52' L.F. X 20 P.T.S. / 100 L.F. = 10.4
P.V. PROVIDED: 16 LARGE SHRUBS @ 30" = 16.0

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

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



PRELIMINARY - FOR REVIEW ONLY

PLANTING NOTES:

- ALL LANDSCAPED AND LAWN AREAS ARE TO RECEIVE A MINIMUM OF 4" OF TOPSOIL.
- ALL PLANT MATERIAL SHALL BE HEALTHY, VIGOROUS, AND FREE OF PESTS AND DISEASE.
- ALL PLANT MATERIAL SHALL BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE PLANT LIST.
- ALL TREES SHALL HAVE A STRAIGHT TRUNK AND FULL HEAD AND MEET ALL REQUIREMENTS SPECIFIED.
- ALL LAWN AREAS SHALL BE SOODED WITH TIFBLAR CENTIPEDE 500 OR APPROVED EQUAL.
- ALL MATERIALS ARE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT BEFORE, DURING, AND AFTER INSTALLATION.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES AND SHALL AVOID DAMAGE TO ALL UTILITIES DURING THE COURSE OF THE WORK.
- LOCATIONS OF EXISTING BURIED UTILITY LINES SHOWN ON THE PLANS ARE BASED UPON BEST AVAILABLE INFORMATION AND ARE TO BE CONSIDERED APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATIONS OF UTILITY LINES AND ADJACENT TO THE WORK AREA TO PROTECT OF ALL UTILITY LINES DURING THE CONSTRUCTION PERIOD TO REPAIR ANY AND ALL DAMAGE TO UTILITIES, STRUCTURES, SITE APPURTENANCES, ETC. WHICH OCCURS AS A RESULT OF THE CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL QUANTITIES SHOWN ON THESE PLANS BEFORE BEGINNING THE WORK.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DELIVERY SCHEDULE AND PROTECTION BETWEEN DELIVERY AND PLANTING PER SPECIFICATIONS TO MAINTAIN HEALTHY PLANT CONDITIONS.
- THE CONTRACTOR SHALL COMPLETELY GUARANTEE AND BE RESPONSIBLE FOR FULLY MAINTAINING (INCLUDING BUT NOT LIMITED TO: WATERING, SPRAYING, MULCHING, FERTILIZING, ETC.) ALL OF THE PLANT MATERIALS AND LAWN FOR ONE YEAR GROWING PERIOD.
- ANY PLANT MATERIAL WHICH IS DISEASED, DISTRESSED, DEAD, OR REJECTED (PRIOR TO SUBSTANTIAL COMPLETION) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE MEETING ALL PLANT LIST SPECIFICATIONS.
- STANDARDS SET FORTH IN "AMERICAN STANDARD FOR NURSERY STOCK" REPRESENT GUIDELINE SPECIFICATIONS ONLY AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIAL.
- WHERE SHOWN ON THE PLANS AND DETAILS PLANTING BEDS ARE TO BE COMPLETELY COVERED WITH A MINIMUM 5" DEPTH OF TRIPLE SHED HARDWOOD MULCH.
- THE PRUNING OF VSA SCREENING SHRUBS SHALL ALLOW LATERAL GROWTH OF BRANCHES SO AS TO FORM A HEDGE.
- ALL LANDSCAPE ISLANDS SHALL BE GRADED FOR POSITIVE DRAINAGE WITH NO LOW SPOTS ALLOWING WATER TO BE TRAPPED BEHIND THE CURB.

LANDSCAPE COMPLIANCE CHART

PERIMETER YARD CALCULATIONS		LANDSCAPE MATERIAL		P.V. OF MATERIAL	TOTAL P.V. REQUIRED	% OF REQ. PROVIDED	TYPE A P.V. REQ'D / PROVIDED	TYPE C P.V. REQ'D / PROVIDED	NOTES
N1	100 LF	2 LARGE EVERGREEN TREES (12' H) 2 SMALL EVERGREEN TREES (8' H)	16 16	32	100%	N/A	75 REQ'D / 82 PROVIDED		
N2	100 LF	2 LARGE EVERGREEN TREES (12' H) 6 SMALL EVERGREEN TREES (8' H)	16 48	64	100%	N/A	75 REQ'D / 79 PROVIDED		
N3	62 LF	6 LARGE EVERGREEN TREES (12' H)	48	48	100%	N/A	46.5 REQ'D / 48 PROVIDED		
E1	100 LF	3 SMALL DECID. TREES (1.5' CAL) 2 EX. DECID. TREES (2.5' CAL) 5 MEDIUM / LARGE SHRUBS (30" H)	15 24 10	49	122%	40 REQ'D / 49 PROVIDED	N/A		
E2	100 LF	2 LARGE DECID. TREES (2.5' CAL) 3 EX. DECID. TREES (2.5' CAL)	16 12	28	140%	20 REQ'D / 28 PROVIDED	N/A		
E3	100 LF	3 LARGE DECID. TREES (2.5' CAL) 3 EX. DECID. TREES (2.5' CAL)	24 12	36	250%	20 REQ'D / 40 PROVIDED	N/A		
E4	100 LF	2 LARGE DECID. TREES (2.5' CAL) 3 EX. DECID. TREES (2.5' CAL)	16 12	28	140%	20 REQ'D / 28 PROVIDED	N/A		
E5	48 LF	2 LARGE DECID. TREES (2.5' CAL)	16	16	100%	16 REQ'D / 16 PROVIDED	N/A		
E6	100 LF	3 LARGE DECID. TREES (2.5' CAL)	24	24	120%	20 REQ'D / 24 PROVIDED	N/A		
S1	100 LF	3 LARGE DECID. TREES (2.5' CAL)	24	24	120%	20 REQ'D / 24 PROVIDED	N/A		
S2	100 LF	3 LARGE DECID. TREES (2.5' CAL)	24	24	120%	20 REQ'D / 24 PROVIDED	N/A		
S3	14 LF	1 SMALL DECID. TREE (1.5' CAL)	5	5	178%	2.8 REQ'D / 5 PROVIDED	N/A		
S4	100 LF	10 SMALL DECID. TREES (1.5' CAL) 25 SHRUBS (30" H)	50 20	70	140%	50 REQ'D / 70 PROVIDED (4.58 YARD)	N/A		LARGE DECIDUOUS TREES HAVE BEEN SUBSTITUTED WITH SMALL TREES TO ACCOUNT FOR EXISTING OVERHEAD POWER LINES
S5	71 LF	5 SMALL DECID. TREE (1.5' CAL) 12 SHRUBS (30" H)	25 11	36	100%	36.5 REQ'D / 36 PROVIDED (4.58 YARD)	N/A		LARGE DECIDUOUS TREES HAVE BEEN SUBSTITUTED WITH SMALL TREES TO ACCOUNT FOR EXISTING OVERHEAD POWER LINES
W1	100 LF	1 LARGE EVERGREEN TREE (12' H) 7 SMALL EVERGREEN TREES (8' H)	8 35	43	104%	N/A	75 REQ'D / 78 PROVIDED		
W2	100 LF	1 LARGE EVERGREEN TREE (12' H) 7 SMALL EVERGREEN TREES (8' H)	8 35	43	104%	N/A	75 REQ'D / 78 PROVIDED		
W3	100 LF	1 LARGE EVERGREEN TREE (12' H) 7 SMALL EVERGREEN TREES (8' H)	8 35	43	104%	N/A	75 REQ'D / 78 PROVIDED		
W4	100 LF	1 LARGE EVERGREEN TREE (12' H) 7 SMALL EVERGREEN TREES (8' H)	8 35	43	100%	N/A	75 REQ'D / 75 PROVIDED		
W5	12 LF	1 LARGE EVERGREEN TREE (12' H) 1 SMALL EVERGREEN TREE (8' H)	8 5	13	144%	N/A	9 REQ'D / 13 PROVIDED		

LANDSCAPE SCHEDULE

KEY	%	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
AS	3%	4	ACER SACCHARUM	SUGAR MAPLE	2.5' CAL., 10'-12' HT.	PERIMETER YARD
OL	4%	6	QUERCUS LAURIFOLIA	LAUREL OAK	2.5' CAL., 10'-12' HT.	PERIMETER YARD
QP	4%	5	QUERCUS PHELLOS	WILLOW OAK	2.5' CAL., 10'-12' HT.	PERIMETER YARD
TC	4%	5	TILIA CORDATA	LITTLELEAF LINDEN	2.5' CAL., 10'-12' HT.	PERIMETER YARD
PY	4%	6	PRUNUS YEDOENSIS 'AFTERGLOW'	FLOWERING CHERRY TREE	2" CAL., 8'-10' HT.	STREET TREE
PS	4%	6	PRUNUS SERRULATA 'KANZAN'	KWANSAN CHERRY TREE	2" CAL., 8'-10' HT.	STREET TREE
AB	2%	3	ACER BUERGERIANUM 'ABTIR'	STREETWISE TREIDENT MAPLE	2.5' CAL., 10'-12' HT.	LARGE PARKING LOT TREE
NS	3%	4	NYSSA SYLVATICA	BLACK GLUM	2.5' CAL., 10'-12' HT.	PERIMETER YARD
ZS	4%	5	ZELKOVA SERRATA 'VILLAGE GREEN'	JAPANESE ZELKOVA	2.5' CAL., 10'-12' HT.	STREET TREE
BN	1%	2	BETULA NIGRA 'HERITAGE'	RIVER BIRCH	2.5' CAL., 10'-12' HT.	MULTISTEM STREET TREE
MG	6%	8	MAGNOLIA GRANDIFLORA 'LITTLE GEM'	LITTLE GEM MAGNOLIA	12' HT.	EVERGREEN TREE PERIMETER YARD
ICB	25%	34	ILEX CORNUTA 'BURFORDI'	BURFORD HOLLY	6' HT.	STREET TREE ALONG AVENUE FERRY ROAD
CV	6%	8	CHONANTHUS VIRGINICUS	FRINGETREE	2.5' CAL., 10'-12' HT.	STREET TREE ALONG AVENUE FERRY ROAD
CA	14%	19	CUPRESSUS ARIZONICA 'BLUE ICE'	BLUE ICE CYPRESS	12' HT.	EVERGREEN TREE PERIMETER YARD
TO	7%	9	THUJA OCCIDENTALIS 'GREEN GIANT'	GREEN GIANT ARBORVITAE	12' HT.	EVERGREEN TREE PERIMETER YARD
CC	6%	8	CERCIS CANADENSIS 'FOREST PANSY'	EASTERN REDBUD	2.5' CAL., 10'-12' HT.	STREET TREE ALONG AVENUE FERRY ROAD
LI	4%	6	LAGERSTROMIA INDICA 'RED ROCKET'	CRABE MYRTLE	2.5' CAL., 10'-12' HT.	MULTISTEM STREET TREE
MC	6%	42	MYRTICA CERIFERA	WAX MYRTLE	6' H	DUMPSTER ENCLOSURE SHRUB (PRUNED)
LC	5%	4	LOROPETALUM CHINENSE 'RUBY'	LOROPETALUM	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
JCP	12%	32	JUNIPERUS HORIZONTALIS 'PLUMOSA'	PITZNER JUNIPER	24" H	PARKING LOT SCREENING SHRUB
RI	8%	41	RAPHIOLEPSIS UMBELLATA 'SNOW WHITE'	SNOW WHITE WINTERHOLE	36" H	PARKING LOT SCREENING SHRUB
ICBN	13%	88	ILEX CORNUTA 'BURFORDI' NANA'	DWARF BURFORD HOLLY	24" H	PARKING LOT SCREENING SHRUB
ICST	25%	51	ILEX CRENATA 'SOFT TOUCH'	SOFT TOUCH HOLLY	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
JSS	7%	12	JUNIPERUS SCOPULORUM 'SKYROCKET'	SKYROCKET JUNIPER	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
ICN	1%	4	ILEX CORNUTA 'NEEDLEPOINT'	NEEDLEPOINT HOLLY	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
IVN	3%	20	ILEX VOMITORIA 'NANA'	YALPON HOLLY	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
IG	7%	12	ILEX GLABRA	INKBERRY HOLLY	36" H	COMMERCIAL BLDG. FOUNDATION SHRUB
ICST	25%	119	ILEX CRENATA 'SOFT TOUCH'	SOFT TOUCH HOLLY	24" H	TOWNHOME FOUNDATION SHRUB (FRONT OF UNIT X 23 UNITS)
JCP	12%	48	JUNIPERUS HORIZONTALIS 'PLUMOSA'	PITZNER JUNIPER	24" H	TOWNHOME FOUNDATION SHRUB (SIDE OF BLDG X 8 PLACES)
JSS	7%	34	JUNIPERUS SCOPULORUM 'SKYROCKET'	SKYROCKET JUNIPER	36" H	TOWNHOME FOUNDATION SHRUB (REAR OF UNIT X 23 UNITS)
LC	5%	32	LOROPETALUM CHINENSE 'RUBY'	LOROPETALUM	36" H	TOWNHOME FOUNDATION SHRUB (SIDE OF BLDG X 8 PLACES)
SD	2%	17	SIPHONOSMANTHUS DELAVAYI	DELAVAY TEA OLIVE	36" H	TOWNHOME FOUNDATION SHRUB (FRONT OF UNIT X 23 UNITS)
AZ	9%	64	AZALEA KAMPEPPERI 'CLEOPATRA'	KAMPEPPER AZALEA	24" H	TOWNHOME FOUNDATION SHRUB (SIDE OF BLDG X 8 PLACES)
ND	12%	85	NANDINA DOMESTICA 'FIREPOWER'	NANDINA (NON-INVASIVE VAR.)	24" H	TOWNHOME FOUNDATION SHRUB (REAR OF UNIT X 23 UNITS)

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN PLANT COUNTS SHOWN IN THE PLAN AND THE PLANT LIST, THE PLANT COUNTS ON THE PLAN SHALL DICTATE.

Village Green
Land Design

1149 EXECUTIVE COURT
CARY, NC 27511
P:919.624-4468

OVERLOOK TOWNHOMES
MIXED USE DEVELOPMENT
DEVELOPMENT PLAN

SITE B
AVENUE FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA

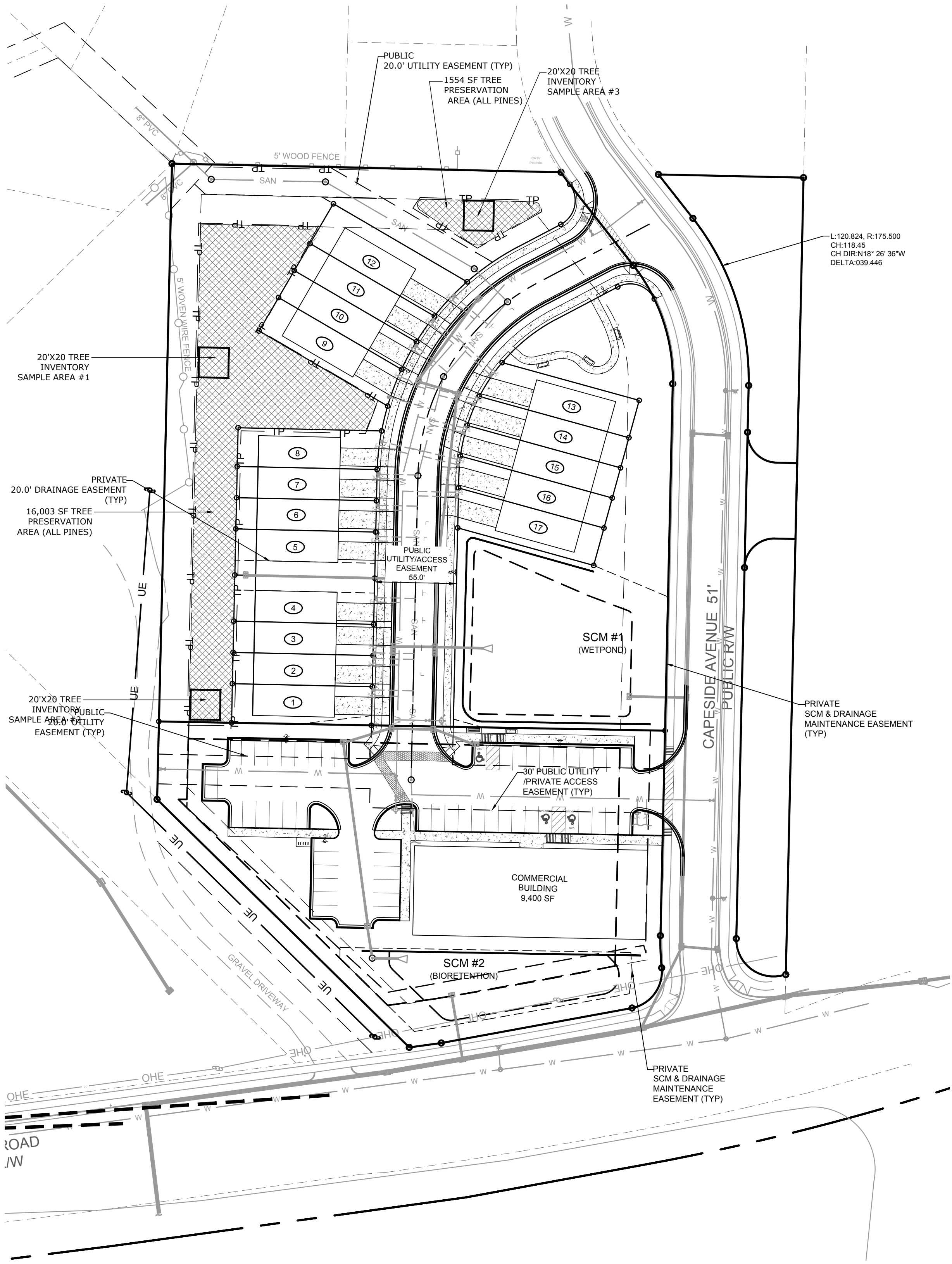
LANDSCAPE PLAN

REVISIONS

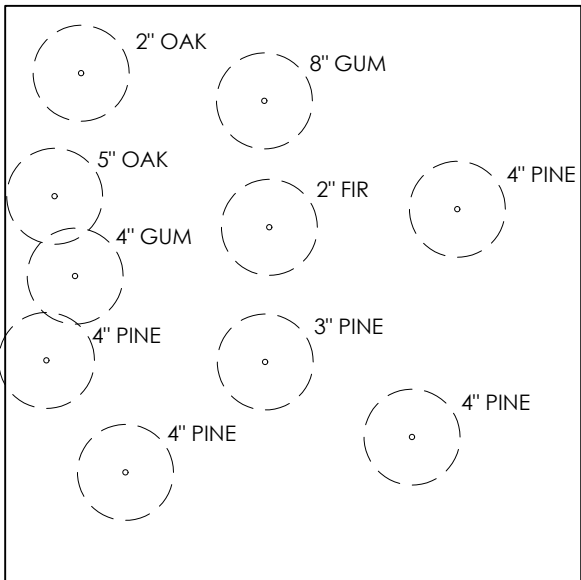
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TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS
TOHS 2/12/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS
TOHS 3/18/2020

AGENCY REVIEW
NOT FOR CONSTRUCTION

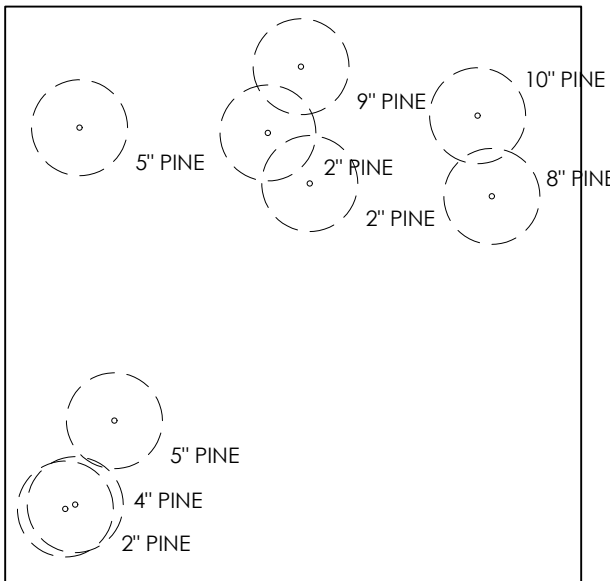
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Sheet: L8 of 13
Project Number: DDS# 2018-16
JTE# 18-024
Drawn by:
Designed by: TMB
Reviewed by: TMB
Date: OCT 11, 2019



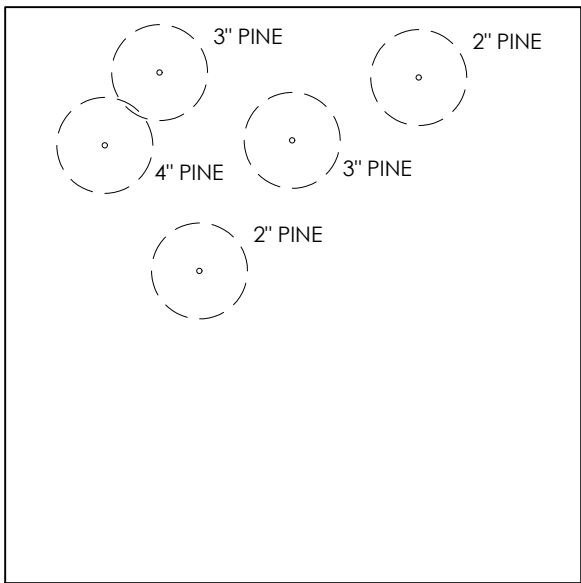
SITE B TREE
CONSERVATION PROVIDED:
20,301 SF (0.466 AC)
TOTAL TREE CONSERVATION REQUIRED
0.46 AC (10% OF TOTAL PROJECT)
NOTE: THERE ARE NO SPECIMEN TREES
LOCATED ON THIS SITE



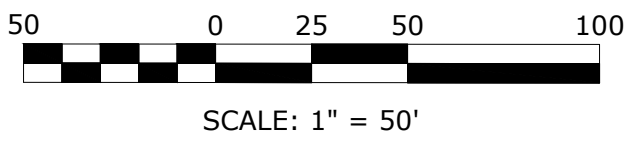
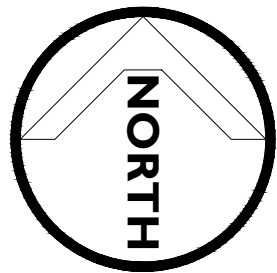
TREE INVENTORY SAMPLE AREA 1
TREE LOCATIONS ARE APPROX.
FIELD LOCATED / NOT SURVEYED



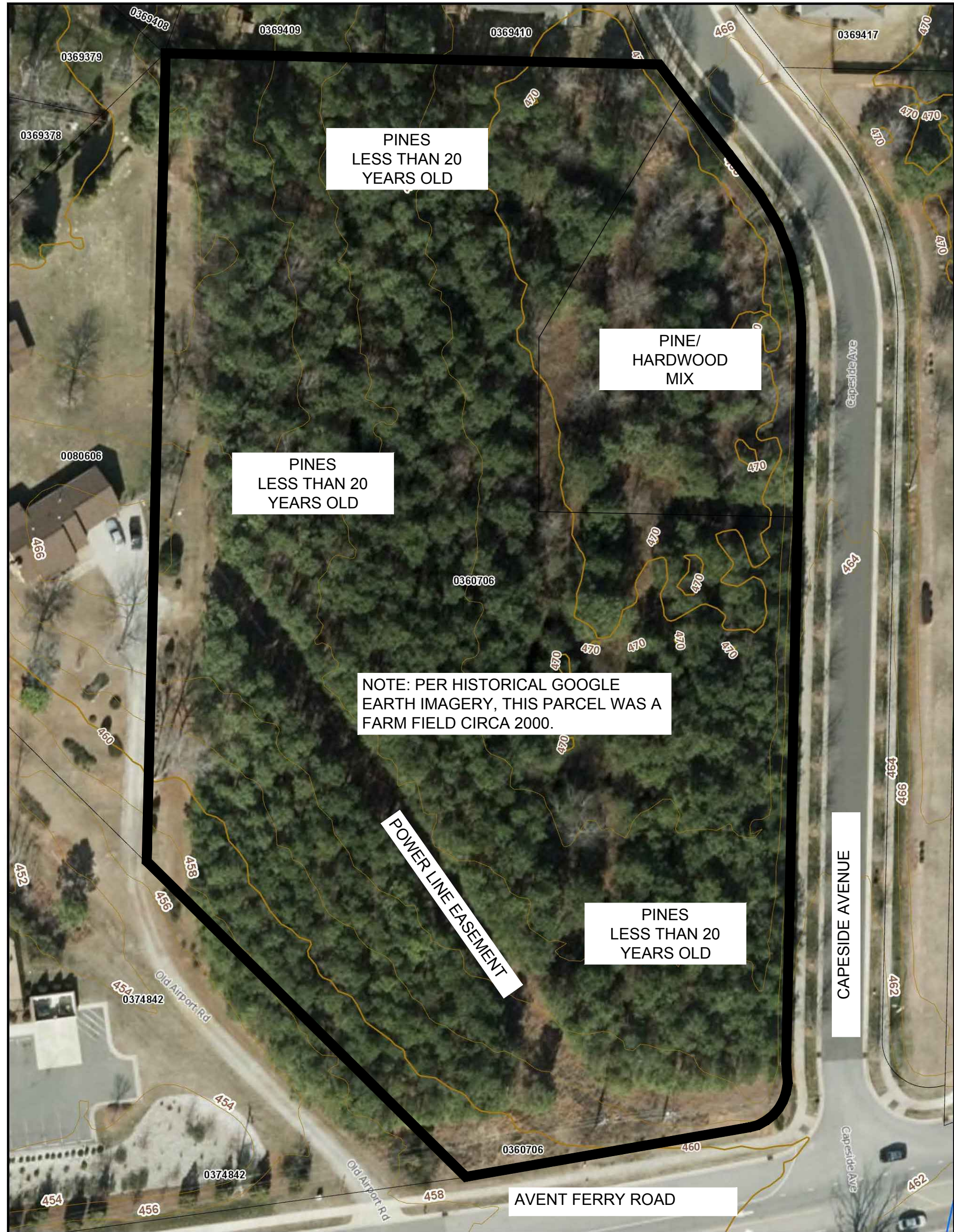
TREE INVENTORY SAMPLE AREA 2
TREE LOCATIONS ARE APPROX.
FIELD LOCATED / NOT SURVEYED



TREE INVENTORY SAMPLE AREA 3
TREE LOCATIONS ARE APPROX.
FIELD LOCATED / NOT SURVEYED

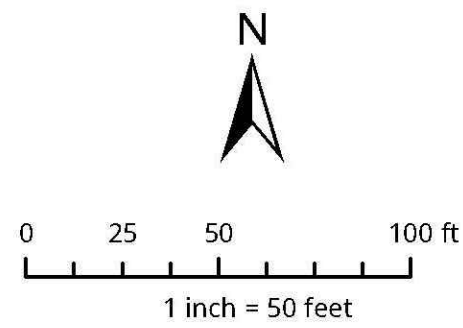


SCALE: 1" = 50'



Site B Tree Cover

MEASURED AREA OF HARDWOOD CANOPY: +/-0.8 AC
(DRIPLINE OF CANOPY AREA SHOWN ON AERIAL ABOVE)



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Village Green Land Design

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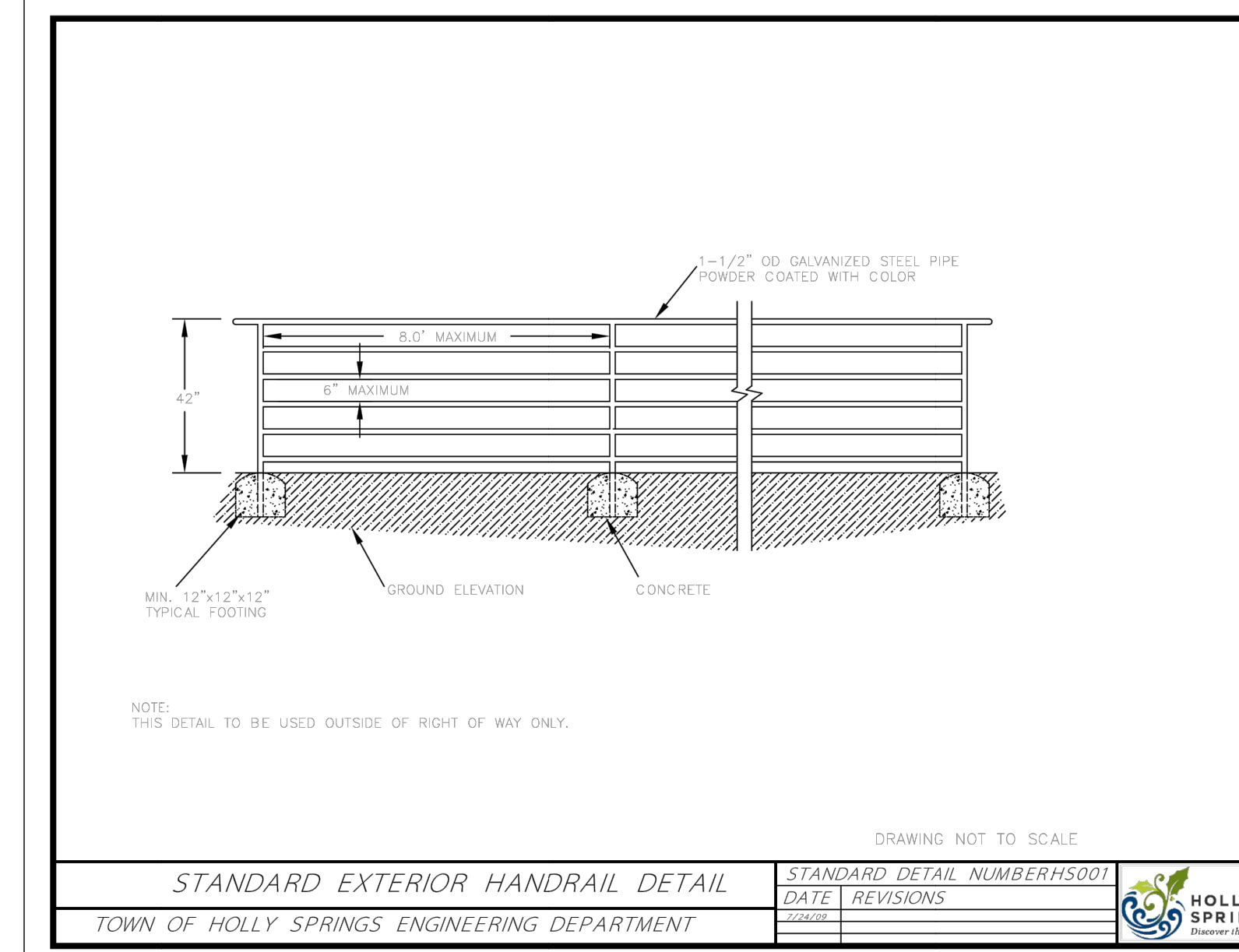
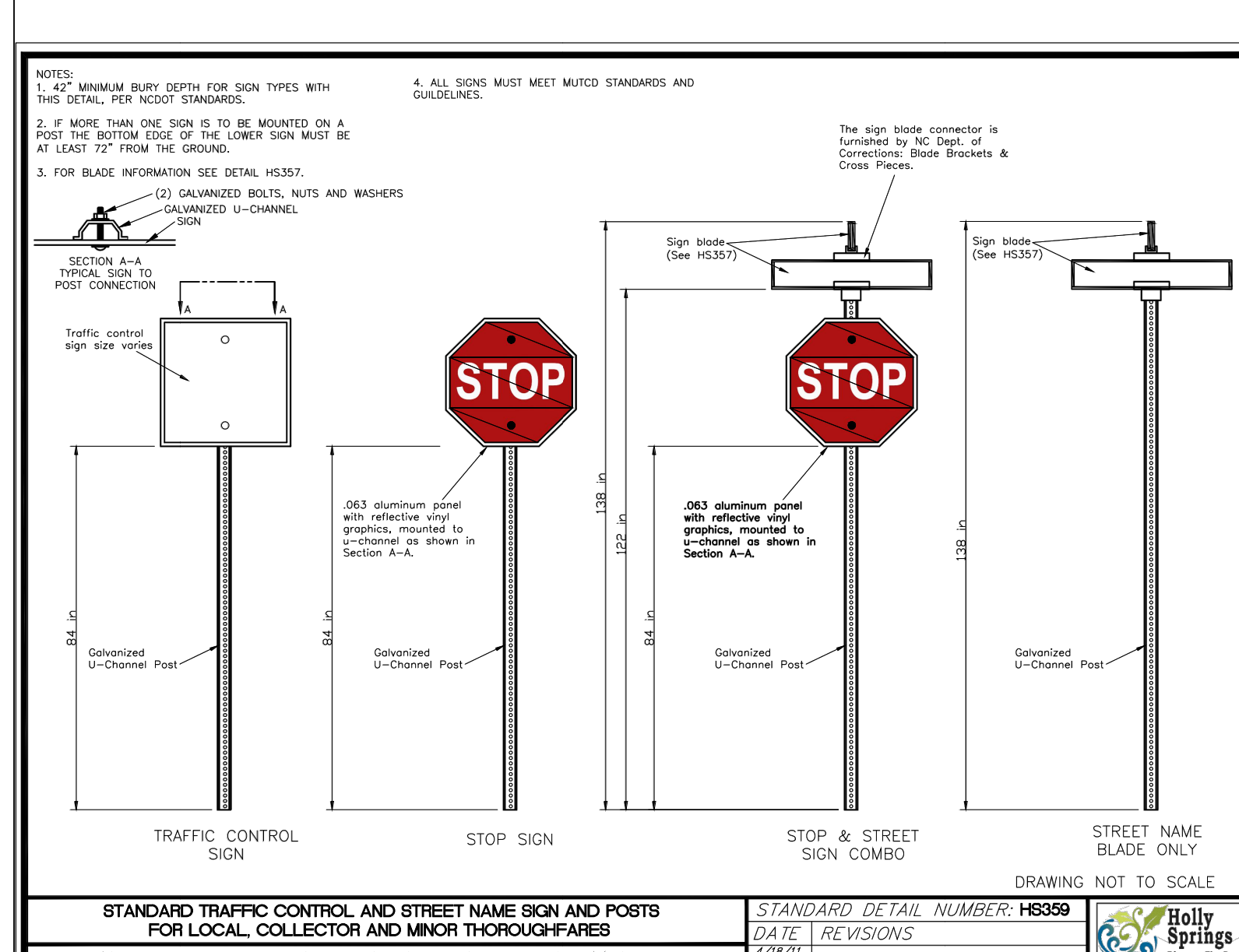
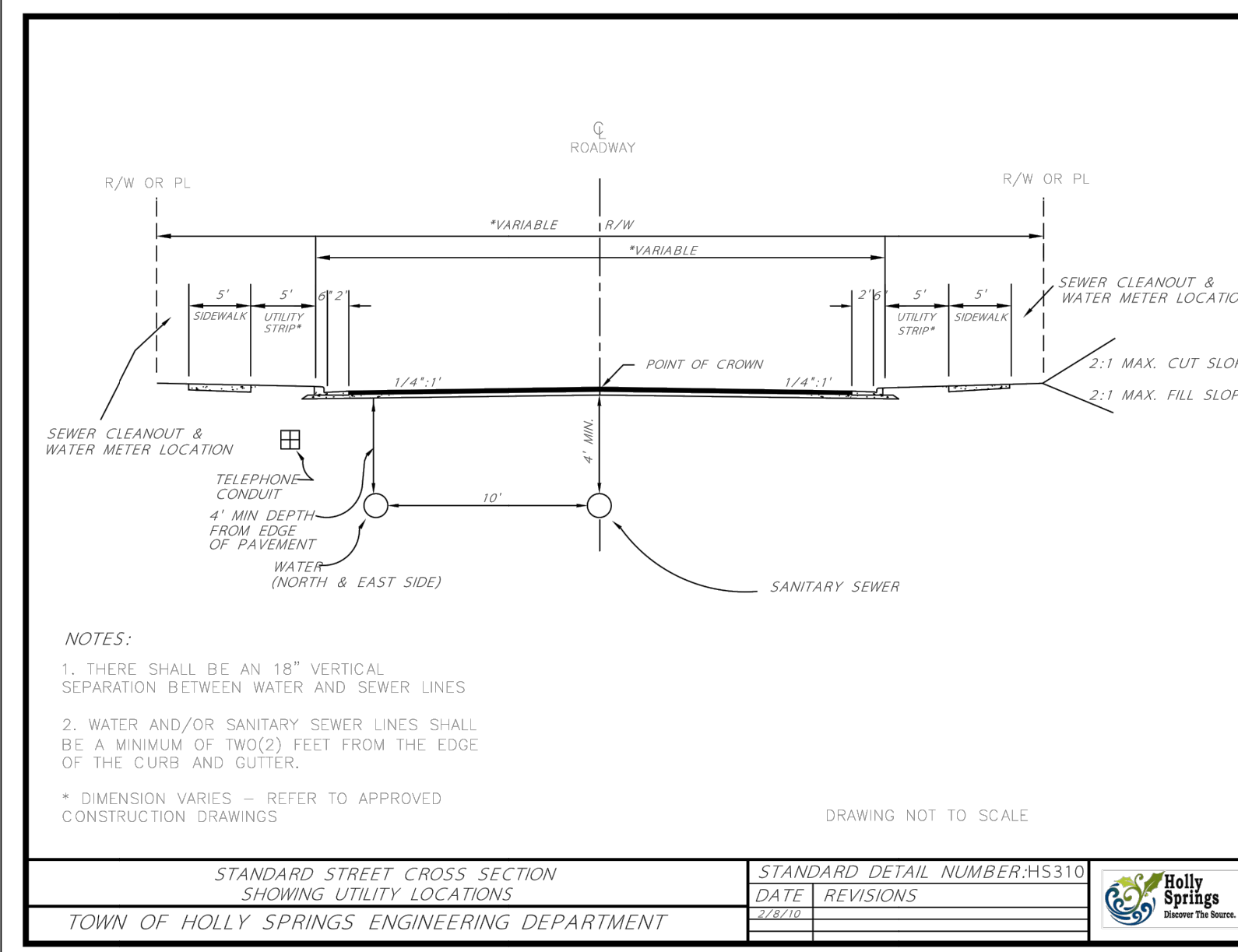
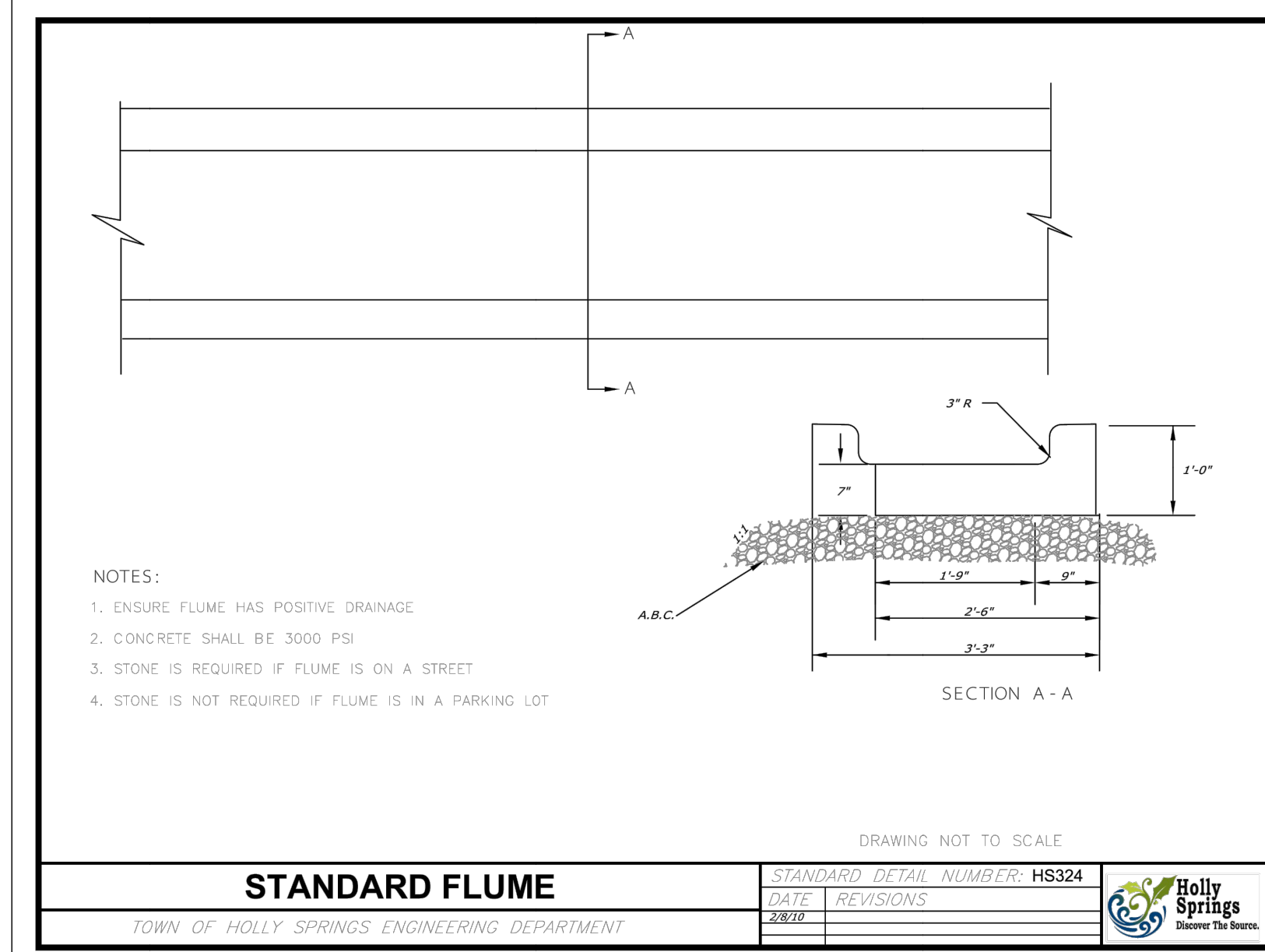
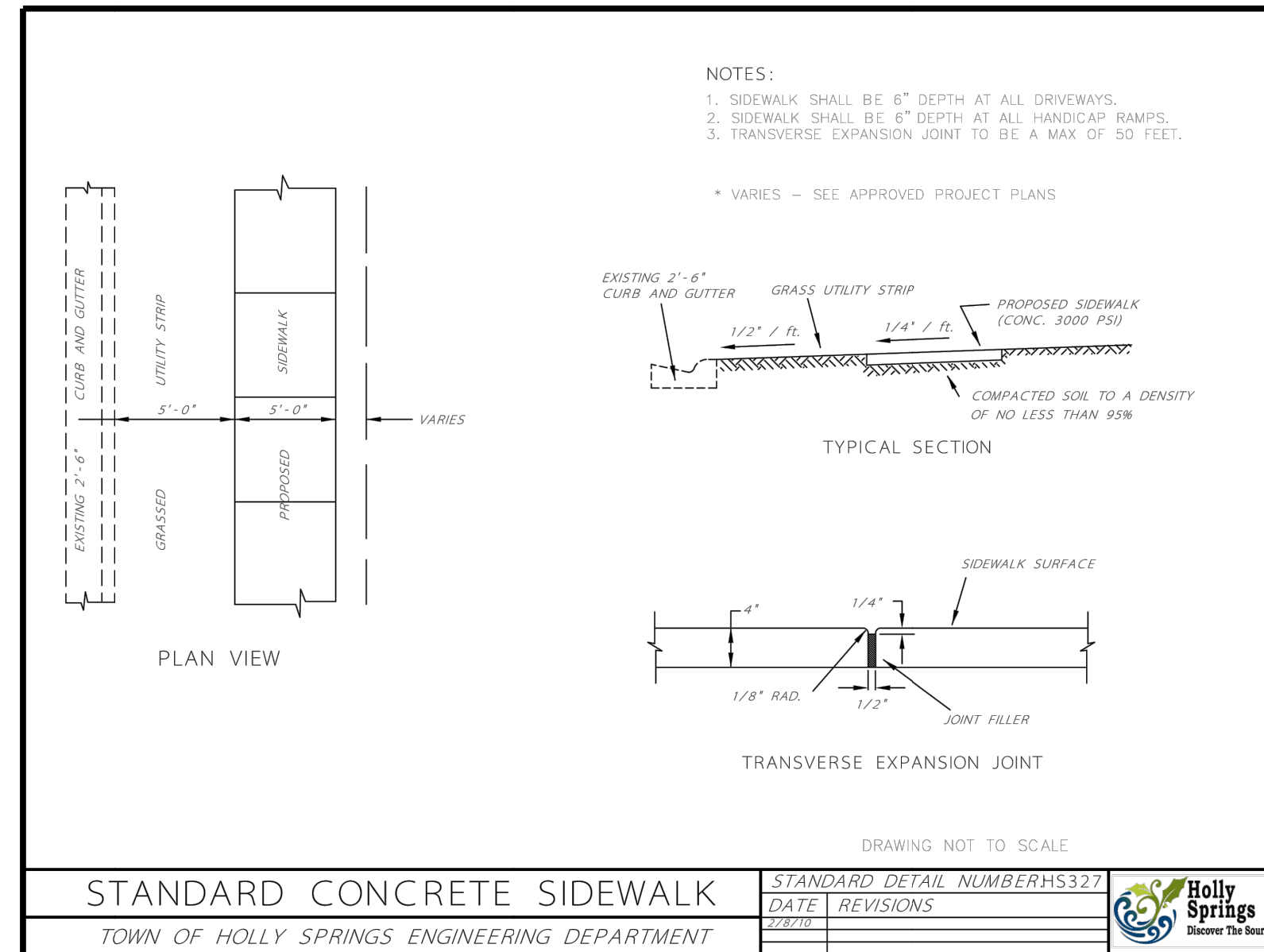
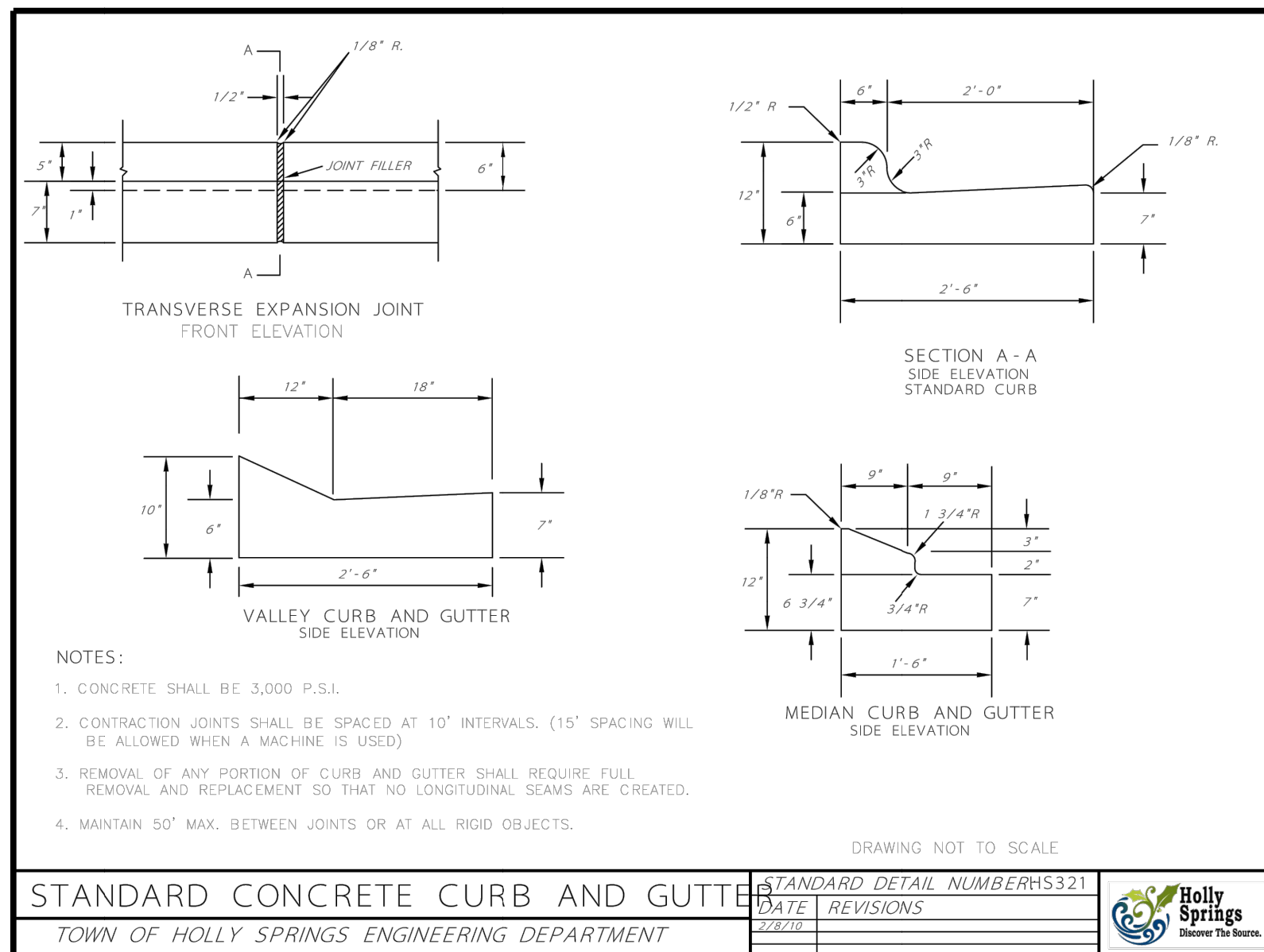
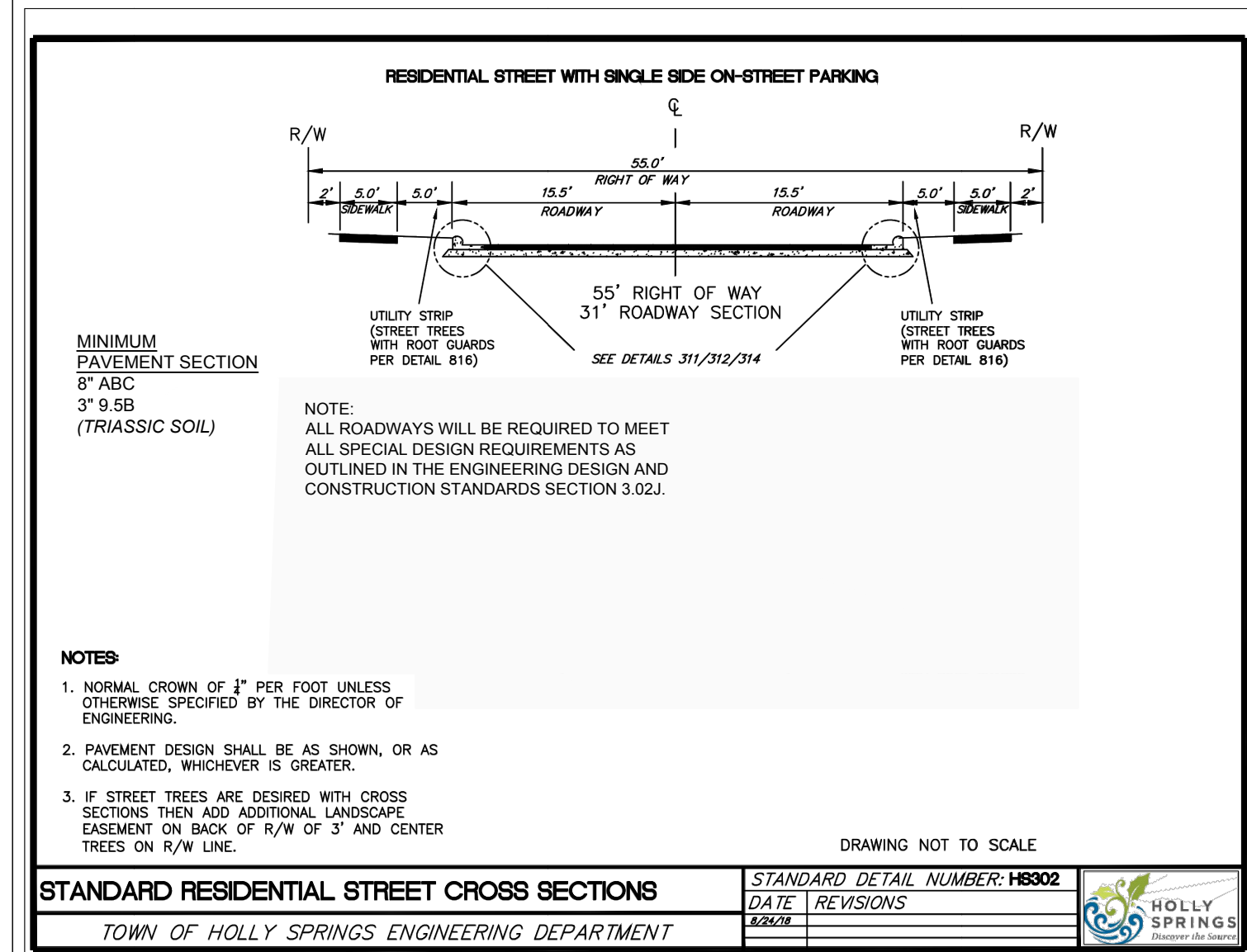
OVERLOOK TOWNHOMES MIXED USE DEVELOPMENT DEVELOPMENT PLAN SITE B AVENT FERRY ROAD HOLLY SPRINGS, NORTH CAROLINA TREE CONSERVATION PLAN

REVISIONS

1/24/2020 - 1ST SUBMITTAL COMMENTS
TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS
TOHS 2/12/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS
TOHS 3/18/2020

AGENCY REVIEW
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Scale: 1"=50'	Drawn by:
Sheet: L9 of 13	Designed by: TMB
Project Number: DDS# 2018-16 JTE# 18-024	Reviewed by: TMB
Date: OCT 11, 2019	



J THOMAS ENGINEERING, INC.

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143 Charlotte Avenue, Suite 104
Sanford, North Carolina 27330
(919) 777-6010 phone
www.jthomasengineering.com
license no. C-3389

PROFESSIONAL ENGINEER'S SEAL

OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY
SITE B
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA

SITE DETAILS

REVISIONS	
1/24/2020 - 1ST SUBMITTAL COMMENTS	TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS	TOHS 2/11/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS	TOHS 3/18/2020

AGENCY REVIEW ONLY

Scale:	Drawn by:
NTS	DRAFTING AND DESIGN SERVICES, INC.
Sheet:	Designed by:
	JRT
Reviewed by:	
JRT	
Project Number:	Date:
DDS# 2018-16 JTE#	OCT 11, 2019

PROFESSIONAL ENGINEER'S SEAL

SITE B
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA

SITE DETAILS

1/24/2020 - 1ST SUBMITTAL COMMENT	TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENT	TOHS 2/12/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS	TOHS 3/18/2020

Scale: NTS	Drawn by: DRAFTING AND DESIGN SERVICES, INC.
Sheet:	Designed by: JRT
C11 of 13	Reviewed by: JRT
	Date: OCT 11, 2019
Project Number: DDS# 2018-16 JTE#	

DETAIL A: STREET TREE ON PRIVATE PROPERTY

Diagram A shows a tree on private property. The root guard is installed at the edge of the sidewalk. The guard is 6' wide and 1.5' high. The tree is centered between the curb and the sidewalk. The sidewalk is 6' wide. The tree is 6' wide at the base. The root guard is 6' wide at the base. The tree is 6' wide at the base. The root guard is 6' wide at the base.

DETAIL B: STREET TREE IN PUBLIC RIGHT OF WAY WITH SIDEWALK

Diagram B shows a tree in the public right of way with a sidewalk. The root guard is installed at the edge of the sidewalk. The guard is 6' wide and 1.5' high. The tree is centered between the curb and the sidewalk. The sidewalk is 6' wide. The tree is 6' wide at the base. The root guard is 6' wide at the base. The tree is 6' wide at the base. The root guard is 6' wide at the base.

DETAIL C: STREET TREE IN PUBLIC RIGHT OF WAY WITHOUT SIDEWALK

Diagram C shows a tree in the public right of way without a sidewalk. The root guard is installed at the edge of the curb. The guard is 6' wide and 1.5' high. The tree is centered between the curb and the right of way. The curb is 6' wide. The tree is 6' wide at the base. The root guard is 6' wide at the base. The tree is 6' wide at the base. The root guard is 6' wide at the base.

NOTE: PLACE ROOT GUARD AT EDGE OF CURB OR SIDEWALK.

DRAWING NOT TO SCALE

STANDARD ROOT GUARD INSTALLATION	
STANDARD DETAIL NUMBER: 1886B	
DATE: 12/17/18	REVISIONS

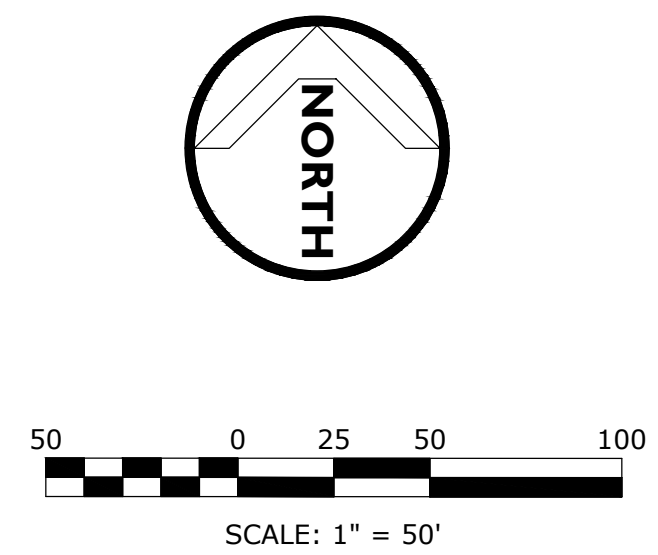
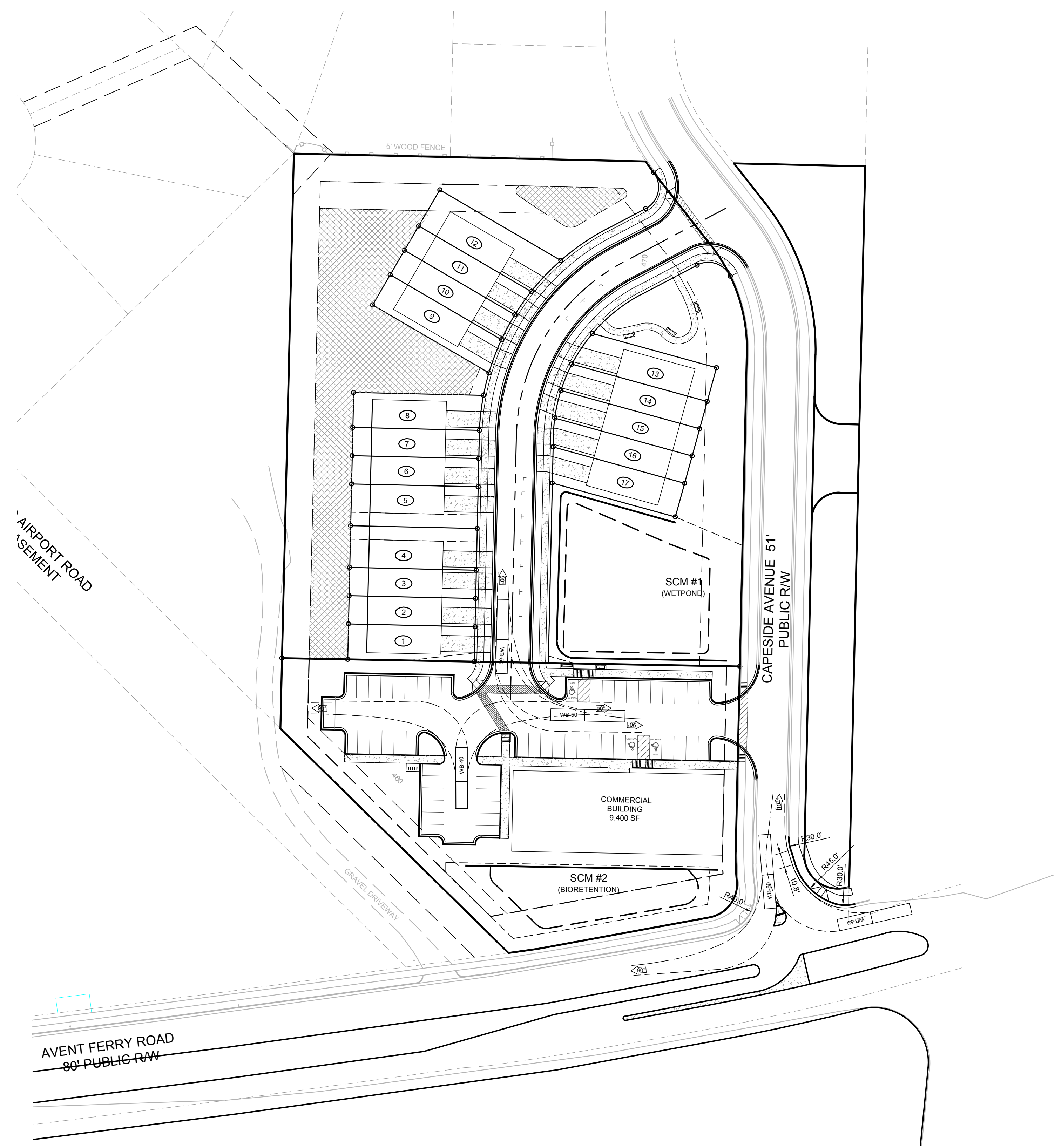
TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT

HOLLY SPRINGS
FLORIDA

[illegible]

NOTES:

1. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF HOLLY SPRINGS STANDARDS, SPECIFICATIONS AND DETAILS.



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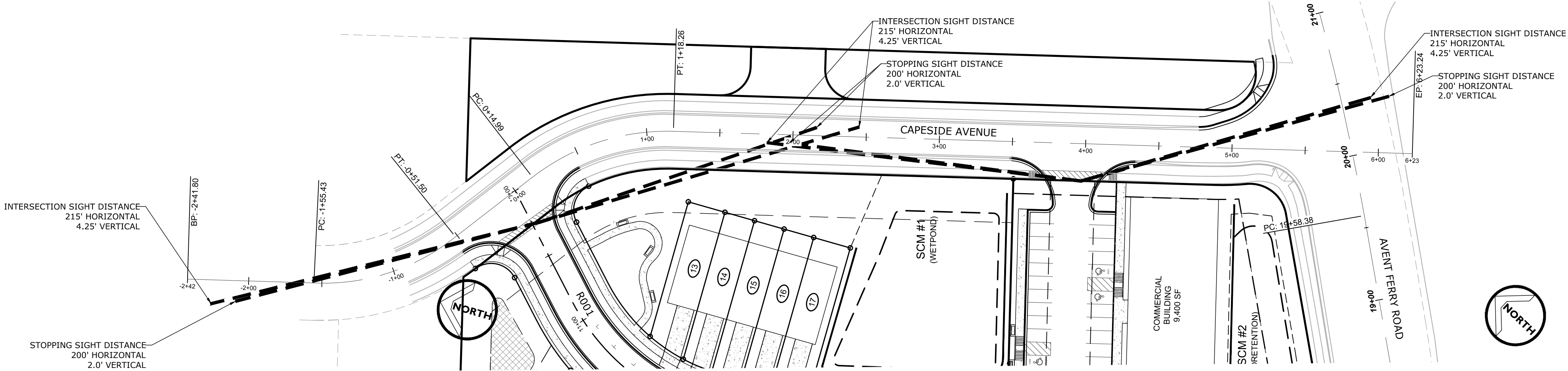
OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY
SITE B
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA
TRUCK TURNING TEMPLATE

REVISIONS	

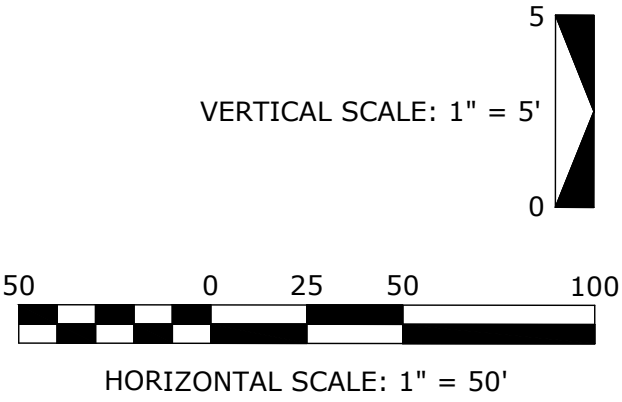
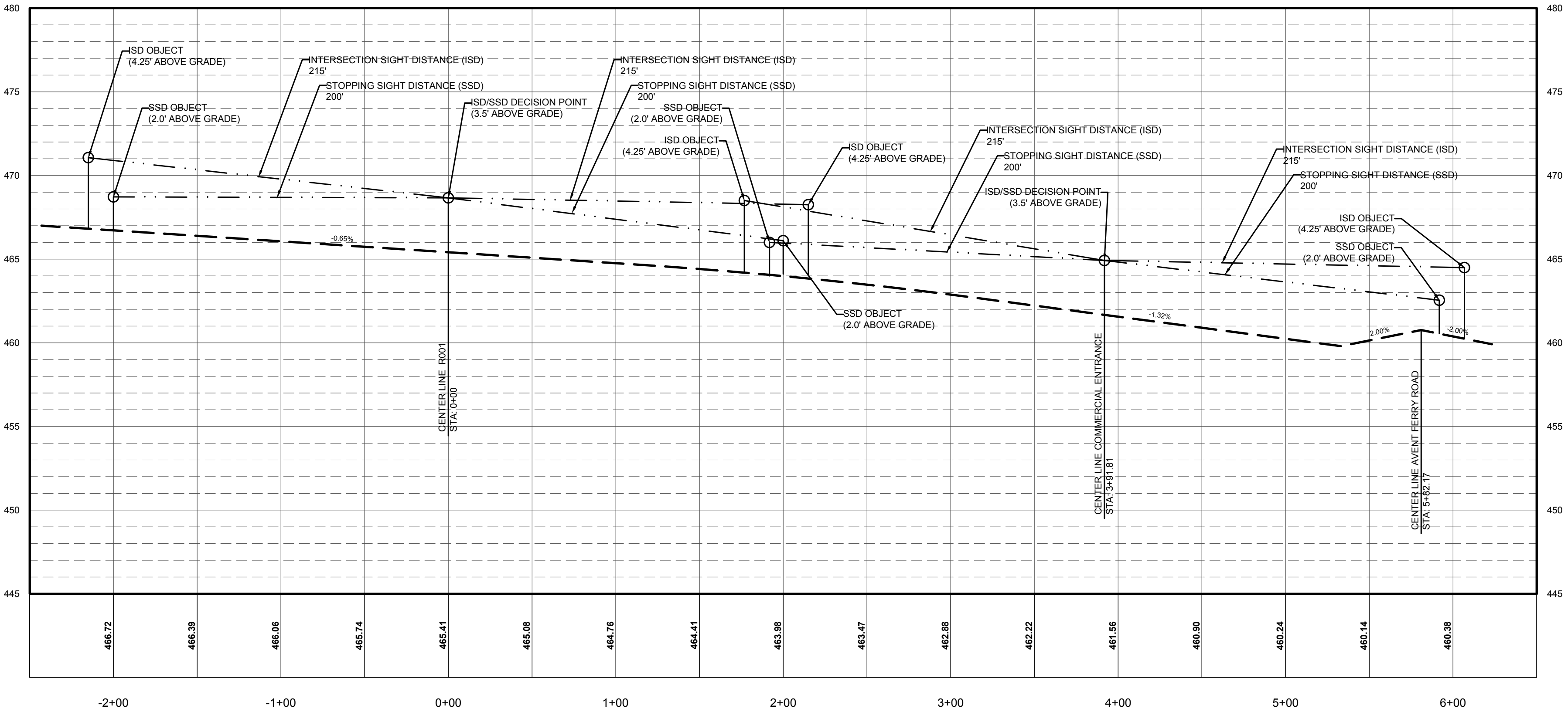
AGENCY REVIEW ONLY	
Scale: 1"=50'	Drawn by: DRAFTING AND DESIGN SERVICES, INC.
Sheet: T1 of 13	Designed by: JRT
Project Number: DDS# 2018-16 JTE#	Reviewed by: JRT
	Date: OCT 11, 2019

SUBDIVISION ROADWAY DATA TABLE											HORIZONTAL			
STREET NAME	CLASSIFICATION	APPROACH SLOPE	DESIGN POSTED SPEED	PUBLIC OR PRIVATE	LENGTH OF NEW ROAD	INTERSECTION	CLASSIFICATION	ROAD SLOPE	DESIGN POSTED SPEED	PUBLIC OR PRIVATE	SIGHT DISTANCE		STOPPING SIGHT DISTANCE	
											LEFT	RIGHT	LEFT	RIGHT
R002	RESIDENTIAL	1.0%	30/15	PRIVATE	440 LF	CAPESIDE AVENUE	RESIDENTIAL	1.0%	30/20	PUBLIC	200	200	215	215
COMMERCIAL ENTRANCE	ACCESS	2.6%	NA	PRIVATE	NA	CAPESIDE AVENUE	RESIDENTIAL	1.2%	30/20	PUBLIC	200	200	215	215

APPROACH GRADES AT MINOR STREETS (STOP CONDITION) ARE ALL LESS THAN 4%. LAG TIME AND SIGHT DISTANCE SHOWN ARE PER TOWN OF HOLLY SPRINGS ENGINEERING SPECIFICATION SECTION 3.00 CALCULATIONS AND REFLECT THE SLOPE ADJUSTMENT FACTORS. SIGHT DISTANCE MEETS TOWN REQUIREMENTS IN THE VERTICAL PLANE AS NOTED ON PLAN.



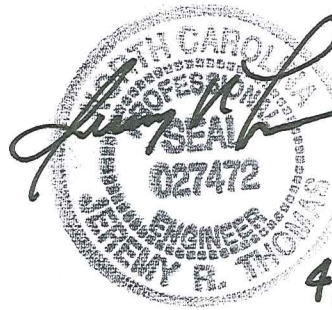
INTERSECTION VERTICAL SIGHT DISTANCE
COMMERCIAL ENTRANCE - R001 & CAPESIDE AVENUE



J THOMAS ENGINEERING, INC.

CIVIL ENGINEERING & PLANNING

143 Charlotte Avenue, Suite 104
Sanford, North Carolina 27330
(919) 777-6010 phone
www.jthomasengineering.com
license no. C-3389



PROFESSIONAL ENGINEER'S SEAL

OVERLOOK TOWNHOMES
MIXED USE OPTION DEVELOPMENT
DEVELOPMENT PLAN - GATEWAY

SITE B
AVENT FERRY ROAD
HOLLY SPRINGS, NORTH CAROLINA

INTERSECTION SIGHT TRIANGLES

REVISIONS

1/24/2020 - 1ST SUBMITTAL COMMENTS
TOHS 10/30/2019
2/28/2020 - 2ND SUBMITTAL COMMENTS
TOHS 2/11/2020
4/3/2020 - 3RD SUBMITTAL COMMENTS
TOHS 3/18/2020

AGENCY REVIEW ONLY

Scale:
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T2 of 13
Project Number:
DDS# 2018-16
JTE#
Drawn by:
DRAFTING AND
DESIGN SERVICES, INC.
Designed by:
JRT
Reviewed by:
JRT
Date:
OCT 11, 2019



THE TOWN OF

Holly Springs

Resolution No.: 20-12

Date Adopted: June 16, 2020

Effective Date: June 16, 2020

**RESOLUTION OF THE TOWN OF HOLLY SPRINGS TOWN COUNCIL
MAKING FINDINGS OF FACT FOR
SPECIAL EXCEPTION USE (19-SEU-12);
WAIVER OF REQUIRED TREE PRESERVATION REQUIREMENTS (19-WAV-48); &
WAIVER OF UTILITY DESIGN AND RESERVATION (20-WAV-13);
IN ASSOCIATION WITH DEVELOPMENT PETITION 19-DP-20 FOR
OVERLOOK TOWNHOMES B**

WHEREAS, the Town of Holly Springs Town Council adopted *Town of Holly Springs Unified Development Ordinance* ("UDO") in November 2002; and

WHEREAS, pursuant to NCGS §§160A-361 & 388 and the UDO, the town council of Holly Springs ("Town Council") has the authority to grant special exception uses and waivers if competent and substantial evidence is presented by the Petitioner which allows the Town Council to find as a fact that conditions either currently exist or may exist after implementation of conditions by the Town Council. Such findings are each of the following:

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- b. The proposed use will not injure or adversely affect the adjacent area;
- c. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;
- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;
- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any

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- other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;
- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
 - i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
 - j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

Waiver of Required Tree Preservation Requirements Findings of Fact:

A petition for a waiver of regulations of UDO Section 7.01 J., waiver of Required Tree Preservation Requirements may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed development represents an innovative solution for tree preservation, which will enhance the use or value of area properties beyond the enhancement that would otherwise occur under the strict application of the Required Tree Protection requirements; or, The strict application of the terms of the Required Tree Protection requirements represents an unusual or unnecessary hardship when applied to the proposed development;
- b. The granting of a waiver will not cause negative impacts on the environment;
- c. The proposed development is consistent with the intent of the Comprehensive Plan; and,
- d. The proposed development is consistent with the intent and purpose of this UDO.

Waiver of Utility Design and Reservation Findings of Fact:

A petition for a waiver of regulations of UDO Section 7.08, waiver of Utility Design and Reservation may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- 1. The granting of the waiver will not be detrimental to public safety, health or welfare or injurious to other property
- 2. Conditions upon the request for a waiver are unique to the property for which a waiver is sought and are not applicable generally to other property
- 3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is not carried out
- 4. The waiver will not contravene the provisions of this UDO or the Comprehensive Plan
- 5. Where the waiver impacts on the design, construction or maintenance obligations of public facilities, that the appropriate public agency has reviewed and approved the proposed development in writing and the subdivider has submitted a copy of such approval

WHEREAS, the Town Council has heard sworn testimony and has accepted and entered the Petitioner's written findings of fact into the minutes (Exhibit A) and have received site plans and elevations depicting the requested WAIVERS (Exhibit B) for the following requested Special Exception Use & Waivers:

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Part 1: Special Exception Use (19-SEU-12)

Request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 LB Local Business to allow for Multifamily – Townhomes with a Mixed Use Option project in the LB Local Business District at the property located at the northwest corner of Avent Ferry Road and Capeside Ave, 0 Aerosport Road, Wake County PIN 0648357334.

Part 2: Waiver of Required Tree Preservation Requirements (19-WAV-48)

Request to allow a Waiver of Regulations of UDO Section 7.01 J. Required Tree Preservation to allow a waiver of the minimum 25% required hardwood species in a significant tree stand in association with Development Plan Petition #19-DP-20.

Part 3: Waiver of Utility Design and Reservation (20-WAV-13)

Request to allow for a Waiver of Regulations of UDO Section 7.08 B., 1., b., (2) Utilities, Underground Installation Required, to allow for a waiver of the requirement that overhead utility services along Avent Ferry Road be relocated underground in association with Development Plan Petition #19-DP-20.

WHEREAS, the Town Council has received competent and substantial evidence and has therefore found the Petitioner's written findings of fact. The Town Council finds that the Petitioner's findings of fact to be consistent with the public testimony received on the requested Special Exception Use & Waivers, and therefore the Town Council is able to reach conclusions independently (Exhibit C) or be reasonably able to meet the conclusions on the Findings of Fact upon implementation of conditions listed on Exhibit D to this Resolution.

THEREFORE, BE IT RESOLVED by the Town Council to make and accept the Findings of Fact for Special Exception Use (19-SEU-12); Waiver of Required Tree Preservation Requirements (19-WAV-48); & Waiver of Utility Design and Reservation (20-WAV-13); as submitted by J Thomas Engineering, Inc.

Adopted by the Holly Springs Town Council on this, the 16th day of June 2020.

Town of Holly Springs by

ATTEST:


Dick Sears, Mayor

Linda McKinney, Town Clerk



Office of the Mayor

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RESOLUTION EXHIBIT A

Part 1: Special Exception Use (19-SEU-12) Findings of Fact Submitted By Petitioner

TOWN OF HOLLY SPRINGS SPECIAL EXCEPTION USE FINDINGS OF FACT		DPM Appendix #A.04 Supplement #15 December 2018
You must respond to all findings; please type or print legibly in blue or black ink.		
Project Information: Project Name: <u>Overlook Townhomes Mixed Use - SITE B</u>		
Special Exception Use: UDO Section No.: <u>3.02.A.2.h</u> Special Exception Use: <u>Residential - Mixed Use Townhouse/Commercial</u> Specific Special Exception Use Request: <u>The request is to propose mixed use development with 17 Unit Townhomes and 9,400 sf of commercial office space</u>		
Findings of Fact: A petition for Special Exception Use may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or unique conditions that would enable the Board to make a written determination that:		For DPZ Use only Project # _____ Date Received: _____
(1) The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare: <u>The proposed use does not injurious public health, safety, comfort, community moral standards, convenience or general welfare due to the fact it is honoring the aproved land use plan and matches the existing residential and commercial components of the area. The Townhomes are a transition from commercial to residential.</u>		
(2) The proposed use will not injure or adversely affect the adjacent area or property values therein: <u>The proposed use will not injure or adversely affect the adjacent area or property values due the fact the proposed use is similiar to existing adjacent uses and provides commercial element along Avent Ferry Road while the Townhomes provide a transition of higher density to lower density between commercial and residential.</u>		
(3) The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan: <u>The proposd use is consistent with the character of the district and land uses authorized therein, and the Town of Holly Springs Comprehensive Plan which shows the project as a Neighborhood Center. The site is proposed as mixed use as allowed under the special exception which provided commercial and residential.</u>		
(4) The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved by the Town Council in which case the proposed use shall conform to the terms and conditions of such waiver): <u>The proposed use conforms to all development standards of the Local Business District.</u>		
(5) Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency: <u>All access drives, driveways, and pedestrian convenience have been provided per Holly Springs Standards.</u>		

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- (6) Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood:

All parking areas have been provided in accordance with public safety and Holly Springs standards.

- (7) The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use:

The proposed development has adequate facilities to meet the needs of the persons utilizing the project.

- (8) Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the proposed use:

The proposed utilities and apparatus access has been designed to meet all Holly Springs utility, school, fire and police access. Impact studies have been provided to ensure utilities are adequate for the proposed project.

- (9) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts:

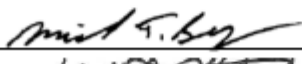
The location and arrangement of the project was designed to provide a seamless transition between the commercial and residential areas through the transitional townhome community with adequate buffering, landscaping and tree conservation areas. Care was taken to surround the development with green areas.

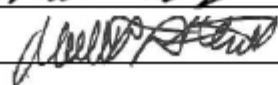
- (10) The type, size, and intensity of the proposed use, including such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood:

The project has been designed and sized to meet lower density requirements along with providing an equal balance of the commercial space and residential units to provide a village type atmosphere with separate areas/districts for the proposed uses. The proposed commercial entity will be an office type use with normal hours of operation.

Certificate of Completion

I certify that all information presented in this application is accurate to the best of my knowledge and belief. Further, I grant permission for members of the Planning Board, Town Council, and Town Staff to visit the site in question for informational, advertisement, and inspection needs.

Signature of Applicant:  Date: 2/21/2020

Signature of Owner:  Date: 2/21/2020

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**Part 2: Waiver of Required Tree Preservation Requirements (19-WAV-48) Findings of Fact Submitted By
Petitioner**

TOWN OF HOLLY SPRINGS

UDO SECTION 7.01 - WAIVER OF REQUIRED TREE PRESERVATION REQUIREMENTS:

FINDINGS OF FACT

DPM Appendix #A.04
Supplement #15
December 2018



Please print responses in blue or black ink or typewrite.

A petition for Alternate Compliance may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or describe the unique conditions that would enable the decision making body to make a written determination that:

Findings of Fact

- (1) The proposed development represents an innovative solution for tree preservation, which will enhance the use or value of area properties beyond the enhancement that would otherwise occur under the strict application of the Required Tree Protection requirements; or,

The strict application of the terms of the Required Tree Protection

For DPZ Use only

Project # _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

The total tree protection area as required per UDO section 7.01 has been provided. However, the site is mostly pine trees that does not meet the 25% native hardwood trees. There are hardwoods mixed through out the tree protection area. However, they do not meet the requirements of UDO 7.01. The Site has been laid out to utilize the available tree stands and to utilize them as additional buffer between the existing single family and the project. In order to mitigate the lack of hardwood trees the buffer yards have been planted with hardwoods.

- (2) The granting of a waiver will not cause negative impacts on the environment;

The granting of this wavier will not cause a negative impact on the environment based on the thought process of preserving the existing 15-20 year old tree stand. The hardwood 25% will not be met but additional disturbance of the existing vegetation will not be harmed.

- (3) The proposed development is consistent with the intent of the Comprehensive Plan; and,
The proposed development has been designed to meet the intent of the comprehensive plan which proposes the site as Neighborhood Center. The site has been proposed as a mixed use development that utilizes commercial office space at Avent Ferry Road and Townhomes as a transition to the existing Single Family development to the north.

- (4) The proposed development is consistent with the intent and purpose of this UDO.
The proposed development has been designed to meet all requirements of the udo. The site is zoned LB - Local Business which allows the proposed commercial use and the townhome use portion under a special exception petition.

Certificate of Completion

I certify that all information presented in this petition is accurate to the best of my knowledge and belief.

Signature: Mick S. Sears Date: 3/31/2020

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Email: dick.sears@hollyspringsnc.us

**Part 3: Waiver of Utility Design and Reservation (20-WAV-13) Findings of Fact Submitted
By Petitioner**

TOWN OF HOLLY SPRINGS
UDO SECTION 7.06, 7.07, 7.08, 9.05, B.: WAIVER OF LOT DESIGN, STREET
DESIGN, UTILITY DESIGN, OR PLATTING, CONSTRUCTION DRAWING,
RECOMBINATION PROCEDURES
FINDINGS OF FACT

DPM Appendix #A.06
Supplement #15
December 2018



Please print responses in blue or black ink or typewrite.

A petition for Waiver may only be approved upon the presentation of sufficient evidence. Please include as much detailed information or describe the unique conditions that would enable the decision making body to make a written determination that:

Findings of Fact

- (1) The granting of the waiver will not be detrimental to public safety, health or welfare or injurious to other property:

The waiver will not be detrimental to the public safety, health or welfare or
injurious to other property in the respect it is removing overhead lines and
relocating them underground.

For DPZ Use only

Project # _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

- (2) Conditions upon the request for a waiver are unique to the property for which a waiver is sought and are not applicable generally to other property:

The condition of the wavier is to determine a fee in leu for the relocation of the overhead lines to underground
it is required by TOHS standards.

- (3) Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is not carried out:

There is no hardship that requires this wavier. The wavier is to apply a Fee-in-leu to allow for the relocation in
with future town projects.

- (4) The waiver will not contravene the provisions of this UDO or the Comprehensive Plan:

The waiver is not to contravene the UDO. It is a delay of the relocation.

- (5) Where the waiver impacts on the design, construction or maintenance obligations of public facilities, that the appropriate public agency has reviewed and approved the proposed development in writing and the subdivider has submitted a copy of such approval:

The wavier doesn't impact the design or construction of the public facilities. It is only a delay of the relocation
of the overhead lines to underground. A fee-in-leu is to be applied for future relocation.

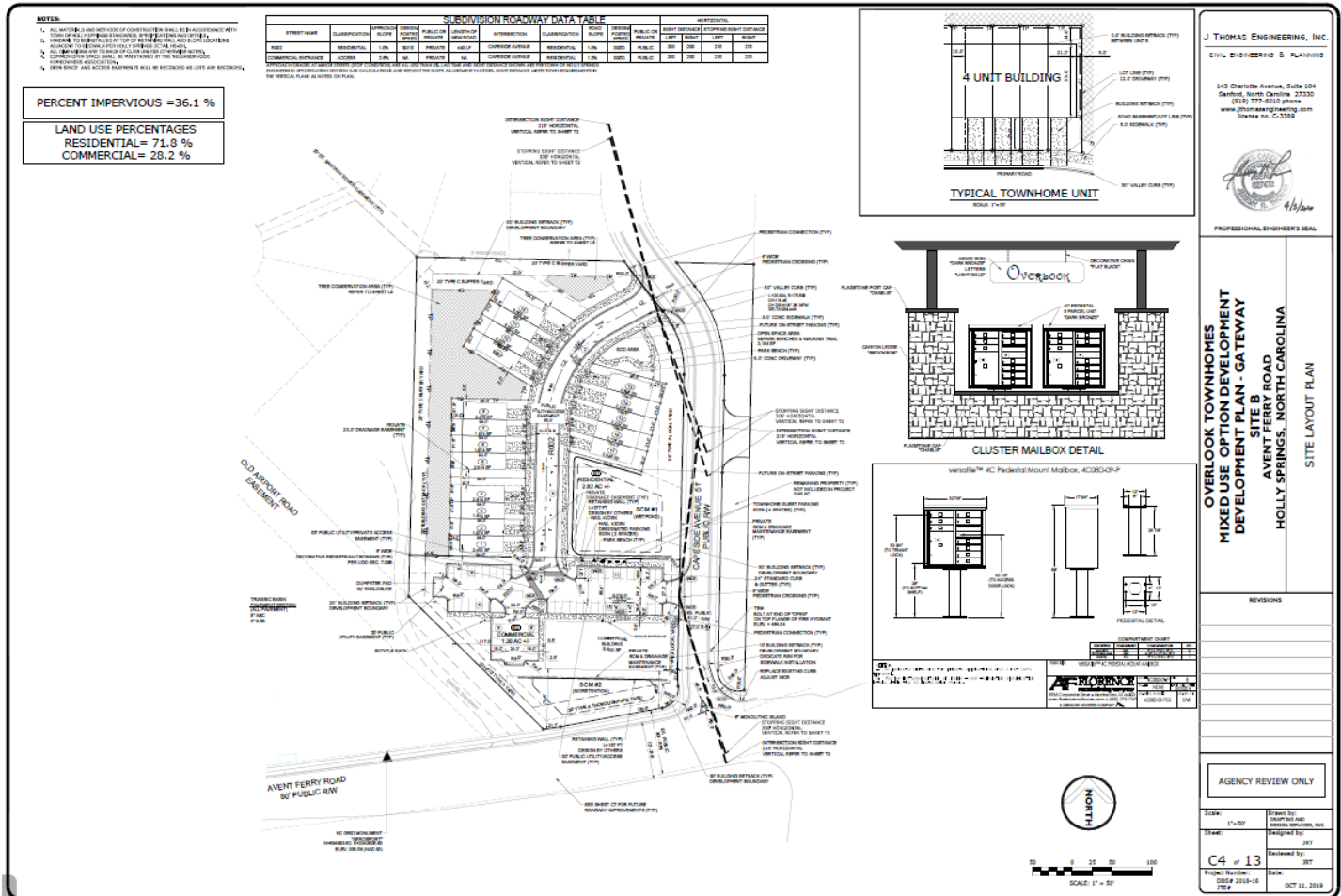
Certificate of Completion

I certify that all information presented in this petition is accurate to the best of my knowledge and belief.

Signature: *Michael G. Sears*

Date: 3/31/2020

SITE PLANS & ELEVATIONS



RESOLUTION EXHIBIT C

TOWN COUNCIL'S FINDINGS OF FACT

The Town Council accepts the findings of fact as presented in Exhibit A unless specified below:

The Town Council made the following additional findings:

Part 1: Special Exception Use (19-SEU-12)

X No additional findings

Part 2: Waiver of Required Tree Preservation Requirements (19-WAV-48)

X No additional findings

Part 3: Waiver of Utility Design and Reservation (20-WAV-13)

X No additional findings

RESOLUTION EXHIBIT D

CONDITIONS OF APPROVAL

The Town Council added the following conditions in order to adequately make and accept the Findings of Fact:

Part 1: Special Exception Use (19-SEU-12)

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 19-SEU-12.

Part 2: Waiver of Required Tree Preservation Requirements (19-WAV-48)

X No Conditions

Part 3: Waiver of Utility Design and Reservation (20-WAV-13)

1. Prior to Construction Drawing Approval and/or issuance of a land disturbance permit, the following items must be addressed: Payment of the fee-in-lieu of relocating overhead power lines underground across the property frontage.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Unfinished Business

Title: Village Gate Rezoning and Development Agreement: 19-REZ-03

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Melissa Sigmund, Planning & Zoning

Action(s):

1. Conduct Legislative Public Hearing to consider Zoning Map Amendment to modify the zoning of 19.83 acres from R-20: Residential and CB: Community Business to CB CU: Community Business Conditional Use and associated Development Agreement.
2. Motion to adopt Plan Consistency Statement
3. Motion to adopt Rezoning Ordinance 20-REZ-02 to approve the rezoning from R-20: Residential and CB: Community Business to CB CU: Community Business Conditional Use with the Petitioner's Offered Conditions as attached and to adopt the associated Development Agreement with Dunn Investments, LLC.
4. Approve Development Agreement which obligates developer to construct offsite infrastructure (mast arm signal, turn lane, bypass contribution, and approx 2500 linear feet of greenway), conditioned on construction of the "Solaris" building. Developer shall receive a synthetic tax increment grant over 7 years totaling the cost of the infrastructure (\$585,389). Agreement also allows for master metering of water service for 50 units so long as those units remain as "work force" housing (75% of rent FMV for those earning 50% to 80% of the area median income and working in Holly Springs)

Explanation:

- The Village Gate development includes three tracts (Track 1: approximate 12,000 square foot commercial stand-alone building, together with an age-targeted senior living facility of approximately 190 residential living units; Track 2: approximate 60,000 square foot medical office building; Track 3: childcare campus and an approximate 90,000 square foot mixed use commercial and multifamily residential building with approximately 160 residential units - 50 of which the developer will voluntarily designate as workforce housing units).
- The requested zoning, with the applicant's offered conditions, is consistent with the Mixed Use Center designation of the property within the Vision Holly Springs Comprehensive Plan.
- Mixed Use Center offers the opportunity to serve broader economic, entertainment, and housing needs in the community.
- The requested zoning would allow future development of the project area as a commercial and mixed use development compatible with adjacent developed uses.

Planning Board Recommendation:

The Planning Board discussed the following issues and concerns on 11/26/2019:

- Workforce Housing-whether it is premature to include this topic in the voluntary zoning conditions at this time when specific development plans have not been reviewed.

Planning Board Recommendation:

The Planning Board recommended approval, with the removal of conditions #3 (5-2-2)

Those voting against the motion were:

- *Note: The developer has modified the voluntary conditions to remove specific detailed language regarding implementation of workforce housing so that it may be addressed in the Development Agreement.*
- *Ms. Patterson: agrees with the project as submitted including all condition (i.e. supported approval of rezoning will all conditions volunteered by the developer.)*
- *Mr. Crandall: agrees with the project as submitted including all conditions (i.e. supported approval of rezoning will all conditions volunteered by the developer.)*

Background:

- Surrounding properties are predominately zoned for commercial and uses, with several existing commercial centers and other commercial uses adjacent to the various parcels in the project area.
- No development plans are proposed at this time.

Previous Actions:

A public hearing was held at the December 16, 2019 Town Council meeting for the proposed Rezoning. The applicant and residents of the surrounding area spoke in favor of the proposal. Concerns regarding traffic were also raised. No public comment was received in opposition to the proposal. The item was tabled to allow the applicant to pursue a Development Agreement with the Town.

Proposed Development Agreement conditions and key terms were discussed at the January 14, 2020 Town Council Workshop and again at Council's May 12, 2020 Workshop.

Funding Source(s):

Attachment(s):

1. 19REZ03 Village Gate Conditions
2. 19REZ03 Village Gate PB report
3. 20-REZ-02 19REZ03 Village Gate ordinance revised
4. Development Agreement 160A-400.22 Village Gate_TOWN COUNCIL VERSION

VILLAGE GATE ZONING MAP CHANGE – Revised Zoning Conditions – DATED 11/27/19

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

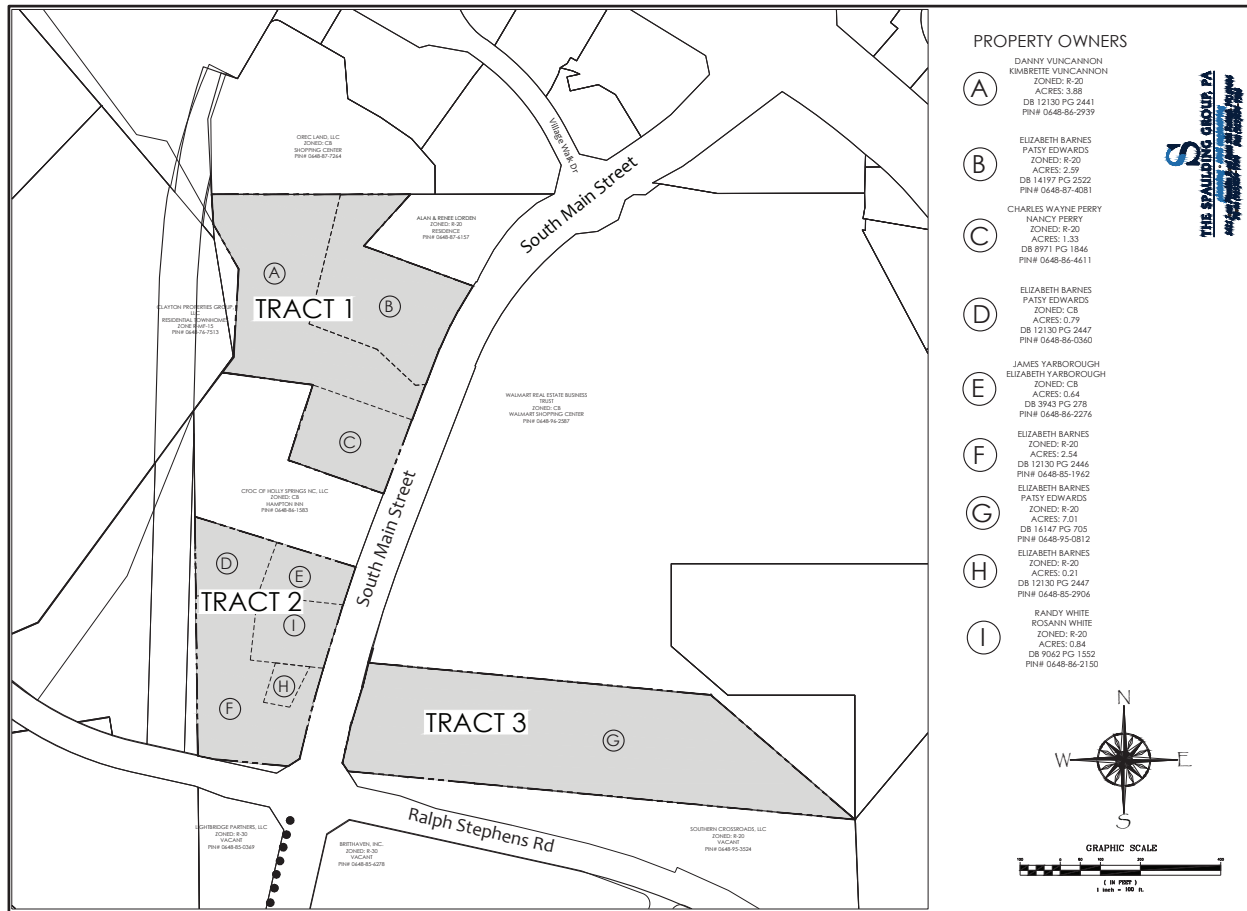
- 1) All properties within the rezoning request shall be developed in accordance with the mixed use development option in the Community Business zoning district as outlined in Section 3.05 C. of Holly Springs Unified Development Ordinance. The property owner reserves the ability to request any variances, waivers, or alternate compliance as permitted by the ordinance.
- 2) *All multifamily dwellings on TRACT 1 as shown on 'EXHIBIT 1', shall be limited to age-restricted with associated amenities. A Declaration of Covenants, Conditions, and Restrictions ("Declaration") providing that at least eighty percent (80%) of all occupied units shall have as a resident at least one person age 55 or older ("age restriction") shall be recorded with the applicable Register of Deeds Office. Covenants shall be at all times in full force and effect so long as the apartment complex remains as a multifamily use. Any recession or modification of the covenants regarding age restriction shall have approval of the town.*

Prior to applying for any building permits, an opinion letter from an attorney licensed to practice in North Carolina shall be provided to the Town stating that the age restriction was drafted in a form that the attorney, in the exercise of customary professional diligence, would reasonably recognize as compliant with the Fair Housing Act 42 U.S.C Sec. 3601, et. seq., and the North Carolina State Fair Housing Act, N.C. Gen. Stat. 41A-1, et seq.

- 3) *The developer acknowledges the need to provide workforce housing within the Town of Holly Springs and is committed to doing so. A minimum of fifty (50) dwelling units shall be workforce housing units and shall be located on TRACT 3 as shown on 'EXHIBIT 1'.*
- 4) *The Town requires, pursuant to N.C.G.S. § 160A-372, the dedication and construction of streets and rights of way, as shown in the approved Comprehensive Transportation Plan and the approved Transportation Impact Analysis, to create conditions essential to public health, safety, and the general welfare. A rezoning may be delayed until such time as necessary transportation improvements (to include offsite improvements) may be made, unless the Town and the Developer can enter into agreements to accelerate the time for completion of these needed improvements.*
 - A. *Establish a funding partnership with the Town of Holly Springs and NCDOT to provide a fee in lieu in the amount of \$105,000.00 for the construction of the widening of southbound NC 55 Bypass to provide a third travel lane between Avent Ferry Road and South Main Street.*

- B. *Widen the northbound Piney-Grove Wilbon Road approach to provide a new through/right turn lane with a minimum of 250 feet of storage length and provide signal modifications to accommodate the geometrics changes. Actual construction of the improvements may utilize the contributing fund from other background developments at this intersection.*
 - C. *Site Access #1 (as shown on 'Exhibit 3') construct one inbound lane and two outbound lanes with an exclusive right turn lane and exclusive left turn lane with a minimum of 100 feet of storage length. Widen the southbound South Main Street approach to provide an exclusive right turn lane with a minimum of 100 feet of storage length.*
 - D. *Site Access #2 (as shown on 'Exhibit 3'), construct one inbound lane and one outbound lane (right in/right out only) with appropriate median channelization.*
 - E. *Site Access #3 (as shown on 'Exhibit 3'), construct one inbound lane and one outbound lane (right in/right out only) with appropriate median channelization. Widen the southbound South Main Street approach to provide an exclusive right turn lane with a minimum of 100 feet of storage length.*
 - F. *Site Access #4 (as shown on 'Exhibit 3'), construct one outbound lane (right out only) with appropriate median channelization. Widen the westbound Ralph Stephens Road approach to provide an exclusive right turn lane with a minimum of 100feet of storage length (subject to right of way constraints).*
 - G. *Site Access #5 (as shown on 'Exhibit 3'), construct one inbound lane and one outbound lane (right in/right out only). Convert the existing median to provide left in access on southbound South Main Street approach with a minimum of 150 feet of storage length; correspondingly, shorten the left turn land storage length at Ralph Stephens Road to 250 feet. Widen northbound South Main Street approach to provide an exclusive right turn lane with a minimum of 100 feet of storage length.*
 - H. *Widen the southbound Southern Crossing Boulevard approach to provide an exclusive left turn lane with a minimum of 100 feet of storage length.*
- 5) *The Town requires certain fees to be paid upon development of land and for the granting of a building permit. Said fees are listed in the Town's annual budget, and with this rezoning the Developer agrees he/she (i) is familiar with these fees, (ii) does not dispute the reasonableness of these fees as set forth in the Town's annual budget; and (iii) notwithstanding any reimbursements discussed at this time through an Infrastructure Reimbursement Agreement, hereby agrees to timely pay all normal and customary fees applicable to Developer in connection with the Residential Project. Such fees are listed in the current year annual budget of fees at the time the fee is due under the ordinary course of development.*
 - 6) *Proposed uses on Tract 2 as identified on 'Exhibit 1' shall be limited to professional office only.*
 - 7) *To the greatest extent possible, parking shall be located at or behind the front façade of all buildings on tracts 1 and 3 as identified on 'Exhibit 1.'*

- 8) *Tract 3 as identified on 'Exhibit 1' shall be limited to mixed-use development containing two or more of the following uses: commercial, multifamily dwellings, professional office, and child care center.*
- 9) *For proposed building facades located within fifty (50) feet of the intersection of South Main Street and Ralph Stephens Road and fronting such intersection, shown on Tract 3 as identified on 'Exhibit 1', shall contain first floor commercial uses. Sides and rear facades of such buildings may contain ground floor residential uses.*
- 10) *The maximum building height of the proposed development shall be 75 feet.*
- 11) *The developer understands that walkability is crucial to this mixed use concept. Therefore, the developer will construct a ten foot wide asphalt public greenway, in accordance with Town of Holly Springs Design and Construction Standards, terminating at the intersection of Ralph Stephens Road and South Main Street with a maximum linear footage of 2,000 feet in a direction and alignment to be determined with town staff at the time of first development plan, within current available public right-of-way.*
- 12) *The developer shall provide an "urban art park" within Tract 3 with a minimum size of 6,000 square feet and shall consist of;*
 - A. *A hard surface patio/stage with a minimum size of 300 square feet for performances and concerts;*
 - B. *An area for the display of public art with a minimum size of 1,500 square feet;*
 - C. *A kiosk structure for retail sales with a minimum building size of 144 square feet and 200 square feet of hard surface outdoor dining area patio;*
 - D. *The Art Park shall be owned and maintained by the developer or current owner of the mixed-use building.*



REVISIONS:

11/01/19 Site Access Points

REZONING EXHIBIT 1

VILLAGE GATE MIXED-USE

HOVA, SPRING, NC

SCALE:

1"=100'

DRAWN BY:

TMT

PROJECT #

19022

DATE

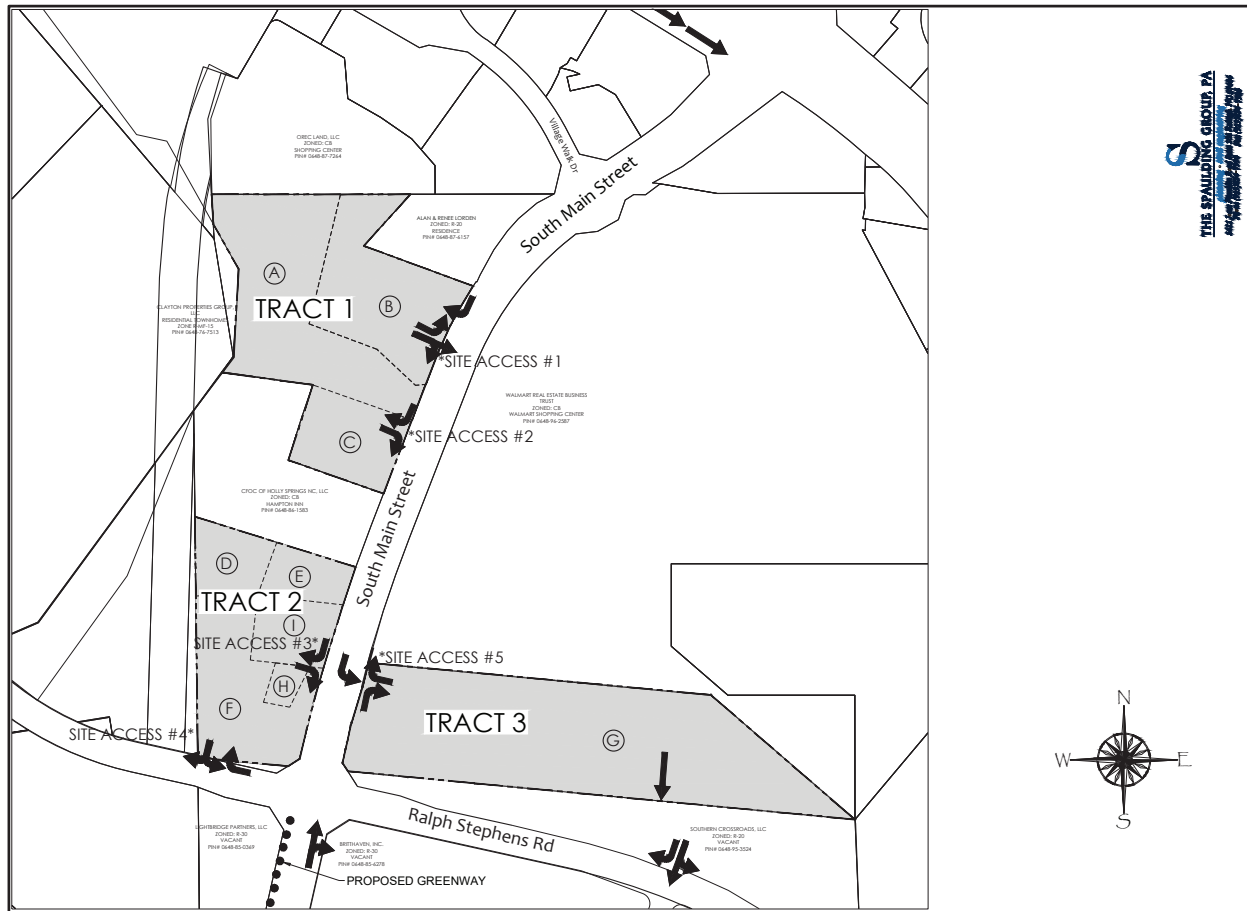
JULY 19, 2019

SHEET

E-1

OF 1





TONY M. WATKINS ARCHITECTURE, PA
 1000 N. 10TH STREET, SUITE 100
 PITTSBURGH, PA 15222
 TEL: 412.444.4444 FAX: 412.444.4444
 WWW.TONYM.WATKINS.COM

REVISIONS:

11/01/19	Site Access Points

REZONING EXHIBIT 3
 VILLAGE GATE MIXED-USE
 HOVA SPRINGS, NC

SCALE:
 1"=100'
 DRAWN BY:
 TMT
 PROJECT #:
 19002
 DATE:
 JULY 19, 2019
 SHEET
 E-3
 OF 3

REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION



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

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

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

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information

Project Name: Village Gate Rezoning

Project Location: Intersection of S. Main Street/Ralph Stephens Road

Use street address. If none, use the closest intersection

☒ Within Corporate Limits ☐ Within Holly Springs ETJ ☐ Pending Annexation
 PIN: 0648851962; 0648860360; 0648874081; 0648950812; 0648852906 0348874; 0371575; 0343941; 0067342;
 PIN: 0648862150; 0648862276; 0648864611; 0648862939. Real Estate ID: 0148765; 0150627; 0203248; 0206586.

Project Acreage: (Rounded to nearest tenth) 19.83 Partial Parcel: ☒ No ☐ Yes 0182676

Scoping Meeting Date: _____ Concept Meeting Date: 6/27/19

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

Petition Request

Current Zoning: R-20:Residential; CB: Community Business

Proposed Zoning: CB-CU: Community Business Conditional Use

Current Future Land Use Designation: Regional Center

Proposed Future Land Use Designation: N/A (No Proposed Change)

Area Plan Designation (if applicable): N/A

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

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

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

Project Applicant/Contact

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

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 Laura Holloman

Company The Spaulding Group, PA

Mailing Address 1611 Jones Franklin Road, Suite 101

City Raleigh

State NC

Zip 27606

Telephone # (919) 854-7990

E-Mail laura@spauldingnorris.com

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

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

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

Name VARIOUS PLEASE SEE SHEETS IMMEDIATELY FOLLOWING

Company _____

Mailing Address _____

City _____

State _____

Zip _____

Telephone # ()

E-Mail _____

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

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

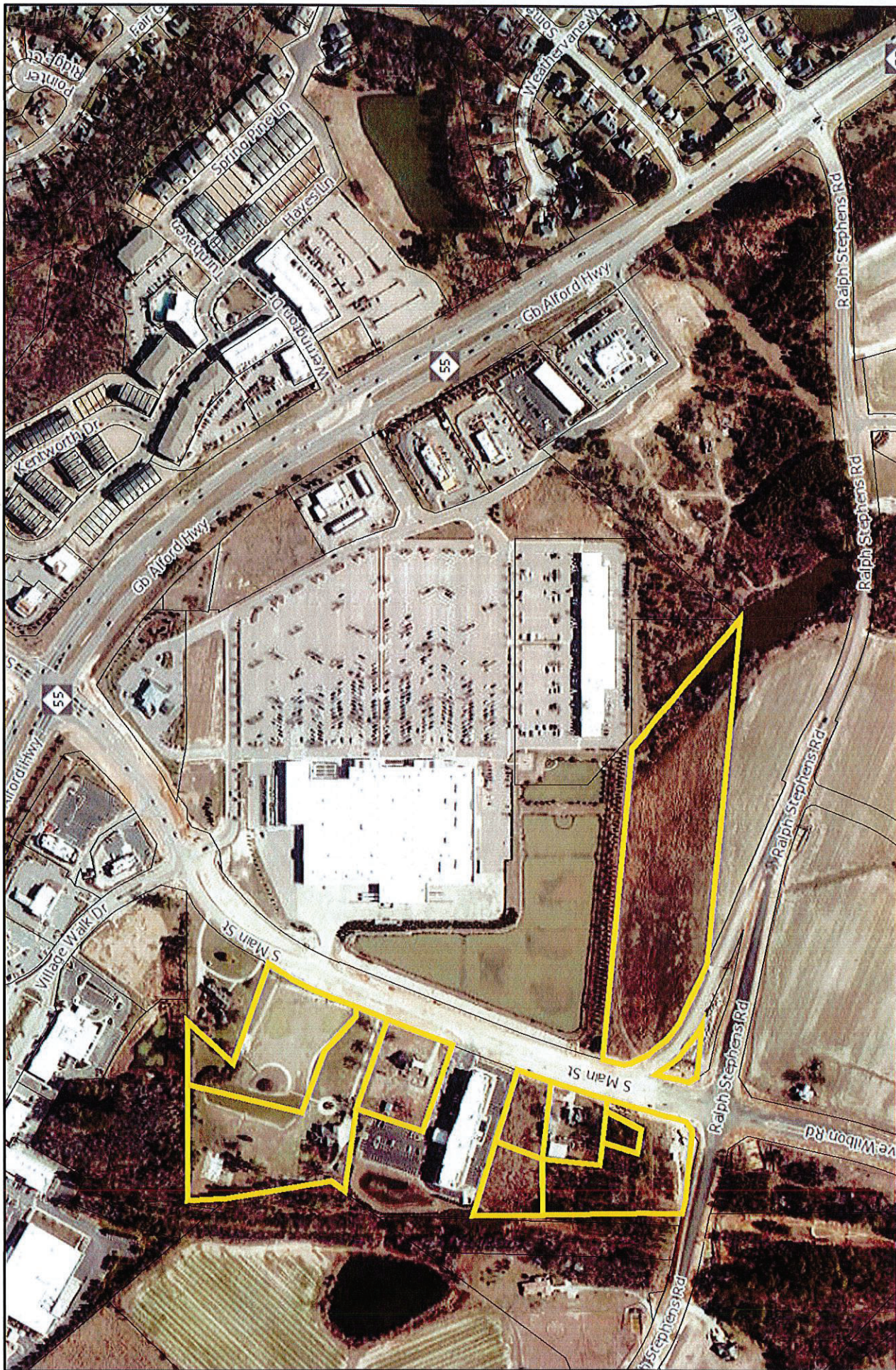
Owner's Authorization (Required for Conditional Use Zoning or Conditional Use Permit)

Owner's Signature(s)

PIN/REID

Date

VARIOUS PLEASE SEE SHEETS IMMEDIATELY FOLLOWING THIS PAGE FOR PROPERTY OWNER SIGNATURES

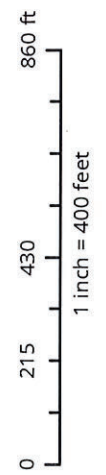


Vicinity Map of Rezoning Request



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.



REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION

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☐ Comprehensive Plan Amendment (check all that apply)
☐ Text Amendment ☐ Future Land Use Plan Map Amendment
☐ Area/Corridor Plan Map Amendment / Name: _____
☐ UDO Amendment (UDO Section: _____)

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Use street address. If none, use the closest intersection

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PIN: 0648851962; 0648860360; 0648874081; 0648950812; 0648852906 0348874; 0371575; 0343941; 0067342;
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Waivers Requested: ☐ No ☐ Yes- Specify UDO Section Number(s): _____

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

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

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.*

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Company The Spaulding Group, PA

Mailing Address 1611 Jones Franklin Road, Suite 101

City Raleigh

State NC

Zip 27606

Telephone # (919) 854-7990

E-Mail laura@spauldingnortis.com

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

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

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

Name Barnes, Elizabeth Y; Barnes, Patsy Y

Company _____

Mailing Address 400 Old Spring Hill Lane

City Fuquay Varina

State NC

Zip 27526

Telephone # 919-422-1594

E-Mail Kim@TalhonsMetal.com

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

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

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

Owner's Signature(s) Laura Holloman

PIN/REID 0648851962/0348874

Date 7-16-19

0648860360/0371575

0648874081/0343941

0648950812/0067342

0648852906/0182676

Elizabeth Barnes
Patsy Barnes
Kim Talhons

7-16-19

AFFIDAVIT OF OWNER CONSENT



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

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

Laura Holloman of The Spaulding Group
(Name of Representative) (Name of Company)

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

R-20: Residential ; Community Business to Community Business Conditional Use
(Current Zoning District) (Proposed Zoning District)

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

For DPZ Use only

Project # _____

Date Received: _____

Signature of Owner(s):

Justin E. McLean
[Signature]
James A. Gaudin Jr.
Betty L. Holloman
Elizabeth Y. Barnes
Madge S. Hinesley
Nancy G. Perry
Kimberly Vuncannon

Wake County PIN/REID:

0648851962/0348874 (R-20: Residential)

0648852906/0182676 (R-20: Residential)

0648874081/0343941 (R-20: Residential)

0648950812/0067342 (R-20: Residential)

0648860360/0371575 (CB: Community Business)

State of _____

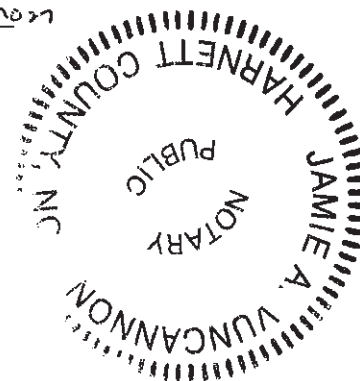
County of _____

Sworn to and subscribed before me the 16th day of July, 2019.

Notary Public in and for the State of North Carolina. My Commission expires: 7-31-2023

Jamie A. Vuncannon / Jamie A. Vuncannon
Notary Public Printed

Seal



Prepared By: Laura Holloman, AICP
The Spaulding Group, PA
1611 Jones Franklin Road, Suite 101
Raleigh, NC 27606

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

Instrument Type: Other – Conditional Use Permit



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

LEGAL DESCRIPTION:

Property Owner: Barnes, Elizabeth Y Edwards, Patsy Y
Property Descriptions: 1024, 1068, 1072 South Main Street Holly Springs, NC 27540
PIN(s): 0648851962, 0648852906, 0648950812, 0648874081.

WRITTEN STATEMENT / TERMS OF CONDITIONAL USE PERMIT:

All properties within this rezoning request shall be developed in accordance with the mixed use development option in the Community Business zoning district as outlined in Section 3.05 C. of the Holly Springs Unified Development Ordinance. The property owner reserves the ability to request any variances,

1. waivers, or alternate compliance as permitted by the ordinance.
2. Traffic Impact Analysis (TIA) has been completed and approved with this rezoning. Development of the property will be consistent with the recommendations identified in the approved TIA.
3. The residential use of the property as identified as 'TRACT 1' on attached associated rezoning exhibit A dated 7/19/19 shall feature studio, one or two bedroom units only. Multifamily units within the residential building shall have access to the following (included but not limited to) amenities: swimming pool, dining area and scheduled meal service, indoor fitness/wellness room. All dwelling units will feature walk-in showers.
4. The Owner shall provide as part of the project, a minimum of fifty (50) units of the total multifamily units on Tract 3 (as shown on Rezoning Exhibit A dated 7/19/19) as workforce housing dwelling units. At the time of site plan submittal for such units, the applicant shall submit a Workforce Housing Plan. This plan shall include the following:
 - a. General information about the nature and scope of the workforce housing development;
 - b. The total number of units in the development;
 - c. The number of bedrooms and bathrooms in each workforce housing dwelling unit;
 - d. Documentation and specifications regarding the exterior appearance, materials and finishes for each of the workforce dwelling units.

Prior to any Certificate of Occupancy being issued for any workforce housing dwelling unit, the applicant or owner must prepare and record in the Wake County Register of Deeds all documents as necessary to ensure that these units will be maintained as workforce housing in perpetuity.

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

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

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

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

IN WITNESS WHEREOF, Owner has executed this instrument this 16th day of July 2019.

(Individual Owner)

Signature Elizabeth Y. Barnes (Seal)

Signature Patsy Y. Edwards (Seal)

Printed Elizabeth Y. Barnes

Printed Patsy Y. Edwards

* See Below for additional Signatures

(Individual Acknowledgment)

STATE OF North Carolina

) SS:

COUNTY OF Harnett

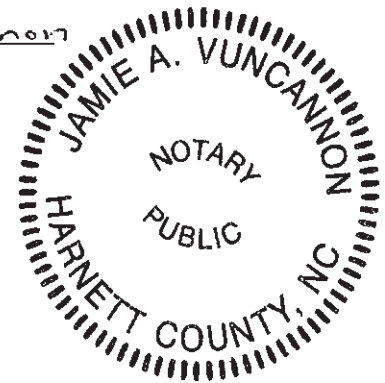
Before me, a Notary Public in and for said County and State, personally appeared See list for all Owner(s) of the real estate described above who acknowledged the execution of the foregoing instrument and who, having been duly sworn, stated that any representations therein contained are true.

Witness my hand and Notarial Seal this 16th day of July, _____.

Signature Jamie A. Vuncannon

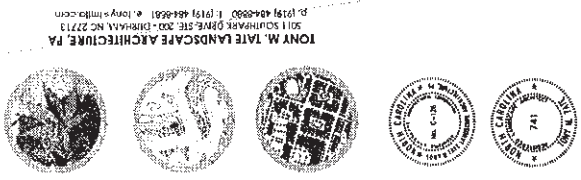
Printed Jamie A. Vuncannon

My Commission expires: 7-21-2023



Jackie Y. McLean
Jackie Y. McLean
Madge Y. Hinkle
Madge Y. Hinkle
Betty Y. Holloman
Betty Y. Holloman
Nancy Y. Perry
Nancy Y. Perry
James F. Vancannon Jr.
Kim Y. Vuncannon
Kim Y. Vuncannon

Signature
 Printed
 Signature
 Printed
 Signature
 Printed
 Signature
 Printed
 Signature
 Printed
 Signature
 Printed



TONY M. VALE LANDSCAPE ARCHITECTURE, PA
 3011 SCHWABER DRIVE, STE. 200 - CHRYSLER, NC 27713
 P: (919) 404-0880 F: (919) 464-0661 E: tony@mla.com

PROPERTY OWNERS

DAIRY VINCIGUICH
 FRABETTE VINCIGUICH
 ZONED: P-20
 ACRES: 1.884
 DB 12130 PG 2441
 PIN# 06-48-06-2574

ELIZABETH BARNES
 PATSY EDWARDS
 ZONED: R-20
 ACRES: 2.54
 DB 14197 PG 2522
 PIN# 06-48-07-4061

CHARLES WATIE PERRY
 ZONED: R-20
 ACRES: 1.1
 DB 8921 PG 1846
 PIN# 06-48-06-4611

ELIZABETH BARNES
 PATSY EDWARDS
 ZONED: R-20
 ACRES: 2.54
 DB 12130 PG 2441
 PIN# 06-48-06-2574

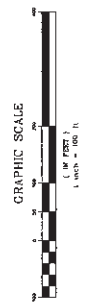
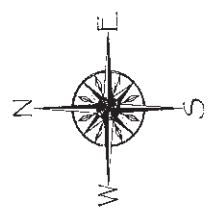
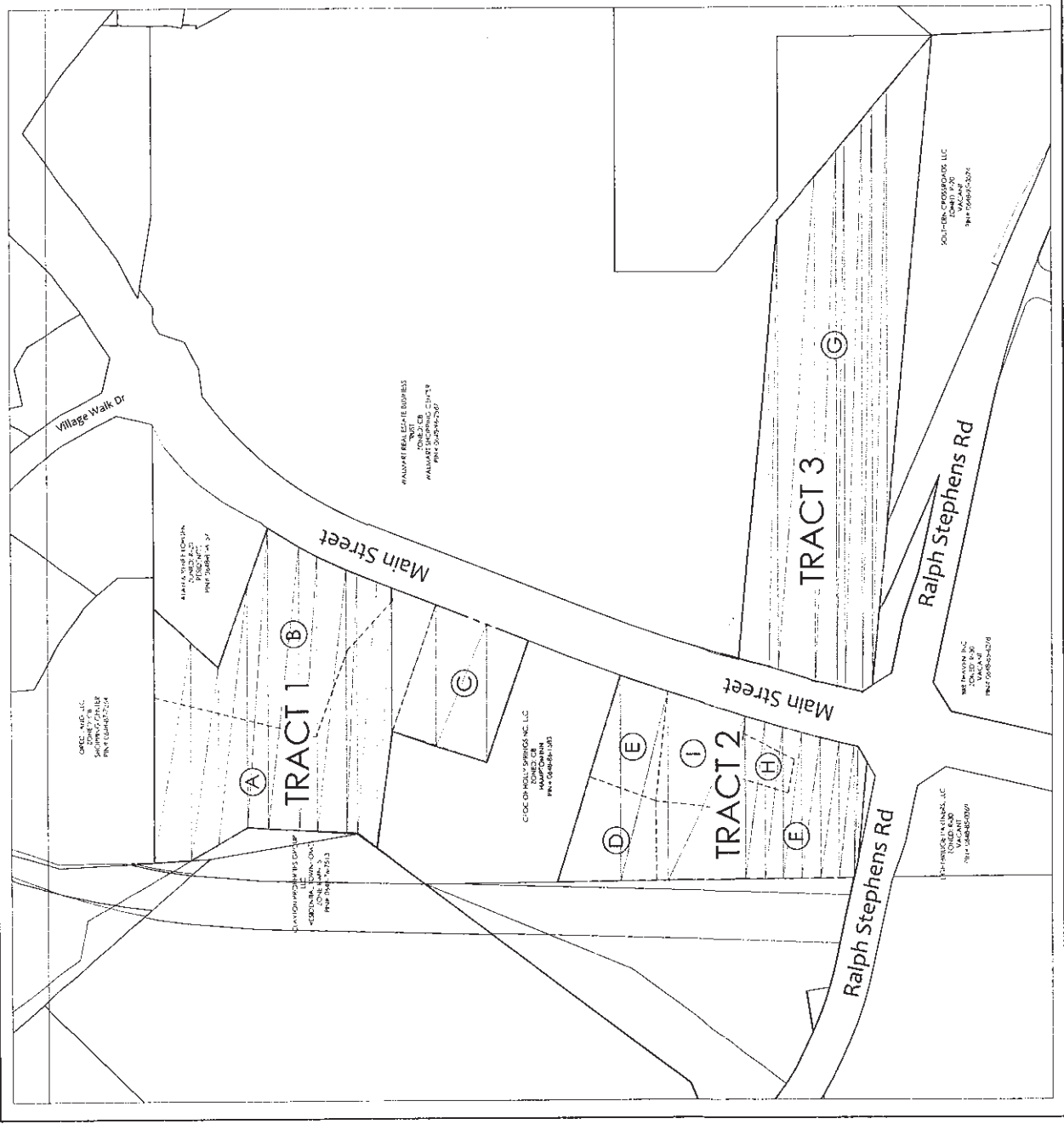
JAMES YARBROUGH
 ELIZABETH YARBROUGH
 ZONED: G-8
 ACRES: 0.47
 DB 3943 PG 278
 PIN# 06-48-06-2276

ELIZABETH BARNES
 ZONED: R-20
 ACRES: 2.54
 DB 12130 PG 2441
 PIN# 06-48-06-2574

ELIZABETH BARNES
 PATSY EDWARDS
 ZONED: R-20
 ACRES: 7.01
 DB 14147 PG 705
 PIN# 06-48-05-0812

ELIZABETH BARNES
 ZONED: R-20
 ACRES: 0.11
 DB 7610 PG 547
 PIN# 06-48-05-2006

PATSY WHITE
 ROSAN WHITE
 ZONED: R-20
 ACRES: 3.84
 DB 14197 PG 2522
 PIN# 06-48-06-2574



REVISIONS:

REZONING EXHIBIT A
 VILLAGE GATE MIXED-USE
 HILL/ Springs, NC
 SCALE: 1"=100'
 DRAWN BY: [blank]
 PROJECT # [blank]
 DATE: JULY 19, 2019
 SHEET E-1

REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION

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☐ Comprehensive Plan Amendment (check all that apply)
☐ Text Amendment ☐ Future Land Use Plan Map Amendment
☐ Area/Corridor Plan Map Amendment / Name: _____
☐ UDO Amendment (UDO Section: _____)

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information

Project Name: Village Gate Rezoning

Project Location: Intersection of S. Main Street/Ralph Stephens Road

Use street address. If none, use the closest intersection

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

PIN: 0648851962; 0648860360; 0648874081; 0648950812; 0648852906 0348874; 0371575; 0343941; 0067342;
0648862150; 0648862276; 0648864611; 0648862939. Real Estate ID: 0148765; 0150627; 0203248; 0206586.

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

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

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Project Applicant/Contact

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

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 Laura Holloman

Company The Spaulding Group, PA

Mailing Address 1611 Jones Franklin Road, Suite 101

City Raleigh

State NC

Zip 27606

Telephone # { 919 } 854-7990

E-Mail laura@spauldingnorris.com

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

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

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

Name Perry, Charles Wayne SR.; Perry, Nancy Y Company _____

Mailing Address P.O. Box 1386

City Holly Springs

State NC

Zip 27540

Telephone # (919) 552-6832

E-Mail Nancy.y.32@twc.com

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

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

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

Owner's Signature(s)

PIN/REID

Date

Charles Wayne Perry Sr. 0648864611/0203248 7-16-19

Nancy Y. Perry 7-16-19

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Laura Holloman of The Spaulding Group

(Name of Representative) (Name of Company)
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R-20:Residential to Community Business Conditional Use
(Current Zoning District) (Proposed Zoning District)

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

Signature of Owner(s):

Charles Wayne Perry Sr.
Nancy G. Perry

Wake County PIN/REID:

0648864611/0203248 (R-20:Residential)

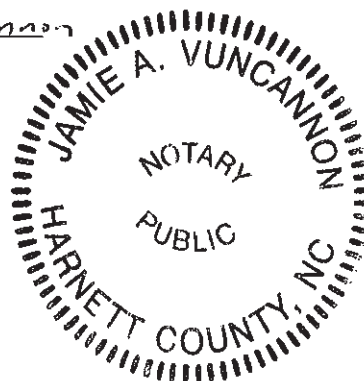
State of North Carolina
County of Harnett

Sworn to and subscribed before me the 16th day of July, 2019.

Notary Public in and for the State of North Carolina. My Commission expires: 7-21-2023

Jamie A. Vuncannon / Jamie A. Vuncannon
Notary Public Printed

Seal



Prepared By: Laura Holloman, AICP
The Spaulding Group, PA

1611 Jones Franklin Road, Suite 101
Raleigh, NC 27606

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

Instrument Type: Other – Conditional Use Permit



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

LEGAL DESCRIPTION:

Property Owner: Perry, Charles Wayne SR, Nancy Y
Property Descriptions: 1036 South Main Street Holly Springs, NC 27540
PIN(s): 0648864611

WRITTEN STATEMENT / TERMS OF CONDITIONAL USE PERMIT:

All properties within this rezoning request shall be developed in accordance with the mixed use development option in the Community Business zoning district as outlined in Section 3.05 C. of the Holly Springs Unified Development Ordinance. The property owner reserves the ability to request any variances, waivers, or alternate compliance as permitted by the ordinance

1. Traffic Impact Analysis (TIA) has been completed and approved with this rezoning. Development of the property will be consistent with the recommendations identified in the approved TIA.
 2. The residential use of the property as identified as 'TRACT 1' on attached associated rezoning exhibit A dated 7/19/19 shall feature studio, one or two bedroom units only. Multifamily units within the residential building shall have access to the following (included but not limited to) amenities: swimming pool, dining area and scheduled meal service, indoor fitness/wellness room. All dwelling units will feature walk-in showers .
 3. The Owner shall provide as part of the project, a minimum of fifty (50) units of the total multifamily units on Tract 3 (as shown on Rezoning Exhibit A dated 7/19/19) as workforce housing dwelling units. At the time of site plan submittal for such units, the applicant shall submit a Workforce Housing Plan. This plan shall include the following:
 - a. General information about the nature and scope of the workforce housing development;
 - b. The total number of units in the development;
 - c. The number of bedrooms and bathrooms in each workforce housing dwelling unit;
 - d. Documentation and specifications regarding the exterior appearance, materials and finishes for each of the workforce dwelling units.
- Prior to any Certificate of Occupancy being issued for any workforce housing dwelling unit, the applicant or owner must prepare and record in the Wake County Register of Deeds all documents as necessary to ensure that these units will be maintained as workforce housing in perpetuity.

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

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

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

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

IN WITNESS WHEREOF, Owner has executed this instrument this 16th day of July 2019.

(Individual Owner)

Signature Charles Wayne Perry Sr. (Seal)

Printed Charles Wayne Perry Sr.

Signature Nancy G. Perry (Seal)

Printed Nancy G. Perry

(Individual Acknowledgment)

STATE OF North Carolina

) SS:

COUNTY OF Harnett

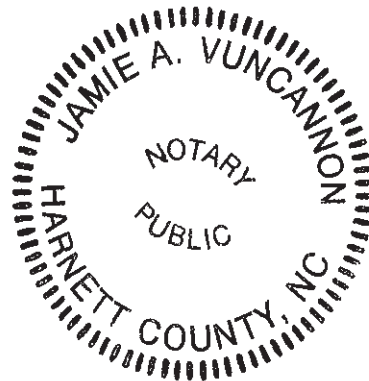
Before me, a Notary Public in and for said County and State, personally appeared Charles & Nancy Perry, Owner(s) of the real estate described above who acknowledged the execution of the foregoing instrument and who, having been duly sworn, stated that any representations therein contained are true.

Witness my hand and Notarial Seal this 16th day of July, 2019.

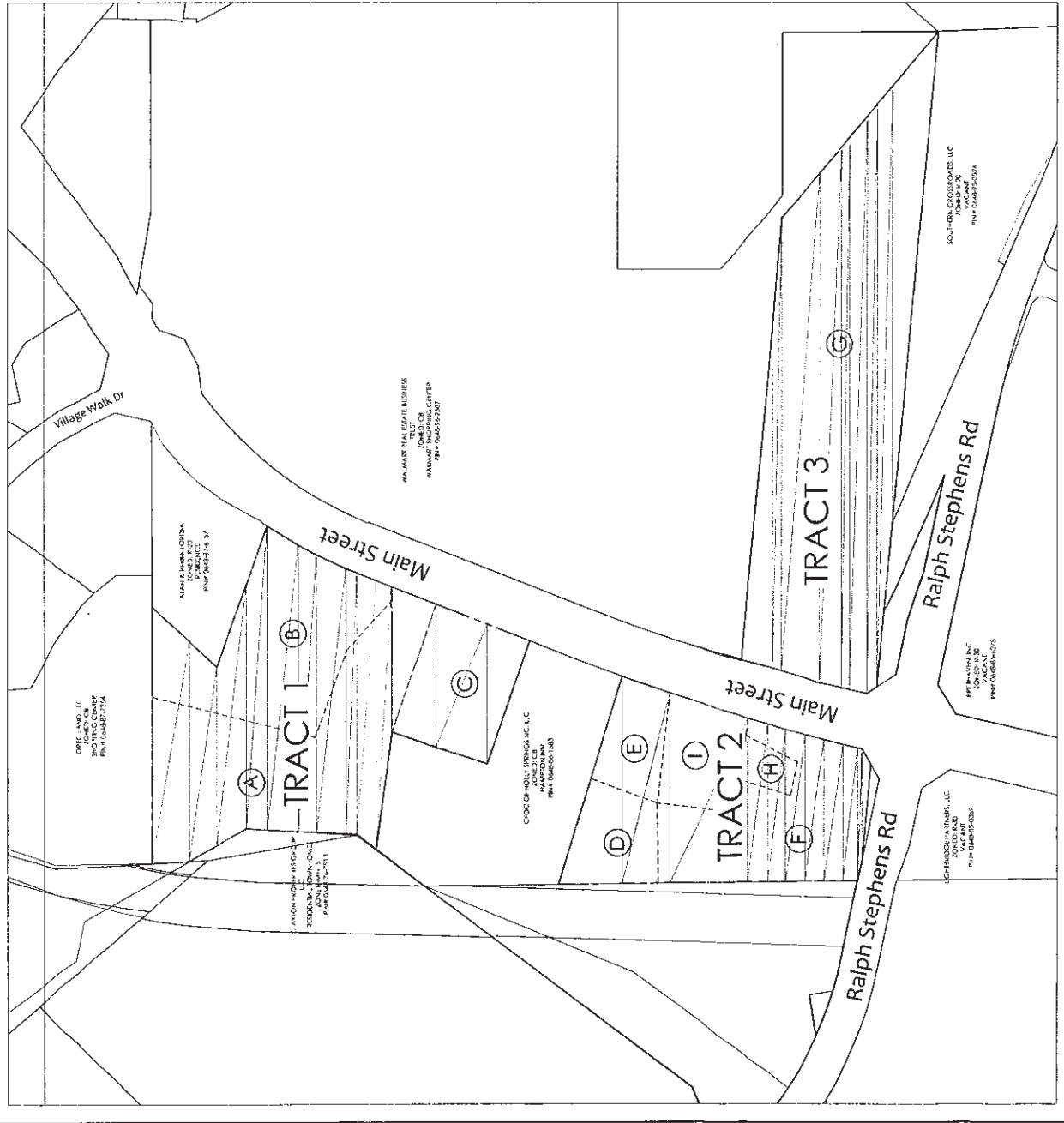
Signature Jamie A. Vuncannon

Printed Jamie A. Vuncannon

My Commission expires: 7-21-2023



RANDY WHITE
 ROSANN WHITE
 ZONED: R-20
 ACRES: 0.84
 DB 90A2 PG 1555
 PIN# 0648-86-215



REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION

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



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

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

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information

Project Name: Village Gate Rezoning

Project Location: Intersection of S. Main Street/Ralph Stephens Road

Use street address. If none, use the closest intersection

☒ Within Corporate Limits ☐ Within Holly Springs ETJ ☐ Pending Annexation
 PIN: 0648851962; 0648860360; 0648874081; 0648950812; 0648852906 0348874; 0371575; 0343941; 0067342;
 PIN: 0648862150; 0648862276; 0648864611; 0648862939. Real Estate ID: 0148765; 0150627; 0203248; 0206586.

Project Acreage: (Rounded to nearest tenth) _____ Partial Parcel: ☒ No ☐ Yes 0182676

Scoping Meeting Date: _____ Concept Meeting Date: 6/27/19

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

Petition Request

Current Zoning: R-20:Residential: CB: Community Business Proposed Zoning: CB-CU: Community Business Conditional Use

Current Future Land Use Designation: Regional Center

Proposed Future Land Use Designation: N/A (No Proposed Change)

Area Plan Designation (if applicable): N/A

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

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

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

Project Applicant/Contact

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

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 Laura Holloman

Company The Spaulding Group, PA

Mailing Address 1611 Jones Franklin Road, Suite 101

City Raleigh State NC Zip 27606

Telephone # (919) 854-7990 E-Mail laura@spauldingnorris.com

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

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

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

Name Vuncannon, Danny R. Vuncannon, Kimbrette Y Company _____

Mailing Address 1024 S Main ST

City Holly Springs State NC Zip 27540

Telephone # 919-422-1594 E-Mail Kim@TaltonsMetal.com

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

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

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

Owner's Signature(s)

PIN/REID

Date

0648862939/0206586

7-16-19

7-16-19

AFFIDAVIT OF OWNER CONSENT



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

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

Laura Holloman of The Spaulding Group

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

For DPZ Use only

Project # _____

Date Received: _____

R-20:Residential to Community Business Conditional Use
(Current Zoning District) (Proposed Zoning District)

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

Signature of Owner(s):

Laura R. Holloman
Jamilette G. Vuncannon

Wake County PIN/REID:

0648862939/0206586 (R-20:Residential)

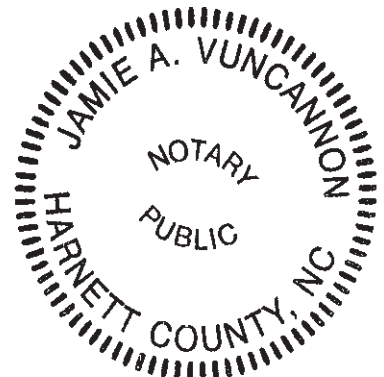
State of North Carolina
County of Harnett

Sworn to and subscribed before me the 16th day of July, 2019.

Notary Public in and for the State of North Carolina. My Commission expires: 7-21-2023

Jamie A. Vuncannon / *Jamie A. Vuncannon*
Notary Public Printed

Seal



Prepared By: Laura Holloman, AICP
The Spaulding Group, PA
1611 Jones Franklin Road, Suite 101
Raleigh, NC 27606

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

Instrument Type: Other – Conditional Use Permit



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

LEGAL DESCRIPTION:

Property Owner: Vuncannon, Danny R, Kimbrette Y
Property Descriptions: 1024 S. Main Street Holly Springs, NC 27540
PIN(s): 0648862939

WRITTEN STATEMENT / TERMS OF CONDITIONAL USE PERMIT:

All properties within this rezoning request shall be developed in accordance with the mixed use development option in the Community Business zoning district as outlined in Section 3.05 C. of the Holly Springs Unified Development Ordinance. The property owner reserves the ability to request any variances, waivers, or alternate compliance as permitted by the ordinance

1. waivers, or alternate compliance as permitted by the ordinance

2. Traffic Impact Analysis (TIA) has been completed and approved with this rezoning. Development of the property will be consistent with the recommendations identified in the approved TIA.

3. The residential use of the property as identified as 'TRACT 1' on attached associated rezoning exhibit A dated 7/19/19 shall feature studio, one or two bedroom units only. Multifamily units within the residential building shall have access to the following (included but not limited to) amenities: swimming pool, dining area and scheduled meal service, indoor fitness/wellness room. All dwelling units will feature walk-in showers .

4. The Owner shall provide as part of the project, a minimum of fifty (50) units of the total multifamily units on Tract 3 (as shown on Rezoning Exhibit A dated 7/19/19) as workforce housing dwelling units. At the time of site plan submittal for such units, the applicant shall submit a Workforce Housing Plan. This plan shall include the following:

a. General information about the nature and scope of the workforce housing development;

b. The total number of units in the development;

c. The number of bedrooms and bathrooms in each workforce housing dwelling unit;

d. Documentation and specifications regarding the exterior appearance, materials and finishes for each of the workforce dwelling units.

Prior to any Certificate of Occupancy being issued for any workforce housing dwelling unit, the applicant or owner must prepare and record in the Wake County Register of Deeds all documents as necessary to ensure that these units will be maintained as workforce housing in perpetuity.

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

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

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

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

IN WITNESS WHEREOF, Owner has executed this instrument this 16th day of

July 20 19

(Individual Owner)

Signature Danny R. Vuncannon (Seal)

Printed Danny R. Vuncannon

Signature Kimberly Y. Vuncannon (Seal)

Printed Kimberly Y. Vuncannon

(Individual Acknowledgment)

STATE OF North Carolina)

) SS:

COUNTY OF Harnett)

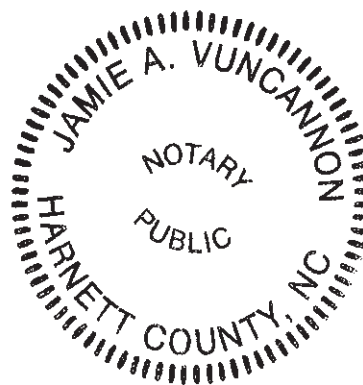
Before me, a Notary Public in and for said County and State, personally appeared Danny & Kim Vuncannon, Owner(s) of the real estate described above who acknowledged the execution of the foregoing instrument and who, having been duly sworn, stated that any representations therein contained are true.

Witness my hand and Notarial Seal this 16th day of July, 2019.

Signature Jamie A. Vuncannon

Printed Jamie A. Vuncannon

My Commission expires: 7-21-2023





TONY M. TATE LANDSCAPE ARCHITECTURE, PA.
5011 SOUTH PARK DRIVE, SUITE 200 - DUBLIN, NC 27113
P: (919) 444-8880 F: (919) 444-8881 E: tony@tmta.com

REVISIONS:

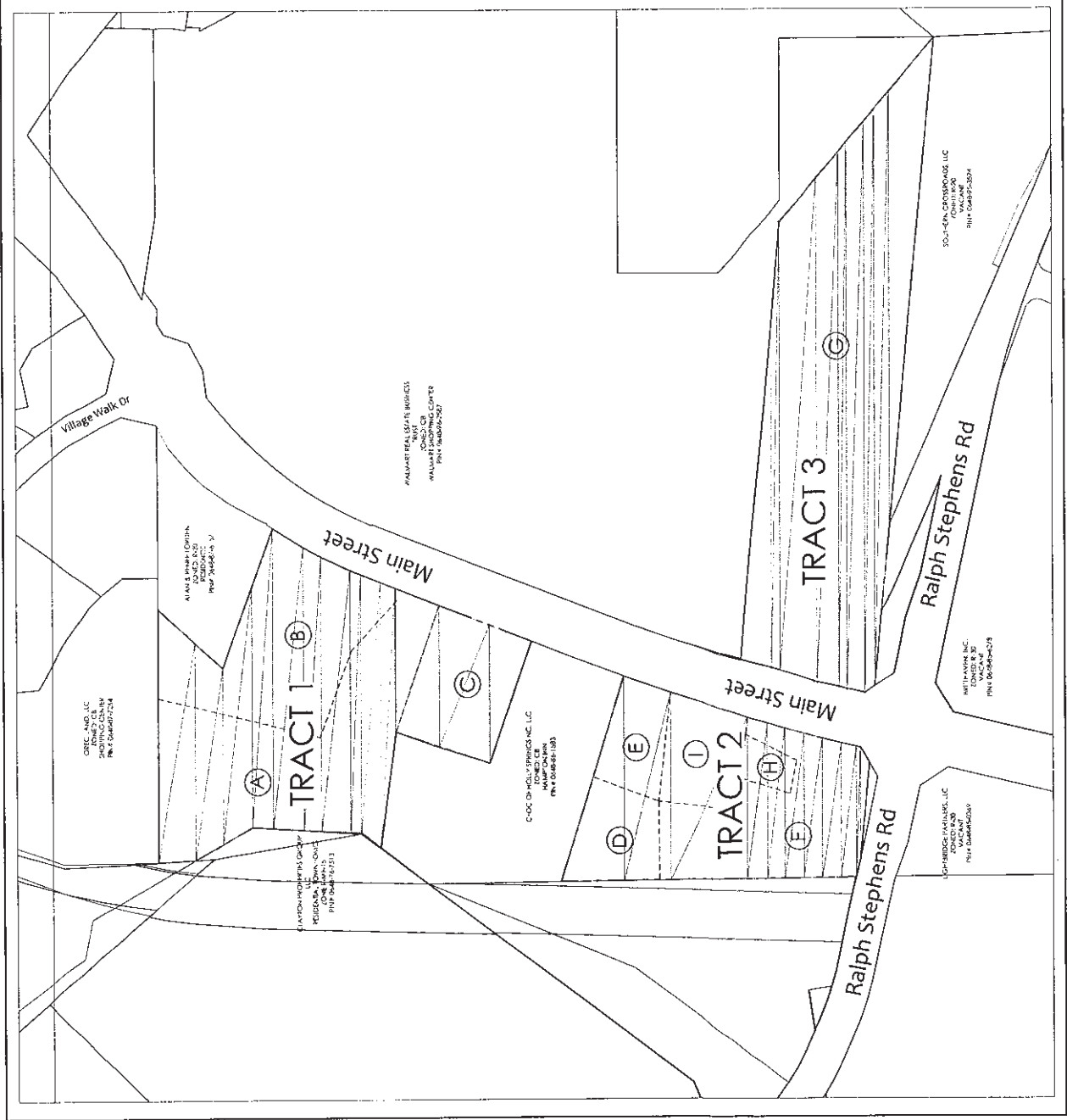
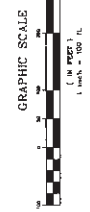
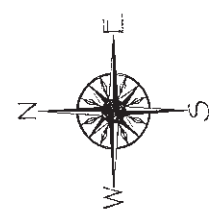
REZONING EXHIBIT A
VILLAGE GATE MIXED-USE
Hwy. 100
Hwy. Springs, NC

SCALE: 1"=100'
DRAWN BY: JMT
PROJECT # 19052
DATE: JULY 19, 2019
SHEET: B-1
OF 1

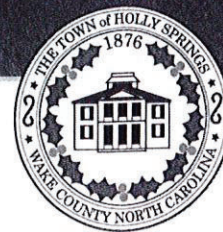
THE SPAULDING GROUP, PA.
Planning • civil engineering
1611 Jeter Franklin Road Suite 101 Raleigh, NC 27604
Phone: (919) 554-7500 Fax: (919) 554-7525

PROPERTY OWNERS

- DANIEL VINCANTHONI
KIMBERLY VINCANTHONI
ZONED: R-30
DB 12130 PG 2441
PIN# 06-88-86-2939
- ELIZABETH BARNES
PATSY EDWARDS
ZONED: R-30
ACRES: 2.50
DB 14197 PG 2322
PIN# 06-88-87-4081
- CHARLES WAYNE PERRY
NANCY PERRY
ZONED: R-30
ACRES: 1.31
DB 8971 PG 1846
PIN# 06-88-86-4611
- ELIZABETH BARNES
PATSY EDWARDS
ZONED: R-30
ACRES: 2.54
DB 12130 PG 2447
PIN# 06-88-86-2276
- JAMES YARBOROUGH
ELIZABETH YARBOROUGH
ZONED: R-30
ACRES: 0.64
DB 3943 PG 278
PIN# 06-88-86-2276
- ELIZABETH BARNES
ZONED: R-30
ACRES: 2.54
DB 12130 PG 2446
PIN# 06-88-85-1962
- ELIZABETH BARNES
PATSY EDWARDS
ZONED: R-30
ACRES: 2.54
DB 12130 PG 2447
PIN# 06-88-85-2906
- RANDY WHITE
ROSANN WHITE
ZONED: R-30
ACRES: 0.84
DB 9002 PG 1532
PIN# 06-88-86-2150



REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION


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

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

Project Information

Project Name: Village Gate Rezoning
 Project Location: Intersection of S. Main Street/Ralph Stephens Road

Use street address. If none, use the closest intersection

☒ Within Corporate Limits ☐ Within Holly Springs ETJ ☐ Pending Annexation
0648851962; 0648860360; 0648874081; 0648950812; 0648852906 0348874; 0371575; 0343941; 0067342;
 PIN: 0648862150; 0648862276; 0648864611; 0648862939. Real Estate ID: 0148765; 0150627; 0203248; 0206586;

Project Acreage: (Rounded to nearest tenth) _____ Partial Parcel: ☒ No ☐ Yes 0182676

Scoping Meeting Date: _____ Concept Meeting Date: 6/27/19

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

Petition Request

Current Zoning: R-20:Residential; CB: Community Business Proposed Zoning: CB-CU: Community Business Conditional Use

Current Future Land Use Designation: Regional Center

Proposed Future Land Use Designation: N/A (No Proposed Change)

Area Plan Designation (if applicable): N/A

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

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

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

Project Applicant/Contact

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

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 Laura Holloman Company The Spaulding Group, PA

Mailing Address 1611 Jones Franklin Road, Suite 101

City Raleigh State NC Zip 27606

Telephone # (919) 854-7990 E-Mail laura@spauldingnorris.com

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

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

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

Name White, Randy; White, Rosann Company _____

Mailing Address 1064 S Main Street

City Holly Springs State NC Zip 27540

Telephone # () E-Mail _____

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

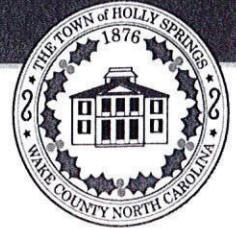
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

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

Owner's Signature(s) *Randy White* PIN/REID 0648862150/0148765 Date 7/15/19

Rosann M. White 7/15/19

AFFIDAVIT OF OWNER CONSENT



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

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

Laura Holloman of The Spaulding Group
(Name of Representative) (Name of Company)

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

R-20:Residential to Community Business Conditional Use
(Current Zoning District) (Proposed Zoning District)

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

Signature of Owner(s):

[Handwritten signatures of Randy M. White and Jessica M. White]

Wake County PIN/REID:

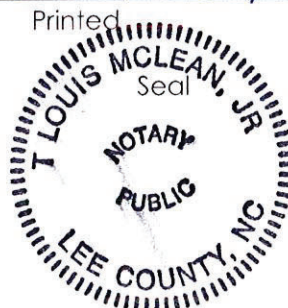
0648862150/0148765 (R-20:Residential)

State of North Carolina
County of Lee

Sworn to and subscribed before me the 15th day of July, 20 19.

Notary Public in and for the State of North Carolina. My Commission expires: October 22, 2020

[Handwritten signature of T. Louis McLean, Jr.] / T. Louis McLean, Jr.
Notary Public Printed



Prepared By: Laura Holloman, AICP
The Spaulding Group, PA

1611 Jones Franklin Road, Suite 101
Raleigh, NC 27606

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

Instrument Type: Other – Conditional Use Permit

TOWN OF HOLLY SPRINGS
ZONING PETITION

CONDITIONAL USE PERMIT

DPM Appendix #A.02
Supplement #15
November 2018



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

LEGAL DESCRIPTION:

Property Owner: White, Randy, Rosann

Property Descriptions: 1064 S. Main Street Holly Springs, NC 27540

PIN(s): 0648862150

WRITTEN STATEMENT / TERMS OF CONDITIONAL USE PERMIT:

1. All properties within this rezoning request shall be developed in accordance with the mixed use development option in the Community Business zoning district as outlined in Section 3.05 C. of the Holly Springs Unified Development Ordinance. The property owner reserves the ability to request any variances, waivers, or alternate compliance as permitted by the ordinance.
 2. Traffic Impact Analysis (TIA) has been completed and approved with this rezoning. Development of the property will be consistent with the recommendations identified in the approved TIA.
 3. The residential use of the property as identified as 'TRACT 1' on attached associated rezoning exhibit A dated 7/19/19 shall feature studio, one or two bedroom units only. Multifamily units within the residential building shall have access to the following (included but not limited to) amenities: swimming pool, dining area and scheduled meal service, indoor fitness/wellness room. All dwelling units will feature walk-in showers .
 4. The Owner shall provide as part of the project, a minimum of fifty (50) units of the total multifamily units on Tract 3 (as shown on Rezoning Exhibit A dated 7/19/19) as workforce housing dwelling units. At the time of site plan submittal for such units, the applicant shall submit a Workforce Housing Plan. This plan shall include the following:
 - a. General information about the nature and scope of the workforce housing development;
 - b. The total number of units in the development;
 - c. The number of bedrooms and bathrooms in each workforce housing dwelling unit;
 - d. Documentation and specifications regarding the exterior appearance, materials and finishes for each of the workforce dwelling units.
- Prior to any Certificate of Occupancy being issued for any workforce housing dwelling unit, the applicant or owner must prepare and record in the Wake County Register of Deeds all documents as necessary to ensure that these units will be maintained as workforce housing in perpetuity.

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

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

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

Signature Randy M White (Seal)
Printed Randy M White

Signature Rosann M. White (Seal)

Printed Rosann M. White

STATE OF North Carolina)
COUNTY OF Lee) SS:

Witness my hand and Notarial Seal this 15th day of July, 2019.

Signature 
Printed T. Lewis McLean Jr.





TONY M. TATE LANDSCAPE ARCHITECTURE, PA
 5011 SOUTH ARK DRIVE, SUITE 200 - DUMFRIES, NC 27713
 (919) 454-8881 F: (919) 454-8881 E: tony@tmtda.com

REZONING EXHIBIT A
 VILLAGE GATE MIXED-USE
 HOLY SPRING, NC
 SCALE: 1"=100'
 DRAWN BY: TMT
 PROJECT # 19032
 DATE: JAN 19 2019
 SHEET
B-1
 OF 1

REVISIONS:

PROPERTY OWNERS

DANNY VINCANNON
 KIMBERLY VINCANNON
 ZONED: R-20
 ACRES: 3.98
 DB 14197 PG 2622
 PIN# 0648-86-2979

ELIZABETH BARNES
 PATSY EDWARDS
 ZONED: R-20
 ACRES: 2.56
 DB 14197 PG 2622
 PIN# 0648-86-4081

CHARLES WAYNE PERRY
 NANCY PERRY
 ZONED: R-20
 ACRES: 1.33
 DB 8971 PG 1846
 PIN# 0648-86-4611

ELIZABETH BARNES
 PATSY EDWARDS
 ZONED: CB
 ACRES: 0.79
 DB 12130 PG 2447
 PIN# 0648-86-0360

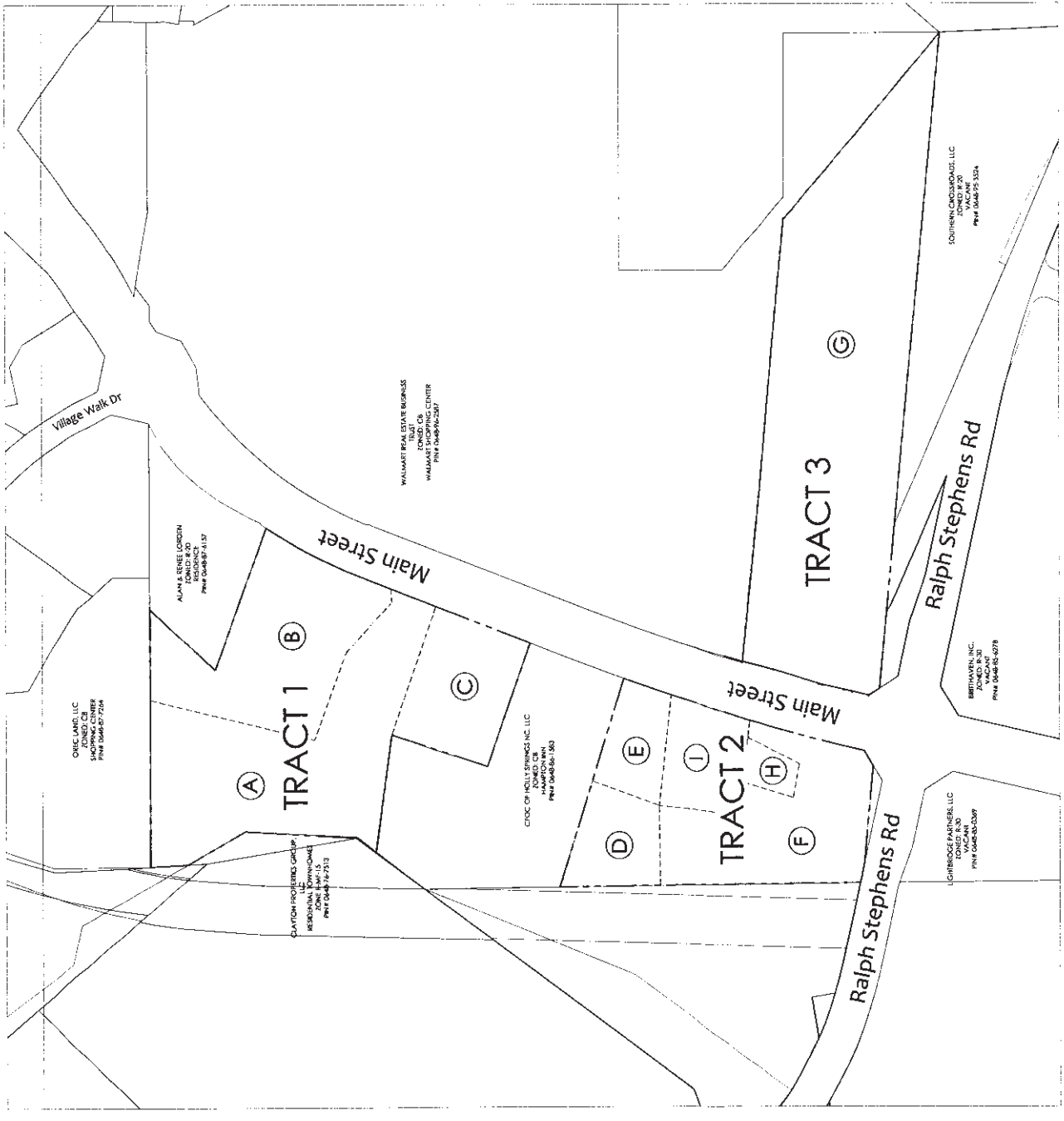
JAMES YARBOROUGH
 ELIZABETH YARBOROUGH
 ZONED: CB
 ACRES: 0.64
 DB 3943 PG 278
 PIN# 0648-86-2276

ELIZABETH BARNES
 PATSY EDWARDS
 ZONED: R-20
 ACRES: 2.54
 DB 12130 PG 2446
 PIN# 0648-86-1962

ELIZABETH BARNES
 PATSY EDWARDS
 ZONED: R-20
 ACRES: 7.01
 DB 16147 PG 705
 PIN# 0648-95-0812

ELIZABETH BARNES
 PATSY EDWARDS
 ZONED: R-20
 ACRES: 0.21
 DB 12130 PG 2447
 PIN# 0648-86-2906

RANDY WHITE
 RANDY WHITE
 ZONED: R-20
 ACRES: 0.84
 DB 9062 PG 1532
 PIN# 0648-86-2150



REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION

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



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

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

☐ Comprehensive Plan Amendment (check all that apply)

☐ Text Amendment ☐ Future Land Use Plan Map Amendment

☐ Area/Corridor Plan Map Amendment / Name: _____

☐ UDO Amendment (UDO Section: _____)

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

Project Information

Project Name: Village Gate Rezoning

Project Location: Intersection of S. Main Street/Ralph Stephens Road

Use street address. If none, use the closest intersection

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

PIN: 0648851962; 0648860360; 0648874081; 0648950812; 0648852906 Real Estate ID: 0148765; 0150627; 0203248; 0206586

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

Scoping Meeting Date: _____ Concept Meeting Date: 6/27/19

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

Petition Request

Current Zoning: R-20:Residential; CB: Community Business

Proposed Zoning: CB-CU: Community Business Conditional Use

Current Future Land Use Designation: Regional Center

Proposed Future Land Use Designation: N/A (No Proposed Change)

Area Plan Designation (if applicable): N/A

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

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

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

Project Applicant/Contact

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

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 Laura Holloman

Company The Spaulding Group, PA

Mailing Address 1611 Jones Franklin Road, Suite 101

City Raleigh

State NC

Zip 27606

Telephone # (919) 854-7990

E-Mail laura@spauldingnorris.com

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

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

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

Name Yarborough, James F JR, Elizabeth

Company _____

Mailing Address 3000 Kipling Rd

City Fuquay Varina

State NC

Zip 27526

Telephone # (919) 607-8871

E-Mail ETYNC@yahoo.com

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

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

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

Owner's Signature(s)

PIN/REID

Date

0648862276/0150627

7-16-19

7-16-19

AFFIDAVIT OF OWNER CONSENT

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



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

Laura Holloman of The Spaulding Group
(Name of Representative) (Name of Company)
to submit a Petition for Zoning Map Change to a Conditional Use District and/or for a Conditional Use Permit for my (our) property from

Community Business to Community Business Conditional Use
(Current Zoning District) (Proposed Zoning District)

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

For DPZ Use only

Project # _____

Date Received: _____

Signature of Owner(s):

Elizabeth Spaulding
Elizabeth Spaulding

Wake County PIN/REID:

0648862276/0150627 (Community Business) _____

State of North Carolina

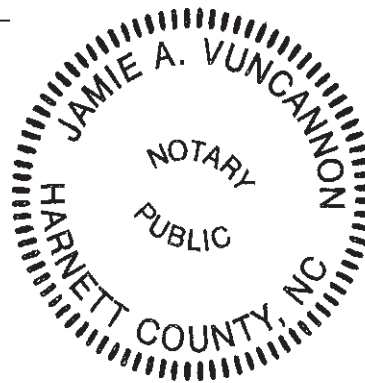
County of Harnett

Sworn to and subscribed before me the 16th day of July, 2019.

Notary Public in and for the State of North Carolina. My Commission expires: 7-21-2023

Jamie A. Vuncannon / Jamie A. Vuncannon
Notary Public Printed

Seal



Prepared By: Laura Holloman, AICP
The Spaulding Group, PA
1611 Jones Franklin Road, Suite 101
Raleigh, NC 27606

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

Instrument Type: Other – Conditional Use Permit



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

LEGAL DESCRIPTION:

Property Owner: Yarborough, James F JR, Elizabeth
Property Descriptions: 1054 S. Main Street Holly Springs, NC 27540
PIN(s): 0648862276

WRITTEN STATEMENT / TERMS OF CONDITIONAL USE PERMIT:

1. All properties within this rezoning request shall be developed in accordance with the mixed use development option in the Community Business zoning district as outlined in Section 3.05 C. of the Holly Springs Unified Development Ordinance. The property owner reserves the ability to request any variances, waivers, or alternate compliance as permitted by the ordinance.
2. Traffic Impact Analysis (TIA) has been completed and approved with this rezoning. Development of the property will be consistent with the recommendations identified in the approved TIA.
3. The residential use of the property as identified as 'TRACT 1' on attached associated rezoning exhibit A dated 7/19/19 shall feature studio, one or two bedroom units only. Multifamily units within the residential building shall have access to the following (included but not limited to) amenities: swimming pool, dining area and scheduled meal service, indoor fitness/wellness room. All dwelling units will feature walk-in showers.
4. The Owner shall provide as part of the project, a minimum of fifty (50) units of the total multifamily units on Tract 3 (as shown on Rezoning Exhibit A dated 7/19/19) as workforce housing dwelling units. At the time of site plan submittal for such units, the applicant shall submit a Workforce Housing Plan. This plan shall include the following:
 - a. General information about the nature and scope of the workforce housing development;
 - b. The total number of units in the development;
 - c. The number of bedrooms and bathrooms in each workforce housing dwelling unit;
 - d. Documentation and specifications regarding the exterior appearance, materials and finishes for each of the workforce dwelling units.Prior to any Certificate of Occupancy being issued for any workforce housing dwelling unit, the applicant or owner must prepare and record in the Wake County Register of Deeds all documents as necessary to ensure that these units will be maintained as workforce housing in perpetuity.

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

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

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

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

IN WITNESS WHEREOF, Owner has executed this instrument this 16th day of July, 2019.

ZONING COMPATIBILITY STATEMENT

The town has spearheaded the current growth this southern gateway area of town is experiencing by investing in the roadway network that re-routed Piney Grove Wilbon Road and aligned it with South Main Street, thereby creating the major intersection of Ralph Stephens Road and South Main Street. These parcels are adjacent to existing and planned regional centers – such as Southpark Village, The Shoppes at Holly Springs, Collins Park, and Lowes/Wegmann's. These centers truly meet the definition of a high volume, high intensity commercial use. With all of that existing and planned intensity there needs to be some balance. Our rezoning is such a balance.

Currently, the existing zoning of the majority of these parcels do not meet the current or future Comprehensive Plan's designation of Regional Center or Mixed Use Center. The majority of these parcels are zoned R-20: Residential which is a low-density residential zoning district that only allows for single-detached units on lots that are 20,000 square feet and above. Although there are two parcels that are currently zoning Community Business General Use, the decision was made to include these parcels with the rezoning request so that they would be held to the same development requirements stated in the zoning conditions as the other parcels. This will also eliminate any confusion in the future.

By rezoning these parcels to Community Business conditional use the parcels can now be developed to be in conformance with the town's vision as outlined in the Comprehensive Plan. The specific zoning conditions take it a step further by stipulating that these parcels must be developed under the mixed-use development option contained in the Community Business district. This option stipulates that the development have a mix of uses: retail, office as well as residential, thereby ensuring that a mixed use development will be achieved. Further zoning conditions specify the town will get much needed housing diversity – with the stipulations of workforce housing as well as senior apartments. Additionally, this project will continue to improve the adjacent major thoroughfares of South Main Street and Ralph Stephens Roads, by improving those in conjunction with the approved transportation and Traffic Impact Analysis recommendations, which is also assured in the zoning conditions.

The Village Gate Conditional Zoning represents a mindful rezoning request that has strived to create a unique pedestrian-oriented design that is worthy of being located at the southern entrance of Holly Springs, and will become a place that everyone will enjoy living, working and playing in.

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: Village Gate Rezoning

Proposed Zoning District: Community Business Conditional Use

Proposed Land Use/Density: Mixed Use/Density To be Determined

Future Land Use Plan Map Designation: Regional Use

Future Land Use Plan Designation Land Use/Density: Regional Use/ Density to be Determined

For DPZ Use only

Project # _____

Date Received: _____

Plan Consistency Statement:

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

Petitioner's Response	Staff's Evaluation
Executive Summary Please see sheets immediately following this page for each response to these questions. Thank You.	☐ Agree ☐ Disagree
Section 1: Future Land Use & Community Character	☐ Agree ☐ Disagree
Section 2: Transportation / Comprehensive Transportation Plan	☐ Agree ☐ Disagree

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

Plan Consistency Response Prepared by:

Preparer's Signature(s)

Date



7/19/19

Petitioner's Response

Executive Summary

Holly Springs has experienced rapid growth in recent years. Historically, this growth was predominately residential, however in the last three to five years, the town has seen commercial corridors established, especially along the Highway 55 bypass. This growth has led the town's long-term vision document, the Vision Holly Springs' Comprehensive Plan, to be tasked with finding an adequate balance which will allow the town to both maintain its small-town character whilst working to diversify the tax base. This proposed rezoning request, contributes to achieving this balance – by creating a mixed-use development that will feature small town characteristics and will provide the town with an appropriately scaled commercial development that will serve the surrounding community.

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 very much consistent with this rezoning request. Specifically:

- 1) *"To enable all residents with the ability to live within walking distance of a neighborhood commercial center and central civic space."*

The proposed rezoning request consists of nine (9) separate parcels located at or near of the intersection of South Main Street and Ralph Stephens Road. These parcels will be within walking distance of both the existing neighborhood of Wildwood as well as the recently approved Stephen townhome project. These nearby residents, as well as residents within the subject development will be able to walk to nearby commercial uses to shop, work, eat and play.

- 2) *"To strategically encourage business park, light industrial and **commercial development** in appropriate locations and balance overall tax base."*

Let us examine commercial development in appropriate locations – Commercial development belongs at prominent intersections where bike, vehicular and pedestrian traffic can access the site safely and efficiently. The intersection of Ralph Stephens Road and South Main Street is such an intersection. This intersection is already signalized and at full build-out both South Main Street and Ralph Stephens Road will feature sidewalks and bike lanes. In fact, this project will be doing its part by installing these improvements prior to even the first certificate of occupancy being issued. This development will ultimately feature commercial development consisting of both retail, as well as professional office, which will allow the town's non-residential tax base to continue to grow.

Section 1: Future Land Use & Community Character

The Future Land Use and Community Character sections of the town's Comprehensive Plan seeks to define the characteristics of what Holly Springs should be striving for, this idea of maintaining a village atmosphere.

A. Future Land Use

The following are specific Future Land Use objectives which this rezoning request will satisfy:

1) *"Balance land use decisions with their potential impact on the regional transportation network."*

It has already been discussed that commercial developments should be located where they are appropriate, and in this case appropriate means located at a major intersection as well as adjacent to regional road networks that have been long since planned for heightened community and regional traffic. The town has done a wonderful job in recent years of pushing the potential traffic impacts associated with a potential project into the planning conversation as early as possible. Developers are now required to meet with engineering and NCDOT staff months before a rezoning request is even submitted as necessary to determine an appropriate TIA scope. This ensures the developer will have ample time to study each intersection that both the town and state will require as well as the associated recommended improvements. So how does this project work to achieve a land use balance? In addition to doing its part to continue to improve roads, it is no secret this project will be sandwiched between heavily vehicular-oriented commercial areas, with the Wal-mart, Harris Teeter and Lowes Home Improvement and Wegmann's developments all located within half a mile of this development. This project will do something all those projects did not do. It will create a self-sustaining development with a mix of uses. Residents will be able to work, live, play, without even having to get in their car and impact a transportation network. This is why a mixed-use development at this location is so critical. This pedestrian network will not only ripple within the confines of the subject project but surrounding residents of Wildwood, Stephens Towns, The Exchange Apartments also will be able to walk to these commercial uses that will be situated close to the road, with emphasis on the pedestrians rather than buildings with a sea of parking in front.

2) *"Accommodate a variety of housing types that includes single-family, executive housing, townhouses, condominiums, and apartments."*

This is one of the most exciting components of this proposed rezoning and one we have worked diligently on through our zoning conditions to ensure the integrity of the housing diversity is maintained in perpetuity. Holly Springs desperately needs diverse housing options for all residents and recently Town Council has acknowledged this and pledged to make this a goal of the upcoming Comprehensive Plan update. Senior apartment communities across the triangle are in high demand. These residents will not need on-site medical treatment and are individuals above the age of fifty-five who most likely want to be near their children and grandchildren who have recently moved to Holly Springs. The project proposes both apartments that will be specifically for active senior adults as well as workforce apartments. Workforce housing is also a new concept for Holly Springs. This residential project element will allow workers such as teachers, Fire, Police, EMS, and other professionals which work within Holly Springs to actually be able to live where they work which previously may not have been possible, due to such a limited number of affordable housing options. Zoning conditions have been specifically been created that are tied to specific properties so that both staff as well as Planning Board and Town Council can be assured that not only design commitments will be held to these apartments but also that properties along the intersection of Ralph Stephens and South Main Street will be reserved for commercial uses.

- 3) *“Prevent sprawl and ensure that community services and infrastructure are used strategically and conservatively.”*

The parcels that make up this rezoning request are few of the remaining vacant or under-developed properties in this development corridor. This results in an infill development to take shape with nearby developments such as The Shoppes of Holly Springs (anchored by Wal-mart), Southpark Village, Collins Park, as well as Southern Crossroads, Wildwood, and Lowes and Wegmann’s already in place. Sprawl is often characterized by low-density, single-use zoning and increased reliance of vehicular transportation, all components the subject rezoning request works to mitigate. By contrast, our Community Business rezoning request, which has been conditioned to be developed as a mixed-use development, represents compact development. Mixed-use development patterns help lower community infrastructure costs by pulling land uses closer together. Additionally, compact development such as ours is a promising strategy for reducing greenhouse gas emissions in the transportation sector.

B. Community Character

Community character speaks to creating a sense of community and identity for the residents and businesses of the town. To achieve this the Comprehensive Plan has several Community Character Objectives, several of which our rezoning request achieves:

- 1) *“Encourage a “village atmosphere” by creating a sense of community and identity for the residents and businesses of Holly Springs”.*

The term “village atmosphere” is one that the town of Holly Springs uses often. Is a synonym of small-town charm, where buildings are designed with the residents in mind, rather than corporate expectations. By this rezoning, dictating that it will be developed as a mixed-use development, the village atmosphere is achievable. The Community Business zoning district mixed use development option specifically requires buildings to be situated close to the road, with the majority of parking behind. This is reminiscent of a walkable community where emphasis is put on foot traffic, rather than the auto. Additionally, as a mixed-use development, there must be a minimum of a mix of uses: office, retail, and residential. This also ensures a community can take shape because you have all of the uses to create one. Also, mixed use developments must also provide open space areas in the form of plazas, courtyards, and pocket parks and projects are encouraged by the ordinance to put these open space areas at intersections. This will create a sense of place and identity for Holly Springs. Can you imagine – as cars and pedestrians alike come to the intersection of Ralph Stephens and South Main Street they are greeted with these areas at the corners? This will create an opportunity of a sense of arrival that the town currently does not have in the southern area.

- 2) *Enhance the public streetscape with trees, landscaping and street furniture as appropriate along thoroughfares and in the cores o the community growth areas, using both public and private initiatives to develop the character of pedestrian places.”*

As mentioned above, open space requirements in the mixed-use development are very specific and are intended to be used as energizers to shape and define social interaction for

the public. Additionally, this project will be subject to street tree requirements, which will be required in conjunction with the approved thoroughfare planting plan and will be installed along South Main Street and Ralph Stephens Road. Building orientation is also critical and works to establish a public streetscape, especially in mixed use developments. Under UDO requirements (Section 3.05 C.), whenever possible, commercial areas should include street front retail that promotes an active pedestrian area to draw the attention of the passing public. When commercial is facing the street, it allows these public streetscapes to occur. Restaurants and cafes set up their outdoor seating areas along the sidewalk, retail set up their outdoor displays and their main entrances along the streetscape because of all the energy that has been created and when the energy is there the character of the space has been established.

3) *“Encourage the development of connected pedestrian-oriented developments.”*

This is an objective that the mixed-use development option contained in the UDO checks all the boxes of. In fact, the intent of the mixed-use development option, in Section 3.05 C., specifically states the following “to promote and guide integrated diverse but compatible uses into a development that is defined by unique and innovative design and pedestrian-friendly features.” Much has already been said above what these pedestrian-friendly features are but to state it plainly they are: building placement (whenever possible, buildings will be as close to the right-of-way as possible, building orientation – ground floor businesses shall be oriented to the public street and thus the emphasis is on the pedestrian rather than the automobile, parking location – the majority of parking must be located to the rear of the building rather than between the building and right-of-way, open space design: open space in mixed use projects must be in the form of plazas, courtyards and other public spaces designed to be located where the public can access them, and finally streetscape design: the project will be required to install sidewalks along South Main Street and Ralph Stephens Road as well as street trees. Together these components create a pedestrian-oriented development the whole town can enjoy.

C. Future Land Use Map

As part of the Future Land Use and Community Character section of the Comprehensive Plan, there is also a Future Land Use Map which places specific land use designations on specific parcels, guiding current property owners and developers on what the town’s vision is.

Regional Center

The subject parcels contained in the rezoning request are designated as ‘Regional Center’. This designation provides for the location of power centers, including high volume, high intensity commercial uses that may include certain amounts of outdoor activity or sales of merchandise. Developments with this designation should be coordinated to facilitate vehicular and pedestrian access from nearby residential districts and should be located in close proximity to major transportation routes. If a regional center is located in an area within a high volume of traffic it should be designed to serve the neighborhood’s residential base plus commuter traffic.

As stated previously, these parcels are adjacent to existing and planned regional centers – such as Southpark Village, The Shoppes at Holly Springs, Collins Park, and Lowes/Wegmann’s. These

centers truly meet the definition of a high volume, high intensity commercial use. With all of that existing and planned intensity there needs to be some balance. Our rezoning is such a balance. It will still include amounts of outdoor activity and the mixed-use development option ensures it will be coordinated to facilitate both pedestrian and vehicular access and do so without compromising patron safety. Additionally, this project will continue to improve the adjacent major thoroughfares of South Main Street and Ralph Stephens Roads, but improving those in conjunction with the approved transportation and Traffic Impact Analysis recommendations.

Section 2: Transportation / Comprehensive Transportation Plan

As the town grows, traffic becomes more and more critical. As a new development, it is only fair that this potential project contributes to mitigate its potential traffic impacts. This is done through working with both the town's engineering department as well as NCDOT. The developer must improve all adjacent roadways as per the approved Comprehensive Transportation Plan (CTP) and may also be responsible for any other nearby intersections that may or may not be recommended by the Traffic Impact Analysis findings.

Transportation

The Comprehensive Plan strives to strike a balance between land use and effective transportation throughout town and has several objectives that suggest how that can be achieved. The proposed rezoning request can meet several of these, specifically:

- 1) *"Support mixed-use development to encourage biking and walking, in turn improving the Holly Springs area's environment and the health of its citizens."*

It has already been discussed how our project will be required to meet the requirements of the mixed-use development option within the Community Business district. It is also known that climate change is one of the most important challenges ever faced by communities around the world. Mixed use development works to mitigate that challenge by reducing gas emissions in the transportation sector, by providing a mix of uses you increase the likelihood folks will walk and bike rather than get in a car to reach services that are now are close by. This project certainly does the part of beginning to move the needle in the right direction of reducing the urban carbon footprint – and that is a positive for everyone.

- 2) *"Promote a pedestrian -friendly environment by filling gaps and improving connectivity throughout the sidewalk system and to key destination or activity nodes."*

This project is critical to complete the southern commercial corridor of South Main Street and Ralph Stephens Road. With the development of these parcels in a friendly walkable manner, the sidewalk is nearly complete along South Main Street from the Highway 55 Bypass to Ralph Stephens Road, likewise, the sidewalk system is nearly complete along Ralph Stephens Road from the bypass to South Main Street. These contributions greatly improve the pedestrian climate along these major thoroughfares and make it a lot more feasible for the town to fill in the now manageable gaps.

Comprehensive Transportation Plan

The CTP outlines the same goals or objectives as the transportation section of the Comprehensive Plan. The plan also proposes a multimodal transportation network that fosters growth in a positive way to the surrounding environment. This is done through three distinct elements: roadway, bicycle and pedestrian, and transit. This project is meeting the

roadway element by building the recommended roadway improvements of Ralph Stephens and South Main Street, along the subject property frontage. Both thoroughfares will be widened to a 110' right-of-way with a median. These improvements will work to improve both the existing traffic as well as take into account our project traffic. The bicycle and pedestrian elements will be met through providing bike lanes within both major roads of Ralph Stephens and South Main as well as constructing sidewalk and crosswalks along our project frontage. The transit element is dependent on what comes to fruition with future transit options for the town. Currently there is no public transit offered in Holly Springs. For many years, the town has planned for the possibility of bus service to be added along the commercial corridor of Highway 55 Bypass and has provided shelters for this purpose. As part of the site plan, the engineering department will evaluate the need for an additional shelter within our project. If it is determined one is necessary, it will be constructed at the cost of the developer.

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

The purpose of the Parks & Recreation Master plan is to acknowledge the importance of providing open space and active opportunities for all town residents. The master plan has several guiding principles, and our rezoning request meets the following:

- 1) *"To enable all residents to live within walking distance of a neighborhood commercial center and central civic space."*

This project is in an area that is rapidly changing. Wildwood, an existing single-family subdivision, is within walking distance of our proposed project. Across the street, the Exchange at Holly Springs apartment community is actively under construction. To the north, Stephens townhomes was recently approved and will soon follow. Our proposed project will also feature a residential component. All of these residents will have an opportunity to walk to retail, office, restaurants, as well as other commercial uses. This will greatly improve the quality of life for the town.

- 2) *"To physically unite the Town by connecting existing trails, sidewalks, and open spaces."*

To the greatest extent possible, this project will connect sidewalk systems by constructing public sidewalks along its property frontage. Unique circumstances have allowed other adjacent properties to not be required to building sidewalk along their frontage which will result in some sidewalk gaps. However, our project starts to "close the gap" between these sidewalk connections and will allow a more manageable capital project for the town to take on in the future to complete the sidewalk system.

Additionally, it has already been discussed that the mixed use development option requires open space to be in the form of developed plazas and courtyard areas that must be located at corners and connect to public sidewalk which will result in these open spaces to be really be used by pedestrians near and far.

Section 4: Community Facilities

Community facilities addresses the need to be mindful of the increased demand for public services as the town grows and develops. Community facilities can include fire, police, EMS, as well as public school facilities. The Comprehensive Plan contains several community facilities objectives, specifically our project achieves the following:

- 1) *“Inform developers when proposing new subdivisions- of the need for residents’ access to community facilities and the importance to plan appropriately to enable this access.”*

Although as a mixed-use development, there is less demand for community facilities when compared to a traditional subdivision because there are commercial uses in addition to residential, community facilities may be used in a limited capacity. The senior apartments obviously will not have any school capacity issues, additionally it is not expected that the workforce housing and market rate apartment units will yield a sizable school population. Wake County public schools require all proposed residential development to submit a residential notification form that outlines the number of units and the year breakdown that they will be completed in. At the time of site plan submittal, the project will submit this form and clearly indicate the units that will be used for seniors so that they do not count towards possible future school capacity needs.

Developers also plan for community facilities such as police, fire and EMS when designing a development. Drive isles are required to be designed to accommodate the largest emergency response vehicle. The turning template is then submitted and reviewed by staff to ensure that the vehicle can safely maneuver through all access points and parking areas. Due to the infill location of this project, existing emergency response facilities are located within close proximity and no issues are perceived with regards to insufficient response time.

Section 5: Infrastructure and Utilities

The Comprehensive Plan strives to ensure that infrastructure such as water, wastewater, stormwater, electric, telecommunications and so forth, with respect to new development can adequately handle new growth. Holly Springs has planned smartly for the rapid growth that it has been experiencing over the last several years. A water agreement is in place with Harnett county where the town is served by abundant water from the Cape Fear River. With regards to sewer, the town has invested in its own wastewater treatment plant. The Town-owned and operated WRF facility presently has a total treatment capacity of 6.0 MGD, and in 2018 treated approximately 2.8 MGD. The Town has a permit to expand the treatment up to 8.0 MGD. With that said, there are currently no water or sewer capacity issues to serve our proposed rezoning request.

For many years the town has had established stormwater requirements. Our project will be required to meet all NPDES Phase II requirements which will be reviewed during the site plan process.

Given our subject project area's close proximity to existing development, there is already electricity in place along both South Main Street and Ralph Stephens Road. Additionally, there are several telecommunication services also installed to allow for a healthy market of choices for future residents and businesses.

Section 8: Natural Resources

The town is tasked with the challenge of finding a balance between development and preserving the natural environment. Fortunately, the town has many tools it uses during the development process to ensure that there is some thought to that balance. First, the town must verify that each project, ours included, meet all state, federal and local requirements when it comes to protecting stream and wetland features. As part of the site plan process, an environmental scientist is retained by the developer to perform delineations of streams and wetlands on-site. These delineations are then confirmed by the appropriate state and federal agencies through a on-site visit. Once this visit is preformed, the agency will then issue an official determination letter that is valid for a period of five years. This letter must be submitted to town staff to verify that all environmental features on-site have been accounted for and protected accordingly. Currently, we have retained an environmental scientist and are in the process of performing official on-site inspections with the appropriate state and federal agencies to properly account for some environmental features on-site.

Last fall, the town adopted a tree protection ordinance. As part of that ordinance, our project will be required to protect a minimum of ten percent of the total project area. As part of our site plan process, our team will put together a tree preservation plan that clearly delineates where the protected tree areas will be. Since our project is located on lands previously farmed or used for residential uses, there are not large areas of forest remaining so some areas of re-forestation may be required as necessary to meet this requirement.

Comprehensive Plan Update Draft Response (Draft Dated July 1, 2019)

The town is currently undergoing a Comprehensive Plan update to its Future Land Use and Community Character sections of the Vision Holly Springs Comprehensive Plan. Because of this, this justification request has been extended to include the new designation contained in said draft.

The Comprehensive Plan draft designates these subject parcels as 'Mixed-Use Center'. The draft states that:

A Mixed-Use Center offers the opportunity to serve broader economic, entertainment, and housing needs in the community. Land uses and buildings on small blocks in the core may stand three or more stories tall and encourage active public spaces between the buildings. Residential units or office space are found above storefronts. Homes surrounding the core offer several choices to live and experience the center. Parking is satisfied using on-street parking, structured parking, and shared rear-lot parking strategies. The compact, walkable environment and mix of residential and non-residential uses in the center supports multiple modes of transportation,

including the potential for transit-oriented development if-when a decision is made to invest in premium transit along the NC 55 corridor.

The above described designation closely mirrors the mixed-use development option contained within the Community Business zoning district that our rezoning request has voluntarily conditioned to develop these parcels as. Like the description listed above, the mixed-use development option set forth in Section 3.05 C. of the Holly Springs UDO, dictates that the development must consist of a mix of uses, with commercial, office and residential being available as options counting towards the required mix. As previously stated, there will be public spaces built adjacent to the streetscape that will activate these public spaces to be ones of social interaction.

In addition, the UDO also dictates that (Section 3.05 C. 3. f. (1) (b)) parking should be oriented behind or to the side of the building, thus, our project meets the parking intent as specified by the designation description above.

“The compact, walkable environment and mix of residential and non-residential uses in the center supports multiple modes of transportation, including the potential for transit-oriented development -if-when a decision is made to invest in premium transit along the NC 55 corridor” The proposed development will allow a walkable environment to take place. To the greatest extent possible, this project will connect sidewalk systems by constructing public sidewalks along its property frontage, on South Main Street, as well as Ralph Stephens Road. The project will be required to construct road improvements along their property frontage, that include bike lanes along their project frontage, in turn, the project will also have bike racks conveniently positioned throughout the development to encourage bicycle traffic. The transit element is dependent on what comes to fruition with future transit options for the town. Currently there is no public transit offered in Holly Springs. For many years, the town has planned for the possibility of bus service to be added along the commercial corridor of Highway 55 Bypass and has provided shelters for this purpose. As part of the site plan, the engineering department will evaluate the need for an additional shelter within our project. If it is determined one is necessary, it will be constructed at the cost of the developer.

The Village Gate rezoning request meets both the current and proposed Vision Comprehensive Plan. When developed, this project will offer a walkable, modern village concept that will be a welcomed part of the southern gateway of Holly Springs.



NEIGHBORHOOD MEETING REPORT

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

☒ Neighborhood Meeting Date: July 24, 2019
Time: 6:30PM
Location: Hunt Recreation Center

For DPZ Use only

Project # _____

Date Received: _____

☐ Complete ☐ Incomplete

Notification of Owners:

1. The Petitioner or Petitioner's Agent shall prepare a Neighborhood Meeting Notification to be sent via first class mail to the owner(s) of the land specified on the Petition, owner of land abutting that parcel(s) of land, any homeowners association or property owners association that represents any parcels within that area as shown on the county tax listings and to the Town of Holly Springs Department of Planning & Zoning.
2. The Notice shall include the date, time, and location of the Neighborhood Meeting; the name of the Petitioner; the location of the proposed request (address, tax property identification number, or metes and bounds description); and an explanation of the nature of the request.
3. The Notice shall be deposited in the mail not less than ten (10) days nor more than 25 days before the date of the Neighborhood Meeting.

☒ Date of Notification Mailing: 7/11/19

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: The majority of the attendees were members of the Yarborough family (current property owners), the other two property owners included the recently approved Long-Term Care facility located across the street as well as the neighbor that lives on South Main Street. The development team gave an overview of the project and explained each development tract. The family stated that they were excited the project was for older members of town and "not just millennials". The long term care representative was thrilled with the planned senior living apartments as well as the proposed medical office and commercial and thought the long term care could benefit positively by being in close proximity. The property owner along South Main Street asked how this could affect his ability to successfully market the property and the real estate broker present stated her opinion it was a positive and she could discuss it with him separately in detail. All told, it was a very positive meeting.

Attach Additional Sheets as needed

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

There were no changes made to the petition as a result of this neighborhood meeting.

- ☒ 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

8/23/19



THE SPAULDING GROUP, PA

planning • civil engineering

July 11, 2019

NEIGHBORHOOD MEETING:

Wednesday, July 24, 2019, 6:30 PM

Hunt Recreation Center

301 Stinson Avenue

Holly Springs, NC 27540

RE: SITE ZONING REQUEST

Wake County Parcel Identification Numbers – 0648950812; 0648851962;

0648852906; 0648862150; 0648862276; 0648860360; 0648864611; 0648862939;

0648874081.

Dear Property Owner,

We are writing to advise you that Spaulding & Norris, PA, is preparing to submit to the Town of Holly Springs to request a zoning change for a parcel totaling approximately 29 acres, at 910 N MAIN STREET (please see map included in this letter outlining the parcel in red). This rezoning application is requesting to change the property from its current zonings of CB: Community Business and R-20: Residential zoning districts to CB-CU: Community Business Conditional Use. This rezoning request is to allow for mixed use development that will ultimately include commercial, office and residential uses.

You are receiving this notice as a property owner within close proximity of this site so that we may invite you to an informational meeting, where we will present the details of the rezoning request. We will have an open discussion with you and your neighbors to address any questions or concerns you may have.

The Neighborhood Meeting will be held at 6:30 pm on Wednesday, July 24, 2019 at the Classroom B, Hunt Recreation Center located at 301 Stinson Avenue, Holly Springs, NC 27540.

If you cannot attend the meeting, or would prefer to contact me directly, feel free to contact Spaulding & Norris, per the contact information below. We look forward to meeting with you and discussing this new proposed development. Area Map attached with Site noted.

Sincerely,

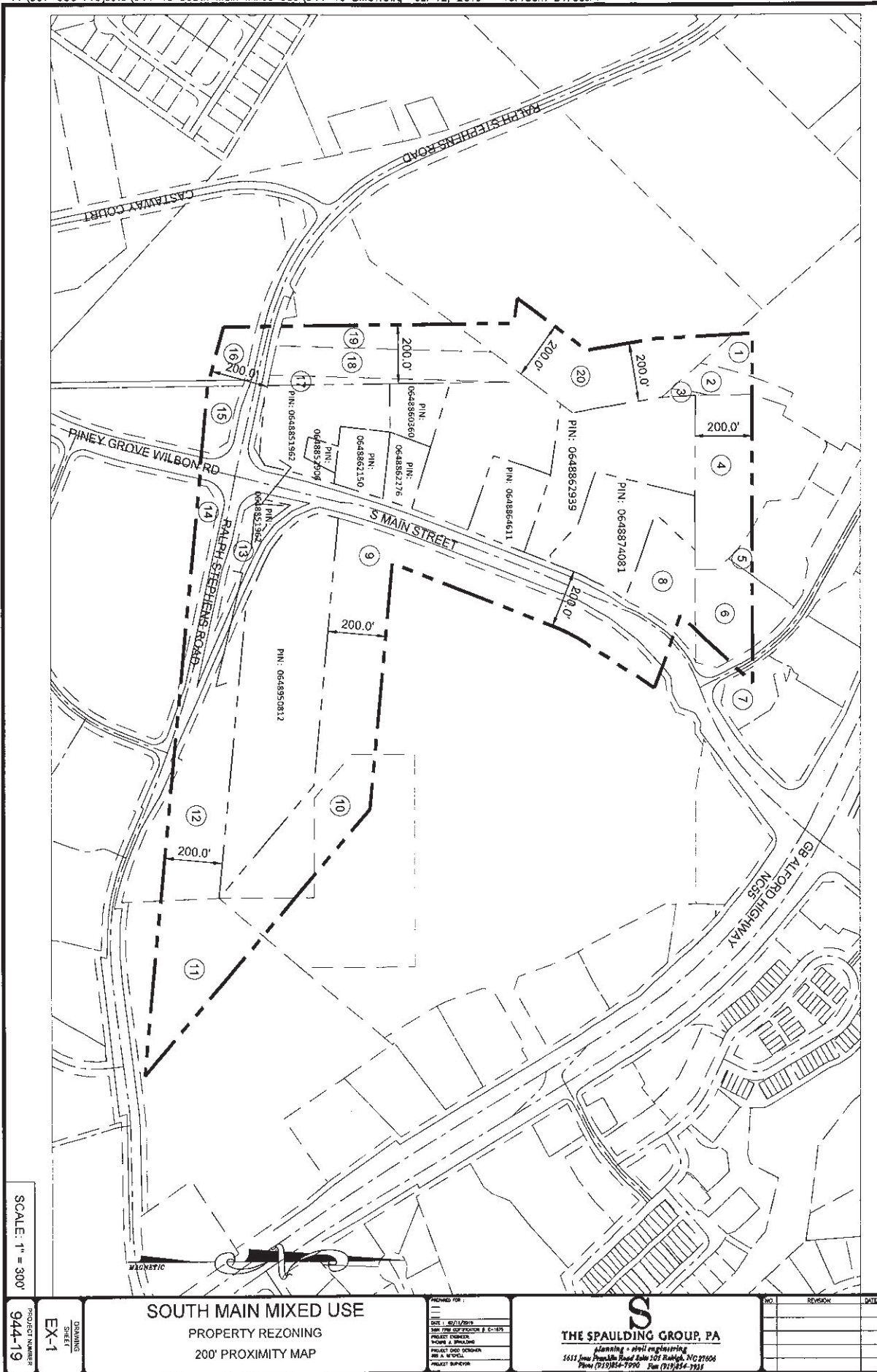
Laura Holloman, AICP

Land Planner

(919)854-7990

**SOUTH MAIN MIXED USE PROPERTIES REZONING (PIN: VARIOUS)
200' PROXIMITY LIST**

Map	Owner	Address	Town	State	Zip
1	OPTIMUS SPRINGS, LLC	2949 HUNTINGTON WAY	AURORA	OH	44202-8766
2	NO INFORMATION AVAILABLE				
3	Property Owner	PO BOX 550	RALEIGH	NC	27602-0550
4	OREC LAND, LLC	2949 HUNTINGTON WAY	AURORA	OH	44202-8766
5	FLAGSHIP VILLAGE HOLLY SPRINGS, LLC	2701 COLTSGATE ROAD, STE 300	CHARLOTTE	NC	27211-3594
6	COASTAL FEDERAL CREDIT UNION	1000 SAINT ALBANS DRIVE	RALEIGH	NC	27609-7347
7	TRUSTEE FOR THE DIANE FLETCHER-HOPPE 2007 TRUST	950 OXFORD AVENUE	MARINA DEL REY	CA	90292-5408
8	ALAN J LORDEN & RENEE H LORDEN	1000 S MAIN STREET	HOLLY SPRINGS	NC	27540-6013
9	WALMART REAL ESTATE BUSINESS TRUST: ATTN: 0555	805 SE MOBERLY LANE	BENTONVILLE	AR	72712-7761
10	NC-HOLLY SHOPPES-MDP, LLC	8816 SIX FORKS ROAD, STE 201	RALEIGH	NC	27516-2983
11	COLLINS PARK - HOLLY SPRINGS, LLC	246 VALLEYFIELD LANE	SOUTHERN PINES	NC	28387-6754
12	SOUTHERN CROSSROADS, INC	5210 DRIFTWOOD LANE	MOREHEAD CITY	NC	28557-2576
13	SOUTHERN CROSSROADS, INC	5210 DRIFTWOOD LANE	MOREHEAD CITY	NC	28557-2576
14	BRITTHAVEN, INC	224 HWY 70 EAST	GARNER	NC	27529
15	LIGHTBRIDGE PARTNERS, LLC	5210 DRIFTWOOD LANE	MOREHEAD CITY	NC	28557-2576
16	INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL	1910 W SUNSET BLVD, STE 200	LOS ANGELES	CA	90026-3295
17	ELIZABETH Y BARNES & PATSY Y EDWARDS	400 OLD SPRING HILL LANE	FUQUAY-VARINA	NC	27526-2446
18	CLAYTON PROPERTIES GROUP, INC; MUNGO HOMES	CLAYTON ROAD	MARYVILLE	TN	37804-5550
19	CLAYTON PROPERTIES GROUP, INC; MUNGO HOMES	CLAYTON ROAD	MARYVILLE	TN	37804-5550
20	CLAYTON PROPERTIES GROUP, INC; MUNGO HOMES	CLAYTON ROAD	MARYVILLE	TN	37804-5550
	Town of Holly Springs - DEPT of P & Z	P.O. Box 8	HS	NC	27540



Meeting Attendance

Project: Village Gate Mixed-Use
Date: July 24, 2019

Hunt Community Center

TMTLA ASSOCIATES
Landscape Architecture & Land Planning



	Name	Address	Telephone	email
1	Beth Hollemann	804 New Church St. N. FL	919-723-8150	bethhollemann@gmail.com
2	Elizabeth Barnes	400 OLD SPAINSHILL LN #1	919-552-6983	lizbarnes2@gmail.com
3	Patty Edwards	73629 NC 210 N. ASHLEY NC 27501	919-639-7544	pattyedwards@gmail.com
4	Joe CABLE	100 MORRISDALE ST. CARY NC 27513	919-280-9717	JOEC@HILLCO.COM
5	Madge Hinsley	3309 Hinsley Rd, New Hill, NC	919-457-3087	maggie.hinsley@gmail.com
6	Kim Annan	1024 S. Main St. Holly Springs NC	919-443-1594	Kim@TallonsMetal.com
7	Blondie Carptis	1027 Hwy 70 W Suite 1000, NC	919-522-5834	blondiecarptis@gmail.com
8	Alana Renda Lender	1000 S Main St. HS, NC 27024	919-567-2584	alana55@comcast.net
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THE TOWN OF

Holly Springs

Rezoning Ordinance No.: 20-REZ-02

Date Adopted: June 16, 2020

Effective Date: June 16, 2020

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

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

WHEREAS, the Town of Holly Springs has received a request to modify the Official Zoning Map for 19.3 acres of Wake County PINs 0648851962, 0648852906, 0648950812, 0648874081, 0648860360, 0648864611, 0648862939, 0648862150, 0648862276 from R-20: Residential and CB: Community Business to CB CU: Community Business Conditional Use.

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

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

WHEREAS, the Holly Springs Planning Board reviewed this request at a Public Meeting on November 26, 2019 and recommended approval by a vote of 5-2-2; and

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

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

WHEREAS, the Town Council finds the proposed amendment the Official Zoning Map is reasonable and in the public interest by supporting uses and development patterns consistent with Mixed Use Center designation of the Land Use & Character Section of the Comprehensive Plan. Further, the CB CU district will allow mixed-use development to occur in a cohesive development

Office of the Mayor

P.O. Box 8 • 128 S. Main Street • Holly Springs, NC 27540 • www.hollyspringsnc.us

Email: dick.sears@hollyspringsnc.us

pattern consistent with the intent of the Mixed-Use Center designation to create a compact, walkable environment with a mix of residential and non-residential uses.

WHEREAS, after being advertised, a public hearing was held and the Town Council considered entering into a Development Agreement pursuant to NCGS 160A-400.20 on June 16, 2020:

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

Part 1: Amend Unified Development Ordinance Section 1.20, C. Official Zoning Map with the following rezoning request: #19-REZ-03 to **change the zoning of 19.3 acres of Wake County PINs 0648851962, 0648852906, 0648950812, 0648874081, 0648860360, 0648864611, 0648862939, 0648862150, 0648862276 from R-20: Residential and CB: Community Business to CB CU: Community Business Conditional Use with conditions 1-12, attached, as submitted by Spaulding and Norris.**

Part 2: Approval of Development Agreement The Town Council hereby approves the Development Agreement dated June 16, 2020 between the Town and Dunn Investments, LLC.

Part 3:

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 4:

SEVERABILITY

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

Part 5:

INCLUSION IN 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 6:

EFFECTIVE DATE

The provisions of this ordinance shall become effective June 16, 2020 in accordance with the laws of the State of North Carolina.

Adopted this, the 16th day of June 2020.

Town of Holly Springs by

ATTEST:

Office of the Mayor

P.O. Box 8 • 128 S. Main Street • Holly Springs, NC 27540 • www.hollyspringsnc.com

Email: dick.sears@hollyspringsnc.us



Dick Sears, Mayor

Linda McKinney, Town Clerk

Office of the Mayor

P.O. Box 8 • 128 S. Main Street • Holly Springs, NC 27540 • www.hollyspringsnc.us

Email: dick.sears@hollyspringsnc.us

PREPARED BY/RETURN TO: JOHN SCHIFANO, ROD BOX 105

**STATE OF NORTH CAROLINA
COUNTY OF WAKE**

**DEVELOPMENT AGREEMENT REGARDING INFRASTRUCTURE
CONSTRUCTION AND FEE REIMBURSEMENT
(N.C. GEN. STAT. § 160A-420.20 *et seq.*)**

BY AND BETWEEN

THE TOWN OF HOLLY SPRINGS

and

DUNN INVESTMENTS, LLC,

THIS AGREEMENT, made and entered into this _____ day of June 2020, by and between the **TOWN OF HOLLY SPRINGS**, a North Carolina Municipal corporation, hereafter referred to as the “Town” and **DUNN INVESTMENTS, LLC, a North Carolina Limited Liability Company**, and its successors and assigns, hereafter referred to collectively as the “Developer.” The Town and the Developer are collectively referred to herein as the “Parties.”

WITNESSETH:

WHEREAS, the Developer is the fee simple owner or contract purchaser of several tracts of land held in common for development, the total of which are exceeding 25 acres in size, which are shown in Exhibit A, attached hereto and incorporated herein by reference (the “Property”), and the Developer, or its successors or assigns, will be requesting approval of a development plan for these tracts for a mixed use commercial development, in a manner consistent with the sketch plans prepared by the Developer attached hereto as Exhibit B and the terms of this agreement; and,

WHEREAS, the Property is not currently located within the corporate limits of the Town, is not currently served by town sewer service, and a significant capital expenditure would be required to extend sewer service to the Property. However, the Property is located in close proximity to the Town corporate limits is within the extraterritorial jurisdiction of the Town, and it is closer to any Town utilities than to any other town's utilities; and,

WHEREAS, the Developer desires careful integration between public and private capital facilities planning, financing and construction, and further desires sufficient assurances that development standards, ordinances, policies and procedures remain stable throughout the extended period of development; and,

WHEREAS, it is beneficial to both the Town and Developer to construct certain on-site and off-site infrastructure improvements relative to the Project to enable the safe and responsible treatment of wastewater by the Town and to provide potable drinking water to the ultimate users of the Property, as well as other infrastructure; and,

WHEREAS, the Town requires, pursuant to N.C.G.S. § 160A-372 and its Unified Development Ordinance, the dedication and construction of streets and rights of way and other infrastructure and for the distribution of population and traffic in such a manner that it will avoid congestion and overcrowding and will create conditions essential to public health, safety, and the general welfare; and,

WHEREAS, the Town has enacted a subdivision control ordinance, pursuant to N.C.G.S. §160A-372 which provides for the orderly control of growth and development in the Town in general and on the Developer's parcel; and,

WHEREAS, the Town is authorized pursuant to N.C.G.S § 160A-311 *et. seq.* to operate and does in fact operate a water and sewer treatment enterprise and requires, pursuant to N.C.G.S. § 160A-317, the connection to the system by owners of developed lands located within the Town, for a cost set forth in the Town's annual budget; and,

WHEREAS, the Town is authorized to enter into this contract pursuant to N.C.G.S. §§ 160A-16, 160A-400.20 *et seq.* and may contract with the Developer to carry out the public purposes set forth herein pursuant to N.C.G.S. §160A-20. A public hearing on this Agreement was held on June 16, 2020 and after consideration of the facts brought forth during the hearing, together with the promises and inducements contained herein, Town Council of Holly Springs has determined that it is in the best interests of its citizens to enter into this Agreement.

WHEREAS, the Town considers the Project favorable to the Town because of the construction of a significant amount of non-residential (commercial, office, and retail) uses, which is in keeping with the Town's strategic planning initiative. Further, the Developer has agreed to incorporate several needed public infrastructure improvements ("Public Improvements," as described below) in the vicinity of the Property which will serve the Development, other adjoining properties, and generally benefit the town as a whole; and,

WHEREAS, the Town is offering the Developer incentives to assist the Developer in constructing the Public Infrastructure (as defined below) by way of Synthetic Tax Increment Grant (“STIG”) which would allow the Developer to receive a grant for construction of the Project, measured as a percentage of increased tax base up to a maximum of \$585,000 over seven (7) years, as a result of the Project: (i) increasing the Town’s commercial tax base; (ii) creating a significant number of new jobs; and (iii) constructing the Public Improvements;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein the Town and the Developer agree as follows:

ARTICLE I

1. **Definitions:** The terms below shall have the following meanings as used herein:

- a. Actual Costs: The amount of true costs actually incurred for construction of a certain project described herein upon final completion and approved by the Town, inclusive of the cost of acquiring easements or rights of way from those not party to this agreement, but exclusive of any administrative costs (i.e., profit and overhead) of the Developer, or any project construction contingency. Any such costs which herein after are agreed to be reimbursed or otherwise paid by the Town shall be audited by the Town under generally accepted accounting principles for governments for a period of three (3) years after the last act under this Agreement. The Developer’s right of reimbursement for Actual Costs pursuant to the terms of this Agreement is contingent upon the Developer first receiving from the Town advance written consent to the expected cost of an applicable transaction before the cost is incurred, provided, that such consent shall not be unreasonably withheld or delayed by the Town.
- b. Development: Generally defined as the planning for or carrying out of a building activity, the making of a material change in the use or appearance of any structure or property, or the dividing of land into two or more parcels. “Development,” as designated in a law or development permit, includes the planning for and all other activity customarily associated with it unless otherwise specified. When appropriate to the context, “Development” refers to the planning for or the act of developing or to the result of development. Specifically, in this Agreement, the term “Development” refers to the construction by the Developer of all building activities associated with the Concept Plans.
- c. Development Permit: A building permit, zoning permit, subdivision approval, special exception or conditional use permit, variance, or any other official action of the Town having the effect of permitting the development of property.
- d. Land Development Regulations: Ordinances and regulations enacted by the Town for the regulation of any aspect of development and includes zoning, subdivision, or any other land development ordinances, including but not limited the Town of Holly Springs Unified Development Ordinance (“UDO”).

- e. Laws: All ordinances, resolutions, regulations, comprehensive plans, land development regulations, policies, and rules adopted by the Town affecting the development of property, and includes laws governing permitted uses of the property, density, design, and improvements.
- f. Master Plan: The plan described in Section 3.01 of the Town's Development Procedures Manual.
- g. NCDOT: the North Carolina Department of Transportation.
- h. Offsite Infrastructure: The public sanitary sewer gravity line, all potable waterlines, and other Town-owned equipment or facilities not located on the Developer's site.
- i. Person: An individual, corporation, business or land trust, estate, trust, partnership, association, two or more persons having a joint or common interest, State agency, or any legal entity.
- j. Concept Plans: The plans described in Section 1.01 of the Town's Development Procedures Manual; Concept Plan as used in this Agreement refers to the sketch plans for the Development previously submitted by Developer to the Town and attached hereto as Exhibit B.
- k. Public Infrastructure: The public sanitary sewer gravity line, all potable waterlines, conversion to metal "mast arm" style of an existing traffic signal at Main Street and Ralph Stephens Road, an additional through-turn lane northbound on Main Street south of said intersection, approximately 2,500 linear feet of sidewalk/greenway (as hereinafter described), financial contribution to transportation improvements for NC 55, and other Town-owned equipment or facilities located on the Property.
- l. Public Benefit: The construction and dedication of the Public Infrastructure by the Developer, the increase in commercial and retail uses (as opposed to residential) which furthers the Town's strategic planning efforts, and the additional financial revenue of the Town brought by the incremental ad valorem tax value of the Property.
- m. Property: All real property shown or described in Exhibit A, which is subject to land-use regulation of the Town and includes any improvements or structures customarily regarded as a part of real property.
- n. Project: The Developer's plan to develop the Property in the manner described in Concept Plans, and as approved by the Town Council of Holly Springs through its normal development process.

ARTICLE II DESCRIPTION OF DEVELOPMENT AGREEMENT

1. **SCOPE**: The legal description of the Property subject to this agreement and the names of its legal and equitable property owners are contained in Exhibit A.

2. TERM: The duration of the agreement is for ten (10) years. The parties are not precluded from entering into subsequent development agreements that may extend the original duration period. Condition precedent to this Agreement are: 1. that the Town approves the petition for rezoning, the petition for annexation, and the Master Plan; and 2. that Developer acquire in fee simple absolute the Property within 90 days of approval of the Master Plan.

3. DEVELOPMENT PERMITTED USES: The development uses permitted on the Property and the location of those uses are shown on the Concept Plans.

a. The Concept Plans indicate a Project, which generally consists of development of three tracts. For the purposes of this Agreement, all three (3) tracts shall be deemed as one (1) single project for the purposes of complying with the Town of Holly Springs Unified Development Ordinance Mixed Use Option regulations. The Master Plan for the initial Mixed Use approval and authorization shall include all three Tracts.

The proposed uses are as follows, and are subject to the Zoning Conditions as listed in Exhibit C:

Tract 1 is an approximate 12,000 square foot commercial stand-alone building, together with an age-targeted senior living facility consisting of approximately 190 residential living units;

Tract 2 is an approximate 60,000 square foot medical office building, and

Tract 3 shall consist of a child daycare campus, and an approximate 90,000 square foot mixed use commercial and multifamily residential building with approximately 160 residential units known as "Solaris." Solaris shall have multifamily dwellings existing above the ground floor commercial space, and shall have certain community features such as an "art-park," a stand-alone coffee and pastry kiosk, and other public spaces, as well as 50 residential units operated by the Developer as workforce housing ("Workforce Units.")

b. The Town hereby agrees that the land use described herein and shown on Exhibit B is in the best interest of the Town, is in keeping with the land use plans, and agrees, subject to statutory requirements, to rezone the Property in conformance with this Agreement.

c. The Developer voluntarily offers certain zoning conditions ("Zoning Conditions") as a part of this Agreement and any subsequent rezoning requests for the Property. These Zoning Conditions shall apply to the Mixed-Use Parcel, and are listed in Exhibit C.

d. WORKFORCE HOUSING: Developer desires to voluntarily designate 50 units of its Tract 3 development (i.e, the "Solaris" building) as workforce housing units. These units shall be made available to rent to those individuals working in the corporate limits of Holly Springs or actively seeking employment therein, who earn 50% to 80% of

the Area Median Family Income for Wake County, as determined by the most recent US Census data. For a period of twenty (20) years commencing upon the issuance of a certificate of occupancy on the Solaris Building, the Developer agrees to establish a rental rate for these 50 units that is at least 25% less than the average fair market rental rate for the Town of Holly Springs, as established each year by the U.S. Department of Housing and Urban Development. The Developer shall submit proof of compliance annually to the Town as provided in Article VI, Section 1 of this Agreement.

4. **SEWER CONSTRUCTION AND ACCESS:** The Town and Developer agree that the most efficient method of sewer access is through the installation of certain new gravity and force-main lines, as well as upgrades to existing lines, together with the necessary upgrades to the Basil Creek Pump Station to accommodate the new sewer line, together referred to as the "Sewer Improvements." In an effort to describe the Sewer Improvements necessary to serve the Property pursuant to this Agreement in a sound manner, a preliminary engineering report, design, permitting, and construction drawings shall be submitted to the Town by the Developer's engineer within three (3) months from the date of execution of this agreement. The Parties understand that certain upgrades are needed to the pump station and ordinarily such upgrades would be a responsibility of the Developer prior to plat approval, however in consideration of the Public Benefit and the covenants contained herein, the Town hereby waives the requirements of the pump station improvements by the Developer. Any other Sewer Improvements necessitated by the Project (other than the pump station upgrades) shall be done by the Developer, at the Developer's expense.

5. **TRANSPORTATION IMPROVEMENTS:** The Developer shall design, construct, and permit the following Public Infrastructure relating to Transportation:

a. The conversion of a 4-way signalized intersection located at South Main Street and Piney Grove Wilbon/Ralph Stephens Road to a mast-arm signal, according to Town standard specifications. Prior to construction, Developer shall submit plans to the Town and NCDOT for approval, and shall make any such modifications required for approval.

b. Construction of a through-turn lane at the southeastern quadrant of the intersection described above, according to plans and specifications approved by the Town and NCDOT. The Town has collected certain funds from third party developers and shall make those funds available to the Developer for the Actual Construction Costs of this Public Infrastructure.

c. Construction of Approximately 2,500 linear feet of pedestrian sidewalk/greenway along public right of way (existing or proposed), from the southernmost point of the Project to the intersection of Bayham Drive and Piney Grove Wilbon. The Town shall allow a dollar-for-dollar credit against Parks and Recreation fees in lieu for any Actual Construction Cost for this Public Infrastructure which exceeds 2,000 linear feet. The Town shall be solely responsible for acquiring and paying for any land acquisition necessary for this sidewalk/greenway.

c. Developer shall construct all transportation-related Public Infrastructure for the Project as shown on the Concept Plans, which meet the ordinary development requirements of the Town, EXCEPT that the Developer shall not provide vehicular connection to Tract 1 (the Age-restricted residential project) through the adjacent tract. In lieu of this requirement, Developer shall provide an emergency access connection for emergency vehicles with a Knox box.

d. Developer shall contribute \$105,000 to the Town for a fee in lieu of upgrades to NC 55.

e. Developer shall be allowed to only construct a road stub to the adjacent Crossroads property through Tract 3 and shall not be required to construct any such transportation improvements beyond its property line.

6. ANNEXATION and REZONING/MASTER PLAN: The Parties agree that the Property shall be rezoned and annexed into the corporate limits of the Town through the approval of a petition for rezoning and voluntary annexation prior to the commencement of Town sewer service to the Property, in a zoning designation consistent with the covenants herein. The Developer has already submitted a petition for rezoning, which has been reinstated. The Developer will submit a petition for voluntary annexation of the Property at the same time as submission of the Master Plan. In the event that the Master Plan is not approved by the Town, the Developer shall be entitled to withdraw its annexation petition until such time as the Master Plan is approved, up to and including, the final consideration of the Master Plan by the Town Council. The Town shall schedule for approval the rezoning, Master Plan, and annexation petitions so that the Town Council hearings for these matters will occur within 180 days of the earlier of submittal by the Developer of the Master Plan, petition for annexation, or execution of this Agreement. Nothing herein obligates the Town to provide sewer or water service to the Property prior to its annexation. The Property shall at all times be subject to the Zoning Conditions, as shown on Exhibit C and incorporated by reference.

7. RESERVATION OF LAND: In lieu of required land reservation for Parks and Recreation pursuant to N.C.G.S. § 372, the Developer shall pay a fee in lieu in the manner set forth in the Town's annual budget.

8. REQUIRED PERMITS: A description of all development permits approved or needed:

a. Developer shall secure all construction drawing approval, erosion and sedimentation control, grading approval, and building permits as necessary under the land development regulations in existence of the time of such permit application. Town shall aid Developer in securing all encroachment permits as required by the NCDOT, the North Carolina Department of Environmental Quality, or other state or federal agencies, as required for roads, sewer, and water. The failure of this Agreement to address a particular permit, condition, term, or restriction does not relieve the Developer of the necessity of

complying with the law governing their permitting requirements, conditions, terms, or restrictions.

9. TERMS REQUIRED FOR PUBLIC SAFETY: Description of any conditions, terms, restrictions, or other requirements determined to be necessary by the Town for the public health, safety, or welfare of its citizens.

a. All zoning conditions shall be satisfied.

10. HISTORIC STRUCTURES: Description of any provisions for the preservation and restoration of historic structures.

a. None

11. DEVELOPMENT SCHEDULE

a. Prior to any permit or plat approval for any tract of the Project, the Developer shall pay to the Town the fee in lieu of roadway construction for the NC 55 improvements (item 5 (d), above) in the amount of \$105,000.

b. Fees ordinarily due upon issuance of the building permit for this project shall be paid prior to issuance of the certificate of occupancy, including any temporary certificate of occupancy. This is a delay in the collection of the fees by the Town, and is of benefit to the Developer and a concession by the town for the Public Benefits brought by this Project. The Developer shall indemnify and hold the Town harmless from any claim by a subsequent purchaser for delay, lost profits, consequential or special damages arising as a result of this delayed collection of fees.

c. The remaining Public Improvements shall be constructed prior to a certificate of occupancy is granted for the Solaris building. For clarity, the certificates of occupancy for the childcare center, art park, and kiosk will not be conditioned upon completion of the Public Improvements and may be issued before said completion is achieved.

ARTICLE III DEVELOPER'S DUTIES

1. For any offsite infrastructure constructed by the Developer, the Developer shall design, permit, and construct the infrastructure in the location approved by the Town and as shown on plans (to be submitted), according to engineering best practices, requirements of the Town, and requirements of the North Carolina Department of Environmental Quality (NCDEQ) and any other regulatory agency. For any land owned or controlled by the Developer, the Developer shall secure and dedicate to the Town all necessary easements for the construction and perpetual maintenance of the infrastructure referenced. For any land not owned by or controlled by the Developer, the Town shall convey such land owned by the Town to the Developer or secure all necessary easements on land owned by third parties for the construction and perpetual maintenance

of the infrastructure referenced in a timely manner so as not to delay the completion of the Developer's Duties.

2. The Developer shall construct in a workmanlike manner the Onsite Public Infrastructure according to the design specifications and criteria of the Town which are existing at the time of this agreement, as well as full compliance with any NCDENR requirements. Said infrastructure, together with any and all appurtenances, easements, and equipment associated with the project required for public dedication shall be dedicated to the Town in a manner consistent with the development plan and in a manner in accordance with the Town's standards.

3. The Developer shall construct the public infrastructure according to the plans and specifications submitted in a manner consistent with the standards of the Town which are in effect at the time of this Agreement.

4. The Developer (or his successors, and/or assigns) shall pay all development fees for the development at the time they would otherwise ordinarily be due (or as otherwise amended pursuant to 11(b) above) and in an amount that is determined by the fee schedule approved in the annual budget which is in effect at the time of this Agreement.

5. Developer shall maintain the Workforce Housing Units in the manner described above for twenty years.

ARTICLE IV DEVELOPER FINANCIAL BENEFITS

1. The following benefits are agreed to by the Parties in consideration of the Public Benefits brought about by the Project.

a. As described in Article II, paragraph 11(c), the Developer shall be allowed to defer town fees ordinarily due at time of building permit or plat recordation to the time at which a certificate of occupancy would be due.

b. Synthetic Tax Increment Grant. In consideration of the Developer's construction of the Public Infrastructure, the Town shall grant to the Developer, as a reimbursement for the costs associated with such infrastructure, an amount equal to the costs of such Actual Construction Costs of the work, payable as follows:

Upon completion of the Solaris building (at such time all Public Improvements have been completed), the Parties shall determine the difference in the ad valorem tax revenue of the Property from the Town's FY 2021/2022 ("Base Tax Revenue") and the tax revenue of the Town attributable to the Property the first tax year after completion of the Solaris Building ("Increased Tax Revenue"). For purpose of clarity, in calculating the Base Tax Revenue and the Increased Tax Revenue for the Property, all three Tracts shall be considered. The difference between the Base Tax Revenue and the Increased Tax Revenue is the Incremental Tax Revenue. For the seven years following the completion of the Solaris Building, the Town shall pay

to the Developer the percentage of Incremental Tax Revenue in the years and amounts as indicated below:

Years 1 & 2:	80%
Years 3 through 5:	40%
Year 6:	30%
Year 7:	10%

The sum of this reimbursement amount shall have a MAXIMUM CAP OF \$585,000, and the term shall have a maximum term of 7 years. In the event that the Maximum Cap is reached prior to the expiration of the 7-year term, no further reimbursement shall be allowed. Payments shall be made once annually within 30 days of certification by Town staff that the Town's portion of ad valorem taxes have been fully paid on the Property. The Town shall not be obligated to make more than 7 such payments, and shall only pay the Developer and no other party.

2. The following financial benefit is agreed to by the Parties for the mutual benefit of the Parties.

a. In consideration of the Workforce Housing, the Developer shall be allowed to install a master water meter for 50 of the Workforce Housing units. Ordinarily, the Town requires one meter per Equivalent Residential Unit ("ERU"), and collects a System Development Fee for each ERU. The Developer shall be allowed to install one meter in a size appropriate to serve 50 residential units, and establish a sub-metering system to allocate costs and expenses among the 50 units without influence from the Town. In doing so, the Developer may install such water saving measures and efficient devices in these residential units as appropriate to the Developer, and the Town shall only have one metered connection instead of 50 which results in an administrative savings to the Town. The Town shall charge the Developer 50 separate monthly availability charges, however the Developer shall realize an avoidance of approximately \$375,000 in System Development Fees.

ARTICLE V GENERAL TERMS

1. All of the Developer's obligations under this Agreement, including but not limited to the obligations under Articles II and III of this Agreement, are contingent upon the Town's approval of the Developer's petition for rezoning, petition for annexation, and approval of the Master Plan.

2. All reimbursements, if any, for this project shall be provided on the basis of final documented Actual Costs, as approved by the Director of Engineering, in accordance with this agreement. Any opinions of project cost included in this agreement are based upon preliminary designs and are approximate.

3. The Developer shall be responsible for the complete design and construction of each project, including all surveying, design, permitting, plat preparation and recordation, testing, engineering, bidding, construction, inspection, acceptance, easement maps and documents, construction management, construction administration, and all other necessary functions to insure complete-in-place, fully functional projects built and operational in accordance with Town and State standards and approved plans for the project. The costs of all of these items shall be borne by the Developer and shall not be subject to reimbursement or participation by the Town, except as specifically described herein

4. All fees, charges and payments related to the actual construction of each project shall be borne by the Developer and shall not be subject to reimbursement or participation by the Town, except as set forth herein.

5. In the course of installing the sewer line or any other work on easements obtained by the Town and under the Town's ownership, the Developer shall operate under permission to encroach onto a Town easement and shall hold the Town harmless.

6. The Developer agrees to protect, defend, indemnify and hold the Town of Holly Springs and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character in connection with or arising directly out of the entry onto and performance of work on the easements of the Town. The Developer further agrees to investigate, handle, provide defense for and respond to, any such claims at its sole expense and agrees to bear all other costs and expenses related thereto, even if such claims are groundless, false, or fraudulent.

7. The Town agrees to protect, defend, indemnify and hold the Developer and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character made by third parties in connection with or arising from the injury to (including death of) persons or physical damage to property arising out of the performance of Town's obligations under this Agreement by the Town, its agents, employees and contractors (collectively, "Claims"), except to the extent any such Claims arise out of the negligence or willful misconduct of the Developer, or its agents, employees or contractors, or any third party. The Town further agrees to investigate, handle, provide defense for and respond to, any such Claims at its sole expense and agrees to bear all other costs and expenses related to such Claims, even if such Claims are groundless, false, or fraudulent but only to the extent the same are not expressly excluded as set forth herein.

8. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on infrastructure.

9. It shall be the responsibility of the Developer to ensure that all regulatory approvals for each project are in place before beginning construction.

10. The Town Manager is authorized to make decisions in regard to approvals, including changes to this Agreement in order to complete the scope of work required, within his authority granted by the Town Council, except as otherwise stated herein or required by Town ordinance.

11. The Town shall secure all necessary easements for the infrastructure projects that are the subject of this Agreement.

ARTICLE VI OTHER

1. Compliance with Workforce Housing plan. Starting after completion of the first full calendar that the Solaris Building is in service, the Developer shall submit annually prior to February 15 such information and data to the Town to ensure compliance with both appropriate lease amounts and tenant income and work criteria. The information and data shall be a snap shot as of January 1 of each applicable year. For the purposes of assessing compliance, the income levels and work status of the tenants occupying units as of January 1 shall be measured as of the date that they applied for rental housing, if such date was within 24 months of January 1, otherwise January 1 of that year.. The Developer's compliance shall be measured by adding the number of qualifying units (units leased to qualifying individuals at qualifying rates) plus the number of vacant units in the Solaris building. For example, if 35 units are rented to qualifying individuals at qualifying rates and 15 units are vacant, then the Developer shall be in compliance. In the event that the Developer cannot substantiate compliance with at least 50 residential units in a particular year during the applicable twenty-year period, the Developer shall reimburse the Town in an amount equal to the System Development Fee for FY2020, on a per unit basis (\$7,795) times the number of units for which Developer is not in compliance times the fraction where the numerator is the number of years that the Solaris building is in service and the denominator is 20. For purpose of clarity, the per unit, per year return of the System Development fee is (\$389.75). .

2. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on Offsite Infrastructure. This Agreement shall not modify the warranty and acceptance procedures established by the Town through the Engineering Standards in place at the time of this agreement. It shall be the responsibility of the Developer to ensure that all regulatory approvals for each project are in place before beginning construction.

3. All notices, reports, and other communications given pursuant to this Agreement shall be in writing and shall either be mailed by first class mail, postage prepaid, certified or registered with return receipt requested, or delivered in person to the intended addressee. Notice sent by certified or registered mail shall be effective upon the date of delivery indicated on the return receipt. Notice given in any other manner shall be effective upon actual receipt by the addressee.

4. This development agreement does not provide for the application of subsequently enacted Laws, ordinances, development policies, practices, procedures or standards. The Laws, ordinances, development policies, practices, procedures and standards applicable to the

development of the Project are those in force at the time of the execution of this Agreement, in the manner prescribed by Holly Springs Ordinance 14-164.

5. Notices under this agreement shall be to the following:

FOR THE TOWN:

Randy J. Harrington
Town Manager
PO Box 8
Holly Springs, NC 27540
Reference:

FOR THE DEVELOPER:

Eli Zabrud
Dunn Investments, LLC
220 Tals Rock Way, Suite 3
Cary, NC 27519

6. This Agreement shall be governed by and construed in accordance with the law of the State of North Carolina. The Parties consent to the jurisdiction of Superior Court Division of the General Court of Justice located in Wake County, North Carolina in the event a dispute arises between them regarding the terms of this Agreement.

7. If any paragraph or part of this Agreement is found void or unenforceable, the remainder of this Agreement shall continue in full force and effect.

8. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, successors and assigns.

9. This Agreement contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed in writing.

10. Exhibit List: The following exhibits are hereby incorporated by reference:

EXHIBIT A:	Map of the Property
EXHIBIT B:	Preliminary Sketch of Development Plan
EXHIBIT C:	Zoning Conditions

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF HOLLY SPRINGS

(Town Seal)

BY: _____
Randy J. Harrington, Town Manager

ATTEST:

Linda Mckinney, Town Clerk
Kathy White, Deputy Town Clerk

This document is sufficient as to form.

John P. Schifano, Town Attorney

This instrument has been pre-audited in the manner proscribed by the Local Government Finance Act.

Patty Dressen
Interim Finance Director

NORTH CAROLINA
WAKE COUNTY

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that she is the Town Clerk/Deputy Town Clerk of the Town of Holly Springs, and that the seal affixed to the foregoing instrument in writing is the corporate seal of said Town, and that said writing was signed and sealed by her in behalf of said corporation by its authority duly given and the said person acknowledged this writing to be the act a deed of said corporation.

WITNESS my hand and official stamp (or seal), this the ____ day of _____

Notary Public

My Commission Expires: _____

DUNN INVESTMENTS, LLC

(Seal) By: _____
Name: _____
Title: _____

I, a Notary Public, certify that _____, personally came before me this day and acknowledged that she is the _____, a North Carolina limited liability company, and that she, as such officer, being authorized to do so, executed the foregoing on behalf of the limited liability company.

WITNESS my hand and official stamp (or seal), this the ____ day of June, 2020

Notary Public
_____, Notary Public
Typed/Printed Name

[Official Seal] My Commission expires: _____

EXHIBIT A
Map of Property

Exhibit B
Concept Plans

Exhibit C
Zoning Conditions



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda

Title: Approve the minutes of June 2, 2020 Business Meeting and the June 4, 2020 Budget Workshop, and the June 9, 2020 Workshop.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the Council's business meeting held June 2, 2020, the budget workshop held June 4, 2020, and the workshop meeting held June 9, 2020.

Explanation:

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

Background:

Funding Source(s):

N/A

Attachment(s):

1. 6.2.20 Minutes _ notes final
2. 6.4.20 workshop minutes - draft
3. 6.9.20 workshop minutes - draft



June 2, 2020

MINUTES

The Holly Springs Town Council met in electronic session on Tuesday, June 2, 2020 in person and via video conferencing. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor and five council members were present as the meeting opened.

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

Council Members Absent: none.

Staff Members Present in Chambers: 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); Mark Andrews, *Communication and Marketing*; Jeff Wilson, *Director IT*; Sean Ryan, *Planning*; Rachel Jones, *Engineering*.

Staff Members Present via video conferencing: Cassie Hack, *Director Communications and Marketing*; Tamara Ward, *Communications and Marketing*; Patty Dressen, *Interim Director of Finance*; LeeAnn Plumer, *Director Parks and Recreation*; Gina Clapp, *Director of Planning & Zoning*; Melissa Sigmund, *Planning & Zoning*; Kendra Parrish, *Director Engineering*; Irena Krstanovic, *Director Economic Development*; and Leroy Smith, *Fire Chief*.

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

4. Agenda Adjustment: The June 2, 2020 meeting agenda was adopted with changes, if any, as listed: Motion to hear item 6 before item 5.

Motion by: Berry

Second by: Wolff

Vote: Unanimous

Public Comment: Public Comment was requested in writing prior to the meeting. The following number of comments was received and provided to the Council prior to the meeting: 1 comment opposed to Pine Springs Academy's expansion; 58 comments in favor of Pine Springs Academy's expansion; 1 comment in support of the Stormwater Fee Increase; 1 comment requesting a community meeting to discuss transparency in Policing.

6. Public Hearing: Fiscal Year 2020-2021 Budget

Randy Harrington, Town Manager, reviewed the recommended budget. He stated that the budget supported the five Strategic Priorities adopted by Council. He said the budget was developed with COVID-19 economic impacts in mind. It enhances long-term planning for future public infrastructure, redesigns the Stormwater Program to address fee inequities and better respond to aging infrastructure repair needs, recommends a revenue-neutral property tax rate of 42.16 cents (a 6.9 cent reduction), and continues strong investment in Town employees. Other highlights of the budget: it totals \$68.3 million, and funds all basic municipal services. The budget includes six new positions:

- Public Works - 3 positions: for solid waste (1) and concrete repairs (2);

- Police – 1, for animal control;
- Planning – 1 in permitting;
- Information Technology – 1 to support mapping data base needs.

Total fee adjustments for the typical resident will be an increase of \$4.83 per month.

Mr. Harrington said that Council would meet in Workshop to discuss the budget on Thursday, June 4th at 6:00 pm at the Law Enforcement Center, and budget adoption is scheduled for the June 16th Council meeting at 7:00 pm at Town Hall.

With that explanation given, Mayor Sears opened the public hearing. The following input was received: one letter was received in support of the stormwater program fees from Chris and Sara Kempin of 204 Sycamore Creek Drive. *A copy of the letter is attached to these minutes.*

Mayor Sears then closed the public hearing.

Councilman Villadsen then asked to be recused from the Pine Springs Academy items.

Action: Motion to recuse Councilman Villadsen.

Motion by: Berry

Second by: Kelly

Vote: Unanimous

5. Pine Springs Academy Middle School Development Plan, Special Exception Use, and Waivers

Sean Ryan, Planning & Zoning, said that a Public Hearing was held on May 19, 2020 regarding this matter. Council voted to approve the first variance and not approve the second variance. A question was raised as to whether the second variance was needed, and the item was tabled until tonight. Staff determined that the variance for the proposed building elevation was needed, but then the applicant modified the elevation to one that does not require a variance. Mr. Ryan said that the items for consideration tonight are the Special Exception Use, the Development Plan, and four waivers.

Mr. Ryan showed the site plan for the proposed expansion, along N. Main Street between Rosewood Centre Dr. and Katha Drive. He explained that the waivers requested are:

1. To allow a reduction in the number of off-street parking spaces of 25%;
2. To allow for more than 75% of the provided parking to be between the front building line and the front lot line along Richardson Street;
3. To allow a waiver of the underground utility requirement along N. Main Street;
4. To allow building bays to exceed 30 feet along Richardson Street, and the north and south side facades;

He explained that the waiver originally requested to allow rooflines to exceed 50 feet in a continuous plan along the N. Main Street façade was no longer needed with the revised elevations. Also the requested waiver to allow building bays to exceed 30 feet along the N. Main Street building façade, Richardson Street façade, and the north and south side façades were no longer needed for the N. Main Street façade, just the other three. He showed the evolution of the elevations, from the elevation presented on May 19th, a first draft revised elevation, and the final revised elevation.

Mayor Sears asked John Schifano, Town Attorney, to speak to where Council is in the process, and what is required to move forward. Mr. Schifano said that a school in a residential R-20 district is not a use by right, but is subject to a Special Exception Use. He said that Council needs to look only to the evidence that was received in sworn testimony at the public hearing in making their findings of fact. He said that he had asked Council to review video of the sworn testimony before tonight's meeting. He said that the remaining items are simple majority vote issues, unlike the variances that were voted on at the last meeting. He explained that Waivers do not "run with the land" unlike Variances, which do.

MPT Berry said that he thought some aesthetically pleasing features were sacrificed in order to meet the Town's UDO.

Councilman McGrath asked Mr. Schifano if there were additional public facts that have come forward as a matter of public record, not something *received* from the public but something that was *out in* the public, if Council could question the petitioner in order to find if that information is accurate. Mr. Schifano said that they could, but would have to reopen the public hearing to do so, which means it would be reopened to both sides for any issue that is relative to the Findings of Facts, that the proposed use will not be injurious to the public. The use Council is talking about is a school of the size and shape and distance from the road shown on the plan, and not any particular school. So if this public information is specific to the operation of this school, it may not be relevant to the findings that Council must make. If the evidence is relative to any school, not this specific school, Council may move to reopen the public hearing. At that point, any aspect of the SEU would be fair game.

Councilwoman Kelly said that the first Finding is very broad, and given the situation with COVID-19 and the importance of this decision, she thought it would be valuable to reopen the hearing. She thinks there may be evidence that was not heard because people were uncomfortable coming to Town Hall.

Councilman Wolff said that Council has received a large amount of public comment, more than for most agenda items, and can't consider it, because it is not sworn testimony. He believes that there was potentially not enough notice for everyone who would like to be heard. There is a process, and staff has done a great job of making adjustments due to COVID-19, but he thought they had not heard all the evidence.

MPT Berry said that he does not think additional public comment would change the facts that were heard two weeks ago. He doesn't know that anything would be gained or lost going forward. He does not want to reopen the public hearing at this time. Councilman McGrath said if reopening the hearing meant rehearing testimony on the variances, he didn't want to. He said one of his concerns is one of the conditions in the SEU, not the SEU in and of itself. He asked the Town Attorney if Council needed to reopen the public hearing to have a discussion over the conditions. Mr. Schifano said Council could deliberate among themselves about any condition; the hearing would only need to be reopened to receive any other facts. And if it is opened up, Council needs to hear anyone who wants to testify.

Mayor Sears asked what condition concerned Councilman McGrath. Councilman McGrath said that the Town providing \$100,000 for the traffic light bothers him. Given the impact to the community, adding another school is a traffic and safety concern. He said he was not comfortable for the Town being on the hook for that \$100,000, especially given the current economic situation. The \$100,000 would come out of taxpayer dollars, from every resident of Holly Springs. He asked if the signal meets the warrants for a signal at this time. Rachel Jones, Engineering, said that signal analysis was submitted and was approved by NCDOT. It met most of the warrants, but because it is a school the peak hours are different. But due to the safety concerns, NCDOT agreed that a signal is warranted at this time. Councilman McGrath asked if it was correct that the project could not move forward without the signal, because it was warranted. Rachel Jones, Engineering, said that was correct. Mayor Sears asked for clarification about what the school is required to do and what they agreed to do. Ms. Jones said that due to statute, the school is not required to contribute, but they have agreed to pay \$150,000 towards a signal.

MPT Berry said that based on the testimony of Sgt. Brienzi, he would like to propose as a fact that the signal is necessary to the safety of the inhabitants of the project, the adjacent neighborhoods, and the motoring public in general, and that the proposed land use is not appropriate without the signal. He would also propose as facts that the school has a bond hearing for \$50,000,000 of public education money, which implies that the school has public education revenue to repay such bonds; that the Town does not have money allocated in the proposed budget for this signal and the town can only spend money that is duly budgeted, and that the public hearing on the recommended budget has just been completed with no public sentiment that the town fund the traffic signal for Pine Springs.

Mayor Sears asked Town Manager, Randy Harrington, to speak to the budget issue. Mr. Harrington said there were not funds dedicated to this signal, but there are some unallocated funds that could be used for this signal if Council desired.

Councilman McGrath asked if there was an opportunity for Council to ask the applicant to consider fully funding this signal, in the interest of public safety. He said he knew they could not require them to fund traffic improvements, but this is a safety issue. He said that if they could strike that as a condition, he would consider supporting this SEU. Mr. Schifano said that they would have to reopen the hearing to get that information from the applicant, and if they do that they would have to accept facts from other parties. The applicant's willingness to pay for the transportation improvement would be a fact, assuming they were willing to make that agreement. Council could also make these findings of fact requiring the signal, but without funding the traffic signal.

Councilman McGrath said he was comfortable making a motion to remove the Town's funding for that \$100,000, because if the money doesn't come from somewhere, the project doesn't move forward. It's up to the petitioner to decide either to fund it and move forward, or not fund it and not move it forward.

Councilwoman Kelly said she thought that Council had not gotten all the information. She said it's a big decision to put a school in that location, and it is something that Council needs to be careful about. If there are still unknown facts, she would like to hear them. Council has heard that not everyone felt comfortable coming in to Town Hall, so she thought that they were not getting all the facts.

Mayor Sears asked Town Attorney John Schifano for any guidance. Mr. Schifano said that Council acts by motion, so someone would need to make a motion to open the public hearing if that is what Council wants to do.

Councilman Wolff said it did not sound like the will of the Council was to reopen the hearing. He said he was prepared to vote if need be. His main concerns were traffic and safety. He said that the one sworn testimony received was from the president of the HOA in the adjacent neighborhood. He made it very clear that without specific improvements, the traffic signal was not enough to maintain safety. Council received a lot of public comments about the benefits of the school and he is sure it serves its community very well, but Council has to think about the whole community. Even if the school pays for this signal, it will not solve the traffic problem in this area, even if they stagger opening times for the elementary and the middle school. He said he has severe reservations that adding more students to this school is going to severely impact the adjacent neighborhoods.

Councilwoman Kelly said she agrees that even with the light, there are significant traffic safety concerns. Also the testimony from the neighborhood next door is concerning. Councilman McGrath said the traffic expert testified that the signal was sufficient to control the traffic. People are going to do what they're going to do no matter whether there is a signal there or not. This is part of our traffic calming discussion that can happen later.

Action 1: Motion to make and accept Findings of Fact for consideration of and to approve a Special Exception Use with conditions as stated in the agenda packet, except removing the condition that the Town pay \$100,000 toward the traffic signal and adding the following findings:

1. The proposed land use is not appropriate without the installation of the traffic signal;
2. The school has the resources to pay for the traffic signal;
3. The recommended budget does not allocate money to pay for this signal, and the Town may only spend money that is allocated; and
4. There has been no input received in support of the Town paying for this traffic signal.

Motion by: McGrath

Second by: Berry

Vote:

Aye: McGrath, Berry, Sears

Nay: Kelly, Wolff

The motion passed.

Action 2: Motion to determine appropriateness of waivers, and approve development plan for Pine Springs Preparatory Academy Middle School with conditions as stated in the packet.

Motion by: Berry
Second by: McGrath
Vote:
Aye: McGrath, Berry, Sears
Nay: Kelly, Wolff
The motion passed.

7. Public Hearing: Pine Springs Preparatory Bond Issuance

John Schifano, Town Attorney, said that the bond attorney from McGuire Woods was present to answer questions if there were any. He said that Pine Springs Academy desires to issue bonds not to exceed \$50,000,000 of Public Finance Authority Educational Facilities Revenue Bonds, series 2020. Per 26 U.S. Code §147(f) it is necessary for the school to have a public hearing and receive approval in principle from the “governmental unit having jurisdiction over the area in which any facility, with respect to which financing is to be provided from the net proceeds of such issue, is located.”

He said that this approval could come from any governmental unit having jurisdiction, including the state or the County, but that Pine Springs had chosen to bring it to the Town Council. He explained that this resolution creates no obligation for the Town of Holly Springs in relation to these bonds.

With that explanation given, Mayor Sears opened the public hearing. The following input was received: none.

Mayor Sears then closed the public hearing.

Action: Motion to approve Resolution approving in principle the issuance of bonds by Pine Springs Academy.

Motion by: McGrath
Second by: Berry
Vote:
Aye: McGrath, Berry, Wolff
Nay: Kelly
The motion passed.

At this point a motion was made to readmit Councilman Villadsen.

Motion by: Berry
Second by: McGrath
Vote: Unanimous (with the exception of Villadsen)

Councilman Villadsen returned to the Chamber.

8. Public Hearing: Duncan’s Ridge Well #5 Development Plan, Special Exception Use, and Variances

Sean Ryan, Planning & Zoning, said this item is for a Special Exception Use, Variances, and Development Plan for a non-municipal water treatment plant for the Duncan’s Ridge neighborhood in the Holly Springs ETJ at 6237 Lauraca Lane. The property currently contains a private well house and the proposed SEU would expand the use of the property by adding additional structures. The

associated Development Plan with the SEU contains a new 168 square foot filter building, backwash tank, and one parking space. No tree preservation is required, but the applicant is using the existing vegetation on the site to preserve trees and provide a buffer to adjacent properties. A variance has been requested for the asphalt, concrete or other hard surface material requirement for all required off-street parking areas and any driveway, interior access driveway or interior access drive to and from such off-street parking. A waiver has been requested to allow alternate compliance with the architectural design requirements.

Planning Board Recommendation:

Mark Stuckey, Planning Board, said they discussed the following issues and concerns on April 28, 2020:

- The maximum capacity of the well system and if there is potential for future expansion;
- If the Town has water service available to the area;
- How many trees are being removed;
- The storage of phosphate and chlorine and potential hazards to adjoining residents.

A waiver of voluntary annexation was approved by the Town Manager. This parcel is at the back end of the neighborhood, and is not close to Town limits.

The Planning Board recommended approval with a vote of 9 – 0 – 0.

With that explanation given, Mayor Sears opened the public hearing. The following input was received: none from the public.

The applicant, Marco Menendez, 2516 Greenway Avenue, Raleigh, of KCI Associates He said the site was a 1.29 acre lot at the end of a cul-de-sac adjacent to an existing home. There is currently a well house on the property that provides water to 88 residential connections in the Duncan Ridge Subdivision. He said that iron and manganese in the well water exceed state limits and the MCL as set by the EPA. Aqua North Carolina proposes to add a water treatment building to the site that includes a filter system. The Backwash tank is for washing out the system from time to time, as necessary. The proposed building would be 17'8" x 13', and 10' 9.5" tall. It would include a 1,550 gallon backwash supply tank and a backwash wastewater effluent tank. They have already obtained approval from the NC Public Water Supply Section and are seeking a Special Exception Use and variance from the Town of Holly Springs. The variance is for off-street parking. The standard is a gravel driveway, which costs less, and is less of an invitation for people to come on to the property. He said that the proposed building will match the existing well house on the site, and is located in a relatively remote area and will not reduce the nearby property values.

Councilwoman Kelly asked what the health concerns were with the iron and manganese levels. Mr. Menendez said it is a secondary standard, because it's a nuisance in that it stains porcelain fixtures, but there are no health implications.

Councilman McGrath asked Rachel Jones about Town utilities in this area. Ms. Jones said there is an existing 8" water line at Buckhorn Duncan, but to convert this utility to a Town utility it takes a certain percentage of the neighborhood to vote to in favor of annexation, which is difficult to achieve, and it would be up to the residents to vote for that. Councilman McGrath asked if there was Town water available. Ms. Jones said that it is within the distance indicated in the UDO, so if they ever wanted to go down that path we could.

MPT Berry asked if there was a secondary supply from Town water to that well, and Ms. Jones said there is not. Councilwoman Kelly asked if there were costs, would we expect them to pay for that, if we retrofitted the neighborhood. Mr. Schifano said the Town of Holly Springs has not done an involuntary annexation since Fair Share in 2000. Sixty percent of homeowners have to vote in a referendum to approve an involuntary annexation and that is not achievable. Were we to succeed in annexing them involuntarily, the Town would have to pay for all of the connections - the main and all the connections. Councilwoman Kelly asked who would pay if there was a voluntary annexation. Mr. Schifano said that the service to the street would be the homeowner's responsibility, the cost of the main trunks are usually born by the developer. The Town has never

dug up an existing water system and replaced it with our own. Mayor Sears asked if the Town had addressed this in the past. Mr. Schifano said that Council approved an Aqua well relocation as part of the Main Street realignment. The Town put a road over one of their two needed well sites and allowed a secondary connection as an emergency as-needed water source.

Mayor Sears then closed the public hearing.

Action 1: Motion to adopt Resolution 20-10 to make and accept the Findings of Fact for consideration of and to approve Special Exception Use and Variance.

Motion by: Wolff

Second by: Kelly

Vote: Unanimous

Action 2: Motion to determine appropriateness of a Waiver to the architectural requirements and to approve Development Plan for Duncan's Ridge Well #5 with the conditions stated in the agenda packet.

Motion by: Villadsen

Second by: Wolff

Vote: Unanimous

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 Councilman Wolff and a unanimous vote. The following actions were affected:

9. Minutes – The Council approved minutes of the Council business meeting held May 19, 2020, as amended, and the Budget Presentation Meeting held May 26, 2020.

10. Budget Amendment to Recognize Engineering Review Fee Revenue – The Council approved a budget amendment increasing general fund revenues by \$20,000 and expenses in the same amount for developer contribution for development traffic impact analysis reviews. *A copy of the budget amendment is attached to these minutes.*

11. Reconciliation of Trinity Creek IRA Reimbursement and Fees Paid – The Council approved transferring revenue to Capital Reserve Fund for system development fee, which is increasing Water System Development Fee Account by \$133,916.00 and reducing Developer Infrastructure Reimbursements by the same amount to reconcile fees paid per lot that exceed eligible reimbursement per lot.

12. Amendment to Town Council Meeting Calendar – The Council approved an amendment to its meeting calendar to add a business meeting on Monday, June 22, 2020. *A copy of the amended calendar is attached to these minutes.*

OTHER BUSINESS

Mayor Sears gave an update on the COVID-19 situation in the state, and said the last report he had seen for Holly Springs was 20 cases and no deaths.

Councilwoman Kelly said she wanted to share that this is a difficult time, as Pastor Brown said. There was a peaceful protest on Sunday that she attended, in an unofficial capacity. There was a great police presentation. We have the safest town in NC and we do a lot of things right. But after hearing what some of the residents said, she realizes that our town does not feel safe for

everyone. She heard that there is still institutional racism. The reality for people of color is different. There was a rally with Raleigh Demands Justice, and they talked about a call to action for municipalities. It means thinking differently and putting ourselves in the shoes of other people. What can we do to improve this in Holly Springs? Body cameras are one thing the Town should think about, for transparency and accountability. She said she had reached out to Apex who is looking to implement in their budget \$30,000 for infrastructure and cameras. She would like to start a program in Holly Springs, even if it's only 15 cameras to start. She would like a policy requiring officers to intervene when a fellow officer is not behaving properly. There are many things the Town could look at and discuss, but her minimum ask would be to discuss at Thursday's budget workshop adding body cameras to the budget discussion.

Councilman McGrath said this week has found him at a loss for words. He has been trying to listen this week. In quickly moving situations, the facts are not always considered as well as they should be. He said that his military perspective says that you don't ask what color someone is who is fighting beside you. He thinks we can leverage a lot of communities for information, and we can listen to all sides. We all need to denounce all the violence, because it is not constructive. He appreciates that the protest in Holly Springs was peaceful, and he hopes it goes forward.

MPT Berry said that 2020 has been a crazy year and he wishes we could go back and start over. Yesterday his 75,000 person company had a company-wide virtual conversation about current events. He, too, is listening. He thinks he is self-aware enough to know that he can learn by listening and he wants to listen to all the residents. He thinks anyone in town can approach any member of Council, and he wants to sit down, listen, and learn from those with different perspectives. He also is thankful that our Town had a peaceful, meaningful, event, unlike those in other parts of the country. He looks forward to continuing that dialogue.

Councilman Villadsen said for him personally, it is an opportunity to listen to his kids who have unique perspectives on what is going on, and what they are seeing and hearing. It is a learning experience for him, trying to help them interpret it. He appreciates the rally at Womble Park and its peacefulness, which is reflective of Holly Springs as a whole. He looks forward to additional rallies, peaceful rallies that help educate, inform and share, and that he can learn from.

Councilman Wolff said he was also present at the rally in an unofficial capacity. He admitted that he was worried that outside forces would come and manipulate it and use it for their own ends, but that didn't happen. What did happen was a showing of unity and love, but also some stark honesty. Members of our community who have been here for generations said that they did not feel safe, that they had experienced racism, sometimes daily. There is always more that we can do. Engaging the community and seeking their input is very important. While we have not gone far enough yet, we have gone farther than most. Members of our police force were there, Lt. Parrish did a great job of answering some tough questions in a tough situation. Interim Chief McMillan was there, and said they were there to support the community. We need to have a conversation about body cameras and he looks forward to having it on Thursday. He also said he looks forward to a community meeting, but he thinks we need to wait until the restrictions are lifted so that as many people as possible can attend and be heard. We need to condemn violence of all types. Further, he said, it is June, Pride Month, and he wanted to speak to support of our LGBTQ community.

Mayor has been having discussions about the current situation with various parties, and right now he thinks we need to do something, and he will keep the Council in the loop.

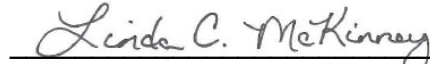
MANAGER'S REPORT

Randy Harrington, Town Manager, said in August of 2018, his first night here, when he was so kindly welcomed, he stood up to talk and said one of his three core commitments to the Town was to listen to the community. We need to increase our understanding, our awareness, and discuss what we can do to make our town stronger, and better for everyone. For everyone who was at the protest, these are people who do love our community and want to make it better.

CLOSED SESSION: none.

Adjournment: MPT Berry made a motion to adjourn at 8:37 pm. It was seconded by Councilman McGrath and passed with a unanimous vote.

Respectfully Submitted on Tuesday, June 16, 2020.

A handwritten signature in cursive script, reading "Linda C. McKinney", written in dark ink. The signature is positioned above a horizontal line.

Linda C. McKinney, Town Clerk

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

Mayor and Council Budget Workshop

6 p.m. June 4, 2020

Holly Springs Law Enforcement Center and virtually via Zoom



MINUTES

The Holly Springs Town Council held a budget workshop meeting on Thursday, June 4, 2020 in the Holly Springs Law Enforcement Center, 175 Holly Springs Road, Holly Springs, NC. Mayor Pro Tem Berry presided, calling the meeting to order at 6:00 p.m. A quorum was established as five council members attended.

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

Council Members Absent: Mayor Sears

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; Patty Dressen, Interim Finance Director; Corey Petersohn, Finance; Clay Fleming, Finance; Jeff Wilson, IT director; John Schifano, Town Attorney

Staff Members Present by Zoom: Gina Clapp, Planning and Zoning Director; Cassie Hack, Communications and Marketing Director; Irena Krstanovic, Economic Development Director; LeeAnn Plumer, Parks and Recreation director; Leroy Smith, Fire Chief; Erika Phillips, Human Resources Director; Jessica McMillan, Interim Chief of Police; Seann Byrd, Water Quality Director; Luncie McNeil, Public Works director; Daniel Pope, Code Enforcement director; Kendra Parrish, Engineering Director.

MPT Berry reminded the audience that the Public Hearing was held last Tuesday. He repeated the public comments which had been received in writing prior to the meeting, in support of the Stormwater Fee increase, supporting providing the Police Department with body cameras, requesting a greenway connection from Muses Mill Court to Ting Park, and proposing selling the naming rights to various parks and recreation facilities.

1. Overview: Randy Harrington gave an overview of the meeting agenda. He said that once the recommended budget has been presented to Council, it becomes theirs to make sure it meets their expectations and priorities. He said that staff was available through Zoom to answer questions, and that members of the Finance team were in the room to answer questions. He outlined the next steps after tonight, reminded everyone that state law requires a balanced budget, and made suggestions of procedures to be followed.

2. Review and Discussion of Recommended Budget and other Financial Considerations:

Randy Harrington, Town Manager, said there was no presentation tonight, but he would be happy to take questions or explore from here.

Councilman Villadsen said there has been public input on body cameras for police officers, which is a recent request and therefore not in the recommended budget yet, so he wanted to open up the discussion.

Council discussed the pros and cons of outfitting the Holly Springs PD with body cameras, including privacy issues for the public, accountability for the officers, the buy-in of the

officers, the need for record retention policies and IT support, and how the cameras would affect residents during sensitive calls. They heard from Captain Patterson and Interim Chief McMillan that the HSPD had been investigating the use of body-worn cameras and knew that they were moving in that direction, but had not asked for them in the budget because they were trying to be good stewards of taxpayer funds. The estimated cost per year to outfit the department was from \$100,000 to \$200,000 depending on the equipment and service they went with. Consensus was that if the HSPD started the program that all officers should wear the cameras. There was discussion about how to ensure that this was a priority, and that the community is made aware that it is a priority. Council emphasized that there is not a known problem with the HSPD, the use-of-force numbers were very low and the department has in general a good relationship with the community. But the body cameras are one part of a program to ensure that the department is accountable to the community.

Randy Harrington, Town Manager, said that if Council wanted to move forward there are perhaps 3 approaches they could take:

1. Identify some cuts in the budget and replace that with funding for this
2. Increase property tax by .25 cents to fund \$100k
3. No funding this budget year, but give a policy direction to staff to move forward with planning, policy, etc. If that is the approach, there is \$20,000 of unallocated funds in the budget that could be tagged for preliminary research to get started.

Captain Patterson said that the Department would not need \$20,000 to get started because vendors who know a department is seriously considering them will give equipment for testing and training at no charge.

Council set a twelve-month timeline for the police department to research and draft policies for best-practice use of body cameras, research the technology, and begin training. They set a six month check-in with the department for the December 2020 or January 2021 workshop meeting. The plan includes budgeting for the implementation in the FY2021-22 budget.

Mayor Pro Tem Berry asked if there were any other budget concerns Council wanted to address.

Councilwoman Kelly asked about the goals for the investment that the Chamber is getting and how it helps them move forward. Randy Harrington, Town Manager said the Town's total investment is \$30,000; \$10,000 for Chamber Champions sponsorship level, and \$20,000 for government support type programs such as legislative breakfasts, economic forecasts, candidate forums, and those type of programs.

Councilman Wolff said that during the grants committee meeting the potential of increasing the amount available for grants was discussed. Did that happen? Mr. Harrington said that line item was kept at \$15,000. But \$20,000 of unallocated funds was set aside that the Council could use for other projects. Councilman Wolff said funding has kept steady for many years, but operating expenses are going up for everyone. If there is an appetite, he would like to see it increased, perhaps an additional \$10,000. MPT Berry said he would support that. When Council looked at the grant policies a year ago, that was one of the things that was discussed. The Town is on the lower end of what neighboring jurisdictions budget for this. He said he thought increasing it by \$10,000 would be a good idea. Councilwoman Kelly and Councilman McGrath were both in agreement with that.

Councilman Wolff asked if, due to the revenue neutral tax rate, if the Town was not funding things that need to be funded. He said that there was an opportunity with the motor vehicle fee which is \$10, and is below all the neighboring jurisdictions. The average in Wake County is \$30.

Is there any appetite to increasing that fee and dedicating the money to transportation projects in town? DOT is having money issues and won't give out grants as before.

Council discussed the current transportation needs, and what funds could be used for if the fee was increased. By statute the first \$5.00 can go to anything, but anything above \$5 must go to streets, roads, or, if we had one, a public transportation system. There was discussion about keeping Holly Springs' fees in line with neighboring jurisdictions so that the Town does not fall behind and necessitate a larger jump in future years. Mr. Harrington pointed out that the transportation challenges the Town has are real and significant and we are not ideally positioned to meet all those needs. Further, next year's budget is shaping up to be heavy on the Public Safety side. Some of the career ladder things you heard about on the police side; on the fire side, the new ladder truck will require 12 new personnel; you can see where next year is headed. This will put pressure on other sides of the budget. It was discussed that money from this fee could be used for crosswalks and sidewalks, and to pay for road improvements that are not fully funded by developers as funds from NCDOT decrease due to the current economic situation. It was discussed that the number one resident concern is funding transportation and crosswalks.

Action: Motion to increase the vehicle registration fee from \$10 to \$25.

Motion by: Wolff

2nd by: Villadsen

Vote:

Aye: Villadsen, Wolff, Kelly

Nay: McGrath, Berry

The motion carried.

Councilman McGrath asked if there were any areas where the Town risked not meeting residents' expectations of service, because of decisions to not put something in the budget. Mr. Harrington said he felt comfortable that our Police and Fire Departments are well equipped. We are not at risk of not being able to respond. But the Town is stretched. Discussion was had about the ability to respond to something unpredicted, and Mr. Harrington reminded Council that the Fund Balance could be used as a rainy day fund.

Questions were asked about specific projects identified for stormwater management. Assistant Town Manager, Scott Chase said that there was a critical priority list based on resident complaints. Mr. Harrington said that \$125,000 was appropriated for maintenance or repair projects. Once the new fee has been in effect for a full year, the number will increase in future budgets.

Councilman Wolff commended the staff for putting together this budget, especially in light of the current circumstances with things shifting from day to day. He said that this was a responsible budget that does what we need to do in a time of uncertainty. He also thanked his colleagues for asking the hard questions. Next year will be interesting because we will have catching up to do but maybe less uncertainty.

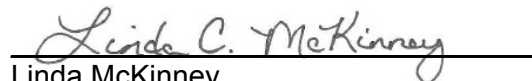
Mr. Harrington said that with Stage 2 of the Governors reopening process, restaurants can operate at a 50% capacity. The DHHS has given guidelines as to what that means. We have a fee in the current budget, a \$75 temporary use permit for outdoor seating. He said it was his recommendation that the Town waive that fee during the time that restaurants are at this 50% level. They still need to contact the Town to make sure things are set up correctly, but it seems like adding insult to injury to assess the fee. Consensus of Council was to waive the fee during the phase of reopening that keeps restaurants at 50% capacity.

Mr. Harrington said that an auditor looked at our practices, and made two recommendations. The first was on budget transfers, to be in line with best practices and the second to increase the level of authorization for the manager to approve contracts without going to Council. The current level is \$15,000, and was set in 2000 or before. Based on peer cities and efficiency to the Council, he suggested raising the limit to \$50,000. He said it was their decision, and if they were in agreement it would be included in the budget ordinance. Councilman McGrath asked for an estimate of how many contracts are in the \$15,000 to \$50,000 range. Mr. Harrington said he could get those figures to them. He said that if you look at the past, 99% of Consent items are approved. Most of these are in the budget, and are items that Council knows are coming. Councilman Villadsen said he thinks that it is a good idea, and that if it was a sensitive contract he would expect that staff would bring it to Council. MPT Berry said that if it's not budgeted staff could bring it to Council. Councilwoman Kelly asked about how vendors are chosen. Mr. Harrington and John Schifano, Town Attorney explained that there are controlling statutes set by the General Assembly, and that Holly Springs Policy goes beyond the statute, and that would not change. By allowing this change, Council would be increasing staff's ability to move more quickly, because there would not be the lag time required to get items onto Council's agenda.

Consensus was to raise the manager's authority to authorize contracts to \$50,000 and below.

3. Adjournment: There being no further business for the evening, Motion to adjourn was made by Councilman McGrath, second by Councilwoman Kelly, and passed with a unanimous vote. The June 4, 2020 meeting of the Holly Springs Town Council was adjourned at 8:16 pm.

Respectfully Submitted on Tuesday, June 16, 2020.


Linda McKinney
Town Clerk



MINUTES

The Holly Springs Town Council met in a workshop session on Tuesday, June 9, 2020 at the Holly Springs Law Enforcement Center and via video conferencing. Mayor Sears presided, calling the meeting to order at 6:00 p.m. A quorum was established as the mayor and five councilmembers were present as the meeting opened.

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

Council Members Absent: none

Staff Members Present in the room: Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Patty Dressen, Interim Finance Director; LeeAnn Plumer, Director, Parks & Recreation; Adam Huffman, Parks & Recreation; Jay Bratschi, Parks & Recreation; Kendra Parrish, Director, Engineering; Jeff Wilson, IT director; John Schifano, Town Attorney

Staff Members Present by Zoom: Gina Clapp, Planning and Zoning Director; Cassie Hack, Communications and Marketing Director; Irena Krstanovic, Economic Development Director; Leroy Smith, Fire Chief; Erika Phillips, Human Resources Director; Jessica McMillan, Interim Chief of Police; Seann Byrd, Water Quality Director; Luncie McNeil, Public Works director; Daniel Pope, Code Enforcement director.

2. Workshop Overview

Staff Resource: Randy Harrington, Town Manager

Mr. Harrington gave an overview of the items on the agenda.

3. Park Policies Update

Staff Resource: LeeAnn Plumer, Parks and Recreation

LeeAnn Plumer, Director of Parks and Recreation, said the purpose of this item was to discuss establishing general park ordinances and to recommend alignment with other sections in the municipal code. She explained that Chapter 10 in the Holly Springs Municipal Code is reserved for Parks and Recreation, but currently is mostly “reserved.” Existing park related policies are scattered in the Code across several sections. There is a goal to clarify them and make them easier for the public to find. Some of these will remain where they are, for example under UDO, or Public Safety, but be referenced in Chapter 10. Others will be replaced in Chapter 10 by the new ordinances. She said that this needed to be done to ensure safe, equitable and consistent use of Town parks, by establishing general park rules that will be incorporated into Chapter 10 of the municipal code. She described the process by which she identified needs and gaps, staff researched best practices, and input meetings were held with various stakeholders including the Town Attorney, Assistant Town Manager Daniel Weeks, and the Holly Springs Police Department as well as the Parks and Recreation Advisory Committee. Ms. Plumer highlighted some recommended changes, such as moving the opening of parks from “dawn” to “5:00 am,” including “vaping” in the prohibition of smoking in Town parks, clarifying language around “amplified sound” as it pertains to what is allowed in parks, and

recreational and commercial drone use. The recommendation regarding concealed weapons is not in this draft, because Council had requested to address it at their July meeting.

Private, for profit, activities in the Park are discouraged for the most part, but there are exceptions around approved rentals, photography, and commercial ventures at Ting Park.

Ms. Plumer said the next steps would be to update the draft with input received from Council tonight, and seek final approval at a future Council meeting. At that point they would work with the Police Department, and train staff to ensure knowledge of policies and how to apply them with consistency, update park signage, the website, and use other communication tools to get the word out to the public.

Discussion was held about the enforcement mechanism, and staff said the current practice, and plan for the future, is for park staff to educate visitors and only elevate to the status of HSPD involvement and a citation if cooperation could not be obtained by other means. There was also discussion of regulations needed for the new dog park, the Town's liability if people are on park property when it is closed, signage to clearly hold harmless the Town and identify what constitutes trespass, the availability of space at Sugg for radio-controlled airplane and drone flying, and the use of lights at the various parks.

4. Ting Park Business Plan

Staff Resource: LeeAnn Plumer, Adam Huffman, and Jay Bratschi Parks and Recreation

LeeAnn Plumer, Parks and Recreation, introduced Jay Bratschi, the new Ting Park Manager. She said the purpose of this item was to discuss the need for and objective of a Ting Park Business Plan and receive feedback and guidance from Council.

Adam Huffman said that the Strategic Plan initiatives that apply to this are Initiative 1.1 under *Healthy, Active and Engaged Community* which references expanding community events and programs at Ting Park and strengthening relationships with local and regional sports, recreational, and cultural organizations; and Initiative 3.2 under strategic priority *Economic Prosperity and Diversity* which references seeking partnerships to drive economic development. He said that Ting is a unique asset and with strategic thinking the Town can maximize its potential. In the beginning the town had 2/3 of the use time and the Salamanders and Wake FC had the other third. How do we get to the next level, devoting more resources and getting more things at the venue? Jay Bratschi, Parks and Recreation, outlined the assets at Ting Park. He said that visitors had grown from 274,140 in 2017 to 540,922 in 2019. He said the business plan will be developed from a vision, that leads to goals, which are followed up with performance measures. He asked for guidance on where Council wants Ting to be in the next 5 to 10 years. Staff has sought stakeholder input from the Parks and Recreation Advisory Committee, Wake FC and the Salamanders. Areas identified by the stakeholders for attention, and that this business plan would address are:

- Economic driver;
- Naming partnership
- Collegiate sporting event destination;
- Spectator/fan safety;
- More high level, competitive play;
- More variety of event types; and
- Continued investment to stay competitive.

Mr. Huffman said that we now need to decide how this defines our vision. Stakeholders would like Ting to become a destination for local, regional, and national sports and entertainment; a premier park for Holly Springs residents to enjoy, support, and use; part of the brand identification for Holly Springs, which drives economic development; and a venue with a diverse event schedule. Ms. Plumer said that Mr. Huffman had outlined things that are critical and important to the stakeholders, but we want to reinforce that we want this to be a premier

park for the residents. She said that recommended goals for the park include improving customer service, managing it for regional and national sports and entertainment activities, maximizing facility use, measuring cost-recovery targets, and preserving and enhancing the Town's investment in the Park. Mr. Huffman said at the end of each year staff would want to come back to Council to report on how they are doing. He outlined some potential measure of success including cost recovery, attendance/participation, annual economic impact, commercial tax-base growth, facility usage hours and program and event satisfaction levels. Ms. Plumer outlined that the next steps would be to use feedback to develop a 3-5 year plan which can be implemented, collect data for performance measures, and report back to Council in the summer of 2021.

Council discussed making Ting more available to residents for activities that do not have admission costs, bringing in more diverse activities, including Town sponsored activities. The desire was expressed to receive as much community input as possible, especially as we move forward with the Parks and Recreation Master Plan. There was discussion about the current debt service on the stadium, and what maintenance issues could come up in the near term. Staff was asked what investments would need to be made to make Ting a truly regional destination. Staff advised that there were two parts to that equation. One was investing in equipment and physical maintenance (for example, sound and lighting components necessary to bring concerts to the venue) and upfront operating costs necessary, as many larger events, sporting and otherwise, require the Town to front the costs and be repaid by ticket sales.

Council asked about the current state on naming rights and were told that the original agreement is expiring, and it is being renegotiated at this time, but the process was slowed down by the COVID-19 situation.

5. Hydrology Study

Staff Resource: Kendra Parrish, Engineering

Kendra Parrish, Engineering, said that the purpose of this agenda item was to review the water supply and demand for water in Holly Springs and discuss potential future water supply sources. Next to Police and Fire, providing water is our most important service. It is vital to our growth. No matter how great your incentive package is, companies looking to move to Holly Springs ask what the water availability is. It is also necessary to keep the water amount and pressure to keep the fire departments ISO rating. She outlined historic milestones in Holly Springs in regards to Town water, from 1969 when two wells supported the Town's water supply, to the implementation of the reclaimed water program in 2010 which reduced the reliance on potable water. The reclaimed water program reduced the overall use of potable water by 15%-20%. She explained that the current capacity for water is 12 MGD, with 10 MGD capacity from Harnett County, and 2 MGD from our Jordan Lake Allocation, although the Jordan Lake Allocation requires improvements before the Town can access that water. We have mutual aid agreements to receive 2 MGD (from Cary and Apex) and to deliver 2 MGD (to Fuquay Varina) in place at this time. She said that current average daily use is 3.89 MGD, with a maximum daily use of 5.24 MGD. Current elevated storage is 2.5 MGD. This water supports 41,000 residents and supporting commercial/industrial users. Right now only the western side of town has access to reclaimed water. But there is a secondary benefit for all residents, because when not as much potable water is used, the rates can stay lower for everyone.

Future needs are anticipated to be 16 MGD according to predictions in the Future Land Use Plan, which means there is an additional 4 MGD needed for the future. There have been studies completed in past years such as the System Development Fee Report, Hydraulic Modeling, Local Water Supply Plan, and Water Demand Modeling. These studies informed the short, mid, and long term projects needed. She outlined project needs as follows:

Short Term (2-3 years) Harnett County Booster Pump Station Upgrade, and finalize mutual aid agreements with Apex and Cary

Mid Term (5-8 years) Infrastructure upgrades to allow 2 additional MGD from Cary or Harnett County, and additional tang storage, to meet the statutory requirement of one-half day's supply of the average annual daily demand

Long Term (10-20 years) Receive up to 4 MGD to serve the increased population.

Ms. Parrish described possible partnerships with Harnett County, Sanford, or others, as well as the possibility of exploring our own water supply from the Cape Fear River. She expressed that growth in the region, not just Holly Springs, means that we need to plan ahead and move quickly, because there will be competition for water. Ms. Parrish outlined some potential sources for increasing our water supply. There are options of Raleigh, Cary/Apex, Harnett County, Sanford, or building our own water treatment plant on the Cape Fear River.

She outlined potential next steps, of advancing on short term projects, evaluating the scope on mid-term projects, and continuing discussion to pursue long term projects. She said that what staff would like to bring back to Council is information on water quality, rates, and options, so that they can then pursue the option Council desires.

Council discussed the timing on these projects and the redundancies that are built in to the system to make sure Holly Springs always has enough water. There was discussion of ways to ensure that any purchased water is up to the quality Holly Springs residents expect, and the funding sources available for water projects.

6. Open Discussion:

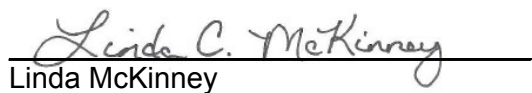
Councilwoman Kelly said that in this particular historical moment there are lots of discussions going on in town about our police, our schools, and it makes her want to go back and look at the priorities we have set and evaluate them in light of current situations.

Randy Harrington, town manager, said at the budget workshop Councilman McGrath asked for the number of contracts in the \$15,000 to \$50,000 range that have come before Council in the past. There were 22 Consent Agenda items in 2019, and 11 of them (one half) were in the \$15,000 to \$50,000 range, and three were in the \$50,000 to \$100,000 range.

Second, in light of the conversations and demonstrations over the past week, as a way to be transparent and open, there is a transparency portal on the web page that will be up by tomorrow or Thursday with data and information about our police department. He said also that he will be reviewing the Holly Springs Police Department's use of force policies with them as well.

7. Adjournment: Motion to adjourn was made by Councilman Berry, second by Councilwoman Kelly, and passed with a unanimous vote. The June 9, 2020 workshop meeting of the Holly Springs Town Council was adjourned at 7:46 pm.

Respectfully Submitted on Tuesday, June 16, 2020.


Linda McKinney
Town Clerk



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Monthly Budget Amendment Report

Strategic Priority Area: Organizational Excellence

Staff Resource: Patty Dressen, Finance

Action(s):

Receive report. No further action is required.

Explanation:

Each month, the finance department provides a report to Council on operational budget amendments approved by the Town Manager or that are accomplished at the direction of Town Council. The budget ordinance for the Town of Holly Springs mandates this regular report to the Council for inclusion in the Council's minutes.

Background:

Funding Source(s):

N/A

Attachment(s):

1. 6.16.20 Budget Amendment Report

Town of Holly Springs
Budget Amendments Report
 From Date: 5/1/2020 - To Date: 5/31/2020

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 10 General Fund						
Department: 412 Administration						
Sub Department: 14 Town Clerk						
12.05 - Professional & Technical Service Contract Services				Amended Balance as of: 5/1/2020		\$2,600.00
	05/12/2020	2020-00005171	Town Clerk Contract Services	\$1,000.00	\$0.00	\$3,600.00
	05/12/2020	2020-00005173	Town Clerk Contract Services	\$0.00	\$1,000.00	\$2,600.00
	05/13/2020	2020-00005174	Town Clerk Contract Services Amendment	\$1,000.00	\$0.00	\$3,600.00
				\$2,000.00	\$1,000.00	\$3,600.00
12.07 - Professional & Technical Service Advertising				Amended Balance as of: 5/1/2020		\$2,300.00
	05/13/2020	2020-00005174	Town Clerk Contract Services Amendment	\$0.00	\$1,000.00	\$1,300.00
				\$0.00	\$1,000.00	\$1,300.00
12.08 - Professional & Technical Service Printing				Amended Balance as of: 5/1/2020		\$3,500.00
	05/12/2020	2020-00005171	Town Clerk Contract Services	\$0.00	\$1,000.00	\$2,500.00
	05/12/2020	2020-00005173	Town Clerk Contract Services	\$1,000.00	\$0.00	\$3,500.00
				\$1,000.00	\$1,000.00	\$3,500.00
82.01 - Miscellaneous Special Program Contributions				Amended Balance as of: 5/1/2020		\$45,000.00
	05/06/2020	2020-00005077	Non-profit grant funding	\$16,000.00	\$0.00	\$61,000.00
				\$16,000.00	\$0.00	\$61,000.00
Sub Department: 14 Town Clerk Totals:				\$19,000.00	\$3,000.00	
Department: 412 Administration Totals:				\$19,000.00	\$3,000.00	
Department: 413 Finance						
12.05 - Professional & Technical Service Contract Services				Amended Balance as of: 5/1/2020		\$26,350.00
	05/14/2020	2020-00005187	Finance Arbitrage Agreement	\$3,500.00	\$0.00	\$29,850.00
				\$3,500.00	\$0.00	\$29,850.00
15.02 - Training & Travel Training				Amended Balance as of: 5/1/2020		\$14,600.00
	05/14/2020	2020-00005187	Finance Arbitrage Agreement	\$0.00	\$1,000.00	\$13,600.00
				\$0.00	\$1,000.00	\$13,600.00

Town of Holly Springs
Budget Amendments Report
 From Date: 5/1/2020 - To Date: 5/31/2020

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 10 General Fund						
Department: 413 Finance						
62.04 - Supplies Department				Amended Balance as of: 5/1/2020		\$11,500.00
	05/14/2020	2020-00005187	Finance Arbitrage Agreement	\$0.00	\$2,500.00	\$9,000.00
				\$0.00	\$2,500.00	\$9,000.00
Department: 413 Finance Totals:				\$3,500.00	\$3,500.00	
Department: 422 Public Works						
Sub Department: 24 Solid Waste						
41.01 - Maintenance & Repair Equipment				Amended Balance as of: 5/1/2020		\$105,603.00
	05/11/2020	2020-00005128	Public Works - Maintenance	\$6,500.00	\$0.00	\$112,103.00
				\$6,500.00	\$0.00	\$112,103.00
90.01 - Capital Outlay Equipment				Amended Balance as of: 5/1/2020		\$344,500.00
	05/11/2020	2020-00005128	Public Works - Maintenance	\$0.00	\$6,500.00	\$338,000.00
				\$0.00	\$6,500.00	\$338,000.00
Sub Department: 24 Solid Waste Totals:				\$6,500.00	\$6,500.00	
Department: 422 Public Works Totals:				\$6,500.00	\$6,500.00	
Department: 425 Parks & Recreation						
Sub Department: 30 Public Facilities Maint						
90.03 - Capital Outlay Buildings				Amended Balance as of: 5/1/2020		\$150,000.00
	05/06/2020	2020-00005077	Non-profit grant funding	\$0.00	\$16,000.00	\$134,000.00
				\$0.00	\$16,000.00	\$134,000.00
Sub Department: 30 Public Facilities Maint Totals:				\$0.00	\$16,000.00	
Department: 425 Parks & Recreation Totals:				\$0.00	\$16,000.00	
Fund Totals: General Fund				\$29,000.00	\$29,000.00	
Fund: 30 Utility Fund						
355.01 - Other Financing Sources Operating Transfers				Amended Balance as of: 5/1/2020		\$132,900.00
	05/21/2020	2020-00005310	Close School Days Ln water line project - funds back to 71 SDF	\$0.00	\$15,542.00	\$117,358.00
				\$0.00	\$15,542.00	\$117,358.00

Town of Holly Springs
Budget Amendments Report
 From Date: 5/1/2020 - To Date: 5/31/2020

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 30 Utility Fund						
Department: 413 Finance						
Sub Department: 42 Water Meters						
62.06 - Supplies Computer & Software				Amended Balance as of: 5/1/2020		\$0.00
	05/05/2020	2020-00005065	Fixed Network Maintenance	\$30,014.00	\$0.00	\$30,014.00
				\$30,014.00	\$0.00	\$30,014.00
90.01 - Capital Outlay Equipment						
				Amended Balance as of: 5/1/2020		\$1,088,180.00
	05/05/2020	2020-00005065	Fixed Network Maintenance	\$0.00	\$30,014.00	\$1,058,166.00
				\$0.00	\$30,014.00	\$1,058,166.00
Sub Department: 42 Water Meters Totals:				\$30,014.00	\$30,014.00	
Department: 413 Finance Totals:				\$30,014.00	\$30,014.00	
Department: 440 Water						
Sub Department: 41 Distributions						
90.06 - Capital Outlay Projects				Amended Balance as of: 5/1/2020		\$103,500.00
	05/21/2020	2020-00005310	Close School Days Ln water line project - funds back to 71 SDF	\$0.00	\$15,542.00	\$87,958.00
				\$0.00	\$15,542.00	\$87,958.00
Sub Department: 41 Distributions Totals:				\$0.00	\$15,542.00	
Department: 440 Water Totals:				\$0.00	\$15,542.00	
Fund Totals: Utility Fund				\$30,014.00	\$61,098.00	
Grand Totals:				\$59,014.00	\$90,098.00	



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

Consent Agenda

Title: Fiscal Year 2020-2021 Order for Wake County to Collect Property Taxes

Strategic Priority Area: Organizational Excellence

Staff Resource: Patty Dressen, Finance

Action(s):

Adopt Council Order 20-01 directing Wake County to levy and collect property taxes for the Town of Holly Springs.

Explanation:

- Council Order 20-01 directs Wake County to levy and collect property taxes for the Town of Holly Springs.
- This Council action to assess and collect Holly Springs property taxes is required annually by Wake County.

Background:

- The action must be approved prior to July 1 each year.

Funding Source(s):

- Currently budgeted in Central Services Fines and Fees-Property Tax Collection. Account 10.410.81.02

Attachment(s):

1. Tax collection order



THE TOWN OF

Holly Springs

Council Order: 20-01

Date Submitted: June 16, 2020

Date Adopted: June 16, 2020

**STATE OF NORTH CAROLINA
TOWN OF HOLLY SPRINGS**

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

The Wake County Revenue Administrator is hereby authorized, empowered, and commanded to collect taxes set forth in the tax records filed in the Office of the Wake County Revenue Administrator in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Holly Springs, and this order shall be full and sufficient authority to direct, require and enable you to levy on, sell any real or personal property such taxpayers, for and on account thereof, in accordance with the law.

Witness my hand and official seal, this 16th day of June 2020.

Dick Sears, Mayor
Town of Holly Springs

Attest:



Linda McKinney, Town Clerk
Town of Holly Springs



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

Consent Agenda

Title: COVID-19 Disinfecting Services Contract

Strategic Priority Area: Safe & Friendly

Staff Resource: LeeAnn Plumer, Parks & Recreation

Action(s):

Authorize the Town Manager to enter into a contract not to exceed \$30,000 to provide enhanced cleaning services to disinfect public areas in town facilities as recommended to reduce exposure to the COVID-19 virus.

Explanation:

- The Center for Disease Control (CDC) recommends enhanced cleaning and disinfecting of common surfaces to reduce the risk of exposure of COVID-19. As such, staff recommends retaining a day porter service to provide additional cleaning and disinfecting services of common spaces at town hall and other public facilities.
- A month-to-month agreement allows for day porter cleaning services for up to two (2) workers, up to five (5) hours/day, five (5) days/wk to disinfect public areas including but not limited to: entrance and exit door handles, restroom doors and interior fixtures, public meeting rooms and Council Chambers, hand rails, elevator buttons, public service counters and other frequently touched surfaces. The proposed contract also includes the necessary cleaning and disinfecting supplies for said purpose.
- It is anticipated that these services would be provided through the end of the calendar year.
- Town facilities to be included for these services are Town Hall, Law Enforcement Center, HS Fire Stations 1 & 2, Public Works and various Parks and Recreation buildings as needed.
- If eligible, the Town will seek FEMA reimbursement funding for these services.
- Expenditure is dependent on Fiscal Year 2020-21 budget approval.

Background:

- While the town does have various cleaning service agreements at each facility, none include day-time cleaning for frequently touched services to reduce the exposure to the COVID-19 virus.
- It is not feasible for this service to be provided by existing employees as the amount of time and length of need is too great given staff's regular duties and responsibilities.

Funding Source(s):

Public Facilities Maintenance 10-425-30 41.08

Fiscal Year 2020-21 - \$30,000

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

Consent Agenda

Title: Utley Creek Water Reclamation Facility Master Plan Contract

Strategic Priority Area: Safe & Friendly

Staff Resource: Seann Byrd, Director, Water Quality

Action(s):

Approve contract with Hazen and Sawyer in the amount of \$84,707 to complete a Master Plan for the expansion of Utley Creek Water Reclamation Facility (UCWRF) from 6 million gallons per day (MGD) to 8 MGD.

Explanation:

- The UCWRF 8 MGD update is fully funded in the FY 19-20 budget.
- A Request for Qualifications (RFQ) was posted in late April 2020 for engineering services to develop a Master Plan for the expansion of the UCWRF from 6 MGD to 8 MGD.
- The town received two responses for this RFQ.
- In evaluating the two responses, Hazen and Sawyer stood out based on their specialized expertise and their history of completing comparable projects.
- The scope of services include:
 - Phase I - Flow and Population Projections (Evaluate population and wastewater flow projections utilizing Geographic Information Systems).
 - Phase II - Wastewater Characteristics and Load Analysis (Determining the required upgrades for 8 MGD).
 - Phase III - Hydraulic Capacity Upgrades (Summary of analysis to determine what is required to expand to 8 MGD).
 - Phase IV - Final Master Plan
- When completed, the Master Plan will include recommended capital improvements and project timelines. The Master Plan will include an opinion of probable costs for permitting, design, and construction of recommended upgrades.
- Projected time of completion is within 365 days from the Notice to Proceed.

Background:

- Per the Town's 2020 Strategic Plan, with a goal of planning for adequate public infrastructure that promotes a safe community, Initiative 2.3 calls for an update to the UCWRF 8 million gallons per day (MGD) Master Plan for sewer capacity needs.
- Utley Creek Water Reclamation Facility is currently rated at 6 MGD.
- In the next decade, as the Town continues to grow, and wastewater flow increases, the UCWRF will need to utilize its 8 MGD conditional permit to be in compliance with State and Federal regulations.
- For this to occur, a facility master plan is needed to determine the infrastructure needed with added emphasis on future timelines and projected total project costs.

Funding Source(s):

Water Quality operating account 30-433 12.01.

Attachment(s):

1. HAZEN STANDARD CONTRACT- Holly Springs Master Plan

**AGREEMENT
FOR PROFESSIONAL SERVICES**

Between

Town of Holly Springs

And

Hazen and Sawyer

FOR

**Utle Creek Wastewater Master
Plan**

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OWNER: [Town of Holly Springs]

PROJECT: [Master plan for the expansion of Utley Creek WRF to 8 mgd]

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

This Agreement, dated the _____ day of _____, 2020 is made and entered into between

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

PO Box 8

Holly Springs, NC 27540.

and

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

4011 WestChase Blvd, Suite 500

Raleigh, NC 27607.

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

Master plan for expansion of the Utley Creek WRF to 8 mgd ,
(hereinafter "**PROJECT**"); and

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

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

Art. 1 THE AGREEMENT DOCUMENTS

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

Art. 2. SCOPE OF SERVICES AND DIVISION OF RESPONSIBILITIES

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

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

- f) Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the **PROJECT** designed or specified by **ENGINEER** and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the **PROJECT**.

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

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

Art. 4. PAYMENT AND BILLING

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

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

Town of Holly Springs
Attention: Seann Byrd
PO Box 8
Holly Springs, NC 27540
seann.byrd@Hollyspringsnc.us

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

Art. 5. DATA AND INFORMATION

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

Art. 6. SUBCONTRACTING

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

Art. 7. CONFLICTS OF INTEREST

- 7.1 Neither **ENGINEER** nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with **ENGINEER's** loyal and conscientious exercise of judgment related to its performance under this Agreement.
- 7.2 **ENGINEER** agrees that none of its officers or employees shall, during the duration of this Agreement, serve as an expert witness against **OWNER** in any legal or administrative proceeding in which he or she is not a party, unless compelled by court process, nor shall such persons give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of **OWNER** for the work performed under this Agreement or in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude such persons from representing themselves in any action or in any administrative or legal proceeding.
- 7.3 In the event **ENGINEER** is permitted to utilize subcontractors to perform any services required by this Agreement, **ENGINEER** agrees to prohibit such subcontractors, by written contract, from having any conflicts within the meaning of this Article 7.

Art. 8. SUSPENSION OF SERVICES

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

Art. 9. TERMINATION

- 9.1 Termination for Cause by Either Party. Either party may terminate this Agreement at any time for cause by giving the other party **seven days** written notice if the other party fails to perform its obligations under this Agreement and fails to cure within such **seven day** period.
- 9.2 Termination for Cause by ENGINEER. Upon seven days written notice if **OWNER** demands that **ENGINEER** furnish or perform services contrary to **ENGINEER's** responsibilities as a licensed professional; or upon seven days written notice if **ENGINEER's** services for the **PROJECT** are delayed or suspended for more than 60 days for reasons beyond **ENGINEER's** control, **ENGINEER** may terminate this Agreement. **ENGINEER** shall have no liability to **OWNER** on account of such termination.

- 9.3 Termination for Convenience. **OWNER** may terminate this Agreement at any time with or without cause upon at least **fourteen days** written notice to **ENGINEER**. In the event of such a termination for convenience, **ENGINEER** will be paid for that portion of the work satisfactorily completed prior to termination.
- 9.4 Payments Upon Termination. In the event of any termination, **ENGINEER** will be entitled to invoice **OWNER** and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination. In the event of termination by **OWNER** for convenience or by **ENGINEER** for cause, **ENGINEER** shall be entitled, in addition to invoice **OWNER** and to payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with **ENGINEER's** subcontractors or consultants, and other related close-out costs.

Art. 10. CHANGES IN THE SERVICES

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

Art. 11. NOTICES

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

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

Town of Holly Springs
Attention: Seann Byrd
PO Box 8
Holly Springs, NC 27540;

or

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

Hazen and Sawyer
Attention: Patricia Drummey Stiegel

4011 WestChase Blvd, Suite 500
Raleigh, NC 27607
pdrummey@hazenandsawyer.com.

Art. 12. CLAIMS AND DISPUTES

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

Art. 13. INSURANCE

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

Such certificates shall be furnished prior to commencement of **ENGINEER's** services and at renewals thereafter during the life of the Agreement.

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

Art. 14. INDEMNIFICATION

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

- 14.4 Mutual Waiver. To the fullest extent permitted by law, **OWNER** and **ENGINEER** waive against each other, and the other's shareholders, directors, officers, agents and employees, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the **PROJECT**.
- 14.5 This Article 14, Indemnification, shall survive the termination of this Agreement.
- 14.6 Both parties acknowledge and agree that the foregoing obligations are specific considerations for this Agreement and without such duties and obligations neither party would enter this Agreement.

Art. 15. PERFORMANCE STANDARDS

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

Art. 16. RECORDS

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

Art. 17. AUDIT RIGHT AND RETENTION OF RECORDS

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

Art. 18. LIMITATION OF LIABILITY

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

Art. 19. SUCCESSORS AND ASSIGNEES

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

Art. 20. MUTUAL WAIVER OF BREACH AND MATERIALITY

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

substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

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

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

Art. 22. SEVERANCE

In the event this Agreement or a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless **OWNER** elects to terminate this Agreement. The election to terminate this Agreement

based upon this provision shall be made within **seven days** after the finding by the court becomes final.

Art. 23. JOINT PREPARATION

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

Art. 24. PRIORITY OF PROVISIONS

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

Art. 25. PROJECT SPECIFIC TERMS

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

None

Art. 26. COUNTERPARTS

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

Art. 27. APPROVAL

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

TOWN OF HOLLY SPRINGS

HAZEN AND SAWYER

By: _____
Name: _____ Date _____
Title: _____

By: _____
Patricia Drummey Stiegel Date _____
Vice President

Witnessed By:

Name: _____ Date _____
Title: _____

Name: Matthew Miles Date _____
Associate

SCHEDULE A
SCOPE OF SERVICES
Town of Holly Springs
Utley Creek WRF Master Plan

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

The Town of Holly Springs owns and operates the 6-mgd Utley Creek WRF, which is anticipated to require an expansion to 8 mgd in the next decade. The purpose of this Master Plan is to evaluate the facilities and timing to determine what upgrades are needed at the site to expand to 8 mgd and when they are anticipated. The project is divided into four phases in this scope.

Phase 1 - Flow and Population Projections

ENGINEER will work with Town Planning personnel to evaluate population and wastewater flow projections utilizing GIS.

Model Calibration. Model calibration and geographical distribution of flows will be achieved by overlaying basin boundaries with customer data provided for the 2020 Water Model Update. Available pump station and collection system metering data, water billing data, and plant influent data will provide a basis for determining flows in each basin by residential, commercial, and industrial usage types. ENGINEER will calibrate a spreadsheet-based model that provides sufficient levels of statistically reliable confidence limits to set a foundation for projecting future flows.

Growth Projections. Once the model is calibrated, ENGINEER will use Vision Holly Springs Comprehensive Plan including future land use mapping, Triangle J regional growth projections, and the OWNER'S institutional knowledge to develop residential, commercial, and industrial growth projections for both the near- (2025, 2035, 2045) and long-term (build-out). Assumptions will be made for conservation measures and infiltration and inflow reduction to provide a timeline for upgrading the UCWRF to 8 mgd and determining future needs.

Phase 2 - Wastewater Characteristics and Load Analysis

Data Analysis and Capacity Evaluation. ENGINEER will evaluate current influent and operating characteristics and project the impact of future population growth on both flows and loads to the facility. ENGINEER will consider both flows and influent loads and develop a trigger-based plan for plant expansion to 8 mgd. ENGINEER will also consider

use of low-cost improvements such as instrumentation to increase capacity. This work will be coupled with the hydraulic analysis to determine the required upgrades for 8 mgd.

Permitting and Regulatory Requirements. ENGINEER will consider the near-term and long-term impacts of NPDES, reclaimed, biosolids, and other environmental regulations for the Utley Creek WRF.

Biosolids. ENGINEER will evaluate the aerobic digester and dewatering capacity at the plant based on projected flows and loads. ENGINEER will also evaluate costs for up to two alternative biosolids disposal methods. It is understood that OWNER currently utilizes a 3rd party for Biosolids removal and no land application is planned in the near future.

Trends and Future Regulations. Consideration will be given to industry trends, emerging contaminants, and future permitting and rule changes to help ensure ENGINEERS recommendations for 8 mgd align with industry trends.

Phase 3 - Hydraulic Capacity Upgrades

ENGINEER will use a spreadsheet-based, non-proprietary hydraulic modeling system called HazenPro to model treatment plant hydraulics. This will help us identify bottlenecks during future peak flow events and any low flow conditions which can contribute to excessive settling of solids. ENGINEER will provide a summary of our analysis to determine what is required to expand to 8 mgd.

New Infrastructure Needed. ENGINEER will use the information developed in Phases 1 and 2 to identify specific infrastructure improvements to achieve 8 mgd at the plant. The evaluation will also consider additional reclaimed water storage at the plant. ENGINEER will develop a site plan identifying proposed locations of new infrastructure. This site plan will be provided graphically with good visuals clearly identifying proposed locations which can be distributed by OWNER for review.

Existing Infrastructure Improvements. ENGINEER will identify other areas that can be further optimized and improved for 8 mgd flow conditions.

Phase 4 - Final Master Plan

ENGINEER will draft the Master Plan consisting of deliverables from each phase with an executive summary. The Master Plan will include recommended capital improvements and projected timelines. Following reviews and comments from OWNER, ENGINEER will update the document and submit the final Master Plan. This Master Plan will include an opinion of probable costs for permitting, design, and construction of recommended upgrades.

Exclusions:

1. No Biowin modeling or site-specific wastewater sampling is included in the current scope, but this contract can be amended to include additional services.
2. No CFD Clarifier Modeling is included in this scope.

TIME OF COMPLETION

All work shall be completed within 365 days from the Notice to Proceed. Proposed schedule is as follows: Each phase of work will build on the previous phase.

Phase 1-Flow and Population Projections will be provided to OWNER within 12 weeks of receiving Notice to Proceed and requested data.

Phase 1 Deliverable = Technical Memo

Phase 2- Wastewater Characteristics and Load Analysis will be provided to the OWNER within 14 weeks following submission of Phase 1 work.

Phase 2 Deliverable = Technical Memo

Phase 3 – Hydraulic Capacity Upgrades will be provided to OWNER within 14 weeks following submission of Phase 2 work.

Phase 3 Deliverable = Technical Memo

Phase 4 – Final Master Plan will be provided to OWNER within 5 weeks following submission of Phase 3 work.

Phase 4 Deliverable = Utley Creek WRF Master Plan

Total anticipated time of Project from NTP to Phase 4 completion is 45 weeks

SCHEDULE B
COMPENSATION
Town of Holly Springs
Utle Creek WRF Master Plan

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

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

Title	Hourly Rate
Vice President	220
Senior Associate	206
Associate	185
Senior Principal Engineer	170
Principal Engineer	155
Assistant Engineer/Scientist	143
CAD	116
Technician	78

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

TASK NAME	AMOUNT
1.Flow and Population Projections	\$24,866
2.Wastewater Characteristics and Analysis	\$24,990
3.Hydraulic Capacity Upgrades	\$20,920
4.Final Master Plan Deliverable	\$13,931
TOTAL	\$84,707

**Town of Holly Springs
Utle Creek WRF Master Planning**

TOTAL PRICE SUMMARY - Hazen and Sawyer

1. Direct Labor (Specify labor categories)	Estimated Hours	Hourly Rate	Estimated Cost	Total
Vice President	18	\$220.00	\$ 3,960	
Senior Associate	6	\$206.00	\$ 1,236	
Associate	162	\$185.00	\$ 29,970	
Senior Principal Engineer	134	\$170.00	\$ 22,780	
Principal Engineer	118	\$155.00	\$ 18,290	
Assistant Engineer	46	\$143.00	\$ 6,578	
Technician	14	\$78.00	\$ 1,092	
Direct Labor Total				\$ 83,906
2. Other Direct Costs				
a. Travel	QTY	Cost	Estimated Cost	
(1) Airfare	0	\$0.00	\$ -	
(2) Transportation	500	\$0.565	\$ 283	
(3) Per Diem	0	\$0.00	\$ -	
Travel Subtotal:			\$ 283	
b. Equipment, Materials, Supplies (Specify categories)	QTY	Cost	Estimated Cost	
Reproduction, Telephone, Postage				
(1) Photocopying	25	\$0.05	\$ 1	
(2) Color copying	50	\$0.75	\$ 38	
(3) Prints (8.5"x11")	100	\$1.00	\$ 100	
(4) Binding	5	\$16.00	\$ 80	
(5) Deliveries	1	\$50.00	\$ 50	
Equipment Subtotal:			\$ 269	
c. Subcontracts			Estimated Cost	
Subcontracts Subtotal			\$ -	
d. Other (Specify categories)			Estimated Cost	
HACH influent sample kits			\$250	
Other Subtotal:			\$ 250	
e. Other Direct Costs Total:				\$ 801
4. Total Direct Labor				\$ 83,906
6. Total Estimated Price				\$ 84,707

**Town of Holly Springs
Utle Creek WRF Master Planning**

FEE DERIVATION - Hazen and Sawyer

Phase No.	Description	Vice President	Senior Associate	Associate	Senior Principal Engineer	Principal Engineer	Assistant Engineer	Technician	Total Hours	Total Labor
		\$220.00	\$206.00	\$185.00	\$170.00	\$155.00	\$143.00	\$78.00		
1.0	Flow and Population Projections	4	4	28	82	14	12	2	146	
1.1	Project Management and QAQC	2		8						\$1,920
1.2	Model Calibration			4	20	4				\$4,760
1.3	Analyze Sewer Basins & Subbasins			4	22	4				\$5,100
1.4	Project Future Population and Flow Projections		2	4	16	2	4			\$4,754
1.5	Technical Memo		2	4	20	4	8	2		\$6,472
1.6	Kickoff Meeting/Review Meeting & Calls	2		4	4					\$1,860
	Total Phase 1.0									\$24,866
2.0	Wastewater Characteristics and Load Analysis	4	2	78	32	20	4	2	142	
2.1	Project Management and QAQC	2		8						\$1,920
2.2	Data Analysis and Capacity Evaluation			10	10	6	2			\$4,766
2.3	Permitting and Regulatory Requirements			10	8	4	2			\$4,116
2.4	Biosolids			10	8	4				\$3,830
2.5	Trends and Future Regulations			8	4					\$2,160
2.6	Technical Memo		2	24	2	4		2		\$5,968
2.7	Review Meeting & Calls	2		8		2				\$2,230
	Total Phase 2.0									\$24,990
3.0	Hydraulic Capacity Upgrades	6	0	20	10	74	18	2	130	
3.1	Project Management and QAQC	2		8						\$1,920
3.2	New Infrastructure Needed			4	2	26	6			\$5,968
3.3	Existing Infrastructure Improvements			4		28	4			\$5,652
3.4	Technical Memo	2			8	16	8	2		\$5,580
3.5	Review Meeting & Calls	2		4		4				\$1,800
	Total Phase 3.0									\$20,920
4.0	Final Master Plan Deliverable	4	0	36	10	10	12	8	80	
4.1	Project Management and QAQC	2		8						\$1,920
4.2	Draft Executive Summary & Master Plan			20	10	10	8			\$8,094
4.3	Meeting to Review Draft Master Plan	2		8						\$1,920
4.4	Submit Final Master Plan Deliverable						4	8		\$1,196
	ODCs									\$801
	Total Phase 4.0									\$13,931
	TOTAL	18	6	162	134	118	46	14		\$ 84,707



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

New Business

Title: Fiscal Year 2020-2021 Budget Adoption

Strategic Priority Area: Economic Prosperity & Diversity

Engaged, Healthy, & Active Community

Organizational Excellence

Responsible & Balanced Growth

Safe & Friendly

Staff Resource: Randy Harrington, Town Manager, Patty Dressen, Finance

Action(s):

Motion to adopt Ordinance 20-02 adopting the Fiscal Year 2020-2021 town budget.

Explanation:

- This budget advances the Town Council's five strategic priorities in a fiscally responsible and balanced manner while recognizing the economic uncertainties that linger as a result of the COVID-19 pandemic.
- This budget includes 6 new positions and a merit based pay plan with employee adjustments between 0-5% based on performance.
- This budget includes a new leave policy for employees with up to three weeks for eldercare. Additionally the policy allowing up to 8 hours for parental leave to participate in school activities has been broadened to cover community volunteer activities.
- The total revenue and expense budget for the Town's two primary operating funds are:

-General Fund \$39,828,731

-Utility Fund \$20,437,866

- The property tax rate is set at 42.16 cents per \$100 valuation.
- Total monthly fees for refuse, recycling, and yard waste collection is \$19.09.
- The budget includes a 3.6% Water and Sewer rate increase to cover pass through purchased water costs from Harnett County plus a portion of inflationary costs to operate the utility.
- Monthly Stormwater fees are set at \$5.20 for residential and \$5.20/Equivalent Residential Unit (ERU) for non-residential effective January 1, 2021.
- At the June 4, 2020 Budget Workshop, Council made the following amendments to the Manager's recommended budget:

- Direction to begin implementation steps for police body-worn cameras, including policy development, testing of equipment, and future acquisition of police body-worn cameras pending a mid-year budget review.

- Allocation of \$10,000 of unallocated General Fund contingency reserves for the non-profit grant program - bringing total funding for community non-profits to \$25,000.

- Increase the annual Motor Vehicle Tax by \$15 (from \$10 to \$25) with these additional funds dedicated for transportation investments and improvements.

Background:

- Per G.S. 159-13, the governing board shall adopt a budget ordinance not later than July 1.

Funding Source(s):

Attachment(s):

1. Budget Ordinance FY2020-21
2. Budget Presentation FY2020-21
3. Recommended Budget Book FY2020-21



THE TOWN OF

Holly Springs

Ordinance Number: 20-02

Date Adopted: June 16, 2020

Effective Date: July 1, 2020

**BUDGET ORDINANCE FY2020-2021
HOLLY SPRINGS, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina:

Budget Adoption: There is hereby adopted the following Operating Budget for the Town of Holly Springs for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021; the same being adopted by fund and activity within each fund as listed.

SECTION I:

General Fund	
Revenues:	
Ad Valorem Tax	18,216,163
Sales Tax, Other Taxes, & Licenses	9,929,378
Intergovernmental/Grants	96,170
Permits & Fees	3,846,861
Public Safety Revenue	805,578
Environmental Fees	3,003,157
Parks & Recreation Fees	2,091,000
Other Revenues & Transfers	1,840,424
Total	39,828,731
Expenditures:	
Central Services	3,145,099
Communications & Marketing	410,993
Administration	771,419
Human Resources	502,892
Town Attorney	300,685
Town Clerk	342,647
Finance	874,281
Information Technology	1,504,580
Code Enforcement	1,246,318
Economic Development	283,917
Planning & Zoning	1,170,093
Police	7,866,491
Fire	5,068,056
Public Works	5,351,368

Finance Department

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Parks & Recreation	6,082,691
Engineering	2,011,801
Non-Departmental / Transfers	2,895,400
Total	39,828,731

Utility Fund	
Revenues:	
Water Sales	7,354,405
Wastewater Sales	6,209,067
Reclaimed Sales	389,000
Development Fees	5,010,000
General Revenues	204,950
Other Revenues	1,270,444
Total	20,437,866
Expenditures:	
Engineering	1,760,410
Water	4,497,288
Waste Water	3,272,690
Central Services	839,704
Administration & Utility Billing	989,862
Capital Reserve and Operating Transfers	9,077,912
Total	20,437,866

Stormwater Management Program Fund	
Revenues	1,007,286
Expenditures	1,007,286

PAYGO Fund	
Revenues	605,000
Expenditures	605,000

Powell Bill Fund	
Revenues	882,000
Expenditures	882,000

Emergency Telephone System Fund	
Revenues	236,786
Expenditures	236,786

Parks and Recreation Reserve Fund	
Revenues	50,000
Expenditures	50,000

Street Reserve Fund	
Revenues	100,000
Expenditures	100,000

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Water Reserve Fund	
Revenues	0
Expenditures	0

Wastewater Reserve Fund	
Revenues	0
Expenditures	0

Stormwater Reserve Fund	
Revenues	0
Expenditures	0

General Fund – Debt Service Fund	
Revenues	7,198,975
Expenditures	7,198,975

Utility Fund – Debt Service Fund	
Revenues	3,994,346
Expenditures	3,994,346

System Development Fee-CRF	
Revenues	4,694,346
Expenditures	4,694,346

SECTION II.

Levy of Taxes: There is hereby levied, for Fiscal Year 2020-2021, an Ad Valorem tax rate of 42.16 cents per \$100 valuation of taxable property as listed for taxes as of January 1, 2020. This rate shall be levied with 29.93 cents to the General Fund and 12.23 cents to General Fund Debt Service per one \$100 valuation of taxable property.

The tax rate is based on an estimated total valuation of property for the purposes of taxation of \$6,135,000,000 and an estimated collection rate of 99%.

SECTION III.

Fees and Charges: There is hereby established, for Fiscal Year 2020-2021 various fees and charges as contained in the Town Manager's Recommended Fiscal Year 2020-2021 Budget.

SECTION IV.

There is hereby confirmed, for Fiscal Year 2020-2021 a \$25 Municipal Vehicle Tax to be included in vehicle registration and property tax bills collected by the North Carolina Department of Revenue.

SECTION V.

Sanitation, recycling, and yard waste fees shall be levied at a rate of \$19.09 per household per month. This includes one trash bin, one recycling bin and up to 2.5 cubic yards of allowed yard waste.

Finance Department

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SECTION VI.

Salaries: The following shall govern salary and wage compensation for Fiscal Year 2020-2021:

- A. Employee Salary Adjustments. Salary adjustments shall range between 0%-5% based on performance. Position classifications are to be continuously reviewed and adjustments instituted by the Town Manager to make the plan fair for all classes of employees.
- B. Salary Band Adjustments. An adjustment to the salary grade bands in the amount of 2.3%.

SECTION VII.

The Town Manager is hereby authorized to enter into contracts up to \$50,000 without prior Town Council approval and is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions as specified in North Carolina General Statute §159.

- A. Authorize budget transfers within a department without prior approval of the Town Council.
- B. Approve budget transfers between departments within the same fund up to \$50,000 without prior approval of the Town Council and will be reported to Town Council by the following month.
- C. All budgetary transfers or appropriations above \$50,000, between funds, or that increase or decrease the total budget of any fund must be approved in advance by Town Council.
- D. The Town Manager is authorized to transfer within the General Fund up to \$437,979 designated as mid-year budget review operating contingency subsequent to administrative review that revenues are sufficient to support these expenditures.

SECTION VIII.

Restricted Revenues: The Finance Officer is hereby directed to fund appropriations that have specified revenues prior to funding with General Fund monies. This is to include but not limited to ABC profits, sales tax, and state and federal grants.

SECTION IX.

Encumbrances: Operating funds encumbered on the financial records as of June 30, 2020, are hereby re-appropriated to this budget. All project ordinance appropriations are continued.

SECTION X.

Budget Control: The Town Council in approving the budget has utilized to the fullest extent possible its revenue sources. Over collections of revenue or unanticipated revenue, sources cannot be expected to materialize during the year. It is therefore, of utmost importance, and the Town Manager is hereby directed to initiate steps to insure compliance with the budget, as fixed herein. The Town Manager is further directed where it appears that costs may possibly exceed budget appropriations, to first take steps to contain costs by any necessary methods including reductions in services prior to requesting budget amendment action by the Town Council.

SECTION XI.

The Town Council hereby authorizes the Wake County Tax Administrator to bill and collect taxes for the Town.

Finance Department

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SECTION XII.

Multi-year projects on the financial records as of June 30, 2020 are hereby re-appropriated to fiscal year 2020-2021.

Water Projects Fund	
Revenues	1,606,149
Expenditures	1,606,149

WWTP Projects Fund	
Revenues	4,263,370
Expenditures	4,263,370

Town Building Projects Fund	
Revenues	1,309,395
Expenditures	1,309,395

Streets Project Fund	
Revenues	4,140,152
Expenditures	4,140,152

Parks and Recreation Projects Fund	
Revenues	3,037,323
Expenditures	3,037,323

SECTION XIII.

That in addition to the projects listed in Section XII, above, any remaining encumbered appropriations from the prior fiscal year for contracts and purchase orders that carry over into the current fiscal year are re-appropriated for expenditure in the current fiscal year. Additionally any unexpended appropriations for previously authorized multi-year capital projects or grant projects are re-appropriated for expenditure in the current fiscal year; local grant-matching obligations that were previously authorized as part of multiyear grant projects are also re-appropriated for expenditure in the current fiscal year.

SECTION XIV.

The Town Manager or designee is hereby authorized to move appropriations within a fund, to include the authority to move appropriations within funds for reorganization.

SECTION XV.

Sections of this ordinance estimate income (grants, debt, and other permanent funding sources). Until actual receipt, the Finance Officer or her designee is hereby authorized to advance funding from the appropriate fund's fund balance to cover the budgeted expense. Upon receipt of the income or debt proceeds, funds advanced shall revert back to the source fund's fund balance. If the permanent funding is not realized, the advance may be designated as the permanent source of funding. Upon receipt of the permanent funding, the sources and levels of funding for the project specified may be adjusted to reflect permanent financing. Total project appropriation levels shall not exceed the amounts specified unless amended by a subsequent ordinance.

Finance Department

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SECTION XVI.

The Finance Officer or designee is hereby authorized to transfer interest earnings from various cooperating and capital funds to the appropriate debt service funds according to Town Council policy, except where specific exceptions have been authorized.

SECTION XVII.

The Finance Officer or designee is authorized to appropriate amounts needed to fund the following:

- A. Current fiscal year debt issues that have been approved by Town Council.
- B. Amounts needed to satisfy federal government regulations related to interest earnings on debt issues.
- C. Banking fees.
- D. Sales and use taxes, when required by law.
- E. Insurance premiums, risk management claims (that are entirely covered under a policy of insurance and have approval of the Town Manager), legal fees, utility bills, solid waste collection fees, escrow payments, annual hardware/software maintenance for town equipment, refunds (expressly excluding property tax bills or town license fees), adjustments to utility bills pursuant to Town Council policy.

SECTION XIX.

The Finance Officer or designee is authorized to close projects, remove any excess appropriations and return associated balances to the appropriate Fund's original source.

SECTION XX.

The Finance Officer or designee is authorized to create and maintain a capital reserve fund in order to account for all system development fee proceeds as required by Article 8 of NCGS 162A, which shall remain so long as the town collects system development fees.

SECTION XXI.

The Town Manager is hereby authorized to adjust appropriations in accordance with any Town Council amendments to this budget ordinance made by motion of the Town Council at a duly called meeting.

SECTION XXII.

All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance. In the event that any ordinance or policy establishes a fee or charge less than that which is described in the document described in Section III of this Ordinance, this Ordinance shall control.

The provisions of this ordinance shall become effective July 1, 2020 in accordance with the laws of the State of North Carolina.

Adopted this, the 16th day of June 2020.

Attested to:



Dick Sears, Mayor

Linda McKinney, Town Clerk

Fiscal Year 2020-21 Recommended Operating Budget & Community Investment Plan

Randy Harrington, Town Manager



Overview

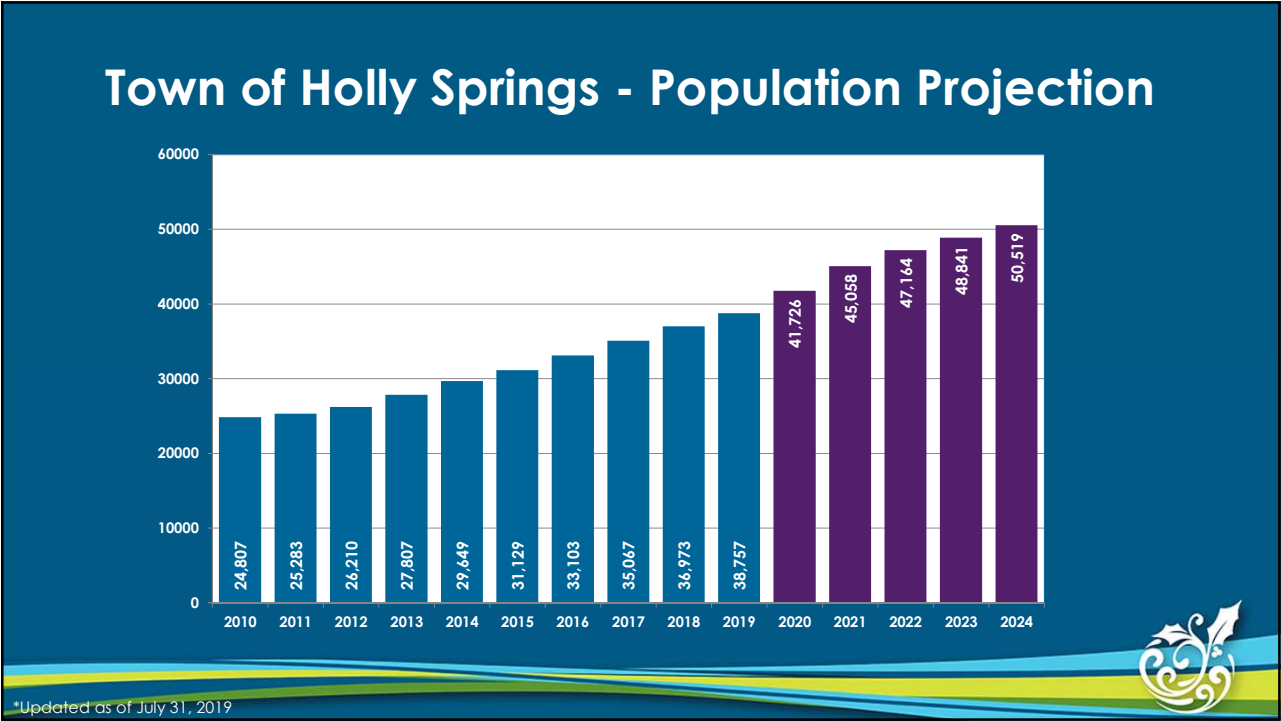
- **Purpose:** Receive the Manager's Recommended Budget
- **Outline:**
 - Key Takeaways and Overview
 - Operating Budget Highlights
 - Community Investment Plan Highlights
 - Personnel and Other Recommendations

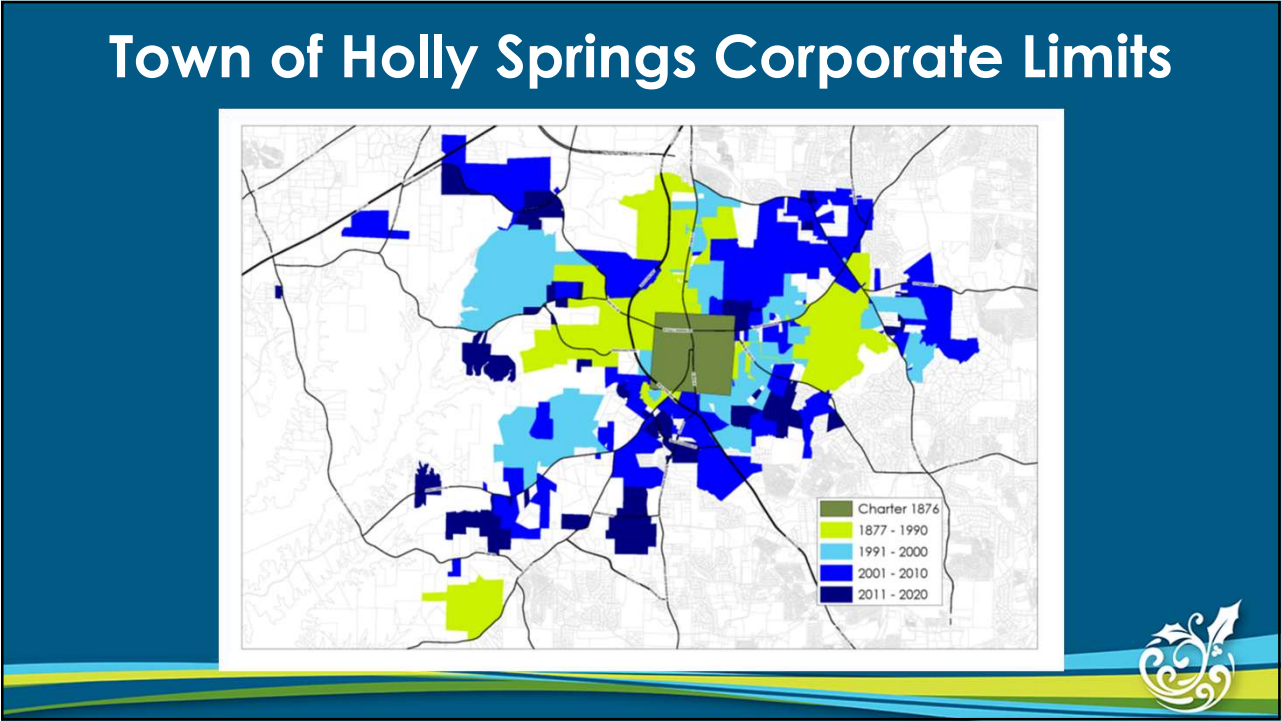


Key Takeaways

- Budget developed with COVID-19 economic impacts in mind
- Enhances long-term planning for future public infrastructure
- Redesigns Stormwater Program to address fee inequities and better respond to aging infrastructure repair needs
- Recommends revenue-neutral property tax rate of 42.16 cents
- Continues strong investment in our employees







Strategic Plan

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.



Economic Prosperity & Diversity



Engaged, Healthy & Active Community



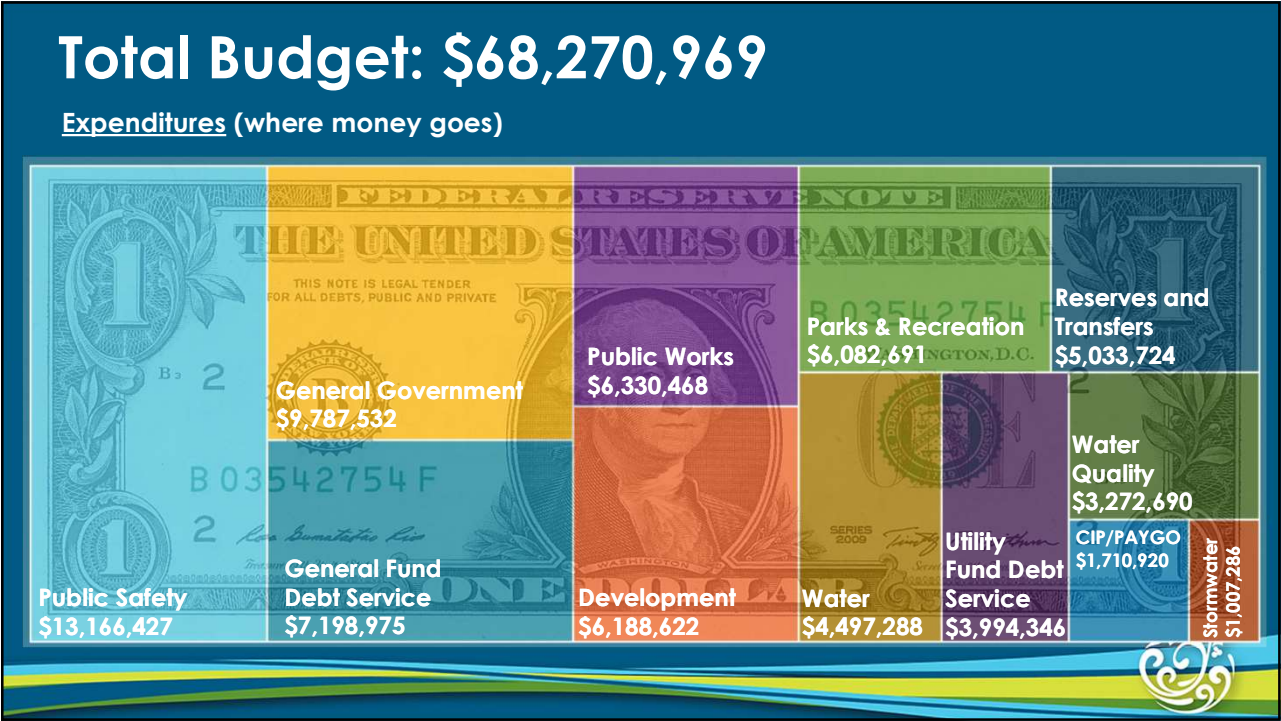
Organizational Excellence



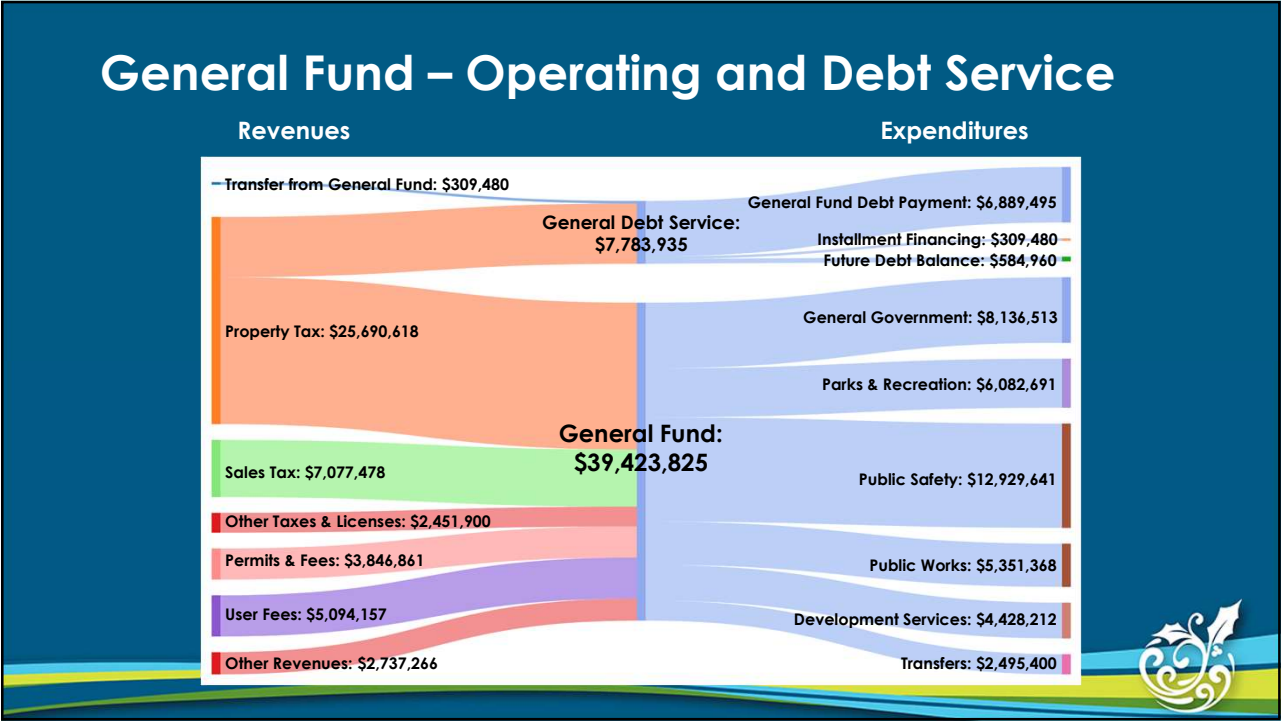
Responsible & Balanced Growth



Safe & Friendly



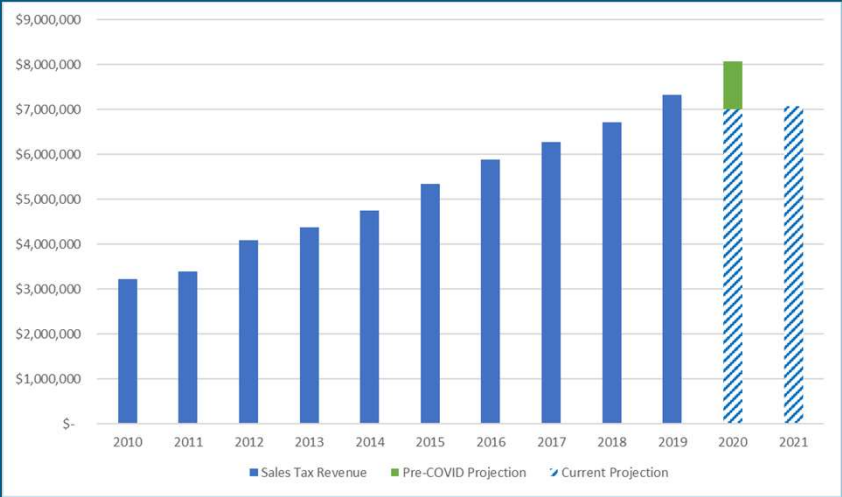




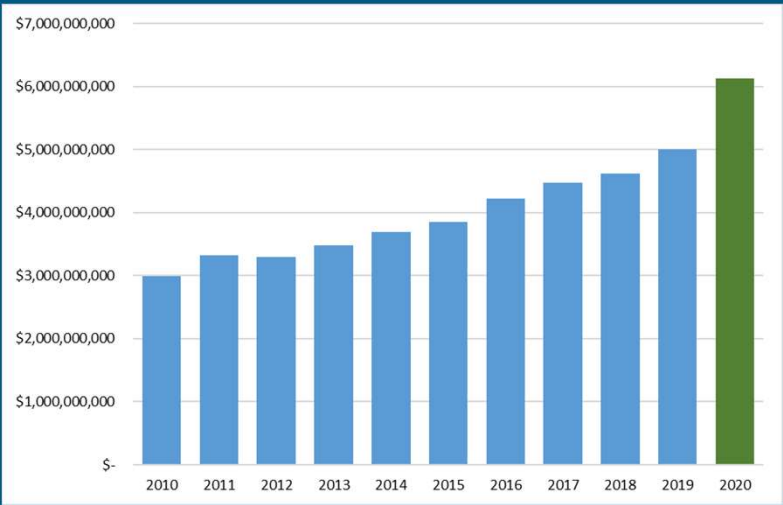
General Fund Fee Changes (monthly)

	Current Fee	Recommended Fee	Difference
Refuse	\$9.88	\$10.17	\$0.29
Recycling	\$5.22	\$5.42	\$0.20
Yard Waste	\$3.00	\$3.50	\$0.50
Monthly Total	\$18.10	\$19.09	\$0.99

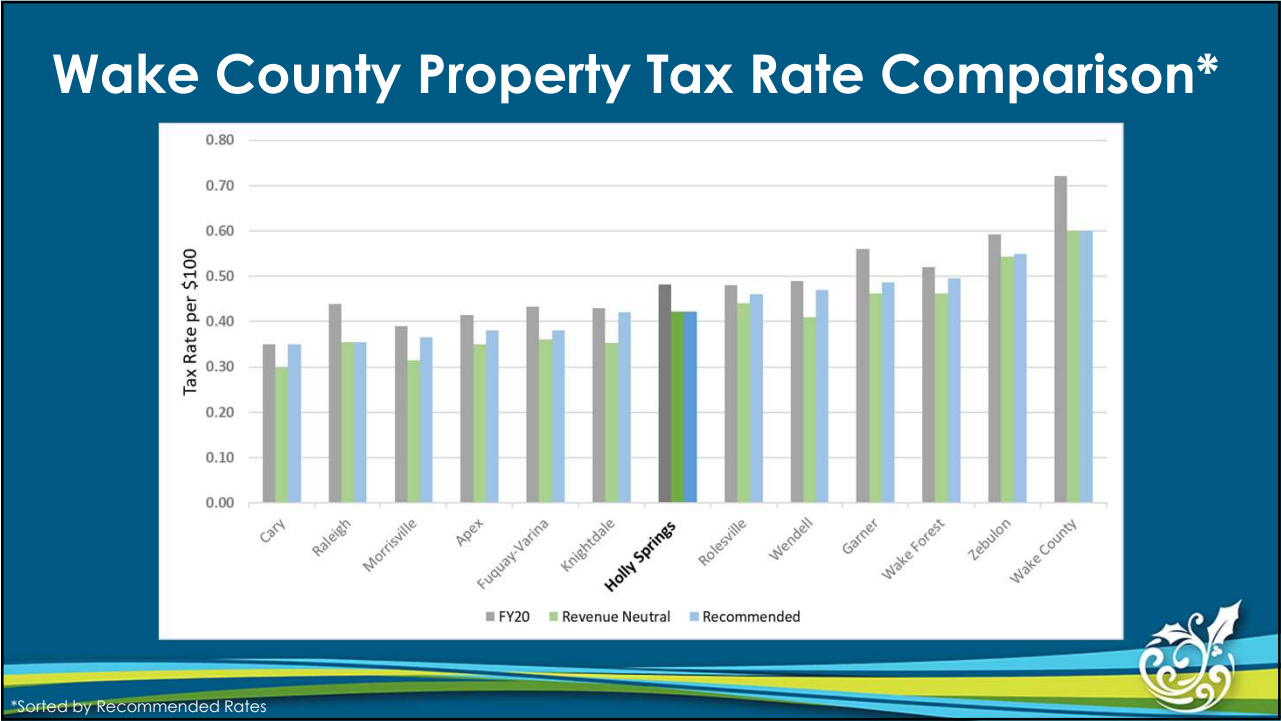
Sales Tax Revenue Projection



Total Property Valuation



*Note – 2020 Valuation Projection per Wake County Tax Assessor



Revenue Neutral Property Tax Rate

G.S. 159-11(e) defines the **revenue-neutral rate** as, "the rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no reappraisal had occurred."

Town of Holly Springs	
Current Rate	48.25¢
Revenue Neutral Rate	42.16¢
Recommended Rate	42.16¢

Tax Rate: Per \$100 valuation

Dedicated Property Tax Rate Allocation

Fund	FY20 Approved	FY21 Recommended	Difference
General Fund Operating	34.25¢	29.93¢	(4.32¢)
General Debt Service	14.00¢	12.23¢	(1.77¢)
Total	48.25¢	42.16¢	(6.09¢)

- Best practice approach for capital budgeting and debt management



General Fund Expenditure Highlights by Strategic Priority Area

Economic Prosperity & Diversity

- Small Business Program Manager Position Reclassification to enhance Town's focus on small business growth and entrepreneurship

Engaged, Healthy & Active Community

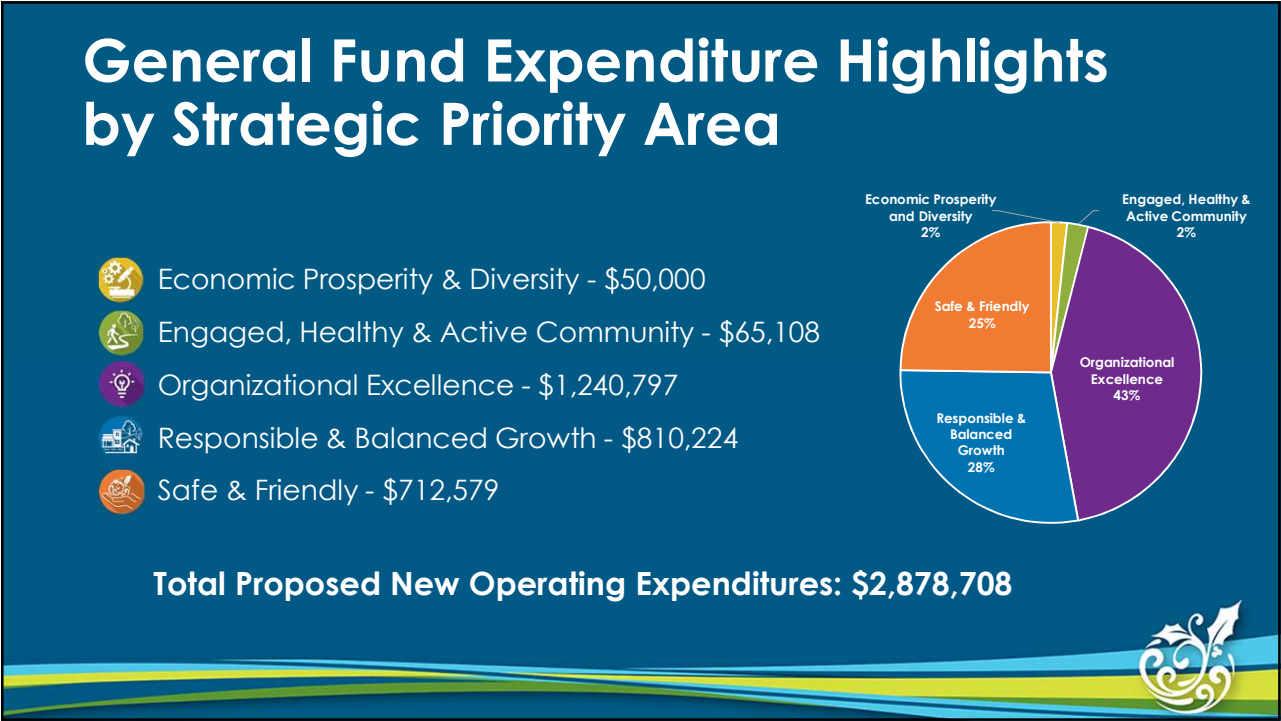
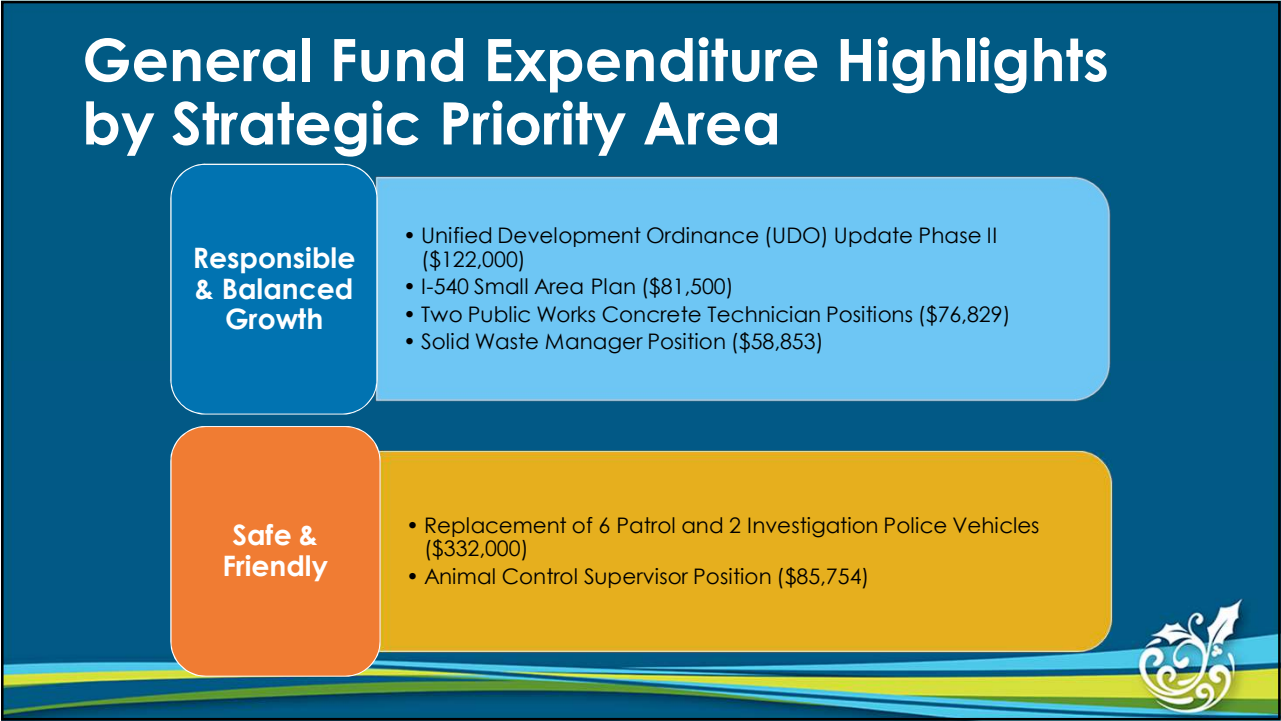
- Ting Stadium Partnership Enhancement (\$0 net cost)

Organizational Excellence

- Merit Pay Adjustments Between 0-5% (\$540,138)*
- GIS Analyst Position (\$8,508 net new budget impact - \$85,468 total cost)
- Community Satisfaction Survey (\$15,000)
- Budget, Innovation & Strategic Initiatives Manager Position Reclassification to sharpen organization's focus on innovation and achievement of strategic priorities

*Total Town cost for FY21 Recommended Budget





General Fund Services Value

Town of Holly Springs Taxes & Fees Receipt

Median Home Value: \$333,777

Annual Property Tax	\$1,407.20
Police	\$302.64
Fire	\$178.20
General Government	\$299.53
Debt Service	\$189.37
2018 Transportation Bond	\$105.21
Parks and Recreation	\$154.62
Public Works	\$95.74
Development Services	\$81.89
Annual Solid Waste Fee	\$187.08
Annual Yard Waste Fee	\$42.00
Annual Property Tax Bill & Fees	\$1,636.28

Put into perspective – For **\$4.48 per day** a home owner receives...

- 140.2 miles of roadways
- 17.5 miles of greenways
- 553 acres of parkland
- 69 Sworn police officers (17.25 per shift)
- 57 Firefighters on duty (19 per shift)
- Investment for new roads, parks & recreation, and town facilities
- Refuse / Recycling / Yard Waste collection

Utility Fund Highlights

Organizational Excellence

- Sewer Pump Station Compliance (\$110,000)
- New Public Works Campus Planning – (\$500,000)

Responsible & Balanced Growth

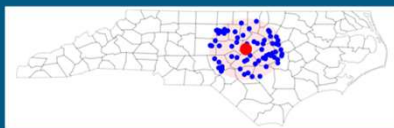
- Increased Water Purchase Cost from Harnett County (\$200,000)
- Water Reclamation Plant supervisory control and data acquisition (SCADA) system (\$60,000)
- Avent Ferry Force Main – (\$3,400,000*)

Safe & Friendly

- Water Reclamation Plant Maintenance and Repairs – (\$42,200)

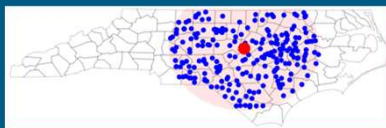
*Financing TBD

Water/Sewer Rate Comparison



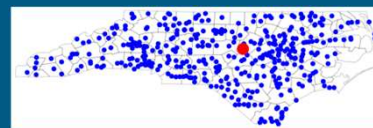
50-Mile Radius

Median Bill: \$81.10



100-Mile Radius

Median Bill: \$79.75



All State Utilities

Median Bill: \$78.25

- Assumes 3.6% rate adjustment and usage of 5,000 gallons a month
- Typical residential bill = \$72.26 per month (\$1.64 increase from FY20)
- Average Holly Springs residential bill is 7-10% lower than other utility customer averages within 50-mile, 100-mile, and statewide.



Fixing Stormwater Fee Inequities and Aging Infrastructure

- Mayor & Council began in-depth review of program in Summer 2019
- Staff and 3rd party stormwater experts identified the following deficiencies:
 - Inequity of the fee structure
 - Insufficient funding to meet current and future basic stormwater infrastructure maintenance and repair needs
- Council directed staff to proceed with a \$5.20/month residential rate and a \$5.20 Equivalent Residential Unit (ERU) based on total impervious surface area for non-residential (and evolve to a best practice tiered rate structure over the next 2-4 years)



Current Stormwater Level of Service (LOS) D & desired LOS C

Increasing Community Impact ↑

LOS A - D	Program Management Definition	Operations and Maintenance Definition	Capital Investment Definition	Associated Cost
A	Comprehensive planning and management program	Proactive inspections and maintenance program	Comprehensive CIP program	\$4,045,000
B	Fed. regulated permit and regulatory compliance minimum requirements exceeded	Routine inspections and maintenance program focused on high risk area	Established CIP program	\$2,985,000
C	Fed. regulated permit and regulatory compliance met	Some routine inspections and maintenance with reactionary operations and maintenance	Reactionary projects with some planned CIP projects	\$2,270,000
D	Non to partial compliance with Fed. Regulated permit and regulatory activities	Reactionary maintenance based on customer complaints and emergency repairs	Reactionary CIP projects	\$1,241,000

Recommended Stormwater Rate Structure

Development Type	Current Rate	Development Type	Recommended Rate
Residential	Flat rate \$3.00/month	Residential	\$5.20/month
Non-Residential	Tiered \$3.00 - \$9.00/month based on total impervious surface	Non-Residential	\$5.20 x *ERU/month
Example Non-Residential 10,000 SF of impervious	\$3.00/month	Example Non-Residential 10,000 SF of impervious	\$20.80/month based on 4 ERU's

*Equivalent Residential Unit (ERU) = 2,930 SF

Community Investment Plan (CIP)



Town of
HOLLY SPRINGS

Community Investment Plan (CIP)

- 5-year plan that matches the Town’s infrastructure needs with anticipated financial (cash and debt) resources



- Includes a new “pay-as-you-go” (PAYGO) fund to address smaller scale infrastructure investments and ongoing maintenance and repair needs





Other Recommendations



Town of
HOLLY SPRINGS

Employee Investments

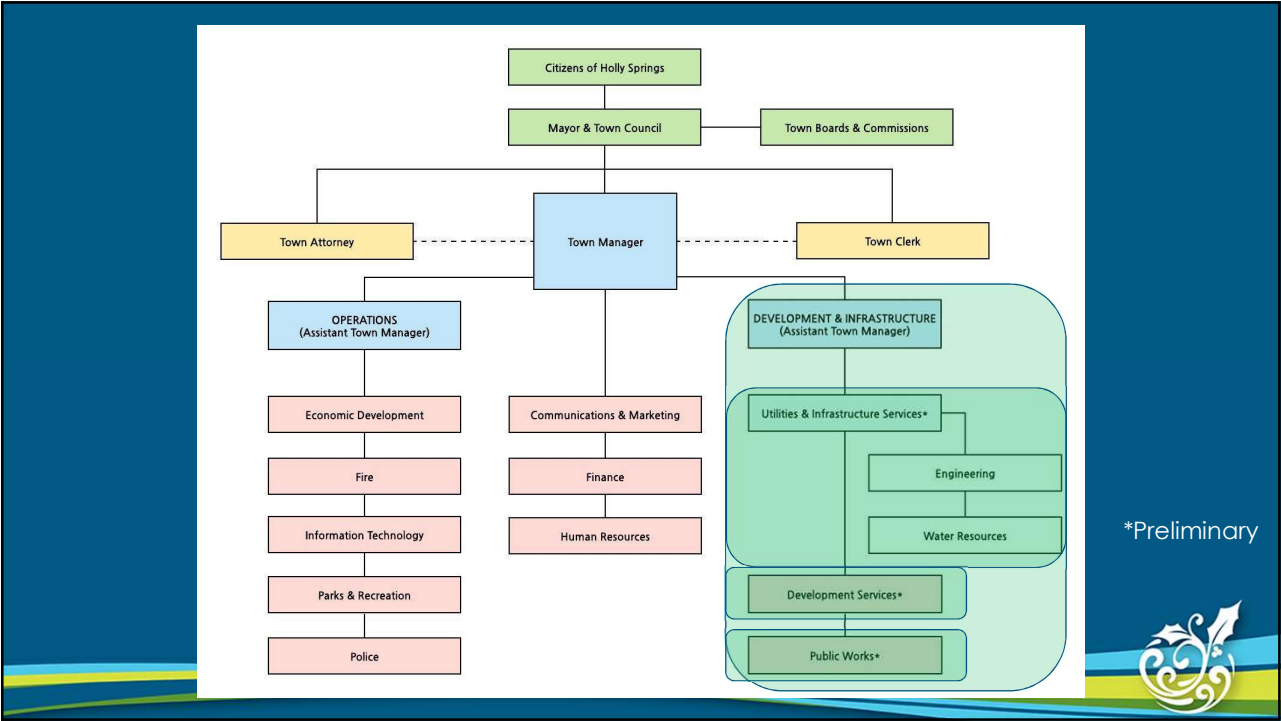
- **Merit 0-5%** based on performance
- **Eldercare Leave** – Three weeks of paid leave for the care of a parent with a serious medical condition.
- **Community Involvement Leave** – Currently up to 8 hours of paid leave is provided for a parent to attend their child's school activities. Change expands eligible uses for these 8 hours to both school activity and community volunteer leave.
- **Health Insurance** - 9.5% increase due to claims experience

	FY20 Current Plan				FY21 Recommended Plan			
	Town Pays	Employee Pays (w/Wellness)	Town Pays	Employee Pays (w/o Wellness)	Town Pays	Employee Pays (w/Wellness)	Town Pays	Employee Pays (w/o Wellness)
Health Plan								
Employee Only	\$521.93	\$0.00	\$469.74	\$52.19	\$564.33	\$0.00	\$512.33	\$52.00
Employee + Spouse	\$715.08	\$522.63	\$662.89	\$574.82	\$760.29	\$587.90	\$708.29	\$639.90
Employee + Child(ren)	\$675.18	\$363.00	\$622.99	\$415.19	\$705.66	\$424.02	\$653.66	\$476.02
Employee + Family	\$821.16	\$946.95	\$768.97	\$999.14	\$905.50	\$1023.53	\$853.50	\$1075.53

Realigning the Organization to Meet Tomorrow's Public Service Delivery Needs

Opportunities

- Simplify leadership and resource management
- Enhance Town's ability to plan, maintain, and manage utility and infrastructure assets
- Simplify customer service experience
- Group like-services together



Budget Safeguards in Light of COVID-19

- Hold \$480,000 of PAYGO capital until Oct. 1
- Hold \$437,979 on some new expenditures until Jan. 1 budget review
- Hold \$486,502 of Parks and Recreation operating expenditures (ongoing monitoring and adjustment as conditions warrant)
- If additional reductions necessary, other potential tools include hiring freezes and/or reductions in targeted – as well as – across the board expenditure cuts



Conclusion



Town of
HOLLY SPRINGS

Fee Adjustments for a Typical Resident

Fee Category	FY20 Approved	FY21 Recommended	Difference
Refuse	\$9.88	\$10.17	\$0.29
Recycling	\$5.22	\$5.42	\$0.20
Yard Waste	\$3.00	\$3.50	\$0.50
Water & Sewer	\$70.62	\$72.26	\$1.64
Stormwater*	\$3.00	\$5.20	\$2.20
Monthly Total	\$91.72	\$96.55	\$4.83
Daily Total	\$3.02	\$3.17	\$0.15

*Recommended Stormwater Fee increase effective 1/1/21



Total Taxes and Fees for home at \$100,000, \$333,777, and \$450,000

Category	\$100,000	\$333,777	\$450,000
Property Taxes	\$421.60	\$1,407.20	\$1,897.20
Refuse/Recycling/Yard Waste Fees	\$229.08	\$229.08	\$229.08
Water/Sewer Charges	\$867.12	\$867.12	\$867.12
Stormwater Fee*	\$49.20	\$49.20	\$49.20
Total (annual)	\$1,567.00	\$2,552.60	\$3,042.60
Total (monthly)	\$130.58	\$212.72	\$253.55
Total (daily)	\$4.29	\$6.99	\$8.34

*Stormwater fee based on six months of current \$3/month fee & six months of recommended \$5.20/month fee effective 1/1/21



Key Takeaways

- Budget developed with COVID-19 economic impacts in mind
- Enhances long-term planning for future public infrastructure
- Redesigns Stormwater Program to address fee inequities and better respond to aging infrastructure repair needs
- Recommends revenue-neutral property tax rate of 42.16 cents
- Continues strong investment in our employees



Next Steps

Date	Time	Meeting	Location
June 2 nd	7:00 p.m.	Budget Public Hearing	Council Chambers
June 4 th	6:00 p.m.	Budget Workshop	Law Enforcement Center
June 16 th	7:00 p.m.	Scheduled Budget Adoption	Council Chambers

For More Information

Visit our website at:
<http://www.hollyspringsnc.us/>

Contact the Town Clerk:
Phone: (919) 557-3900



Thank you!



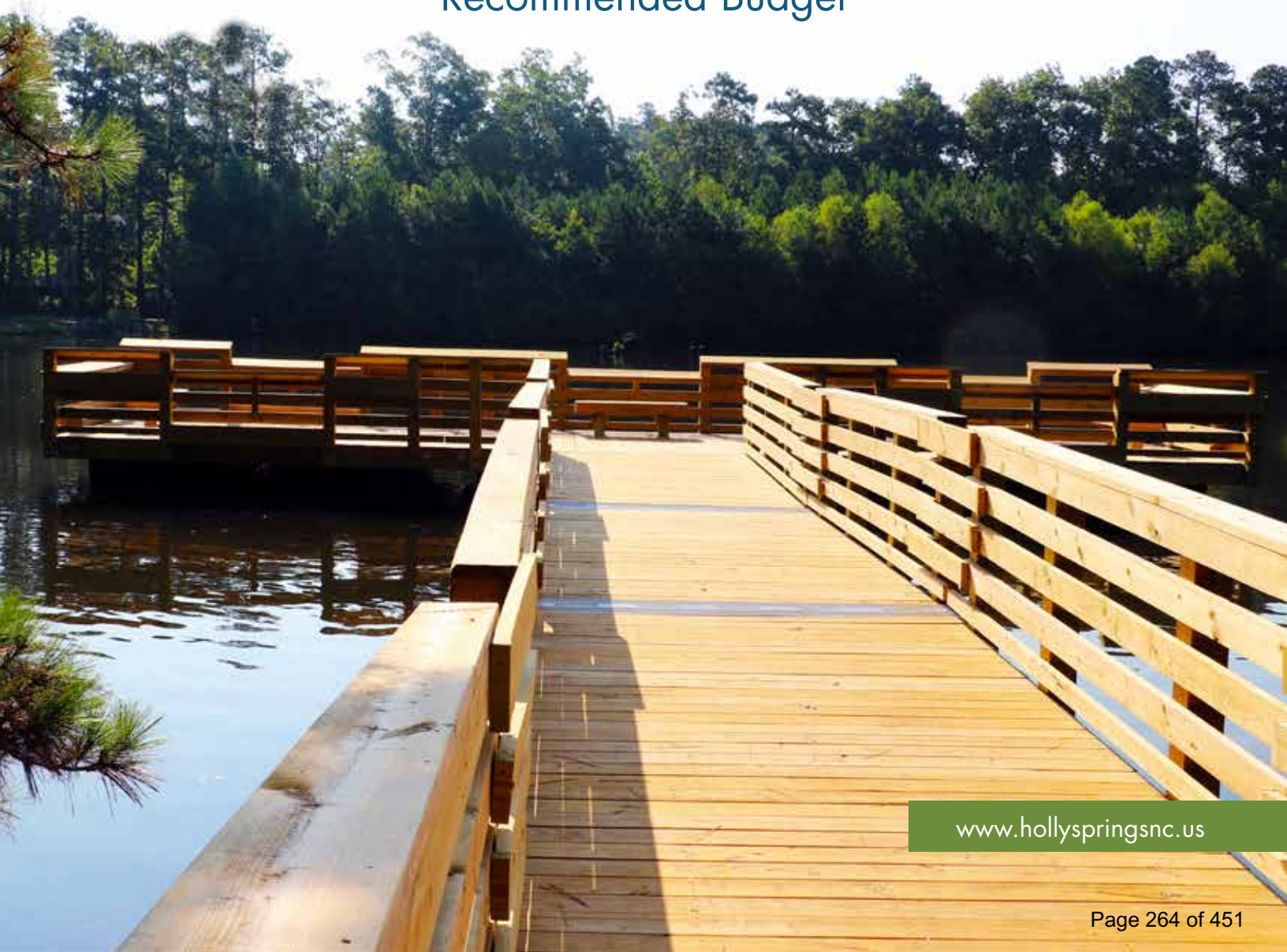
Town of
HOLLY SPRINGS



Town of
**HOLLY
SPRINGS**
North Carolina

Fiscal Year 2020-2021 Annual Operating Budget and Community Investment Plan

Recommended Budget



www.hollyspringsnc.us



www.hollyspringsnc.us

Fiscal Year 2020-2021 Annual Operating Budget and Community Investment Plan

Recommended Budget



Randy J. Harrington
Town Manager

Patty Dressen
Finance Director (Interim)



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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, 2019

Christopher P. Morill

Executive Director



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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

Peter Villadsen

Current Term: 12/2017 to 12/2021

Daniel H. Berry

Mayor Pro Tem

Current Term: 12/2017 to 12/2021

Christine Kelly

Current Term: 12/2017 to 12/2021

Richard G. "Dick" Sears

Mayor

Current Term: 12/2017 to 12/2021

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. By 2017, the workforce had grown to about 550 full-time employees and 200 contract workers. The facility, now Seqirus, is the second largest flu vaccine manufacturer in the world.

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

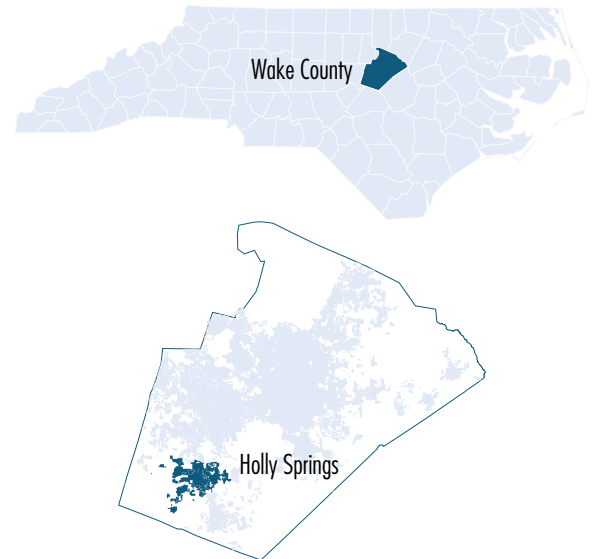


Parrish Womble

Community Profile

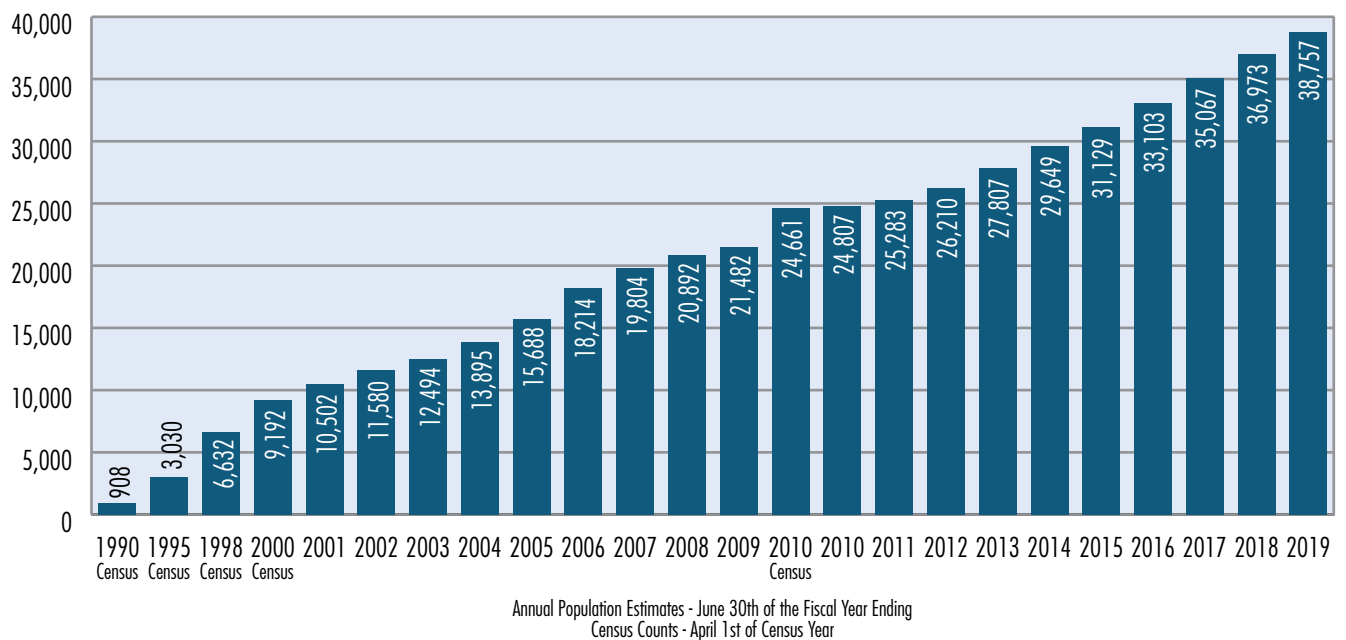
**Holly Springs is the 5th largest town in Wake County
and the 29th largest town in N.C.**

Population: 38,757
 Land Area: 17.57 sq. miles
 Civilian Labor Force: 97.5%
 Unemployment Rate: 2.5%
 Male: 48.8%
 Female: 51.2%
 Median Age: 34.4
 Education: 57.8% have earned
 Bachelor's degree or higher
 Median Home Price: \$333,777
 Home Ownership Rate: 83.9%



Town of Holly Springs, NC Historical Population Estimates

Prepared by Department of Planning & Zoning
Updated July 22, 2019



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, Turtle Fest, Hollyfest (an annual Town festival), National Night Out, Bass Lake Day, Community Arts Festival and Christmas 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
(HomeSnacks.net – 2019)

#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, Eight Years in a Row
(American Farmland Trust Farmers Market Celebration Contest – 2019)

#1 Safest City in North Carolina
(safewise.com – 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)



Police Community Outreach Event at Bass Lake Park



HollyFest



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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

The 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

The 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.

Technical Review Committee

The Technical Review Committee (TRC) is comprised of the town manager; assistant town manager; directors of Planning and Zoning, Engineering, and Parks and Recreation; and representatives from the Town Council and Planning Board. The TRC is responsible for the review and approval or denial of non-gateway, non-residential projects.

Parks & Recreation Advisory Committee

The Parks and Recreation Advisory Committee advises the Town Council and the Parks and Recreation Department. It serves as a liaison between the Town and the citizens of Holly Springs and the surrounding area.

Tree Advisory Committee

The Tree Advisory Committee provides assistance 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 the Street Tree Replacement Program as well as recommendations on methodology and criteria for the removal of diseased street trees or perimeter yard landscapes.



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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

Department Directors

Daniel Pope
Code Enforcement

Irena Krstanovic
Economic Development

Kendra Parrish
Engineering

Patty Dressen (Interim)
Finance

LeRoy Smith
Fire

Erika Phillips
Human Resources

Jeff Wilson
Information Technology

LeeAnn Plumer
Parks & Recreation

Gina Clapp
Planning & Zoning

John Herring
Police

Cassie Hack
Communications & Marketing

Luncie McNeil
Public Works

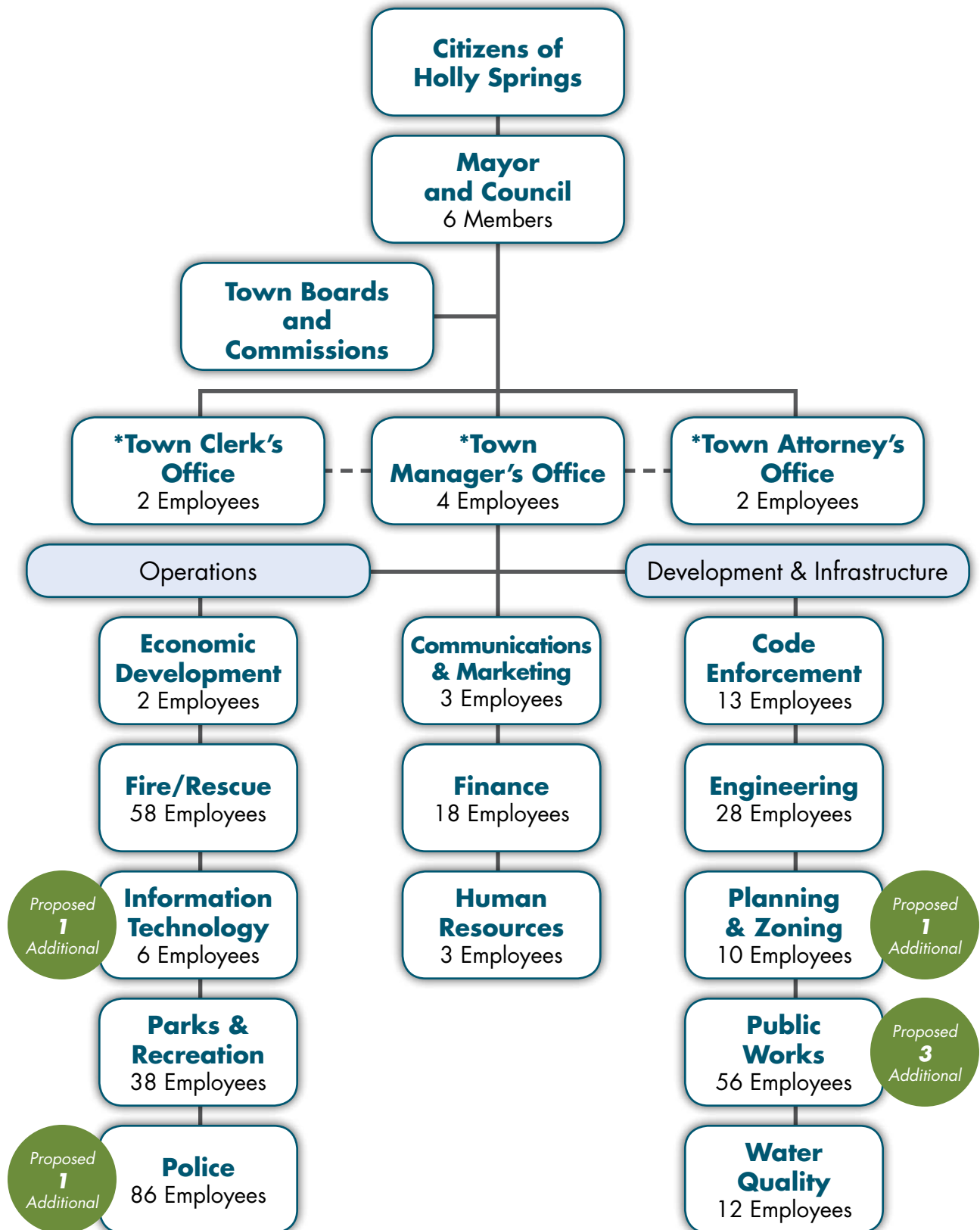
Seann Byrd
Water Quality



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Organization Chart

Full-Time Positions FY2020-21



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

**The Planning and Zoning position, two Public Works positions, and the Police position are contingent on a mid-year budget review.



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Budget Process

Overview

The Town's budgets are adopted as required by the North Carolina General Statutes. 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 \$15,000 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.

Procedures

All departments receive their operating budget materials and instructions in February. 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 proposed 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 proposed budget with recommended changes 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.

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.

February

1. Finalized Fee Schedule proposals submitted to Finance.
2. Current year-to-date actual & prior year to Department Heads.
3. Completed Current Year Estimates Due to Finance.
4. Distribute budget packages to Department Heads.
5. Mayor and Town Council Retreat

March

1. Completed revenue projections & expenditures requests to Finance Department.

April

1. Meet with Department Heads to review budget requests.

May

1. Finalize Recommended Budget.
2. Present Recommended Budget to Town Council.

June

1. Public Hearing on Recommended Budget.
2. Conduct Budget Workshop with Town Council.
3. The budget ordinance shall be adopted by the Town Council.

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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 measureable 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. The Town Manager is authorized to transfer funds from one appropriation to another within the same fund in an amount not to exceed \$15,000. Any revisions to transfer budgeted amounts over \$15,000 or that alter the total expenditures of any fund must be approved by the Town Board before being recorded. Budget amendments and transfers must adhere to balanced budget requirements.

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.

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 2020-21 Manager's Budget Message

May 26, 2020

To the Honorable Mayor and Town Council Members:

It is my pleasure to recommend to you the Fiscal Year (FY) 2020-21 Operating Budget and Community Investment Plan. The budget advances your five strategic priorities in a fiscally responsible and balanced manner while recognizing the economic uncertainties that linger as a result of the COVID-19 pandemic.

The recommended budget totals \$68,270,969 a 5.7% increase from the adopted FY 2019-20 budget. Of this, the General Fund represents \$39,423,825, a 3% increase from the prior year. Following the January 1, 2020 revaluation of real property in Wake County, the budget recommends adoption of a revenue-neutral property tax rate of 42.16 cents on a tax base of \$6.1 billion. Six new positions are recommended to address basic operating needs. The budget also advances important community infrastructure investments and a revised stormwater funding model that is more equitable and begins to strengthen the Town's maintenance of our community's aging stormwater system.

Recommended Property Tax Rate and Allocation (cents per \$100 valuation)			
Fund	FY2020	FY2021 (rec)	Difference
General Fund Operating	34.25¢	29.93¢	(4.32)¢
General Debt Service	14.00¢	12.23¢	(1.77)¢
TOTAL	48.25¢	42.16	(6.09)¢

Strengthening Public Infrastructure Planning to Meet the Needs of a Growing Community

The recommended Community Investment Plan (CIP) is now a 5-year planning tool designed to enhance the Town's ability to match investment needs with available resources. The CIP continues preparation for the second 2011 Parks & Recreation Bond debt installment and the first 2018 Transportation Bond installment. Residents should begin seeing construction begin in the second half of 2021.

The CIP also includes a new Pay-As-You-Go (PAYGO) component designed to plan and fund on an ongoing basis regular capital maintenance of town assets and make immediate, smaller scale community investments to address Sidewalks, and Pedestrian and Bicycle Safety, Neighborhood Traffic Safety and Calming, Americans with Disabilities Act (ADA) retrofit investments, and facilities maintenance and repair. Community Investment Plan expenditure highlights include:



Economic Prosperity & Diversity

- **Downtown Development Investment (DDI) (\$25,000)** – Funding for an anticipated revised DDI grant program to promote investment in the Village District.



Engaged, Healthy & Active Community

- **Cultural Center Theater Seat Replacement (\$50,000)** – New seating to improve competitiveness with other area theaters and respond to patron feedback.

continued next page

Budget Message

Fiscal Year 2020-2021



Organizational Excellence

- **Town Hall Space Optimization (\$205,920 using restricted permitting revenues)** – Following 3rd party analysis and recommendations for maximizing space use in Town Hall, this project re-orient all customer facing service areas to the main lobby area in order to simplify customer service and increase office space. (An additional \$40,000 is also recommended for renovations of the Old Police Headquarters following the Coworking Station vacating the building upon completion of “The Block on Main”.)
- **Town Hall HVAC Replacement Phase II (\$165,000)** – Replaces remaining units and electronics.
- **Facility Maintenance & Repair (\$75,000)** – Industry best practices recommend budgeting 2-4% of facility asset values to perform basic facility maintenance and repairs. The funding level proposed in the budget falls short of best practice, but begins dedicated, yearly maintenance funding for Town facilities.
- **3-1-1 Customer Service Business Process and Design (\$50,000)** – Funding will develop a 3-1-1 business model and processes to manage service requests and questions and simplify the customer experience. Effort will also identify implementation funding considerations.



Responsible & Balanced Growth

- **Avent Ferry Road Widening Phase I (\$2,477,485)** – Advances transportation project in southwest area of town pending bid reviews and NCDOT participation/grant reimbursements.
- **Comprehensive Transportation Plan Update (\$400,000)** – The new plan will guide road, sidewalk, bicycle, and other transportation investments over the next 10-20 years.
- **Sidewalks and Pedestrian and Bicycle Safety (\$150,000)** – Advances walkability and safety; supports new sidewalk installation and the installation of crosswalk safety improvements such as Rectangular Rapid Flash Beacons (RRFBs).



Safe & Friendly

- **New Fire Ladder Truck (\$1,210,000)** – Addition of a second ladder truck to enhance community fire protection; financed over seven years at \$198,480 per year; new personnel will be necessary in the FY2021-22 budget to staff the new truck.
- **Fire Station #3 Design (\$273,000)** – Partial funding to advance design of the station.
- **Neighborhood Traffic Safety/Calming (\$25,000)** – Supports Council’s anticipated new policy to address neighborhood traffic safety/calming concerns.

Fixing Stormwater Program Fee Inequities and Aging Infrastructure

Following Council’s year-long review and analysis of the Town’s Stormwater program, two issues became apparent: 1) the Town is significantly underfunding basic, growing stormwater infrastructure maintenance and repair needs, and 2) the current rate structure is drastically unproportionate to the stormwater contribution from properties with large impervious areas. To begin remedying these issues and position the program for future success, the recommended budget increases the single-family monthly rate from \$3.00 to \$5.20. Additionally, a \$5.20 Equivalent Rate Unit (ERU) will be applied to all businesses based on total impervious surface area for the calculation of their monthly fees. Furthermore, staff will continue Council’s policy direction to refine and transition the residential rate model and associated ERU over the next 2-4 years to a best-practice tiered rate structure based on varying levels of impervious surface area.

Maintaining Strong Value to Tax Payers and Utility Customers

- **Property Tax and Sales Tax** – Property and sales taxes account for 64% of General Fund revenues and form the core funding sources needed to provide basic municipal services. The valuation of all real and personal property has increased to \$6.1 billion. The budget projects property tax revenue growth of 6.8%. Sales tax revenue is projected to decrease 1.2% over the prior year's adopted budget due to economic impact from COVID-19.
- **Solid Waste Fees** – The global recycling market fallout continues to impact domestic recycling. The Town's refuse and recycling vendor, GFL Environmental has notified the Town that the costs to process recycling has increased along with additional cost to serve new residents. The combined refuse/recycling fee is recommended to increase from \$15.10 to \$15.59 to cover these contractual cost increases from the private collection vendor. Additionally, the residential yard waste collection fee is proposed to increase from \$3.00 to \$3.50 per month in order to fund new yard waste collection equipment – a fee level that covers less than ½ the total \$7.95 per month cost to provide yard waste collection.
- **Water and Sewer Fees** – The recommended budget includes a water and sewer volume rate increase of 3.6% to cover pass-through costs from Harnett County (supplier of the Town's water) plus a small portion of inflationary costs to operate the utility. The Town's rates remain very competitive and the typical residential home-owner's monthly total bill is projected to remain below the State average according to UNC School of Government data. For the typical homeowner, the rate increase equates to \$1.64 per month for a total projected, monthly water/sewer bill of \$72.26.

General Fund Operating Expenditure Highlights by Strategic Priority Area



Economic Prosperity & Diversity

- **Small Business Program Manager Position Reclassification** – The recommended budget reclasses the current Economic Development Program Manager into a new role that increases the Town's attention and focus on growing small businesses and entrepreneurship, while also providing assistance and guidance to businesses trying to navigate the Town's development and permitting processes.



Engaged, Healthy & Active Community

- **Ting Stadium Partnership Enhancement (\$0 net cost)** – Under an amended agreement with Capitol Broadcasting Company (CBC)/Salamanders, CBC pays for stadium rentals and custodial services to ensure a clean and inviting atmosphere for patrons and fans.



Organizational Excellence

- **Investment in Employees** – I am proud to recommend a competitive pay and benefits plan for our employees that elevates the Town's reputation as an employer of choice.
 - **Pay Adjustments** – A new merit focused pay plan is recommended with employee adjustments between 0%-5%, based on performance. Total town budget investment is \$540,138. I also recommend adjusting the Mayor and Council's annual pay by 2.3%, consistent with prior practice to adjust per the Consumer Price Index.
 - **Eldercare Leave** – Care for aging parents is a growing concern among employees. I recommend providing up to three weeks of paid leave for the care of a parent with a serious medical condition. This proposal matches similar offerings from the Towns of Apex and Wake Forest.
 - **Community Involvement Leave** – Currently up to 8 hours of paid leave is provided for a parent to attend their child's school activities. This recommended change expands the eligible uses for these 8 hours to both school activity and community volunteer leave.
 - **Health Insurance** – The health premium increase is projected at 9.5% (\$212,436 cost to Town) with employees who elect for optional health plans sharing the cost increase.
- **Community Satisfaction Survey (\$15,000)** – Leading municipalities periodically conduct scientific surveys of residents and businesses to better understand community sentiments, service delivery quality, and help shape future community priorities and service needs.

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Budget Message

Fiscal Year 2020-2021



- **Budget, Innovation and Strategic Initiatives Manager Reclassification** – The recommended budget includes the reclassification of the Budget & Management Analyst to a Budget, Innovation, and Strategic Initiatives Manager to sharpen our organization's focus and attention on innovation and achievement of the Mayor and Council's strategic priorities.
- **Geographic Information System (GIS) Analyst (\$8,508 net cost)** – A robust and reliable GIS database is essential to deliver services from policing to map making. A full-time analyst in Information Technology adds a desperately needed skillset to the organization. Total annual cost is \$85,468, and through budget reallocations and efficiencies, the net new additional cost is \$8,508.



Responsible & Balanced Growth

- **Refuse and Recycling Collection & Disposal (\$233,646)** – The budget includes contractual cost increases with the Town's private hauler and reflects growth in new collection stops.
- **Unified Development Ordinance (UDO) Rewrite Phase II (\$122,000)** – Phase II completes funding for the UDO rewrite that will reflect the new land use and community character plan.
- **Two (2) Public Works Technicians (\$76,829)** – These two positions will focus on roadway and sidewalk concrete repairs and installation (¾ year funded).
- **New and Replacement Tree Planting (\$10,000)** – Funding will increase Council's desire to preserve and expand the Town's tree canopy, bringing total funding to \$30,000.
- **Solid Waste Manager (\$58,853)** – The growth and complexity of the Town's refuse, recycling, and yard waste operations supports the hiring of a professional position to lead the Town's solid waste program and community education and outreach efforts (¾ year funded).
- **Planning/Permit Technician (\$54,896)** – Development activity remains high, even in light of COVID-19. This position will review and issue UDO permits, conduct site inspections, review and approve zoning compliance, and provide customer service (¾ year funded).



Safe & Friendly

- **Police Vehicle Replacements (\$332,000)** – The budget replaces six police cruisers and two investigations vehicles that are at their end of life, along with new equipment for each vehicle.
- **Animal Control Supervisor (\$85,754)** – Animal control service calls have increased 33% since 2015. This position will provide needed supervisory capacity and better distribute call workloads per animal control officer, while also providing new capability for 24/7 service. The budgeted amount includes ¾ of a year budgeted salary plus benefits, equipment, and vehicle.

Realigning the Organization to Meet Tomorrow's Public Service Needs

Every organization encounters evolutionary stages where previously successful organizational structures require optimization to meet current and future public service delivery needs. Though not reorganized financially in this budget, I recommend moving forward with a realignment of the following departments by October 1:

1. **Creation of a Utilities & Infrastructure Services Department** that combines current water, wastewater, utility engineering, transportation, and other engineering construction services from three different departments into one new department. This will result in streamlined leadership, resource allocation, and management of the Town's infrastructure assets.
2. **Adjusting Public Works** to include Fleet Maintenance, Solid Waste, Streets Maintenance, and Facilities Maintenance.
3. **Creation of a Planning & Development Services Department** to include Community Development, Zoning Administration, Development Site Compliance and Environmental Review, and Permits and Inspections. The purpose of this realignment is to create a singular leadership and management approach, along with a simpler customer service model.

Safeguarding the Budget from COVID-19 Economic Impacts

The swift and historic COVID-19 related social distancing restrictions and stay at home orders enacted in March 2020 have significantly impacted the Town's sales tax and Parks & Recreation revenue. Given continued revenue uncertainties, the General Fund includes the following safeguards:

1. **Hold General Fund Transfer to PAYGO until October 1** – The budget transfers \$480,000 to the PAYGO General capital fund. This transfer and the associated expenditures will be on hold until at least Oct. 1 in order to assess revenue projections.
2. **Hold Some Recommended New Expenditures** - \$437,979 of recommended new expenditures will be on hold until January 1 in order to assess revenue projections. These include:

Expenditure Description	Amount
Human Resources: Leadership Academy (\$17,000)	\$17,000
Communications & Marketing: Community Satisfaction Survey	\$15,000
Administration: 311 Customer Service Business Process and Design	\$50,000
Planning & Zoning: New Planning/Permit Technician (\$54,896); and I-540 Small Area Plan (\$81,500)	\$136,396
Police: New Animal Control Supervisor	\$85,754
Public Works: Two Public Works Technicians – Concrete	\$76,829
Information Technology: Laptop replacements	\$22,000
Administration: Department reorganization and optimization transition funds	\$15,000
Unallocated Operating Funds	\$20,000

3. **Closely Monitor Parks & Recreation Program Activity** – If sports leagues, day camps, and other programs are unable to resume for an extended period, \$468,502 in associated expenditure reductions can be made.

Looking to the Future

Below outlines potential, key opportunities that could impact future budget and policy decisions.

1. **Housing Study and Village District Area Plan** – Due to limitations on funding and staffing capacity, the recommended budget does not include funding for these two strategic plan identified studies. If Council desires to advance one or both of these studies in the upcoming fiscal year, reductions to other expenditure areas or revenue enhancements could be considered. Even without identified Housing Study funding in FY2020-21, staff will continue to engage Council on the Housing Study Request for Qualifications (RFQ) components and advance Council's other Housing related strategic initiatives.
2. **Identification of construction funding for new Fire Station #3 and new Utilities, Infrastructure, and Public Works Campus** – The Town has started to allocate funds to begin planning, designing, and acquiring property, but development of a full construction and financing plan is needed over the next year for these two, critical facility investments.
3. **Inadequate funding for non-bond transportation improvements** – Given the elimination of prior transportation impact fees, the Town has no steady, dedicated funding stream to advance smaller scale transportation improvements, as well as to provide required up-front funding for future NCDOT project reimbursements. This limits the Town's ability to address intersection improvements, signal installations, road widening, and street pavement resurfacing. I suggest that the Mayor and Council consider reviewing this area over the next year to explore approaches and options for advancing these types of transportation improvements.
4. **Public Safety investments** – It is possible that next year's budget development will require significant attention to public safety given the need to staff a new ladder fire truck and respond to a new Police Chief's review of operations, staffing levels, and structures in Police.

continued next page

Budget Message

Fiscal Year 2020-2021



Conclusion

I believe this budget recommendation makes significant advancements in the pursuit of Mayor and Council's strategic priorities and responds to key community needs. This budget reflects strong, continued investment in our employees, improves our ability to mitigate the environmental impacts of stormwater runoff and flooding, plans for future community investment needs, and adequately funds public services with a revenue-neutral property tax rate.

I am grateful to the Mayor and Council for your engagement, guidance, and direction preparing the budget. Our public service passion and core values among assistant town managers, department directors, and staff are also reflected throughout this entire budget. I especially want to thank Finance leadership and budget staff for their dedication and tireless work at all stages of budget development.

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

Respectfully submitted,

A handwritten signature in blue ink that reads "Randy J. Harrington".

Randy J. Harrington
Town Manager



Town of
**HOLLY
SPRINGS**
North Carolina

Budget Summary



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Budget Summary

Strategic Plan

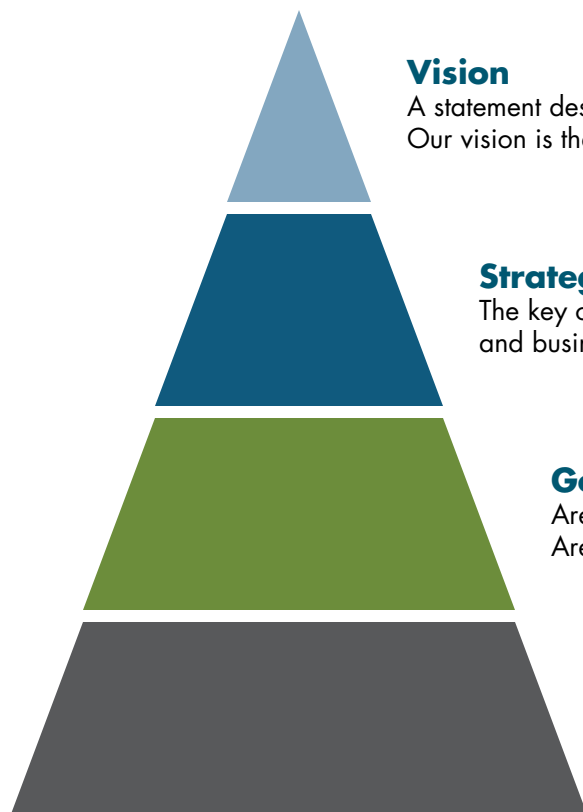
In 2019, the Town of Holly Springs marked a milestone with the adoption of the Town's first-ever Strategic Plan. The Strategic Plan establishes a vision and five key Strategic Priority Areas that reflect the chief components of the Town's small town charm but with an eye for future responsible growth.

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.

Budget Summary

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.

Strategic Priority Areas

- Economic Prosperity & Diversity
- Engaged, Healthy & Active Community
- Organizational Excellence
- Responsible & Balanced Growth
- Safe & Friendly

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, and Clean Tech & Smart Grid.
- **Initiative 1.2:** Pursue site-readiness programs and infrastructure investments to boost the attractiveness of the Town's strategic sites.
- **Initiative 1.3:** Host a collaboration event for local entrepreneurs in conjunction with WRAL Techwire to build business partnerships and showcase opportunities in Holly Springs.

2. Create a vibrant downtown center.

- **Initiative 2.1:** Update Downtown Development Investment Program Policy and associated development tools to attract mixed-use housing, office, employment, shopping and entertainment opportunities.
- **Initiative 2.2:** Facilitate multi-modal accessibility to the downtown center, with an emphasis on walkability, pedestrian and bicycle safety.
- **Initiative 2.3:** Be a development resource to small businesses, start-ups and artisans that provide unique experiences and products.

3. Seek partnerships to drive economic development.

- **Initiative 3.1:** Proactively engage with the Holly Springs Chamber of Commerce, Wake County Economic Development, and other strategic business partners to promote the advantages and opportunities of doing business in Holly Springs.
- **Initiative 3.2:** Attract business partners that support amateur sports, hospitality and leisure tourism activities.

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Engaged, Healthy, and Active Community

Holly Springs promotes fulfilling and rewarding lifestyles with abundant, healthy living options.

1. Improve, expand, and seek partnerships for recreational and cultural opportunities.

- **Initiative 1.1:** Expand community events and programs at Ting Park, and other Town amenities, by strengthening relationships with local and regional sports, recreational, and cultural organizations.

2. Plan, design, build, and maintain a comprehensive system of sustainable facilities, greenways, and park spaces to high standards, providing attractive places that people use and enjoy.

- **Initiative 2.1:** Expand parks, greenways and open space through the implementation of the remaining 2011 Parks and Recreation Bond.
- **Initiative 2.2:** Increase equitable access to park facilities, amenities, greenways and open space and ensure new development serves the needs of the Town's diverse and growing population.
- **Initiative 2.3:** Update the Parks and Recreation Master Plan to address dynamic parks, facilities, open space and greenways town-wide with the integration of natural resource management and integrated sustainability practices.

3. Develop community events and programs that ensure wide appeal of activities for residents.

- **Initiative 3.1:** Enhance inclusivity of educational/recreational program opportunities for populations such as seniors, teens, as well as people of all abilities and economic means.

Budget Summary

Strategic Plan



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.

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 and simplify digital access to town information.
- **Initiative 3.2:** Expand presence in the community, both in-person and virtually, to ensure residents have accessibility to their local government.

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.

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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 infrastructure.

- **Initiative 1.1:** Develop a 5-year Capital Investment Plan that connects infrastructure needs and capital maintenance with available revenue sources.
- **Initiative 1.2:** Determine the future location of a new Public Works Complex and invest in associated architectural design services.
- **Initiative 1.3:** Design and construct 2018 Transportation Bond projects.

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:** Update and align UDO regulations to the new Future Land Use and Community Character Plan.

3. Promote sustainability initiatives to protect natural resources and preserve community historical and environmental assets.

- **Initiative 3.1:** Create a sustainability action plan for town operations and facilities.
- **Initiative 3.2:** Pursue local and state tools, resources, legislation and policies that enhance historical preservation efforts.
- **Initiative 3.3:** Invest in reclaimed water utilization efforts to enhance conservation of natural resources.
- **Initiative 3.4:** Develop a water, sewer and reclaimed asset management plan to ensure system integrity and identify needed maintenance and investments to handle future growth.

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 with County, State and Federal agencies to leverage local funds for transportation and parks and recreation infrastructure investments.
- **Initiative 4.3:** Invest in a comprehensive watershed management plan to include Stormwater programmatic needs and capital investment.
- **Initiative 4.4:** Engage with Wake County, and other organizations as necessary, to promote best practices of waste management at the South Wake Landfill.

5. Leverage Town and regional partners to mitigate resident housing displacement from NCDOT and Town infrastructure projects.

- **Initiative 5.1:** Support the Wake County Department of Housing Affordability and Community Revitalization's efforts to increase housing options on County-owned property north of Ting Park.
- **Initiative 5.2:** Pursue partnerships with non-profit and private organizations to create affordable options.
- **Initiative 5.3:** Identify and evaluate opportunities for flexibility and streamlining of permitting and development requirements to increase developer interest.
- **Initiative 5.4:** Conduct a Housing Study (with a complimentary Citizens Affordable Housing Committee) to analyze the Town's housing composition, strengths, challenges, gaps, and potential courses of action.

Budget Summary

Strategic Plan



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 community-policing philosophy with an emphasis on programs where residents, businesses, and the Holly Springs Police Department can engage and collaborate.
- **Initiative 1.2:** Invest in planning and development of Fire Station #3 to enhance the level of fire and medical response and emergency readiness.

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:** Update the Utley Creek Water Reclamation Facility 8 MGD Master Plan for sewer capacity needs.

3. Enhance capability to communicate public safety messages to the public.

- **Initiative 3.1:** Coordinate and expand public safety messages in town communications, such as print materials, social media, and public meetings formats to ensure all audiences are reached.

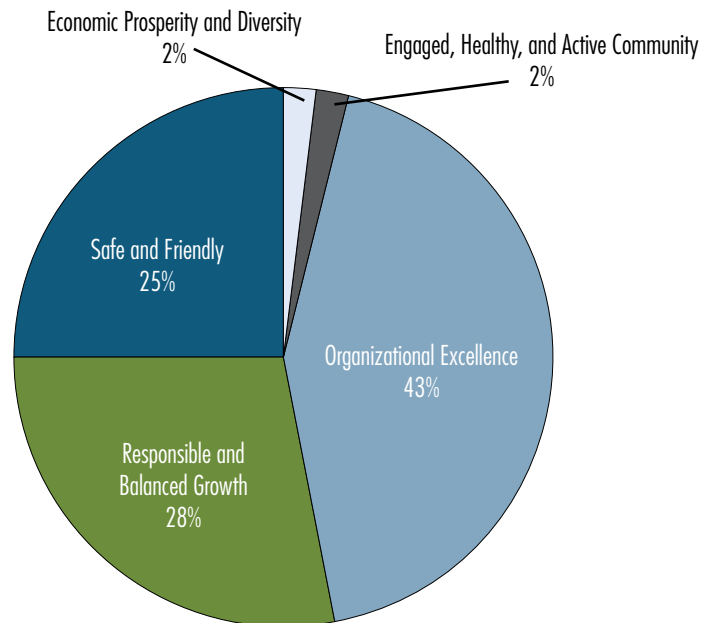
4. Cultivate a creative and friendly atmosphere that is welcoming to all cultures and the diversity of our residents and visitors.

- **Initiative 4.1:** Enhance citizen engagement and outreach events for police and fire.
- **Initiative 4.2:** Identify innovative and receptive approaches to engage communities that are traditionally underserved.
- **Initiative 4.3:** Create communications and marketing materials and an online platform welcoming new residents to our community and introducing them to local services, information, events and activities.

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	\$50,000
Engaged, Healthy & Active Community	\$65,108
Organizational Excellence	\$1,240,797
Responsible & Balanced Growth	\$810,224
Safe & Friendly	\$712,579
TOTAL EXPENSE CHANGES	\$2,878,708

Budget Summary

General Fund Changes by Strategic Priority Area



Economic Prosperity and Diversity	
Development Processing Software	\$50,000
TOTAL EXPENSE CHANGES	\$50,000

Engaged, Healthy & Active Community	
Ting Stadium Program/Partnership Enhancements (expenses offset by equal revenue)	\$65,108
TOTAL EXPENSE CHANGES	\$65,108

Organizational Excellence	
Employee Merit Increases (Total Town Budget Impact)	\$540,138
Health Insurance Cost Increase (Total Town Budget Impact)	\$212,436
Computer Replacements	\$127,000
GIS Analyst Position (cost shared with Utility Fund and \$76,960 in offsetting budget reductions)	\$85,468
311 Business Process & Application Design (Reserved for mid-year review)	\$50,000
Position Reclassifications	\$34,796
Software and User Licensing	\$31,200
Code Enforcement Inspector Program	\$28,000
Annual IT Server Lease and Network Switches	\$22,000
General Fund Operating Contingency (Reserved for mid-year review)	\$20,000
Leadership Academy Supervisor Training (Reserved for mid-year review)	\$17,000
Community Satisfaction Survey (Reserved for mid-year review)	\$15,000
Business Optimization and Reorganization (Reserved for mid-year review)	\$15,000
Information Technology Equipment	\$11,700
Information Technology Contract Services	\$11,500
Drug Testing Consortium with Triangle J Council of Governments (TJCOG)	\$10,000
Finance Part-Time Staffing	\$6,459
New Finance Director Equipment and Materials	\$2,000
Public Works Safety Equipment and Uniforms	\$1,100
TOTAL EXPENSE CHANGES	\$1,240,797

Budget Summary

General Fund Changes by Strategic Priority Area

Responsible & Balanced Growth	
Refuse and Recycling Contract Costs	\$233,646
UDO Consultant Contract	\$122,000
Special Area Study NC540/Holly Springs Road Regional Center (Reserved for mid-year review)	\$81,500
Two Public Works Tech Positions (Reserved for mid-year review and are ¾ year funded)	\$76,829
Solid Waste Manager Position (¾ year funded)	\$58,853
Planning/Permit Technician Position (Reserved for mid-year review and is ¾ year funded)	\$54,896
Landscaping Maintenance for New Medians	\$40,000
Leaf Collection Truck (Estimated Annual Installment Financing over 5 Years)	\$40,000
Road Tractor-Trailer Truck (Estimated Annual Installment Financing over 5 Years)	\$30,000
Single Axle Dump Truck (Estimated Annual Installment Financing over 5 Years)	\$21,000
Trailer Mounted Chipper (Estimated Annual Installment Financing over 5 Years)	\$20,000
Permitting Blue Beam Software Training	\$20,000
New and Replacement Street Trees	\$10,000
Triangle J Council of Governments (TJCOG) Membership and Dues Increase	\$1,500
TOTAL EXPENSE CHANGES	\$810,224

Safe & Friendly	
Replacement Police Vehicles	\$332,000
Fire Department Ladder Truck (Estimated annual installment financing over 7 years)	\$198,480
Animal Control Supervisor Position and Equipment (Reserved for mid-year review and is ¾ year funded)	\$85,754
Police Safety and Equipment	\$44,345
COVID-19 Disinfectant Cleaning	\$30,000
Public Safety Laptop Replacements (Reserved for mid-year review)	\$22,000
TOTAL EXPENSE CHANGES	\$712,579

Budget Summary

Revenue-Neutral Tax Rate



Revenue-Neutral Tax Rate

State law requires local governments to publish a revenue-neutral tax rate in the Manager's budget message immediately following the completion of the reappraisal of real property. The purpose of the revenue-neutral tax rate is to provide citizens with comparative information on tax rates before and after revaluation. G.S. 159-11(e) defines the revenue-neutral rate as *the rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no revaluation had occurred*. The statute also instructs that the revenue-neutral rate is calculated as follows:

- Determine a rate that would produce revenues equal those produced for the current fiscal year
- Increase the rate by a factor equal to the average annual growth

The revenue neutral rate is the tax rate that would generate the same amount of revenue the Town would expect to receive if no revaluation had occurred. The Town of Holly Springs calculated a Revenue Neutral Tax Rate of \$0.4216 per \$100 valuation, which is \$0.0609 less than the property tax rate for FY20. The Manager recommends a new property tax rate at the Revenue Neutral Tax Rate of \$0.4216 per \$100 valuation for FY21.

*2020 Population data is projected

Budget Summary

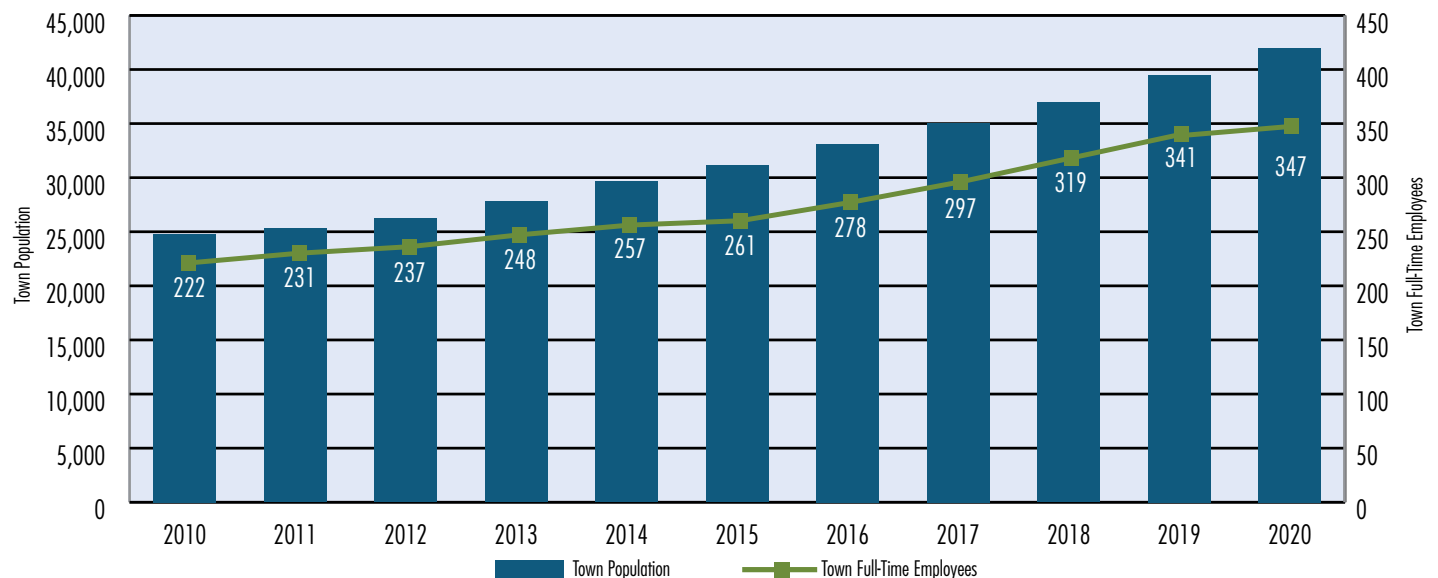
Position Summary

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Authorized Full-Time Positions By Department					
Town Manager's Office	4	4	4	4	
Town Attorney	1	2	2	2	
Town Clerk	5	2	2	2	
Human Resources	2	2	3	3	
Communications & Marketing	n/a	3	3	3	
Finance	15	16	18	18	
Information Technology	5	5	6	7	
Code Enforcement	13	13	13	13	
Economic Development	2	2	2	2	
Planning & Zoning	8	9	10	11	
Police	71	79	86	87	
Fire & Rescue	50	54	58	58	
Public Works	49	54	56	59	
Parks & Recreation	36	37	38	38	
Engineering	25	26	28	28	
Water Quality	11	11	12	12	
TOTAL AUTHORIZED POSITIONS	297	319	341	347	

*Prior to FY19, Communications & Marketing and the Town Clerk were a single department

**Data excludes temporary, part-time, and seasonal employees

Comparison of Town Population Growth to Full-Time Employees



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. Engineering, Finance, Police, etc.).

General Fund

Fund 10 – General Fund

- Central Services – 410
- Communications and Marketing – 411
- Administration – 412
 - Town Manager – 412-11
 - Human Resources – 412-12
 - Town Attorney – 412-13
 - Town Clerk – 412-14
- Finance – 413
- Information Technology – 414
 - Fiber Optic – 414-50
- Code Enforcement – 415
- Economic Development– 416
- Planning and Zoning – 417
- Police – 418
 - Law Enforcement – 418-18
 - Telecommunications – 418-19
 - Federal Forfeiture 418-20
- Fire and Rescue – 420
- Public Works – 422
 - Fleet Maintenance – 422-21
 - Streets– 422-22
 - Solid Waste– 422-24
- Parks and Recreation – 425
 - Cultural Center – 425-25
 - Park and Field Maintenance– 425-26
 - Community Center/Programs– 425-27
 - Bass Lake– 425-28
 - Athletics– 425-29
 - Public Facilities Maintenance – 425-30
 - North Main Athletic Center– 425-31
 - Administration– 425-39
- Engineering – 432

Fund 11 – PayGo

Special Revenue Fund

Fund 15 – Powell Bill

Fund 26 – Emergency Telephone System

- Police Department 911 System - 418

Enterprise Funds

Fund 30 – Utility Fund

- Central Services – 410
- Administration – 412
 - Town Manager – 412-11
- Finance – 413
 - Utility Billing – 413-32
 - Water Meters – 413-42
- Information Technology – 414
- Engineering – 432
- Water Quality – 433
 - WWTP – 434-34
 - Laboratory – 434-36
- Public Works – 422/434/440
 - Fleet Maintenance – 422-21
 - Pump Stations – 434-35
 - Collections – 434-37
 - Storage & Vaults – 440-40
 - Distributions – 440-41

Fund 31 – Stormwater Fund

- Central Services – 410
- Engineering – 432

Reserve Funds

Fund 21 – Parks and Recreation Reserves

Fund 22 – Street Reserves

Fund 23 – Water Reserves

Fund 24 – Sewer Reserves

Fund 27 – Stormwater Reserves

Project Funds

Fund 43 – Water Projects

Fund 44 – Stormwater Projects

Fund 45 – Sewer Projects

Fund 48 – Street Projects

Fund 49 – Parks and Recreation Projects

Debt Service Funds

Fund 60 – General Fund Debt Service

Fund 61 – Utility Fund Debt Service

Fund 71 – System Development Fee-CRF



Town of
**HOLLY
SPRINGS**
North Carolina

General Fund



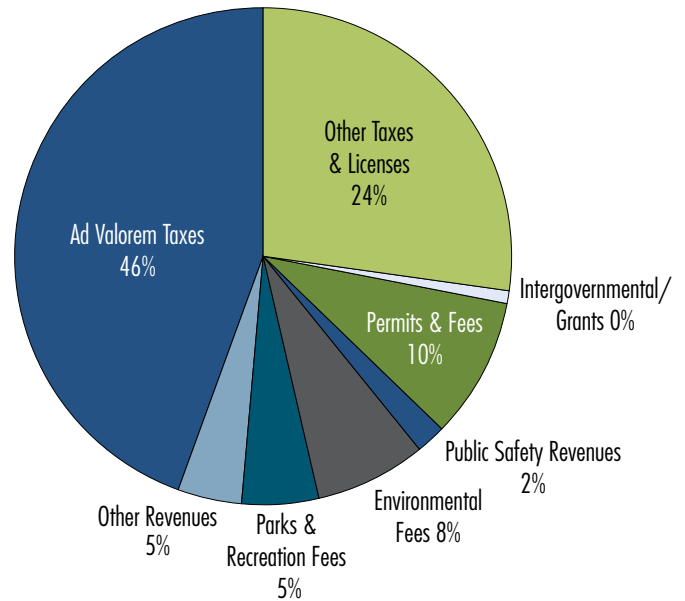
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General Fund

Recommended Revenues & Expenditures

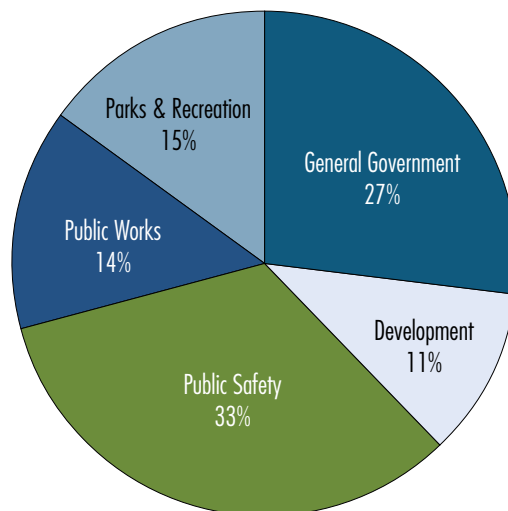
Recommended Budgeted Revenues

REVENUES:	%	FY21
Ad Valorem Taxes	46.2%	\$18,216,163
Other Taxes & Licenses	24.2%	\$9,529,378
Intergovernmental /Grants	0.2%	\$96,170
Permits & Fees	9.8%	\$3,846,861
Public Safety Revenues	2.0%	\$805,578
Environmental Fees	7.6%	\$3,003,157
Parks & Recreation Fees	5.3%	\$2,091,000
Other Revenues	4.7%	\$1,835,518
TOTAL REVENUES	100%	\$39,423,825



Recommended Budgeted Expenditures

EXPENDITURES:	%	FY21
General Government	27.0%	\$10,631,913
Development	11.2%	\$4,428,212
Public Safety	32.8%	\$12,929,641
Public Works	13.6%	\$5,351,368
Parks & Recreation	15.4%	\$6,082,691
TOTAL EXPENDITURES	100%	\$39,423,825



*Beginning in FY20 Debt Service is directly appropriated and not transferred from the General Fund

General Fund

Historical Revenues & Expenditures



REVENUES	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Amended
Ad Valorem Taxes	\$16,286,363	\$17,018,919	\$18,174,055	\$19,206,418	\$20,664,824	\$17,178,550
Other Taxes & Licenses	\$7,945,761	\$9,047,774	\$9,375,399	\$9,974,899	\$10,697,010	\$10,415,261
Intergovernmental/Grants	\$143,753	\$239,702	\$157,988	\$121,111	\$171,011	\$97,806
Permits & Fees	\$1,932,747	\$2,307,950	\$2,504,593	\$2,717,938	\$7,361,027	\$3,477,650
Public Safety Revenues	\$686,501	\$629,404	\$649,785	\$849,290	\$790,687	\$814,859
Environmental Fees	\$1,845,773	\$1,978,903	\$2,147,733	\$2,385,218	\$2,521,378	\$2,733,352
Parks & Recreation Fees	\$1,258,590	\$1,642,818	\$1,850,125	\$1,863,631	\$2,081,427	\$2,027,000
Other Revenues	\$391,456	\$30,382	\$456,415	\$1,023,704	\$1,284,997	\$7,795,181
TOTAL REVENUES	\$30,490,944	\$32,895,852	\$35,316,093	\$38,142,209	\$45,572,361	\$44,539,659

EXPENDITURES						
General Government	\$3,168,668	\$5,790,495	\$5,090,916	\$6,560,243	\$12,735,921	\$13,719,190
Debt Service	\$5,019,994	\$4,926,910	\$4,836,484	\$4,644,115	\$4,540,539	\$0
Development	\$2,823,094	\$2,788,700	\$3,043,550	\$3,531,956	\$3,612,602	\$4,243,995
Public Safety	\$9,209,193	\$8,831,767	\$9,258,041	\$10,570,545	\$11,054,964	\$13,385,218
Public Works	\$3,865,783	\$3,534,159	\$4,418,588	\$4,703,155	\$5,238,734	\$6,900,833
Parks & Recreation	\$5,193,288	\$4,175,831	\$4,775,936	\$5,562,214	\$5,792,736	\$6,290,423
TOTAL EXPENDITURES	\$29,280,020	\$30,047,862	\$31,423,514	\$35,572,228	\$42,975,496	\$44,539,659

TOTAL REVENUES	\$30,490,944	\$32,895,852	\$35,316,093	\$38,142,209	\$45,572,361	\$44,539,659
TOTAL EXPENDITURES	\$29,280,020	\$30,047,862	\$31,423,514	\$35,572,228	\$42,975,496	\$44,539,659
SAVINGS/(DEFICIT)	\$1,210,924	\$2,847,990	\$3,892,579	\$2,569,981	\$2,596,865	\$0

*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

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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Communications and Marketing Department Budget Summary (10-411)					
Salaries & Benefits	–	–	\$293,213.00	\$313,893.00	–
Operating Expenditures	–	–	\$132,091.00	\$97,100.00	–
Capital Outlay	–	–	–	–	–
EXPENSE TOTALS	–	–	\$425,304.00	\$410,993.00	–

**Communications and Marketing was previously merged with the Town Clerk under a Public Affairs & Communications Department*

Budget Changes

- Community Satisfaction Survey – contingent on mid-year budget review (\$15,000)

FY 2019-20 Major Accomplishments

- Revamped town website with bright, simplified new look
- Created employee Intranet to improve internal communication
- Managed COVID-19 crisis communications, ensuring residents and businesses had access to critical information
- Annual unique website homepage views: 116,606

Performance Information			
	January 2018	April 2019	May 2020
General notification (text/email) subscribers	2,903	4,595	6,300
Facebook followers	8,695	10,690	12,265
Twitter followers	6,350	7,174	7,715
Instagram followers	1,670	2,778	4,428
Nextdoor members	8,387	11,293	13,902

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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Town Manager's Office Budget Summary (10-412-11)					
Salaries & Benefits	\$379,143.95	\$431,387.54	\$480,312.00	\$518,969.00	–
Operating Expenditures	\$220,312.75	\$126,763.54	\$366,340.00	\$252,450.00	–
Capital Outlay	–	–	–	–	–
EXPENSE TOTALS	\$599,456.70	\$558,151.08	\$846,652.00	\$771,419.00	–

Budget Changes

- 311 Business Process and Application Design – contingent on mid-year budget review (\$50,000)
- Business optimization and reorganization – contingent on mid-year budget review (\$15,000)

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.

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Human Resources Department Budget Summary (10-412-12)					
Salaries & Benefits	\$231,806.59	\$243,235.22	\$318,287.00	\$352,892.00	–
Operating Expenditures	\$96,184.15	\$106,113.40	\$159,000.00	\$150,000.00	–
Capital Outlay	–	–	–	–	–
EXPENSE TOTALS	\$327,990.74	\$349,348.62	\$477,287.00	\$502,892.00	–

Budget Changes

- Leadership Academy – funding contingent on mid-year review (\$17,000)
- Drug Testing Consortium (\$10,000)

FY 2019-20 Major Accomplishments

- Implemented the newly approved Paid Parental Leave benefit offering eligible employees six weeks of paid leave for the birth or adoption of a child
- Coordinated a new Employee Leadership Academy which trained over twenty town supervisor over a 4-month period
- Implemented a new online benefits open enrollment for employees
- Revised the employee performance appraisal form and online process

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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Town Attorney Budget Summary (10-412-13)					
Salaries & Benefits	\$211,612.30	\$247,155.16	\$271,785.00	\$282,585.00	–
Operating Expenditures	\$11,293.82	\$18,646.88	\$18,100.00	\$18,100.00	–
Capital Outlay	–	–	–	–	–
EXPENSE TOTALS	\$222,906.12	\$265,802.04	\$289,885.00	\$300,685.00	–

Budget Changes

N/A

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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Town Clerk Budget Summary (10-412-14)					
Salaries & Benefits	—	—	\$207,593.00	\$208,092.00	—
Operating Expenditures	—	—	\$215,415.00	\$134,555.00	—
Capital Outlay	—	—	\$2,500.00	—	—
EXPENSE TOTALS	—	—	\$425,508.00	\$342,647.00	—

**Town Clerk was previously merged with Communications and Marketing under a Public Affairs & Communications Department*

Budget Changes

- Triangle J Council of Governments Membership Dues (\$1,500)

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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Finance Department Budget Summary (10-413)					
Salaries & Benefits	\$504,127.83	\$540,721.25	\$728,255.00	\$751,931.00	–
Operating Expenditures	\$91,503.09	\$117,731.33	\$120,850.00	\$122,350.00	–
Capital Outlay	–	\$6,569.47	–	–	–
EXPENSE TOTALS	\$595,630.92	\$665,022.05	\$849,105.00	\$874,281.00	–

Budget Changes

- Finance Part-time Staffing (\$6,459)
- New Finance Director Equipment and Materials (\$2,000)

FY 2019-20 Major Accomplishments

- Received the 14th consecutive Certificate of Achievement in Financial Reporting from GFOA for FY2019
- Received first ever award for Distinguished Budget Presentation Award from GFOA for FY2020
- Launched Fixed Network for Utility Billing

Performance Information					
Performance Indicator	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual
Receipt of GFOA Certificate of Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
Receipt of GFOA Distinguished Budget Presentation Award	Not Submitted	Not Submitted	Not Submitted	Submitted for Feedback	Yes

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 security
- IT procurement services
- Network support (internal and fiber networks)
- Consulting on IT services

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Information Technology Department Budget Summary (10-414)					
Salaries & Benefits	\$346,083.81	\$353,416.86	\$448,462.00	\$531,002.00	–
Operating Expenditures	\$580,089.51	\$849,974.77	\$934,738.00	\$918,578.00	–
Capital Outlay	\$166,833.66	\$206,486.15	\$228,000.00	–	–
SUB-TOTALS	\$1,093,006.98	\$1,409,877.78	\$1,611,200.00	\$1,449,580.00	–
Information Technology - Fiber Optic Budget Summary (10-414-50)					
Salaries & Benefits	–	–	–	–	–
Operating Expenditures	\$25,131.66	\$30,869.80	\$55,000.00	\$55,000.00	–
Capital Outlay	\$196,231.43	\$103,467.81	\$390,000.00	–	–
SUB-TOTALS	\$221,363.09	\$134,337.61	\$445,000.00	\$55,000.00	–
Expense Totals	\$1,314,370.07	\$1,544,215.39	\$2,056,200.00	\$1,504,580.00	–

Budget Changes

- Computer Replacements (\$127,000)
- Software and User Licensing (\$31,200)
- Public Safety Laptop Replacements (Reserved for mid-year review) (\$22,000)
- Annual IT Server Lease and Network Switches (\$22,000)
- Information Technology Equipment (\$11,700)
- Information Technology Contract Services (\$11,500)
- GIS Analyst Position (cost shared with Utility Fund and \$76,960 in offsetting budget reductions) (\$85,468)

FY 2019-20 Major Accomplishments

- Conducted a comprehensive security assessment of Town systems
- Replaced core network infrastructure to ensure infrastructure resiliency
- Brought online first signalized intersection utilizing fiber connectivity
- Managed the design of and assisted in securing State funding for signal synchronization project.
- Integrated fiber connectivity with the Town of Cary to continue the development of a regional network
- Revamped systems infrastructure to improve efficiency, resiliency, and business continuity.

General Fund

Code Enforcement Department



Mission Statement

The Code Enforcement Department is committed to ensuring the public's health, safety, and general welfare through enforcing State and local building codes and minimum housing standards.

Major Services Provided

- Enforcement of the NC Building Code including Residential and Non-Residential building permits and inspections
- Abate violations of the Municipal Code as related to junk vehicles, trash and debris, tall grass and weeds, and signs located in the right of way
- Enforce the Town's minimum housing standards to protect our citizen's health, safety, and general welfare
- Provide safety training for town employees and departments based on anticipated risk and needs

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Code Enforcement Department Budget Summary (10-415)					
Salaries & Benefits	\$980,077.21	\$1,014,959.22	\$1,104,576.00	\$1,127,768.00	–
Operating Expenditures	\$22,205.82	\$187,512.66	\$151,875.00	\$118,550.00	–
Capital Outlay	\$24,852.00	\$26,062.18	–	–	–
EXPENSE TOTALS	\$1,027,135.03	\$1,228,534.06	\$1,256,451.00	\$1,246,318.00	–

Budget Changes

- Development Processing Software (\$50,000)
- Code Enforcement Inspector Program (\$28,000)
- Permitting Blue Beam Software Training (\$20,000)

FY 2019-20 Major Accomplishments

- Department evaluated by a national leading program property risk data source called ISO and its Building Code Effectiveness Grading Schedule (BCEGS). This program assesses the building codes in effect and how our town enforces those codes. The Town scored a Class 3 in commercial and Class 4 in Residential. Only 15.6% of jurisdictions in North Carolina scored higher in Commercial and 7% scored higher in Residential.
- The department congratulates its first staff member on becoming an instructor and successfully teaching multiple NC Code Officials Qualification courses.
- The Town of Holly Springs and the Town of Apex entered into an inter-local agreement to enable each town's building inspectors to provide building inspection services to the other town.
- Began implementation of a new community development software, CityView, alongside development staff members to maximize workflow for staff while enhancing customer service.
- Received approval from the North Carolina Department of Natural and Cultural Resources to dispose of original paper records stored by electronic means and maintain all new records by electronic means. This has enabled our commitment to excel in paper management and reduce essential storage space for the future of Holly Springs.

Performance Information					
	2015	2016	2017	2018	2019
Building Inspections Performed	22,970	25,079	25,976	23,711	23,215
Building Permits Issued	1,964	2,144	2,168	2,276	2,536
Nuisance Cases New	51	85	63	73	86
Nuisance Cases Resolved	26	91	58	62	68
Minimum Housing Cases New	1	4	2	1	18
Minimum Housing Cases Resolved	1	2	0	1	11

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.

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Economic Development Department Budget Summary (10-416)					
Salaries & Benefits	\$171,083.06	\$175,924.48	\$191,718.00	\$203,367.00	–
Operating Expenditures	\$57,158.76	\$68,140.15	\$129,050.00	\$80,550.00	–
Capital Outlay	\$14,102.00	\$6,797.27	–	–	–
EXPENSE TOTALS	\$242,343.82	\$250,861.90	\$320,768.00	\$283,917.00	–

Budget Changes

N/A

FY 2019-20 Major Accomplishments

- Realized opening of Town Hall Commons - 48,000 SF of office, retail, and restaurant space increasing foot traffic during the day and after 5:00pm in the downtown. The Block, 52,000 SF of similar space is under construction and projected to open fall 2020.
- Initiated and facilitated single ownership of the 4 Green Oaks Tech Center parcels through developer relationship to continue to strengthen site readiness.
- Executed Development Agreement for sewer extension and rezoning, opening up development opportunities for Green Oaks Tech Center and Oakview Innovation Park.
- Effectively participated in FDI trip with Wake County Economic Development partners that resulted in 2 site visits from international companies.
- Participated in Smart Cities Stormwater pilot program, a regional effort that won the 2020 Smart Cities North America Award for its innovative use of technology in the smart water category.

General Fund

Planning and Zoning Department



Mission Statement

We strive to protect the Town's vision by facilitating growth and guiding development to improve the quality of life for the greater good. We serve the community by upholding the vision of the Town and bringing together our experiences, strength and knowledge by providing a clear and concise delivery of Planning & Zoning services to the community.

Major Services Provided

The goal of the Department of Planning & Zoning is to enhance the lives of our residents by promoting the mission statement of Vision Holly Springs, the Town's Comprehensive Plan: "To preserve the small town atmosphere that Holly Springs offers by establishing a "village" that enriches the quality of place by encouraging the creation and enhancement of residential and non-residential development, which ultimately fosters a greater sense of community."

Long-range planning involves the creation and enforcement of plans, regulations and policies for the Town's corporate limits, extra-territorial jurisdiction as well as special growth areas surrounding the Town to manage growth; as well as special studies including historic preservation, tree preservation, and housing affordability. Current planning involves the review of development projects related to annexation, zoning, subdivision, development review, architectural and appearance review and commercial inspections. Zoning enforcement involves permit review for commercial fit-ups, various residential building permits, signs, sheds and accessory structures, home occupations, temporary uses and others; site inspections for compliance with approved plans and permits; response to zoning compliance inquiries and complaints; resolution of zoning violations. Technical services involves addressing and ZIP codes, GIS mapping, parcel management data, population and demographic data collection.

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Planning and Zoning Department Budget Summary (10-417)					
Salaries & Benefits	\$667,055.60	\$792,107.14	\$870,992.00	\$935,698.00	–
Operating Expenditures	\$144,684.20	\$213,270.64	\$212,745.00	\$234,395.00	–
Capital Outlay	\$143,949.79	\$183,197.49	\$22,059.00	–	–
EXPENSE TOTALS	\$955,689.59	\$1,188,575.27	\$1,105,796.00	\$1,170,093.00	–

Budget Changes

- UDO Consultant Contract (\$122,000)
- Special Area Study NC540/Holly Springs Road Regional Center (Reserved for mid-year review) (\$81,500)
- Planning/Permit Technician Position (Reserved for mid-year review and is ¾ year funded) (\$54,896)
- New and Replacement Street Trees (\$10,000)

General Fund

Planning and Zoning Department

FY 2019-20 Major Accomplishments

- Completed Section 1: Land Use & Character Plan update to the Vision Holly Springs Comprehensive Plan
- Completed Unified Development Ordinance amendments to assist with interim application of the new Land Use & Character Plan
- Assisted with the designation of the Norris Holland Hare House as a Local Historic Landmark through Capital Area Preservation
- Conducted 2020 US Census outreach and as of 5/11/2020, Holly Springs has a self-response rate of 77%; highest rate in Wake County, #1 for internet responses in NC
- Tree Advisory Committee held the first annual Arbor Day Tree Planting event
- Submitted first application and was awarded Tree City USA

Performance Information					
	2015	2016	2017	2018	2019
Total Development Petitions	227	282	249	262	261
Total Building Permit Reviews	1097	1064	1175	1061	1253
Total UDO Permits	229	271	262	333	416
Total Inspections	989	1246	1718	1678	1723

General Fund

Police Department



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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Police Department - Law Enforcement Budget Summary (10-418-18)					
Salaries & Benefits	\$4,475,858.93	\$4,793,543.87	\$5,799,184.00	\$6,209,607.00	—
Operating Expenditures	\$421,790.74	\$376,571.14	\$414,311.00	\$345,480.00	—
Capital Outlay	\$434,319.07	\$609,642.92	\$683,763.00	\$332,000.00	—
SUB-TOTALS	\$5,331,968.74	\$5,779,757.93	\$6,897,258.00	\$6,887,087.00	—
Police Department - Telecommunications Budget Summary (10-418-19)					
Salaries & Benefits	\$746,687.86	\$838,946.33	\$872,130.00	\$917,153.00	—
Operating Expenditures	\$16,538.46	\$9,492.67	\$13,000.00	\$13,000.00	—
Capital Outlay	—	—	—	—	—
SUB-TOTALS	\$763,226.32	\$848,439.00	\$885,130.00	\$930,153.00	—
Police Department - Federal Forfeiture (10-418-20)					
Salaries & Benefits	—	—	—	—	—
Operating Expenditures	—	—	\$26,000.00	\$44,345.00	—
Capital Outlay	—	—	—	—	—
SUB-TOTALS	—	—	\$26,000.00	\$44,345.00	—
Expense Totals	\$6,095,195.06	\$6,628,196.93	\$7,808,388.00	\$7,861,585.00	—

Budget Changes

- Replacement Police Vehicles (\$332,000)
- Animal Control Supervisor Position and Equipment (Reserved for mid-year review and is ¾ year funded) (\$85,754)
- Police Safety and Equipment (\$44,345)

FY 2019-20 Major Accomplishments

- As of May of 2020 over 70% of sworn and civilian personnel have obtained either an Intermediate or Advanced professional certificate through the North Carolina Criminal Justice Training and Standards Division or the North Carolina Sheriffs' Training and Standards Division
- Currently performing CALEA policy review, working toward national accreditation.
- In 2019, 99.42% of 911 calls were answered in ten seconds or less, a much higher average than other local agencies
- In 2019-2020, the Community Outreach Team managed 36 large events and participated in over 400 activities throughout the year
- During 2019, our Community Outreach Team was 7th overall in fund raising efforts for the Special Olympics of North Carolina. With the help of our community, we raised over \$42,000 for Special Olympics Athletes and Coaches.
- Our first annual Angel Tree was conducted during the 2019 holiday season. We were able to provide gifts for 60 children in 24 different families.

Performance Information

- 2019 total 911 calls answered – 12,767
- 2019 total calls for service – 53,070
- 2019 average overall response time was 9.4 minutes (3.97 minutes to dispatch and 5.43 minutes until arrival on scene)

Major Service Area: Speed / Traffic Complaints

Goal: To provide responsive and timely action regarding speed and traffic complaint town-wide.

Major Service Area: Community Outreach

Goal: To continue with community outreach programs, including the augmentation of existing efforts and implementation of new endeavors.

Major Service Area: 911 Call Taking

Goal: To provide timely and accurate call taking on all 911 calls received by the Holly Springs Police PSAP.

Major Service Area: Calls for Service

Goal: To provide professional and timely response on all calls for service to include emergency and non-emergency incidents.

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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Fire Department Budget Summary (10-420)					
Salaries & Benefits	\$3,196,552.55	\$3,697,838.26	\$4,331,930.00	\$4,578,156.00	–
Operating Expenditures	\$587,688.33	\$558,103.08	\$668,170.00	\$489,900.00	–
Capital Outlay	\$691,109.61	\$170,825.82	\$576,730.00	–	–
EXPENSE TOTALS	\$4,475,350.49	\$4,426,767.16	\$5,576,830.00	\$5,068,056.00	–

Budget Changes

- Fire Department Ladder Truck (Estimated annual installment financing over 7 years)(\$198,480)

FY 2019-20 Major Accomplishments

- Achieved ISO rating 1

Performance Information

The vision of the Holly Springs Fire Department is to be a progressive organization that leads the community in public safety. The service we provide will be of the highest quality and recognized as “The Holly Springs Way.”

- Completed 1208 Fire Life Safety Inspections
- Public Education and Prevention Contacts - 121,950
- Proactive Residential Information Distribution Effort (PRIDE) Visits – 618
- 100% Fit for duty compliance with NFPA 1582 medical examinations standards

Performance Goals for FY 2019-20

- To increase the number of incidents where fire was confined to the room of origin in order to achieve improvement in the average dollar loss/save ratio.
- To decrease the Town of Holly Springs current NCDOI rating score to provide insurance savings to residential and commercial property owners.
- Continue work to reduce response times tracked in the 90th percentile.
- Continue improvement on “out of chute” turn-out time of 1 minute and 30 seconds with goal of 100% compliance
- Limit number of firefighter injuries to .35/calls of service as reported by OSHA/NFPA and reported to Town of Holly Springs Human Resources.
- Continue annual evaluation of the Town of Holly Springs Risk Analysis and adjustment the departmental standard of cover as required.

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

- Garbage
- Recycling
- Yard waste services
- Water and sewer maintenance and repairs (Utility Fund)
- Street and right of way services
- Enforces Town ordinances regulating use of the water distribution system (Utility Fund)
- Maintains and repairs Town-owned vehicles

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Public Works Department - Fleet Maintenance Budget Summary (10-422-21)					
Salaries & Benefits	\$126,761.45	\$132,337.23	\$196,034.00	\$217,696.00	–
Operating Expenditures	\$51,052.16	\$61,971.67	\$61,300.00	\$621,400.00	–
Capital Outlay	\$2,559.97	\$23,822.58	–	–	–
SUB-TOTALS	\$180,373.58	\$218,131.48	\$257,334.00	\$839,096.00	–
Public Works Department - Streets Budget Summary (10-422-22)					
Salaries & Benefits	\$447,411.23	\$555,365.51	\$619,520.00	\$655,438.00	–
Operating Expenditures	\$137,923.05	\$147,094.37	\$137,600.00	\$125,000.00	–
Capital Outlay	\$113,690.48	\$65,000.00	\$158,000.00	–	–
SUB-TOTALS	\$699,024.76	\$767,459.88	\$915,120.00	\$780,438.00	–
Public Works - Powell Bill Budget Summary (10-422-23)					
Salaries & Benefits	\$196,538.97	\$190,612.24	\$216,589.00	–	–
Operating Expenditures	\$143,163.86	\$109,024.68	\$111,000.00	–	–
Capital Outlay	\$654,814.10	\$666,227.08	\$1,628,250.00	–	–
SUB-TOTALS	\$994,516.93	\$965,864.00	\$1,955,839.00	–	–
Public Works Department - Solid Waste Budget Summary (10-422-24)					
Salaries & Benefits	\$820,700.59	\$962,871.63	\$1,070,285.00	\$1,147,536.00	–
Operating Expenditures	\$1,904,546.18	\$2,069,078.24	\$2,364,255.00	\$2,584,298.00	–
Capital Outlay	\$103,992.75	\$255,328.88	\$338,000.00	–	–
SUB-TOTALS	\$2,829,239.52	\$3,287,278.75	\$3,772,540.00	\$3,731,834.00	–
Expense Totals	\$4,703,154.79	\$5,238,734.11	\$6,900,833.00	\$5,351,368.00	–

Budget Changes

- Refuse and Recycling Contract Costs (\$233,646)
- Two Public Works Tech Positions (Reserved for mid-year review and are $\frac{3}{4}$ year funded) (\$76,829)
- Solid Waste Manager Position ($\frac{3}{4}$ year funded) (\$58,853)
- Leaf Collection Truck (Estimated Annual Installment Financing over 5 Years) (\$40,000)
- Road Tractor-Trailer Truck (Estimated Annual Installment Financing over 5 Years) (\$30,000)
- Single Axle Dump Truck (Estimated Annual Installment Financing over 5 Years) (\$30,000)
- Trailer Mounted Chipper (Estimated Annual Installment Financing over 5 Years) (\$20,000)
- Public Works Safety Equipment and Uniforms (\$1,100)

FY 2019-20 Major Accomplishments

- Center Street/Stinson Ave striping project
- Green Oaks Cross Walk Project
- Arbor Creek Cross Walk Project
- Crack sealed 8-10 miles of town streets
- Crossline pipe replacement on Easton Street
- Replaced approximately 4000 ft. of sidewalk
- Shaved 250-300 trip hazards on sidewalks
- Sunset Lake and Optimist Farm Rd Sidewalk Project 600ft.
- North Main Sidewalk Project installation 2500ft.
- Arbor Creek Cross Walk Project with island installed, 90ft of sidewalk installed
- Successfully implemented routes for daily seasonal leaf collection
- Hauled 795.56 cubic yards of yard-waste to Chatham County (Sanford)

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, 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 year-round farmers market and provides public facilities maintenance support for the town as a whole. Department Functions are split in the following divisions:

- Cultural Center & Farmers Market
- Park and Field Maintenance
- Community Center/Programs
- Administration & Special Events
- Bass Lake Park
- Athletics
- Public Facilities Maintenance
- North Main Athletic Complex (Ting Park)

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Parks and Recreation Department - Cultural Center Budget Summary (10-425-25)					
Salaries & Benefits	\$279,754.13	\$302,074.14	\$318,216.00	\$371,384.00	—
Operating Expenditures	\$362,921.98	\$334,859.79	\$377,825.00	\$329,200.00	—
Capital Outlay	\$29,524.29	\$21,280.38	\$26,500.00	\$50,000.00	—
SUB-TOTALS	\$672,200.40	\$658,214.31	\$722,541.00	\$750,584.00	—
Parks and Recreation Department - Park and Field Maintenance Budget Summary (10-425-26)					
Salaries & Benefits	\$516,578.52	\$557,414.68	\$605,809.00	\$554,041.00	—
Operating Expenditures	\$663,429.68	\$717,519.22	\$631,494.00	\$612,794.00	—
Capital Outlay	\$156,102.10	\$444,196.82	\$52,800.00	—	—
SUB-TOTALS	\$1,336,110.30	\$1,719,130.72	\$1,290,103.00	\$1,166,835.00	—
Parks and Recreation Department - Community Center Budget Summary (10-425-27)					
Salaries & Benefits	\$1,018,763.25	\$995,696.79	\$1,246,574.00	\$833,985.00	—
Operating Expenditures	\$315,334.55	\$375,712.40	\$573,035.00	\$210,450.00	—
Capital Outlay	\$72,121.22	\$31,999.84	\$58,500.00	—	—
SUB-TOTALS	\$1,406,219.02	\$1,403,409.03	\$1,878,109.00	\$1,044,435.00	—
Parks and Recreation Department - Bass Lake Budget Summary (10-425-28)					
Salaries & Benefits	\$433,728.75	\$443,418.01	\$489,441.00	\$444,781.00	—
Operating Expenditures	\$133,146.92	\$140,764.78	\$153,900.00	\$118,950.00	—
Capital Outlay	\$25,831.36	\$22,000.00	—	—	—
SUB-TOTALS	\$592,707.03	\$606,182.79	\$643,341.00	\$563,731.00	—

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General Fund

Parks and Recreation Department

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Parks and Recreation Department - Athletics Budget Summary (10-425-29)					
Salaries & Benefits	\$294,966.57	\$293,650.58	\$320,066.00	\$313,195.00	–
Operating Expenditures	\$281,924.62	\$308,252.13	\$351,510.00	\$307,010.00	–
Capital Outlay	–	\$11,175.58	–	–	–
SUB-TOTALS	\$576,891.19	\$613,078.29	\$671,576.00	\$620,205.00	–
Parks and Recreation Department - Public Facility Maintenance Budget Summary (10-425-30)					
Salaries & Benefits	\$117,014.39	\$142,849.05	\$148,660.00	\$162,322.00	–
Operating Expenditures	\$639,225.99	\$426,039.14	\$447,890.00	\$464,990.00	–
Capital Outlay	\$53,371.06	\$3,367.91	\$134,000.00	–	–
SUB-TOTALS	\$809,611.44	\$572,256.10	\$730,550.00	\$627,312.00	–
Parks and Recreation Department - North Main Athletic Center Budget Summary (10-425-31)					
Salaries & Benefits	\$83,819.37	\$101,300.82	\$113,731.00	\$114,270.00	–
Operating Expenditures	\$84,655.10	\$97,501.34	\$123,107.00	\$77,782.00	–
Capital Outlay	–	\$21,662.38	\$63,000.00	–	–
SUB-TOTALS	\$168,474.47	\$220,464.54	\$299,838.00	\$192,052.00	–
Parks and Recreation Department - Farmer's Market Budget Summary (10-425-33)*					
Salaries & Benefits	–	–	\$37,865.00	–	–
Operating Expenditures	–	–	\$16,500.00	–	–
Capital Outlay	–	–	–	–	–
EXPENSE TOTALS	–	–	\$54,365.00	–	–
Parks and Recreation Department - Administration Budget Summary (10-425-39)					
Salaries & Benefits	–	–	–	\$504,890.00	–
Operating Expenditures	–	–	–	\$612,647.00	–
Capital Outlay	–	–	–	–	–
SUB-TOTALS	–	–	–	\$1,117,537.00	–
Expense Totals	\$5,562,213.85	\$5,792,735.78	\$6,290,423.00	\$6,082,691.00	–

*Prior to 2019 the Farmer's Market was included in the Planning and Zoning Department

Budget Changes

- Ting Stadium Program/Partnership Enhancements (100% offset by new revenues) (\$65,108)
- Cultural Center Theater Seat Replacement (\$50,000)
- Landscaping Maintenance for New Medians (\$40,000)
- COVID-19 Disinfectant Cleaning (\$30,000)

continued next page

General Fund

Parks and Recreation Department



FY 2019-20 Major Accomplishments

- Purchased a 56 acre tract of land to become the first major park on the west side of Holly Springs.
- Hired a new Park Planner to lead the Master Plan and greenway development efforts.
- Completed phase one of HVAC replacement at Town Hall; replaced HVAC unit at the former police station building
- Updated the HURRAHs program guide to include facilities and other department/town information.
- Restored the stream channel at Bass Lake and re-established the natural surface walking trail around the lake.
- Installed a new speaker system in the Cultural Center Theater.
- Replaced Ting Stadium outfield and perimeter protection padding for improved safety and visual appeal.
- Implemented numerous sustainable maintenance measures including LED light replacements, updated recycling options, and installed automated paper product fixtures.

Performance Information

- In 2019, both the July 5th Celebration and the HollyFest event set record attendance with estimated 10,000 and 13,000 respectively.
- Athletics programming participation increased by 5% from last year (calculated prior to COVID-19 related cancellations).
- Senior programming participation increased by 35% from last year (calculated prior to COVID-19 related cancellations).
- Track Out Program attendance increased by approximately 8% from FY19.
- Despite significant cancellations and disruptions by COVID-19, the Cultural Center had 189 more activity registrations in FY20, compared to FY19.
- Overall ticket sales at the Cultural Center increased by 10% from FY19.
- Great Performance Series and Comedian ticket sales increased by 4% from FY19.
- Community Theater program ticket sales increased by 15% from FY19.

Mission Statement

The Engineering Department delivers a strategic focus on planning, design, and construction of public infrastructure (transportation/water/wastewater/reclaimed water/Stormwater), private development administration, and environmental and Stormwater program administration.

Major Services Provided

- Development and enforcement of engineering design standards and details for infrastructure plus ordinances, policies, and plans for new development
- Short and long range planning and budgeting for capital infrastructure.
- Project administration for design and construction of capital infrastructure
- Review and approval of preliminary plans and construction drawings for residential and commercial development projects
- Construction inspection and administration of both capital projects and development sites
- Development and oversight of environmental programs related to protection of water resources and habitat, including Sedimentation and Erosion Control, Floodplain Management, Stormwater Management, Illicit Discharge, and other ordinances (Stormwater Fund)
- Administration, implementation and compliance enforcement of the Town's federally-delegated NPDES Ph. II Stormwater Permit (Stormwater Fund)
- Development of materials and training of Town staff for pollution prevention and standard operating procedures for Town facilities
- Review and approval of preliminary plans and construction drawings for residential and commercial development projects
- Construction inspection and administration of both capital projects and development sites
- GIS mapping of all Town infrastructure, and utility lines, soils, roadways, and other features
- Environmental education, outreach and public involvement
- Management and administration of the Town's cemetery
- Management and administration of the Town Drone program

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Engineering Department Budget Summary (10-432)					
Salaries & Benefits	\$1,051,976.98	\$1,061,142.02	\$1,291,286.00	\$1,391,201.00	—
Operating Expenditures	\$254,801.66	\$134,350.44	\$590,462.00	\$620,600.00	—
Capital Outlay	—	—	—	—	—
EXPENSE TOTALS	\$1,306,778.64	\$1,195,492.46	\$1,881,748.00	\$2,011,801.00	—

Budget Changes

- Update Comprehensive Transportation Plan (\$400,000)

FY 2019-20 Major Accomplishments

- Awarded Local Sedimentation and Erosion Control Program of the Year
- ACEC 2018 Grand Award for Engineering Excellence in Transportation
- FAA UAS Innovation Pilot Program (UAS-IPP) - Pilot program with the goal of incorporating drones into the national airspace. Holly Springs selected to participate in a team of 15 to represent North Carolina.
- Environmental Specialist serves as President for the Stormwater Association of NC and as Director for the American Public Works Association, Stormwater Management Division

Performance Information

- Over 350 construction plan permits
- 304 Encroachments issued
- 67 preconstruction meetings
- 40,000 Infrastructure Inspections completed
- Administration over 200 sureties in the amount of \$28 million

General Fund

Transfers and Central Services



	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
General Fund Budget Summary (10)					
Transfers	\$6,766,434.75	\$10,637,447.51	\$1,519,986.00	\$2,495,400.00	–
EXPENSE TOTALS	\$6,766,434.75	\$10,637,447.51	\$1,519,986.00	\$2,495,400.00	–

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
General Fund Central Services Budget Summary (10-410)					
Salaries & Benefits	–	–	\$5,000.00	\$50,000.00	–
Operating Expenditures	\$2,342,821.93	\$2,308,845.89	\$2,689,570.00	\$3,095,099.00	–
Capital Outlay	\$413,022.77	–	\$3,813,925.00	–	–
EXPENSE TOTALS	\$2,755,844.70	\$2,308,845.89	\$6,508,495.00	\$3,145,099.00	–



Town of
**HOLLY
SPRINGS**
North Carolina

Utility Fund



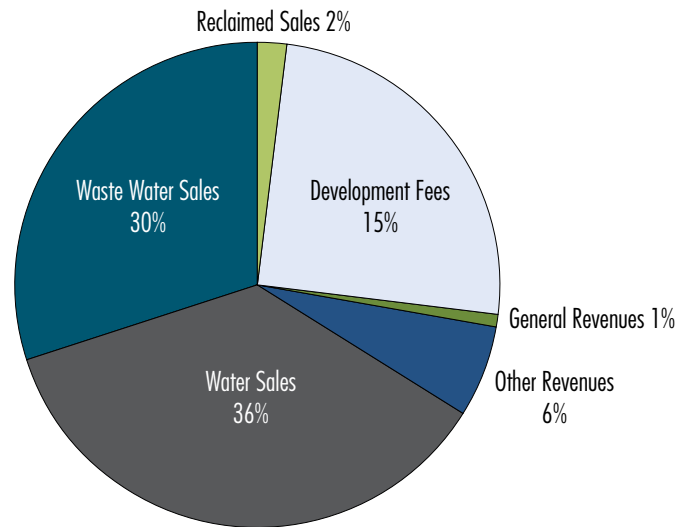
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Utility Fund

Recommended Revenues & Expenditures

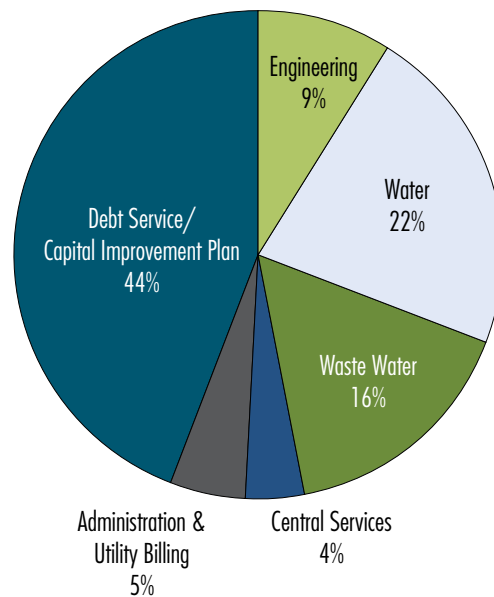
Recommended Budgeted Revenues

REVENUES:	%	FY21
Water Sales	36.0%	\$7,354,405
Waste Water Sales	30.4%	\$6,209,067
Reclaimed Sales	1.9%	\$389,000
Development Fees	24.5%	\$5,010,000
General Revenues	1.0%	\$204,950
Other Revenues	6.2%	\$1,270,444
TOTAL REVENUES	100%	\$20,437,866



Recommended Budgeted Expenditures

EXPENDITURES:	%	FY21
Debt Service / Capital Reserve	44.4%	\$9,077,912
Engineering	8.6%	\$1,760,410
Water	22.0%	\$4,497,288
Waste Water	16.0%	\$3,272,690
Central Services	4.1%	\$839,704
Administration & Utility Billing	4.8%	\$989,862
TOTAL EXPENDITURES	100%	\$20,437,866



Utility Fund

Historical Revenues & Expenditures



REVENUES	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Amended
Water Sales	\$5,668,350	\$6,201,176	\$6,890,198	\$6,414,013	\$6,611,520	\$6,604,229
Waste Water Sales	\$4,236,577	\$4,462,474	\$4,905,481	\$5,188,975	\$5,539,076	\$5,540,239
Reclaimed Sales	\$120,375	\$144,614	\$207,527	\$295,782	\$328,931	\$260,000
Development Fees	\$1,232,140	\$2,842,716	\$806,387	\$1,057,956	\$6,613,349	\$6,015,000
General Revenues	\$65,801	\$100,376	\$147,247	\$235,997	\$72,915	\$136,300
Other Revenues	\$827,500	\$2,650,774	\$971,702	\$2,582,160	\$2,518,682	\$4,498,730
TOTAL REVENUES	\$12,150,743	\$16,402,131	\$13,928,543	\$15,774,883	\$21,684,472	\$23,054,498
EXPENSES						
Debt Service / Capital Reserve	\$4,054,450	\$4,107,819	\$4,029,825	\$4,022,755	\$7,825,168	\$9,681,624
Engineering	\$632,102	\$711,475	\$784,787	\$972,167	\$925,231	\$1,928,440
Water	\$2,865,418	\$3,431,639	\$2,844,560	\$4,470,159	\$4,775,696	\$5,222,100
Waste Water	\$2,493,572	\$5,338,254	\$4,589,779	\$2,578,357	\$2,831,022	\$3,263,694
Central Services	—	\$428,940	\$487,022	\$602,661	\$1,844,696	\$2,209,872
Administration & Utility Billing	\$366,798	\$507,439	\$651,372	\$416,155	\$577,876	\$748,768
TOTAL EXPENSES	\$10,412,340	\$14,525,566	\$13,387,345	\$13,062,254	\$18,779,689	\$23,054,498
TOTAL REVENUES	\$12,150,743	\$16,402,131	\$13,928,543	\$15,774,883	\$21,684,472	\$23,054,498
TOTAL EXPENSES	\$10,412,340	\$14,525,566	\$13,387,345	\$13,062,254	\$18,779,689	\$23,054,498
FUND BALANCE / RESERVES	\$1,738,403	\$1,876,565	\$541,198	\$2,712,629	\$2,904,783	\$0

Utility Fund

Administration – Town Manager 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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Town Manager's Office Budget Summary (30-412-11)					
Salaries & Benefits	–	\$64,335.51	\$157,028.00	\$166,574.00	–
Operating Expenditures	–	\$1,450.33	\$1,500.00	\$1,500.00	–
Capital Outlay	–	–	–	–	–
EXPENSE TOTALS	–	\$65,785.84	\$158,528.00	\$168,074.00	–

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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Finance Department - Utility Billing Budget Summary (30-413-32)					
Salaries & Benefits	–	\$295,273.81	\$336,235.00	\$423,599.00	–
Operating Expenditures	–	\$70,315.56	\$89,425.00	\$89,425.00	–
Capital Outlay	–	–	–	–	–
SUB-TOTALS	–	\$365,589.37	\$425,660.00	\$513,024.00	–
Finance Department - Water Meters Budget Summary (30-413-42)					
Salaries & Benefits	\$-	\$248,662.15	\$260,291.00	\$277,283.00	–
Operating Expenditures	\$-	\$1,054,229.69	\$532,667.00	\$516,184.00	–
Capital Outlay	\$-	\$506,759.73	\$1,058,166.00	\$241,890.00	–
SUB-TOTALS	\$-	\$1,809,651.57	\$1,851,124.00	\$1,035,357.00	–
Expense Totals	\$-	\$2,175,240.94	\$2,276,784.00	\$1,548,381.00	–

Budget Changes

- Fixed Network Meter Reading Transmission Tower (\$241,890)
- Utility Billing Fixed Network Maintenance (\$30,000)

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

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Information Technology Department Budget Summary (30-414)					
Salaries & Benefits	\$71,912.87	\$80,636.51	\$80,697.00	\$127,781.00	–
Operating Expenditures	\$76,092.36	\$64,362.71	\$83,883.00	\$83,883.00	–
Capital Outlay	–	\$7,644.00	–	–	–
EXPENSE TOTALS	\$148,005.23	\$152,643.22	\$164,580.00	\$211,664.00	–

Budget Changes

- GIS Analyst Position (cost shared with General Fund and \$76,960 in offsetting budget reductions) (\$85,468)

Utility 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
- Pump Stations
- Collections
- Water Storage
- Distribution

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Public Works Department - Fleet Maintenance Budget Summary (30-422-21)					
Salaries & Benefits	–	–	–	–	–
Operating Expenditures	–	–	–	\$97,100.00	–
Capital Outlay	–	–	–	–	–
SUB-TOTALS	–	–	–	\$97,100.00	–
Public Works Department - Pump Stations Budget Summary (30-434-35)					
Salaries & Benefits	\$235,383.37	\$224,586.44	\$238,740.00	\$250,151.00	–
Operating Expenditures	\$570,956.37	\$559,020.43	\$639,280.00	\$616,380.00	–
Capital Outlay	\$59,818.94	–	–	–	–
SUB-TOTALS	\$866,158.68	\$783,606.87	\$878,020.00	\$866,531.00	–
Public Works Department - Collections Budget Summary (30-434-37)					
Salaries & Benefits	\$255,490.09	\$383,045.10	\$415,160.00	\$432,151.00	–
Operating Expenditures	\$54,578.97	\$66,025.68	\$72,300.00	\$68,800.00	–
Capital Outlay	\$37,940.00	–	\$37,500.00	\$14,000.00	–
SUB-TOTALS	\$348,009.06	\$449,070.78	\$524,960.00	\$514,951.00	–
Public Works Department - Storage and Vaults Budget Summary (30-440-40)					
Salaries & Benefits	\$64,240.52	\$63,263.39	\$68,331.00	\$74,177.00	–
Operating Expenditures	\$2,136,792.71	\$2,023,396.36	\$2,284,100.00	\$2,483,100.00	–
Capital Outlay	\$64,255.00	\$28,000.00	\$30,000.00	–	–
SUB-TOTALS	\$2,265,288.23	\$2,114,659.75	\$2,382,431.00	\$2,557,277.00	–
Public Works Department - Distributions Budget Summary (30-440-41)					
Salaries & Benefits	\$717,742.15	\$690,143.13	\$768,445.00	\$808,154.00	–
Operating Expenditures	\$75,952.77	\$81,045.49	\$81,600.00	\$96,500.00	–
Capital Outlay	\$117,522.77	\$80,196.13	\$138,500.00	–	–
SUB-TOTALS	\$911,217.69	\$851,384.75	\$988,545.00	\$904,654.00	–
Expense Totals	\$4,390,673.66	\$4,198,722.15	\$4,773,956.00	\$4,940,513.00	–

Budget Changes

- Harnett County Water Purchase Cost Increase (\$200,000)
- Sewer Pump Station Chemicals (\$21,000)
- Landfill Disposal Fees for Debris from Utility Repairs (\$15,000)
- Boom Mower Attachment for Tractor (\$14,000)
- Water Distributions Supplies (\$4,000)
- Public Works Safety Shoes and Equipment (\$700)
- Public Works Employee Credentials/Certifications Renewal (\$400)

FY 2019-2020 Major Accomplishments

- Pump Stations
 - Continued replacement of (ARV's) air release valves
 - Received good rating and comments during annual Collection System Inspection from (NCDENR) North Carolina Department of Natural Resources as a part of the collections system.
- Collections
 - Cleaned 200,000 ft. of sewer mains (required by the state)
 - Received good rating and comments during annual Collection System Inspection
 - CCTV inspected 10,000 ft. of sewer mains and laterals
- Distributions
 - Installed 1000 ft. of fiber conduit for the IT Department
 - Pulled 1000 ft. of fiber for the IT Department
 - Abandoned and switched water services on West Elm street for Parking Deck/242 Project
 - Painted 700 fire hydrants
 - Performed flow test on 800 fire hydrants
 - Performed valve maintenance on 2600 mainline and hydrant valves
 - Performed general maintenance on 800 fire hydrants
 - School Tank Parallel Water Line Project
 - Installed 1100' of 16" DIP

Utility Fund

Engineering Department



Mission Statement

The Engineering Department delivers a strategic focus on planning, design, and construction of public infrastructure (transportation/water/wastewater/reclaimed water/Stormwater), private development administration, and environmental and Stormwater program administration.

Major Services Provided

- Development and enforcement of engineering design standards and details for infrastructure plus ordinances, policies, and plans for new development
- Short and long range planning and budgeting for capital infrastructure.
- Project administration for design and construction of capital infrastructure
- Review and approval of preliminary plans and construction drawings for residential and commercial development projects
- Construction inspection and administration of both capital projects and development sites
- Development and oversight of environmental programs related to protection of water resources and habitat, including Sedimentation and Erosion Control, Floodplain Management, Stormwater Management, Illicit Discharge, and other ordinances (Stormwater Fund)

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Engineering Department Budget Summary (30-432)					
Salaries & Benefits	\$722,251.83	\$755,532.99	\$879,435.00	\$976,510.00	–
Operating Expenditures	\$219,438.17	\$169,698.54	\$391,855.00	\$783,900.00	–
Capital Outlay	\$30,477.65	–	\$657,150.00	–	–
EXPENSE TOTALS	\$972,167.65	\$925,231.53	\$1,928,440.00	\$1,760,410.00	–

Budget Changes

- American Water Works Association (AWWA) Risk and Resiliency Plan (\$200,000)
- Water and Sewer System Compliance (\$110,000)
- System Development Fee Study Update (\$100,000)
- Estes Lane Outfall Repairs and Maintenance (\$50,000)

Utility Fund

Water Quality Department

Mission Statement

The Water Quality Department operates the Town's Water Reclamation Facility, Environmental Compliance Lab, and reclaimed water system.

Major Services Provided

- Water Reclamation Facility
- Reclaimed Water
- Commercial/Industrial Pretreatment
- Environmental Compliance Lab

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Water Quality Department - Administration Budget Summary (30-433)					
Salaries & Benefits	\$129,925.16	\$136,851.06	\$142,340.00	\$150,213.00	–
Operating Expenditures	\$46,435.44	\$32,708.92	\$121,600.00	\$21,100.00	–
Capital Outlay	–	–	–	–	–
SUB-TOTALS	\$176,360.60	\$169,559.98	\$263,940.00	\$171,313.00	–
Water Quality Department - WWTP Budget Summary (30-434-34)					
Salaries & Benefits	\$578,129.62	\$634,302.88	\$645,479.00	\$643,351.00	–
Operating Expenditures	\$528,779.99	\$546,328.19	\$632,150.00	\$766,750.00	–
Capital Outlay	\$36,250.00	\$49,369.64	\$19,000.00	–	–
SUB-TOTALS	\$1,143,159.61	\$1,230,000.71	\$1,296,629.00	\$1,410,101.00	–
Water Quality Department - Laboratory Budget Summary (30-434-36)					
Salaries & Benefits	\$157,380.13	\$121,477.29	\$186,095.00	\$208,844.00	–
Operating Expenditures	\$63,649.91	\$77,307.07	\$91,950.00	\$100,950.00	–
Capital Outlay	–	–	\$22,100.00	–	–
SUB-TOTALS	\$221,030.04	\$198,784.36	\$300,145.00	\$309,794.00	–
Expense Totals	\$1,540,550.25	\$1,598,345.05	\$1,860,714.00	\$1,891,208.00	–

Budget Changes

- Waste Water Treatment Plant Supervisory Control and Data Acquisition (SCADA) System (\$60,000)
- Waste Water Treatment Plant Maintenance and Repair (\$42,200)
- Waste Water Treatment Plant Sludge Removal (\$17,000)
- Consultant for Utley Creek Water Reclamation Facility NPDES Permit Renewal (\$10,000)
- Waste Water Treatment Plant Polymer Increase (\$7,300)
- Water and Wastewater Sampling (\$5,900)
- Waste Water Treatment Plant Perimeter Fence Maintenance (\$5,000)
- Water Quality Professional Dues and Subscriptions (\$3,500)
- Waste Water Treatment Plant Contract Services (\$3,400)
- Water Quality Safety Supplies (\$1,100)
- Water Quality Laboratory Water Bath Incubator (\$2,800)
- Water Quality Department Supplies (\$2,600)

continued next page

Utility Fund

Water Quality Department



FY 2019-20 Major Accomplishments

- Utley Creek Water Reclamation Facility currently has 6 million gallons per day capacity for wastewater treatment.
- The Town of Holly Springs Environmental Compliance Laboratory provides certified water quality monitoring for both wastewater and potable water analyses.
- In the reclaimed water service area, the Town's reclaimed water system serves industrial, commercial, and residential units non-potable water for irrigation and limited industrial uses.
- Other department responsibilities include managing the Town's Industrial Pretreatment and Fats, Oils, and Grease (FOG) programs.

Performance Information

- 947 million gallons of Wastewater treated in 2019
- 100 million gallons of Reclaimed Water was used in 2019
- 770 dry tons of biosolids were composted into fertilizer in 2019

Utility Fund

Utility Fund and Central Services

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Utility Fund Transfers Budget Summary (30)					
Transfers	–	\$7,825,169.00	\$9,681,624.00	\$9,077,912.00	–
EXPENSE TOTALS	–	\$7,825,169.00	\$9,681,624.00	\$9,077,912.00	–

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Utility Fund - Central Services Budget Summary (30-410)					
Salaries & Benefits	–	–	\$595,000.00	\$55,704.00	–
Operating Expenditures	\$602,628.08	\$1,844,696.99	\$1,614,872.00	\$784,000.00	–
Capital Outlay	–	–	–	–	–
EXPENSE TOTALS	\$602,628.08	\$1,844,696.99	\$2,209,872.00	\$839,704.00	–



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Town of
**HOLLY
SPRINGS**
North Carolina

Stormwater Fund



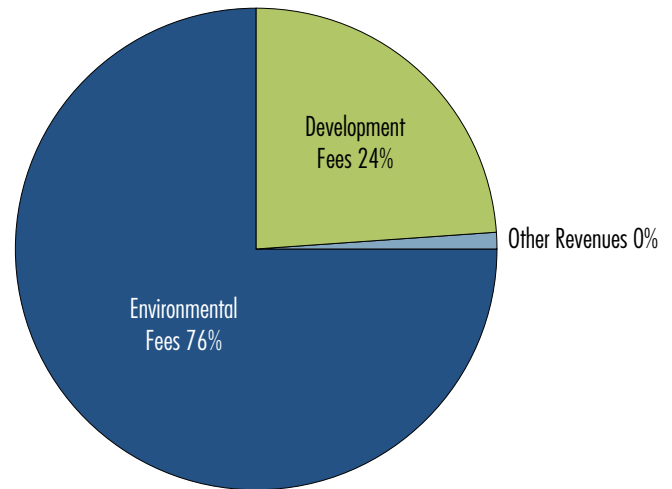
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Stormwater Fund

Recommended Revenues & Expenditures

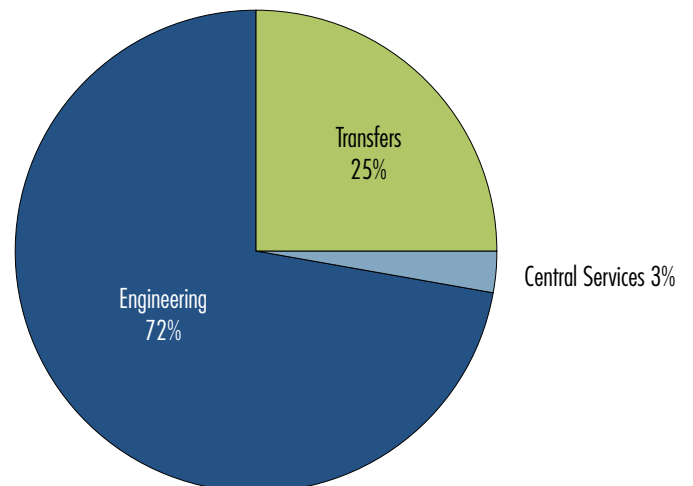
Recommended Budgeted Revenues

REVENUES:	%	FY21
Development Fees	24%	\$240,000
Environmental Fees	76%	\$767,286
Other Revenues	0%	\$0
TOTAL REVENUES	100%	\$1,007,286



Recommended Budgeted Expenditures

EXPENDITURES	%	FY20
Central Services	2.5%	\$25,000
Engineering	72.3%	\$728,381
Transfers	25.2%	\$253,905
TOTAL EXPENDITURES	100%	\$1,007,286



Stormwater Fund

Historical Revenues & Expenditures



REVENUES	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Amended
Development Fees	—	\$800	\$1,600	\$296,565	\$334,247	\$147,084
Environmental Fees	\$400,955	\$424,089	\$436,940	\$368,729	\$489,567	\$509,625
Other Revenues	\$530	\$339	—	\$(4,000)	\$(22,090)	\$519,328
TOTAL REVENUES	\$401,485	\$425,228	\$438,540	\$661,294	\$801,724	\$1,176,037

EXPENSES						
Central Services	—	\$8,570	\$8,605	\$12,293	\$11,380	\$17,691
Engineering	\$308,332	\$373,546	\$418,349	\$483,279	\$556,253	\$834,516
Transfers	—	\$93,152	—	—	—	\$323,830
TOTAL EXPENSES	\$308,332	\$475,268	\$426,954	\$495,572	\$567,633	\$1,176,037

TOTAL REVENUES	\$401,485	\$425,228	\$438,540	\$661,294	\$801,724	\$1,176,037
TOTAL EXPENSES	\$308,332	\$475,268	\$426,954	\$495,572	\$567,633	\$1,176,037
SAVINGS/(DEFICITS)	\$93,153	\$(50,040)	\$11,586	\$165,722	\$234,091	\$0

Stormwater Fund

Stormwater Fund Central Service (31-410)

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Stormwater Central Services (31-410)					
Salaries & Benefits	–	–	–	\$5,000.00	–
Operating Expenditures	\$12,293.79	\$11,380.11	\$17,691.00	\$20,000.00	–
Capital Outlay	–	–	–	–	–
EXPENSE TOTALS	\$12,293.79	\$11,380.11	\$17,691.00	\$25,000.00	–

Engineering Department (31-432)

Mission Statement

The Engineering Department oversees planning, design, permitting, and construction of public transportation and infrastructure (water/wastewater/reclaimed water/Stormwater) projects and plan review and inspection of private development for both residential and commercial sites.

Major Services Provided

- Development and enforcement of engineering design standards and details for infrastructure plus ordinances, policies, and plans for new development
- Development and oversight of environmental programs related to protection of water resources and habitat, including Sedimentation and Erosion Control, Floodplain Management, Stormwater Management, Illicit Discharge, and other ordinances
- Administration, implementation and compliance enforcement of the Town's federally-delegated NPDES Ph. II Stormwater Permit

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Engineering Department Budget Summary (31-432)					
Salaries & Benefits	\$390,060.30	\$438,852.73	\$474,451.00	\$499,473.00	–
Operating Expenditures	\$63,322.60	\$117,400.97	\$553,845.00	\$482,813.00	–
Capital Outlay	\$29,896.19	–	\$130,050.00	–	–
EXPENSE TOTALS	\$483,279.09	\$556,253.70	\$1,158,346.00	\$982,286.00	–

Budget Changes

- Contribution to Stormwater Reserves (\$172,458)
- Stormwater Maintenance & Repair (\$97,458)
- Stormwater Watershed Master Plan (\$75,000)



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Town of
**HOLLY
SPRINGS**
North Carolina

Debt Service Fund

General Fund Debt Service (60)
Utility Fund Debt Service (61)
System Development Fee – CRF (71)



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Debt Service Fund

Funds 60, 61, and 71

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
General Fund Debt Service Budget Summary (60)					
Revenue	\$4,643,949.14	\$4,539,381.10	\$6,869,645.00	\$7,198,975.00	–
Expense	\$4,643,949.14	\$4,539,381.10	\$6,869,645.00	\$7,198,975.00	–

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
Utility Fund Debt Service Budget Summary (61)					
Revenue	\$4,022,755.96	\$4,006,116.57	\$4,000,338.00	\$3,994,346.00	–
Expense	\$4,022,755.96	\$4,006,116.57	\$4,000,338.00	\$3,994,346.00	–

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
System Development Fee - Capital Reserve Fund Budget Summary (71)					
Revenue	–	\$4,006,527.00	\$6,089,100.00	\$4,694,346.00	–
Expense	–	\$4,006,527.00	\$6,089,100.00	\$4,694,346.00	–

Debt Service Fund

Funds 60, 61, and 71



GENERAL FUND DEBT (Fund 60)									
Debt	Debt Type	FY21	FY22	FY23	FY24	FY25	Future-FYs	TOTAL	
Cultural Center	Install Purch	\$242,747.61	-	-	-	-	-	\$242,747.61	
Parks & Rec Bond I	GO Bond	\$109,100.00	\$102,000.00	-	-	-	-	\$211,100.00	
NMAC Land	Fin Contract	-	-	-	\$1,805,271.00	-	-	\$1,805,271.00	
Fiber Optic	Install Purch	\$162,360.00	\$159,270.00	\$156,180.00	\$153,090.00	-	-	\$630,900.00	
Hunt Center	Install Purch	\$543,410.82	\$523,455.06	\$503,499.30	\$483,543.52	\$463,587.76	\$1,271,028.80	\$3,788,525.26	
Business Pk Dev I	Install Purch	\$312,840.00	\$306,420.00	-	-	-	-	\$619,260.00	
Business Pk Dev II	Install Purch	\$203,346.00	\$199,173.00	-	-	-	-	\$402,519.00	
Business Pk Dev III	Install Purch	\$410,324.07	\$400,881.17	\$391,438.27	\$381,995.37	\$372,552.47	\$363,109.51	\$2,320,300.86	
Parks & Rec Bond II	GO Bond	\$741,300.00	\$786,800.00	\$916,200.00	\$902,800.00	\$882,700.00	\$7,317,000.00	\$11,546,800.00	
Limited Obligation Bonds	LO Bond	\$1,540,000.00	\$1,499,600.00	\$1,459,200.00	\$1,408,875.00	\$1,363,500.00	\$9,246,550.00	\$16,517,725.00	
	TOTAL	\$4,265,428.50	\$3,977,599.23	\$3,426,517.57	\$5,135,574.89	\$3,082,340.23	\$18,197,688.31	\$38,085,148.73	

UTILITY FUND DEBT (Fund 61)									
Debt	Debt Type	FY21	FY22	FY23	FY24	FY25	Future-FYs	TOTAL	
BPPS/Bass Lake Outfall	Installment Purchase	\$184,868.43	\$180,601.18	\$176,333.92	-	-	-	\$541,803.53	
WWTP Rev Bond	Revenue Bond	\$848,791.63	\$848,791.63	\$848,791.63	\$848,791.63	\$848,791.63	\$3,395,166.52	\$7,639,124.67	
GO Bond Refunding	W/S Bonds	\$190,022.50	\$189,702.50	\$189,120.00	\$188,270.00	\$187,070.00	\$541,715.00	\$1,485,900.00	
USDA Water Refunding	W/S Bonds	\$348,700.00	\$351,850.00	\$352,350.00	\$352,750.00	\$353,200.00	\$4,146,806.00	\$5,905,656.00	
USDA Sewer Refunding	W/S Bonds	\$250,400.00	\$249,750.00	\$251,550.00	\$248,250.00	\$250,800.00	\$2,931,306.00	\$4,182,056.00	
HRNT WTR Rev Bond	Revenue Bond	\$1,084,230.07	\$1,099,555.31	\$1,115,588.57	\$1,132,362.55	\$1,149,911.50	\$4,791,352.73	\$10,373,000.73	
NC DENR-DWQ	SRF Loan	\$1,058,750.00	\$1,040,375.00	\$1,022,000.00	\$1,003,625.00	\$985,250.00	\$4,650,625.00	\$9,760,625.00	
NC DENR-DWQ	Emergency Loan	\$26,912.50	\$26,275.00	\$25,637.50	-	-	-	\$78,825.00	
NC-FED Rev Loan	Tank Mixing	\$1,667.61	\$1,667.61	\$1,667.61	\$1,667.61	\$1,667.61	\$8,337.98	\$16,676.03	
	TOTAL	\$3,994,342.74	\$3,988,568.23	\$3,983,039.23	\$3,775,716.79	\$3,776,690.74	\$20,465,309.23	\$39,983,666.96	

TOTAL (Funds 60 & 61)	\$8,259,771.24	\$7,966,167.46	\$7,409,556.80	\$8,911,291.68	\$6,859,030.97	\$38,662,997.54	\$78,068,815.69	
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*Debt Includes Principal and Interest



Town of
**HOLLY
SPRINGS**
North Carolina

Reserve and Project Funds



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Reserve and Project Funds

Appropriations

	FY18 Actual	FY19 Actual	FY20 Amended	FY21 Recommended	FY21 Approved
PAYGO Budget Summary (11)					
Revenue	–	–	–	\$605,000.00	–
Expense	–	–	–	\$605,000.00	–
SAVINGS / (DEFICITS)	–	–	–	–	–
Powell Bill Fund Budget Summary (15)					
Revenue	–	–	–	\$882,000.00	–
Expense	–	–	–	\$882,000.00	–
SAVINGS / (DEFICITS)	–	–	–	–	–
Parks and Recreation Reserves Budget Summary (21)					
Revenue	\$2,751,928.00	\$6,660,799.00	\$6,593,551.00	\$50,000.00	–
Expense	\$2,643,450.00	\$601,426.00	\$6,593,551.00	\$50,000.00	–
SAVINGS / (DEFICITS)	\$108,478.00	\$6,059,373.00	–	–	–
Streets Reserves Budget Summary (22)					
Revenue	\$2,816,454.12	\$129,853.40	\$2,316,620.00	\$100,000.00	–
Expense	\$5,011,950.00	\$5,473,566.00	\$2,316,620.00	\$100,000.00	–
SAVINGS / (DEFICITS)	\$(2,195,495.88)	\$(5,343,712.60)	–	–	–
Emergency Telephone System (911) Fund Budget Summary (26)					
Revenue	\$219,317.69	\$238,064.20	\$168,940.00	\$236,786.00	–
Expense	\$153,480.70	\$170,968.83	\$168,940.00	\$236,786.00	–
SAVINGS / (DEFICITS)	\$65,836.99	\$67,095.37	–	–	–
Water Projects Budget Summary (43)					
Revenue	\$2,103,922.64	\$(1,192,110.00)	–	\$400,000.00	–
Expense	\$117,892.50	\$9,160.00	–	\$400,000.00	–
SAVINGS / (DEFICITS)	\$1,986,030.14	\$(1,201,270.00)	–	–	–
Town Building Projects Budget Summary (46)					
Revenue	\$(2,253,529.26)	\$350,000.00	–	\$705,920.00	–
Expense	–	–	–	\$705,920.00	–
SAVINGS / (DEFICITS)	\$(2,253,529.26)	\$350,000.00	–	–	–



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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

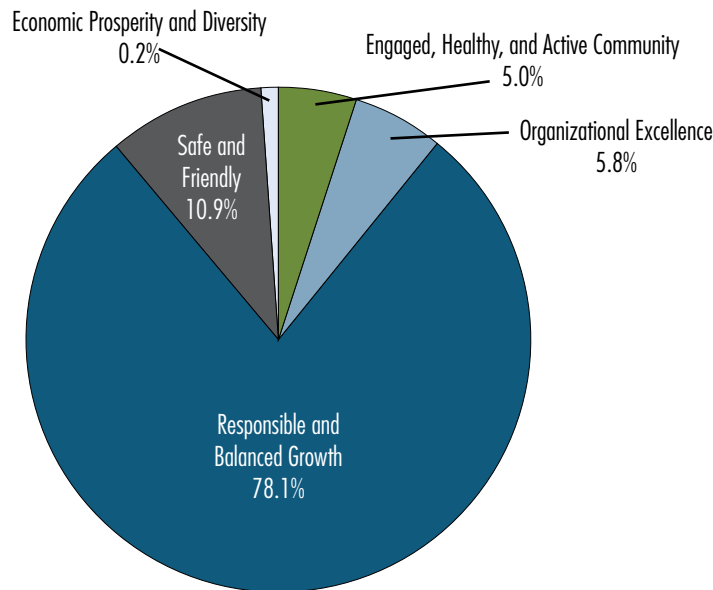
PAYGO, which stands for "pay as you go" is a method for funding a project without taking out new debt or raising new revenues. PAYGO is used for one-time expenses and capital investments.

Community Investment Plan (CIP)

Projects by Strategic Priority Area



FY2020-2021 CIP Projects by Strategic Priority Area



FY2020-2021 CIP Projects by Strategic Priority Area	FY21
Economic Prosperity and Diversity	\$25,000
Engaged, Healthy & Active Community	\$655,000
Organizational Excellence	\$755,920
Responsible & Balanced Growth	\$10,244,375
Safe & Friendly	\$1,435,000
TOTAL	\$13,115,295

Economic Prosperity and Diversity	FY21
Downtown Development Investment Program (PAYGO)	\$25,000
TOTAL	\$25,000

Engaged, Healthy & Active Community	FY21
Arbor Creek Greenway Extension (2011 Parks & Recreation Bond Project)	\$280,000
Holly Glen Greenway Connection (2011 Parks & Recreation Bond Project)	\$150,000
New Park West of 55 - Design (2011 Parks & Recreation Bond Project)	\$150,000
Cultural Center Theater Seat Replacement	\$50,000
ADA Improvements (PAYGO)	\$25,000
TOTAL	\$655,000

Community Investment Plan (CIP)

Projects by Strategic Priority Area

Organizational Excellence	FY21
Reserve for Potential Permitting Field Office Space	\$270,000
Town Hall Main Lobby Permitting Renovations	\$205,920
Town Hall HVAC Phase II (PAYGO)	\$165,000
General Government Facility Maintenance and Repair (PAYGO)	\$75,000
Old Police Station Renovations (PAYGO)	\$40,000
TOTAL	\$755,920

Responsible & Balanced Growth	FY21
Avent Ferry Force Main	\$3,400,000
Avent Ferry Road Widening Phase 1 (Pending bid review and NCDOT participation)	\$2,477,485
Holly Springs Road Widening - Phase II (2018 Transportation Bond Project)	\$2,000,000
New Public Works Facility (Partial planning & design) (Utility Fund)	\$500,000
Comprehensive Transportation Plan (CTP) Update	\$400,000
Harnett County Booster Station Upgrade (Planning & design)	\$400,000
Fixed Network Meter Reading Transmission Tower	\$241,890
NC 55 Bypass Right Turn Lane (2018 Transportation Bond Project)	\$200,000
Sidewalks, Pedestrian and Bike Safety Improvements (PAYGO)	\$150,000
Apex Water Connection Meter Replacement Project	\$125,000
System Development Fee Study - Update	\$100,000
Reserve for Transportation Investments	\$100,000
Main Street Right Turn Lane (2018 Transportation Bond Project)	\$75,000
Stormwater Watershed Master Plan	\$75,000
TOTAL	\$10,244,375

Safe & Friendly	FY21
Fire Department Ladder Truck	\$1,210,000
American Water Works Association (AWWA) Risk and Resiliency Plan	\$200,000
Neighborhood Traffic Safety/Calming Improvements (PAYGO)	\$25,000
TOTAL	\$1,435,000

Community Investment Plan (CIP)

5-Year CIP Funding Summary



GENERAL FUND								
DIVISION DESCRIPTION	PRIOR FYs	FY21	FY22	FY23	FY24	FY25	TOTALS	Future FYs
USES								
General Government	–	\$475,920	–	–	–	–	\$475,920	–
Public Safety	\$303,000	\$1,210,000	\$5,815,000	–	–	–	\$7,328,000	–
Parks and Recreation	\$3,800,000	\$630,000	\$8,455,500	\$1,250,000	–	–	\$14,135,500	–
PAYGO	–	\$605,000	\$315,000	\$315,000	\$315,000	\$315,000	\$1,865,000	–
Public Works	–	–	\$9,000,000	–	–	–	\$9,000,000	–
Streets / Transportation	\$3,398,678	\$5,152,485	\$18,216,000	\$21,012,150	–	–	\$47,779,313	–
TOTAL USES:	\$7,501,678	\$8,073,405	\$41,801,500	\$22,577,150	\$315,000	\$315,000	\$80,583,733	–
SOURCES								
Operating Budget	\$303,000	\$400,000	–	–	–	–	\$703,000	–
Available Code Enforcement Balance	–	\$475,920	–	–	–	–	\$475,920	–
PAYGO	–	\$605,000	\$315,000	\$315,000	\$315,000	\$315,000	\$1,865,000	–
Future Debt/Financing	–	\$1,210,000	\$14,815,000	–	–	–	\$16,025,000	–
Parks and Recreation Reserves	\$3,800,000	\$50,000	\$4,385,500	\$1,250,000	–	–	\$9,485,500	–
Streets Reserves	\$420,178	\$2,477,485	\$166,000	–	–	–	\$3,063,663	–
Grant Funding	–	–	\$4,600,000	–	–	–	\$4,600,000	–
2018 Transportation Bond	–	\$2,275,000	\$13,450,000	\$21,012,150	–	–	\$36,737,150	–
2011 Parks and Recreation Bond	–	\$580,000	\$4,070,000	–	–	–	\$4,650,000	–
Other Financing Sources	\$2,978,500	–	–	–	–	–	\$2,978,500	–
TOTAL SOURCES:	\$7,501,678	\$8,073,405	\$41,801,500	\$22,577,150	\$315,000	\$315,000	\$80,583,733	–

Community Investment Plan (CIP)

5-Year CIP Funding Summary

UTILITY FUND								
DIVISION DESCRIPTION	PRIOR FYs	FY21	FY22	FY23	FY24	FY25	TOTALS	Future FYs
USES								
Utility Fund Administration	–	\$741,890	\$9,000,000	–	–	–	\$9,741,890	–
Water & Sewer Infrastructure	\$130,000	\$4,225,000	\$4,400,000	\$3,700,000	\$2,250,000	\$4,000,000	\$18,705,000	–
Water Quality / WWTP	–	–	\$130,000	–	–	\$1,000,000	\$1,130,000	\$11,060,000
TOTAL USES:	\$130,000	\$4,966,890	\$13,530,000	\$3,700,000	\$2,250,000	\$5,000,000	\$29,576,890	\$11,060,000
SOURCES								
Operating Budget	\$30,000	\$866,890	–	–	–	–	\$896,890	–
Future Debt/Financing	–	\$3,400,000	\$11,000,000	\$2,000,000	–	–	\$16,400,000	\$11,060,000
Utility Reserves	\$100,000	–	\$2,530,000	\$1,000,000	–	\$1,000,000	\$4,630,000	–
System Development Fee	–	\$700,000	–	\$700,000	\$2,250,000	\$4,000,000	\$7,650,000	–
TOTAL SOURCES:	\$130,000	\$4,966,890	\$13,530,000	\$3,700,000	\$2,250,000	\$5,000,000	\$29,576,890	\$11,060,000

STORMWATER FUND								
DIVISION DESCRIPTION	PRIOR FYs	FY21	FY22	FY23	FY24	FY25	TOTALS	Future FYs
USES								
Engineering - Stormwater	\$150,000	\$75,000	\$50,000	–	\$50,000	–	\$325,000	–
TOTAL USES:	\$150,000	\$75,000	\$50,000	–	\$50,000	–	\$325,000	–
SOURCES								
Operating Budget	–	\$75,000	–	–	–	–	\$75,000	–
Stormwater Reserves	\$150,000	–	\$50,000	–	\$50,000	–	\$250,000	–
TOTAL SOURCES:	\$150,000	\$75,000	\$50,000	–	\$50,000	–	\$325,000	–

TOTAL CIP (ALL FUNDS)								
DIVISION DESCRIPTION	PRIOR FYs	FY21	FY22	FY23	FY24	FY25	TOTALS	Future FYs
TOTAL USES:	\$7,781,678	\$13,115,295	\$55,066,500	\$25,962,150	\$2,300,000	\$5,000,000	\$109,225,623	\$11,060,000
TOTAL SOURCES:	\$7,781,678	\$13,115,295	\$55,066,500	\$25,962,150	\$2,300,000	\$5,000,000	\$109,225,623	\$11,060,000

Community Investment Plan (CIP)

Project Descriptions



FY2020-21 Community Investment Plan Projects

LEVEL-A (Highest Consideration for Funding)

Fire Department Ladder Truck (\$1,210,000) – Purchase of a second ladder truck to meet Insurance Services Office (ISO) requirements of having a truck every 2.5 mile radius for buildings over 33 feet in height.

New Public Works Facility (Partial planning & design) (Utility Fund) (\$500,000) – Public Works has outgrown the current office space in an effort to keep up with the growth and demands of the community. To meet the growth needs, a new facility will be developed.

Comprehensive Transportation Plan (CTP) Update (\$400,000) – Updating the Comprehensive Transport Plan to conform and match the newly adopted Land Use Plan and identify future transportation needs over the next 10-20 years.

Holly Springs Road Widening - Phase II (2018 Transportation Bond Project) (\$2,000,000) – Continue widening 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.

Main Street Right Turn Lane (2018 Transportation Bond Project) (\$75,000) – 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 (2018 Transportation Bond Project) (\$200,000) – Adding a southbound right turn lane on the NC 55 Bypass from Avent Ferry Road to Main Street. This project will use part of the 2018 Transportation Bond.

Apex Water Connection Meter Replacement Project (\$125,000) – Removing the existing meter vault that is in poor condition and replace with a new meter vault and a fire hydrant.

Avent Ferry Force Main (\$3,400,000) – Replacing existing pipe to relieve pressure and improve pumping rates of downstream pump station, and increase service area. Financing of this project is to be decided.

American Water Works Association (AWWA) Risk and Resiliency Plan (\$200,000) – The Town must have an approved Risk and Resiliency Plan by 2021 to meet the standards of the American Water Works Association (AWWA).

Harnett County Booster Station Upgrade (\$400,000) – Upgrading the booster station to maintain adequate pressure for future growth.

System Development Fee – Update (\$100,000) – Updates must be made to charge water and sewer capacity replacement fees to meet state legislative requirements.

Community Investment Plan (CIP)

Project Descriptions

LEVEL-B (Moderate Consideration for Funding)

Reserve for Potential Permitting Field Office Space (\$270,000) – Purchase and upfitting of office space for Permitting Field Inspectors as a result of the comprehensive space needs analysis of Town Hall to ensure adequate working space for staff.

Town Hall Main Lobby Permitting Renovations (\$205,920) – Renovations to the downstairs lobby of Town Hall for development services.

Cultural Center Theater Seat Replacement (\$50,000) – Purchasing 168 collapsible and portable theater chairs that can be added directly onto the current seating platform to improve patron comfort and overall theater experience.

Arbor Creek Greenway Extension (2011 Parks and Recreation Bond Project) (\$280,000) – Designing and building of a greenway from Sunset Lake Road to Holly Springs Road that will incorporate the existing Arbor Creek Greenway and land on the south side of the Woodcreek Subdivision. This project will use part of the 2011 Parks and Recreation Bond.

Holly Glen Greenway Connection (2011 Parks and Recreation Bond Project) (\$150,000) – Designing and building of a greenway from the Utley Creek Greenway to the Holly Glen Subdivision incorporating land north of the Waste Water Treatment Plant and the sewer easement between Holly Glen and the WWTP. This project will use part of the 2011 Parks and Recreation Bond.

New Park West of 55 - Design (2011 Parks and Recreation Bond Project) (\$150,000) – Begin planning and designing newly acquired land west of Route 55 for future parks and recreational amenities. This project will use part of the 2011 Parks and Recreation Bond.

Avent Ferry Road Widening Phase 1 (\$2,477,485) – This project consists of continuing the widening of Avent Ferry Road from NC 55 to Piney Grove Wilbon Road, now Ralph Stevens Road. Project subject to bid review and NCDOT funding partnership.

Fixed Network Meter Reading Transmission Tower (\$241,890) – Installing Allegro Base Stations and Repeater Equipment needed to maintain the signal strength of our water meter fixed network.

Stormwater Watershed Master Plan (\$75,000) – Phase 3 of the Watershed Master Plan will complete inventory and condition assessment of the Town's storm drainage network in order to move into robust asset management.

PAYGO (Pay-as-you-go funding)

- **Downtown Development Investment Program** (\$25,000)
- **Town Hall HVAC Phase II** (\$165,000)
- **Old Police Station Renovations** (\$40,000)
- **Sidewalk, Pedestrian, and Bike Safety Improvements** (\$150,000)
- **Neighborhood Traffic Safety/Calming** (\$25,000)
- **ADA Improvements** (\$25,000)
- **General Government Facility Maintenance and Repair** (\$75,000)
- **Reserve for Potential Transportation Investments** (\$100,000)

Community Investment Plan (CIP)

Funding Level Summary FY2020-2021



Functional Area	Project Name	Priority Type	FY2020-2021 Capital Cost
LEVEL A			
Public Safety	Fire Department Ladder Truck	M-1	\$1,210,000
Utility Administration	New Public Works Facility (Partial planning & design) (Utility Fund)	H-2	\$500,000
Streets / Transportation	Comprehensive Transportation Plan (CTP) Update	H-2	\$400,000
Streets / Transportation	Holly Springs Road Widening - Phase II (2018 Transportation Bond Project)	H-1	\$2,000,000
Streets / Transportation	Main Street Right Turn Lane (2018 Transportation Bond Project)	H-1	\$75,000
Streets / Transportation	NC 55 Bypass Right Turn Lane (2018 Transportation Bond Project)	H-1	\$200,000
Water & Sewer Infrastructure	Apex Water Connection Meter Replacement Project	H-1	\$125,000
Water & Sewer Infrastructure	Avent Ferry Force Main	H-1	\$3,400,000
Water & Sewer Infrastructure	American Water Works Association (AWWA) Risk and Resiliency Plan	H-1	\$200,000
Water & Sewer Infrastructure	Harnett County Booster Station Upgrade (Planning & design)	H-1	\$400,000
Water & Sewer Infrastructure	System Development Fee Study - Update	H-1	\$100,000
LEVEL B			
General Government	Reserve for Potential Permitting Field Office Space	M-3	\$270,000
General Government	Town Hall Main Lobby Permitting Renovations	M-3	\$205,920
Parks and Recreation	Cultural Center Theater Seat Replacement	M-2	\$50,000
Parks and Recreation	Arbor Creek Greenway Extension (2011 Parks and Recreation Bond Project)	H-3	\$280,000
Parks and Recreation	Holly Glen Greenway Connection (2011 Parks and Recreation Bond Project)	H-3	\$150,000
Parks and Recreation	New Park West of 55 - Design (2011 Parks & Recreation Bond Project)	H-4	\$150,000
Streets / Transportation	Avent Ferry Road Widening Phase 1 (Pending bid review and NCDOT participation)	H-3	\$2,477,485
Utility Administration	Fixed Network Meter Reading Transmission Tower	H-3	\$241,890
Stormwater	Stormwater Watershed Master Plan	M-2	\$75,000
PAYGO			
PAYGO	Downtown Development Investment Program (PAYGO)	N/A	\$25,000
PAYGO	Town Hall HVAC Phase II (PAYGO)	N/A	\$165,000
PAYGO	Old Police Station Renovations (PAYGO)	N/A	\$40,000
PAYGO	Sidewalks, Pedestrian and Bike Safety Improvements (PAYGO)	N/A	\$150,000
PAYGO	Reserved for Potential Transportation Investments (PAYGO)	N/A	\$25,000
PAYGO	Neighborhood Traffic Safety/Calming (PAYGO)	N/A	\$25,000
PAYGO	ADA Improvements (PAYGO)	N/A	\$75,000
PAYGO	General Government Facility Maintenance and Repair (PAYGO)	N/A	\$100,000
TOTAL			\$13,115,295

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	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
Reserve for Potential Permitting Field Office Space	M-3	—	\$270,000	—	—	—	—	—	\$270,000
Town Hall Main Lobby Permitting Renovations	M-3	—	\$205,920	—	—	—	—	—	\$205,920
TOTALS		—	\$475,920	—	—	—	—	—	\$475,920

Community Investment Plan (CIP)

Public Safety Summary - By Project



PROJECT TITLE	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
Fire Station 3	H-1	\$303,000		\$5,815,000	–	–	–	–	\$6,118,000
Fire Department Ladder Truck	M-1	–	\$1,210,000	–	–	–	–	–	\$1,210,000
TOTALS		\$303,000	\$1,210,000	\$5,815,000	–	–	–	–	\$7,328,000

Community Investment Plan (CIP)

Parks and Recreation Summary - By Project

PROJECT TITLE	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
Bass Lake Dam Phase 3	H-1	–	–	\$200,000	\$1,100,000	–	–	–	\$1,300,000
Hunt Center Community Room Renovation	M-2	–	–	\$95,500	–	–	–	–	\$95,500
Hunt Center Front Desk Renovation	M-1	–	–	\$25,000	\$150,000	–	–	–	\$175,000
Cultural Center Theater Seat Replacement	M-2	–	\$50,000	–	–	–	–	–	\$50,000
Ting Stadium Drainage Repairs	M-2	–	–	\$65,000	–	–	–	–	\$65,000
Arbor Creek Greenway Extension	H-3	–	\$280,000	\$2,720,000	–	–	–	–	\$3,000,000
Holly Glen Greenway Connection	H-3	–	\$150,000	\$1,350,000	–	–	–	–	\$1,500,000
New Park West of 55	H-4	\$3,800,000	\$150,000	\$4,000,000	–	–	–	–	\$7,950,000
TOTALS		\$3,800,000	\$630,000	\$8,455,500	\$1,250,000	–	–	–	\$14,135,500

Community Investment Plan (CIP)

Public Works Summary - By Project



PROJECT TITLE	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
New Public Works Facility (Gen Fund)	H-2	—	—	\$9,000,000	—	—	—	—	\$9,000,000
TOTALS		—	—	\$9,000,000	—	—	—	—	\$9,000,000

Community Investment Plan (CIP)

Streets / Transportation Summary - By Project

PROJECT TITLE	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
Reserve for Potential Transportation Projects	H-3	—	—	\$166,000	—	—	—	—	\$166,000
Avent Ferry Road Widening Phase I	H-3	\$420,178	\$2,477,485	—	—	—	—	—	\$2,897,663
Comprehensive Transportation Plan (CTP) Update	H-2	—	\$400,000	—	—	—	—	—	\$400,000
Avent Ferry Road Re-alignment	H-1	\$960,500	—	\$300,000	\$3,700,000	—	—	—	\$4,960,500
Holly Springs Road Widening — Phase II	H-1	\$1,710,000	\$2,000,000	\$15,000,000	—	—	—	—	\$18,710,000
Main Street Right Turn Lane	H-1	\$88,000	\$75,000	\$750,000	—	—	—	—	\$913,000
NC 55 Bypass Right Turn Lane	H-1	\$220,000	\$200,000	\$2,000,000	—	—	—	—	\$2,420,000
Grigsby Avenue Improvements	H-1	—	—	—	\$5,750,000	—	—	—	\$5,750,000
Estes Lane Connection	H-1	—	—	—	\$3,750,000	—	—	—	\$3,750,000
2018 Transportation Bond — Partnership Projects	H-1	—	—	—	\$7,812,150	—	—	—	\$7,812,150
TOTALS		\$3,398,678	\$5,152,485	\$18,216,000	\$21,012,150	—	—	—	\$47,779,313

Community Investment Plan (CIP)

Utility Administration Summary - By Project



PROJECT TITLE	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
New Public Works Facility (Utility Fund)	H-2	—	\$500,000	\$9,000,000	—	—	—	—	\$9,500,000
Fixed Network Meter Reading Transmission Tower	H-3	—	\$241,890	—	—	—	—	—	\$241,890
TOTALS		—	\$741,890	\$9,000,000	—	—	—	—	\$9,741,890

Community Investment Plan (CIP)

Water & Sewer Infrastructure - By Project

PROJECT TITLE	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
12 Oaks Pump Station Upgrade Phase 2	M-3	—	—	\$2,400,000	\$1,000,000	—	—	—	\$3,400,000
Apex Water Connection Meter Replacement Project	H-1	\$30,000	\$125,000	—	—	—	—	—	\$155,000
Avent Ferry Force Main	H-1	\$100,000	\$3,400,000	—	—	—	—	—	\$3,500,000
American Water Works Association (AWWA) Risk and Resiliency Plan	H-1	—	\$200,000	—	—	—	—	—	\$200,000
East Regional Pump Station	H-4	—	—	—	\$300,000	\$100,000	\$4,000,000	—	\$4,400,000
Easton Acres Pump Station Abandonment and Ext. to 12 Oaks Station	M-2	—	—	—	\$400,000	\$2,000,000	—	—	\$2,400,000
Harnett County Booster Station Upgrade	H-1	—	\$400,000	\$2,000,000	\$2,000,000	—	—	—	\$4,400,000
System Development Fee Study - Update	H-1	—	\$100,000	—	—	\$150,000	—	—	\$250,000
TOTALS		\$130,000	\$4,225,000	\$4,400,000	\$3,700,000	\$2,250,000	\$4,000,000	—	\$18,705,000

Community Investment Plan (CIP)

Water Quality / WWTP Summary - By Project



PROJECT TITLE	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
Dewatering Press Upgrades	M-1	—	—	\$130,000	—	—	—	—	\$130,000
Utley Creek Water Reclamation Facility (UCWRF) 8 Million Gallons per Day (MGD) Expansion	H-2	—	—	—	—	—	\$1,000,000	\$11,060,000	\$12,060,000
TOTALS		—	—	\$130,000	—	—	\$1,000,000	\$11,060,000	\$12,190,000

Community Investment Plan (CIP)

Stormwater Summary - By Project

PROJECT TITLE	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
Secondary & Cumulative Impact Mitigation Plan (SCIMP) Upgrade	M-2	–	–	\$50,000	–	\$50,000	–	–	\$100,000
Stormwater Watershed Master Plan	M-2	\$150,000	\$75,000	–	–	–	–	–	\$225,000
TOTALS		\$150,000	\$75,000	\$50,000	–	\$50,000	–	–	\$325,000

Community Investment Plan (CIP)

Pay-As-You-Go (PAYGO)



PROJECT TITLE	Priority Type	Prior FYs	FY21	FY22	FY23	FY24	FY25	Future FYs	TOTALS
Downtown Development Investment Program	PAYGO	—	\$25,000	—	—	—	—	—	\$25,000
Town Hall Renovations	PAYGO	—	\$165,000	—	—	—	—	—	\$165,000
Old Police Station Renovations	PAYGO	—	\$40,000	—	—	—	—	—	\$40,000
Sidewalk, Pedestrian, and Bike Safety Improvements	PAYGO	—	\$150,000	\$190,000	\$190,000	\$190,000	\$190,000	—	\$910,000
Neighborhood Traffic Safety/Calming	PAYGO	—	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	—	\$125,000
ADA Transition	PAYGO	—	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	—	\$125,000
Facility Maintenance and Repair	PAYGO	—	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	—	\$375,000
Reserved for Potential Transportation Investments	PAYGO	—	\$100,000	—	—	—	—	—	\$100,000
TOTALS		—	\$605,000	\$315,000	\$315,000	\$315,000	\$315,000	—	\$1,865,000



Town of
**HOLLY
SPRINGS**
North Carolina

Salary & Position List



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Salary & Position List

Salary Schedule

Salary Schedule 2020-2021 Fiscal Year			
Salary Grade	Minimum	Mid	Maximum
69	\$31,899	\$42,395	\$52,890
70	\$33,497	\$44,518	\$55,540
71	\$35,171	\$46,743	\$58,315
72	\$36,931	\$49,082	\$61,233
73	\$38,774	\$51,532	\$64,291
74	\$40,713	\$54,108	\$67,504
75	\$42,847	\$56,864	\$70,882
76	\$44,888	\$59,658	\$74,428
77	\$47,131	\$62,640	\$78,148
78	\$49,490	\$65,773	\$82,057
79	\$51,962	\$69,061	\$86,159
80	\$54,561	\$72,514	\$90,467
81	\$57,289	\$76,139	\$94,990
82	\$60,153	\$79,946	\$99,739
83	\$63,161	\$83,944	\$104,727
84	\$66,320	\$88,142	\$109,964
85	\$69,636	\$92,548	\$115,460
86	\$73,118	\$97,178	\$121,238
87	\$76,776	\$102,038	\$127,301
88	\$80,613	\$107,138	\$133,663
89	\$84,642	\$112,492	\$140,343
90	\$88,877	\$118,121	\$147,365
91	\$93,322	\$124,028	\$154,735
92	\$97,985	\$130,227	\$162,469
93	\$102,885	\$136,739	\$170,593

**Includes a 2.3% market adjustment to salary grades effective 7/1/2020*

Salary & Position List

New Positions



New Positions 2020-2021 Fiscal Year		
Department	Job Title	Salary Grade
Information Technology	GIS Analyst	80
Planning and Zoning	Planning/Permit Technician*	74
Public Works	Public Works Technician - Concrete*	70
Public Works	Public Works Technician - Concrete*	70
Public Works	Solid Waste Manager	78
Police	Animal Control Supervisor*	75

**Denotes positions that are part of the operating reserve expenditures that are on hold until a mid-year budget review*

Salary & Position List

Reclassification Plan

Recommended Reclassifications				
2020-2021 Fiscal Year				
Current Title	Current Salary Grade	Proposed Title	Proposed Salary Grade	Position Number
Fiscal Support Specialist	72	Utility Billing Specialist	73	413-006
Budget and Management Analyst	80	Budget, Innovation & Strategic Initiatives Manager	81	413-013
IT Director	90	Chief Information Officer	90	414-002
Systems Administrator	83	Operations Manager	83	414-003
Plans and Permits Supervisor	81	Plans Reviewer Supervisor	81	415-002
Building Code Inspector I	76	Building Code Inspector I	77	415-003
Building Code Inspector I	76	Building Code Inspector I	77	415-005
Building Code Inspector I	76	Building Code Inspector I	77	415-007
Code Enforcement/Safety Officer	76	Code Compliance/Safety Officer	76	415-010
Building Code Inspector I	76	Building Code Inspector I	77	415-016
Economic Development Program Manager	76	Small Business Program Manager	79	416-002
Principal Planner	82	Principal Planner	83	417-002
Planner II	80	Senior Planner	82	417-003
Planner I	79	Planner II	80	417-004
Zoning Technical Services Manager	81	Zoning Services Administrator	81	417-005
Planning Specialist	73	Development Specialist	75	417-006
Zoning Compliance Technician	76	Zoning Compliance Officer	78	417-009
Associate Planner	77	Planner I	79	417-010
Concrete Repair Crew Leader	74	Concrete Repair Supervisor	76	422-037
Meter Services Supervisor	75	Lead Meter Services Technician	73	422-039
Public Works Technician	70	Street Maintenance Crew Leader	73	422-TBD
Lead Park Maintenance Tech	72	Lead Park Maintenance Tech	73	425-037
Stormwater Administrator	81	Stormwater Administrator	82	432-006
Utility Engineer	82	Utility Engineer	83	432-028

Salary & Position List



Position List		
Title	Employee Number	Grade
Town Manager's Office		
Town Manager	412-001	N/A
Assistant Town Manager	412-002	93
Assistant Town Manager	412-008	93
Project & Construction Manager	412-006	84
Town Attorney		
Town Attorney	412-003	92
Assistant Town Attorney	412-009	81
Human Resources		
Human Resources Director	412-004	90
Human Resources Analyst	412-007	76
Human Resources Analyst	Unassigned	76
Information Technology		
Chief Information Officer	414-002	90
Operations Manager	414-003	83
IT Business Analyst	414-005	80
IT Technician	414-004	79
IT Technician	414-001	79
Systems Analyst	414-006	81
GIS Analyst	New Request FY21	80
Town Clerk		
Town Clerk	411-001	88
Admin Assistant / Deputy Town Clerk	411-002	73
Communications		
Communications and Marketing Director	411-004	89
Senior Marketing and Communications Specialist	411-005	80
Public Information Officer	411-003	80

Salary & Position List

Position List		
Title	Employee	Grade
Finance		
Finance Director	413-001	90
Assistant Finance Director	413-003	83
Accounting & Finance Manager	413-002	81
Budget, Innovation & Strategic Initiatives Manager	413-013	81
Purchasing Manager	413-015	81
Accountant	413-010	80
Business Analyst	413-011	80
Meter Services Supervisor	434-005	75
Accounts Payable Specialist	413-004	74
Payroll Specialist	413-005	74
Accounting Technician	413-014	74
Customer Accounts Specialist	413-009	73
Utility Billing Specialist	413-006	73
Lead Meter Services Technician	422-039	73
Customer Service Representative	413-012	71
Customer Service Representative	413-008	71
Meter Services Technician	422-026	70
Meter Services Technician	413-007	70
Code Enforcement		
Code Enforcement Director	415-001	89
Plans Reviewer Supervisor	415-002	81
Plans Reviewer	415-014	81
Inspection Supervisor	415-004	81
Building Code Inspector II	415-009	79
Building Code Inspector I	415-007	77
Building Code Inspector I	415-003	77
Building Code Inspector I	415-005	77
Building Code Inspector I	415-016	77
Administrative Manager	415-015	77
Code Compliance/Safety Officer	415-010	76
Permit Assistant	415-012	71
Permit Assistant	415-017	71

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Salary & Position List



Position List		
Title	Employee	Grade
Economic Development		
Economic Development Director	416-001	89
Small Business Program Manager	416-002	79
Planning and Zoning		
Planning and Zoning Director	417-001	90
Principal Planner	417-002	83
Senior Planner	417-003	82
Zoning Services Administrator	417-005	81
Planner II	417-004	80
Planner I	417-010	79
Zoning Compliance Officer	417-009	78
GIS Planning Technician	417-007	77
Development Specialist	417-006	75
Administrative Specialist	417-011	71
Planning/Permit Technician (Contingent on Funding)	New Request FY21	74
Police Department		
Police Chief	418-001	91
Police Captain	418-005	85
Police Captain	418-002	85
Police Lieutenant	418-004	83
Police Lieutenant	418-049	83
Police Lieutenant	418-052	83
Administrative Services Manager	418-060	82
Police Sergeant	418-024	81
Police Sergeant	418-011	81
Police Sergeant	418-012	81
School Resource Sergeant	418-013	81
Police Sergeant	418-017	81
Police Sergeant	418-010	81
Police Sergeant	418-048	81
Police Sergeant	418-009	81
Police Sergeant	418-038	81

Salary & Position List

Position List		
Title	Employee	Grade
Police Department - continued		
Police Investigator	418-008	80
Police Investigator	418-007	80
Police Investigator	418-006	80
Police Investigator	418-070	80
Police Investigator	418-071	80
Police Investigator	418-061	80
School Resource Officer - SR	418-074	78
School Resource Officer - SR	418-031	78
School Resource Officer - SR	418-032	78
School Resource Officer - SR	418-064	78
School Resource Officer - SR	418-034	78
School Resource Officer - SR	418-050	78
School Resource Officer	418-080	77
School Resource Officer	418-033	77
Community Police Officer	418-069	77
Police Officer K-9	418-044	77
Police Officer	418-053	77
Police Officer	418-015	77
Police Officer	418-023	77
Police Officer	418-016	77
Police Officer	418-051	77
Police Officer	418-058	77
Police Officer	418-043	77
Police Officer	418-022	77
Police Officer	418-079	77
Police Officer	418-082	77
Police Officer	418-083	77
Police Officer	418-021	77
Police Officer	418-062	77
Police Officer	418-028	77
Police Officer	418-068	77

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Salary & Position List



Position List		
Title	Employee	Grade
Police Department - continued		
Police Officer	418-075	77
Police Officer	418-020	77
Police Officer	418-057	77
Police Officer	418-026	77
Police Officer	418-059	77
Police Officer	418-063	77
Police Officer	418-084	77
Police Officer	418-085	77
Police Officer	418-086	77
Police Officer	418-003	77
Police Officer	418-019	77
Police Officer	418-027	77
Police Officer	418-076	77
Police Officer	418-014	77
Police Officer	418-030	77
Police Officer	418-077	77
Police Officer	418-029	77
Police Officer	418-078	77
Police Officer	418-025	77
Police Officer	418-054	77
Police Officer	418-067	77
Police Officer	418-081	77
Police Officer	418-018	77
Police Records Clerk	418-037	73
Animal Control Officer	418-036	72
Animal Control Officer	418-035	72
Animal Control Supervisor (Contingent on Funding)	New Request FY21	75

Salary & Position List

Position List		
Title	Employee	Grade
Telecommunications		
Telecommunications Supervisor	418-045	81
Senior Telecommunicator	418-039	74
Senior Telecommunicator	418-041	74
Telecommunicator	418-046	73
Telecommunicator	418-040	73
Telecommunicator	418-065	73
Telecommunicator	418-056	73
Telecommunicator	418-047	73
Telecommunicator	418-055	73
Telecommunicator	418-072	73
Telecommunicator	418-042	73
Telecommunicator	418-073	73
Telecommunicator	418-066	73
Fire and Rescue		
Fire Chief	420-001	91
Assistant Fire Chief	420-003	85
Assistant Fire Chief	420-054	85
Assistant Fire Chief	420-002	85
Fire Battalion Chief	420-006	82
Fire Battalion Chief	420-004	82
Fire Battalion Chief	420-005	82
Fire Captain	420-031	80
Fire Captain	420-030	80
Fire Training Coordinator	420-044	80
Fire Captain	420-019	80
Fire Captain	420-029	80
Fire Captain	420-036	80
Fire Captain	420-027	80
Fire Lieutenant	420-010	79
Fire Lieutenant	420-015	79
Fire Lieutenant	420-028	79
Fire Lieutenant	420-007	79

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Salary & Position List



Position List		
Title	Employee	Grade
Fire & Rescue - continued		
Fire Lieutenant	420-011	79
Fire Lieutenant	420-013	79
Fire Life Safety Educator	420-009	78
Fire Engineer	420-014	77
Fire Engineer	420-052	77
Fire Engineer	420-051	77
Fire Engineer	420-053	77
Fire Engineer	420-024	77
Fire Engineer	420-057	77
Fire Engineer	420-055	77
Fire Engineer	420-056	77
Fire Fighter II	420-043	75
Fire Fighter II	420-037	75
Fire Inspector	Unassigned	75
Fire Fighter II	420-046	75
Fire Fighter II	420-034	75
Fire Fighter II	420-047	75
Fire Fighter II	420-016	74
Fire Fighter	420-032	74
Fire Fighter	420-022	74
Fire Fighter	420-048	74
Fire Fighter	420-033	74
Fire Fighter	420-050	74
Fire Fighter	420-045	74
Fire Fighter	420-008	74
Fire Fighter	420-020	74
Fire Fighter	420-012	74
Fire Fighter	420-018	74
Fire Fighter	420-023	74
Fire Fighter	420-040	74
Fire Fighter	420-039	74
Fire Fighter	420-017	74
Fire Fighter	420-026	74

Salary & Position List

Position List		
Title	Employee	Grade
Fire & Rescue - continued		
Fire Fighter	420-038	74
Fire Fighter	420-041	74
Fire Fighter	420-021	74
Fire Fighter	420-042	74
Fire Fighter	420-049	74
Fire Fighter	420-035	74
Administrative Assistant	420-025	73
Public Works		
Public Works Director	422-001	90
Deputy Public Works Director	422-034	83
Fleet Services Manager	422-060	81
Concrete Repair Supervisor	422-037	76
Collection System Field Supervisor	422-019	76
Distribution System Field Supervisor	422-025	76
Street Maintenance Supervisor	422-011	75
Solid Waste Supervisor	422-004	75
Pump Maintenance Mechanic /Specialist	434-007	75
Fleet Services Mechanic	422-042	74
Fleet Services Mechanic	422-036	74
Utility Maintenance Specialist	434-004	74
Administrative Assistant	422-003	73
Equipment Operator	422-029	73
Senior Public Works Technician	422-033	72
Utilities Locator	422-020	72
Utilities Locator	422-021	72
Administrative Support Specialist	422-002	71
Cross Connection / Backflow Tester	422-027	70
Public Works Technician	422-012	70
Public Works Technician	422-049	70
Public Works Technician	422-016	70
Public Works Technician	422-053	70
Public Works Technician	422-014	70

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Salary & Position List



Position List		
Title	Employee	Grade
Public Works - continued		
Public Works Technician	422-058	70
Public Works Technician	422-018	70
Public Works Technician	422-047	70
Public Works Technician	434-009	70
Public Works Technician	422-057	70
Public Works Technician	422-038	70
Public Works Technician	422-013	70
Public Works Technician	422-017	70
Public Works Technician	422-005	70
Public Works Technician	422-008	70
Public Works Technician	422-031	70
Public Works Technician	422-010	70
Public Works Technician	422-041	70
Public Works Technician	422-007	70
Public Works Technician	422-006	70
Public Works Technician	422-054	70
Public Works Technician	422-048	70
Public Works Technician	422-059	70
Public Works Technician	422-009	70
Public Works Technician	422-024	70
Public Works Technician	434-006	70
Public Works Technician	422-050	70
Public Works Technician	422-055	70
Public Works Technician	422-022	70
Public Works Technician	422-056	70
Public Works Technician	422-015	70
Public Works Technician	422-030	70
Public Works Technician	422-046	70
Public Works Technician	422-051	70
Public Works Technician	422-052	70
Public Works Technician	422-023	70
Public Works Technician	422-032	70

Salary & Position List

Position List		
Title	Employee	Grade
Public Works - continued		
Public Works Technician (Contingent on Funding)	New Request FY21	70
Public Works Technician (Contingent on Funding)	New Request FY21	70
Solid Waste Manager (Contingent on Funding)	New Request FY21	78
*One Public Works Tech is TBD to be reclassified as a Street Maintenance Crew Leader		
Parks and Recreation		
Parks and Recreation Director	425-001	90
Assistant Parks and Recreation Director	425-002	84
Cultural Center Manager	425-003	81
Hunt Center Manager	425-032	81
Park Manager	425-005	80
Park Maintenance Superintendent	425-004	79
Park Planner	425-038	79
Sports Complex Manager	425-033	79
Facility Maintenance Supervisor	425-034	78
Administrative Manager	425-035	77
Marketing & Special Events Coordinator	425-008	77
Recreation Program Supervisor	425-024	77
Recreation Program Supervisor	425-023	77
Recreation Program Supervisor	425-022	77
Park Naturalist	425-006	75
Recreation Program Specialist	425-009	74
Recreation Program Specialist	425-025	74
Recreation Program Specialist	425-021	74
Recreation Program Specialist	425-026	74
Lead Park Maintenance Tech	425-013	73
Lead Park Maintenance Tech	425-037	73
Theater Production Technician	425-031	73
Facilities Maintenance Mechanic	425-036	72
Park Program Assistant	425-029	72
Senior Park Maintenance Tech	425-012	72
Sr Recreation Customer Service Rep	425-010	72
Sr Recreation Customer Service Rep	425-011	72

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Salary & Position List



Position List		
Title	Employee	Grade
Parks And Recreation - continued		
Facilities Maintenance Technician	425-020	71
Park Maintenance Technician	425-014	71
Park Maintenance Technician	425-030	71
Park Maintenance Technician	425-018	71
Park Maintenance Technician	425-015	71
Park Maintenance Technician	425-016	71
Park Maintenance Technician	425-027	71
Park Maintenance Technician	425-017	71
Park Maintenance Technician	425-019	71
Recreation Customer Service Rep	425-028	71
Recreation Customer Service Rep	425-007	71
Engineering		
Engineering Director	432-001	91
Assistant Engineering Director	432-002	85
Development Inspections Administrator	432-003	84
Project Engineer	432-005	83
Project Engineer	432-026	83
Transportation Engineer	432-027	83
Utility Engineer	432-028	83
Development Review Engineer	432-004	82
Stormwater Administrator	432-006	82
Development Inspections Supervisor	432-009	81
Development Plans Reviewer	432-008	81
Development Plans Reviewer	432-022	81
Development Plans Reviewer	432-007	81
Environmental Specialist	432-015	80
GIS Analyst	432-016	80
Senior Development Inspector	432-023	80
Transportation Planner	432-029	80
Development Inspector	432-012	79
Development Inspector	432-011	79
Development Inspector	432-021	79
Development Inspector	432-010	79

Salary & Position List

Position List		
Title	Employee	Grade
Engineering - continued		
Environmental Technician	432-020	79
Erosion Control Inspector	432-103	79
Engineering Technician	432-024	78
Administrative Manager	432-017	77
Engineering Program Support Specialist	432-018	73
Administrative Specialist	432-019	71
Administrative Specialist	432-025	71
Water Quality		
Water Quality Director	434-001	89
Water Reclamation Facilities Op Supervisor	434-002	83
Lab Supervisor/Pretreatment Coordinator	434-010	79
Senior WRF Mechanic/Operator	434-013	77
Senior WRF Mechanic/Operator	434-008	77
Senior WRF Mechanic/Operator	434-014	77
Senior WRF Mechanic/Operator	434-012	77
Senior WRF Mechanic/Operator	434-003	77
Senior WRF Mechanic/Operator	434-016	77
Reclaimed Water Coordinator	434-015	76
Lab Analyst	434-011	74
Lab Analyst	434-017	74



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Town of
**HOLLY
SPRINGS**
North Carolina

Fee Schedule



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Fee Schedule

Finance/Utility Fees

Finance/Utility Fees		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Water/Sewer Rates		
Water in-Town Rates (\$12.50 Monthly access fee per unit)		
0-2,000 Gallons	\$3.89 per 1,000 Gallons	\$4.03 per 1,000 Gallons
2,001-5,000 Gallons	\$5.01 per 1,000 Gallons	\$5.19 per 1,000 Gallons
5,001-9,000 Gallons	\$6.13 per 1,000 Gallons	\$6.34 per 1,000 Gallons
9,001-14,000 Gallons	\$7.25 per 1,000 Gallons	\$7.51 per 1,000 Gallons
14,001 Gallons and over	\$8.01 per 1,000 Gallons	\$8.30 per 1,000 Gallons
Sewer In-Town Rates (\$12.50 Monthly access fee per unit)		
0-2,000 Gallons	\$3.89 per 1,000 Gallons	\$4.03 per 1,000 Gallons
2,001-5,000 Gallons	\$5.01 per 1,000 Gallons	\$5.19 per 1,000 Gallons
5,001-9,000 Gallons	\$6.13 per 1,000 Gallons	\$6.34 per 1,000 Gallons
9,001-14,000 Gallons	\$7.25 per 1,000 Gallons	\$7.51 per 1,000 Gallons
14,001 Gallons and over	\$8.01 per 1,000 Gallons	\$8.30 per 1,000 Gallons
Water Out-of-Town Rates (\$25.00 Monthly access fee per unit)		
0-2,000 Gallons	\$7.78 per 1,000 Gallons	\$8.06 per 1,000 Gallons
2,001-5,000 Gallons	\$10.02 per 1,000 Gallons	\$10.38 per 1,000 Gallons
5,001-9,000 Gallons	\$12.26 per 1,000 Gallons	\$12.70 per 1,000 Gallons
9,001-14,000 Gallons	\$14.50 per 1,000 Gallons	\$15.02 per 1,000 Gallons
14,001 Gallons and over	\$16.01 per 1,000 Gallons	\$16.59 per 1,000 Gallons
Sewer Out-of-Town Rates (\$25.00 Monthly access fee per unit)		
0-2,000 Gallons	\$7.78 per 1,000 Gallons	\$8.06 per 1,000 Gallons
2,001-5,000 Gallons	\$10.02 per 1,000 Gallons	\$10.38 per 1,000 Gallons
5,001-9,000 Gallons	\$12.26 per 1,000 Gallons	\$12.70 per 1,000 Gallons
9,001-14,000 Gallons	\$14.50 per 1,000 Gallons	\$15.02 per 1,000 Gallons
14,001 Gallons and over	\$16.01 per 1,000 Gallons	\$16.59 per 1,000 Gallons
Multi-Unit Dwellings will be charged the monthly access fee per unit		
Water Irrigation Meters		
All users: \$8.06 per 1,000 Gallons based on actual gallons used, plus a \$12.50 monthly access fee		
Reuse Irrigation Meters		
Residential/Commercial: \$4.03 per 1,000 Gallons based on actual gallons used, plus a \$6.25 monthly access fee		
Bulk/Industrial: \$2.71 per 1,000 Gallons based on actual gallons used, plus a \$6.25 monthly access fee		
Garbage, Recycling & Yard Waste Fees		
Garbage fee	\$9.88	\$10.17
Recycling fee	\$5.22	\$5.42
Yard Waste Fee	\$3.00	\$3.50
Bulk Yard Waste Fee (Based on estimated volume)	Level I: \$40, Level II: \$80, Level III: \$120	Level I: \$40, Level II: \$80, Level III: \$120

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Fee Schedule

Finance/Utility Fees



Finance/Utility Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Stormwater Management Program Fees (Monthly Fee)		
Residential (single family & townhomes)	\$3.00/mo. Flat Fee	\$5.20 (beginning 1/1/21)
Multi-Family Units	\$3.00/mo. Flat Fee per unit	\$5.20 per unit (beginning 1/1/21)
Non Residential		
(0-10,000 sq. ft. of impervious surface)	Tier I: \$3.00/mo. Flat Fee	\$5.20 per ERU (beginning 1/1/21)
(10,001-75,000 sq. ft. of impervious surface)	Tier II: \$6.00/mo. Flat Fee	\$5.20 per ERU (beginning 1/1/21)
(75,001 and up of sq. ft. of impervious surface)	Tier III: \$9.00/mo. Flat Fee	\$5.20 per ERU (beginning 1/1/21)
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
Same Day Water Service	\$75	\$75
Utility Set-up Administrative Fee	\$5	\$5
Hydrant Meter Rental	\$25/per day \$350/per month	\$25/per day \$350/per month
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 each additional trip
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

Finance/Utility Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Miscellaneous Water Fees		
Bulk Water Fee (no charge for reclaimed)	\$25 + \$7.78/1,000 gals	\$25 + \$8.06/1,000 gals
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 + \$7.78/1,000 gals / \$12.50 + \$3.89/1,000 gals	\$25 + \$8.06/1,000 gals \$12.50 + \$4.03/1,000 gals
Water Meter (3/4")	\$326.25	\$355.00
Water Meter (1")	\$433.50	\$470.00
Water Meter (1 1/2")	\$785.00	\$945.00
Water Meter (2")	n/a	\$1,150.00
Water Meter 3" Octave w/Allegro Pit Mount	\$2,583.00	\$2,700.00
Water Meter 4" Octave w/Allegro Pit Mount	\$2,846.00	\$3,625.00
Water Meter 6" Octave w/Allegro Pit Mount	\$5,029.00	\$5,300.00
Water Meter 8" Octave w/Allegro Pit Mount	n/a	\$6,600.00
Water Meter 10" Octave w/Allegro Pit Mount	n/a	\$9,935.00
Water Meter 12" Octave w/Allegro Pit Mount	n/a	\$13,100.00
Allegro Register for Meter Only	\$231.25	\$250.00
Pit Mount Only	n/a	\$655.00
Water Meter Removal	\$25	\$25
Meter Tampering	1st Offense: \$100 2nd Offense: \$250 3rd Offense: \$500	1st Offense: \$100 2nd Offense: \$250 3rd Offense: \$500
Unauthorized Meter Connection	Up to \$1,000	Up to \$1,000
Finance Miscellaneous Fees		
Return Check Fee	\$25	\$25
Vehicle Decal Fee	\$10	\$10

Fee Schedule

Planning and Zoning Fees



Planning and Zoning Fees		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Zone Map Amendments: <i>*Round acreage to the nearest tenth; ex. (0.0 acres)</i>		
Zone Map Change	\$900 + \$10/acre* (double fee for part parcel)	\$900 + \$10/acre* (double fee for part parcel)
Zone Map Change – Additional Public Hearing	\$350	\$350
PUD Master Plan – New & Major Amendment (fee includes 4 reviews)	\$1500 + \$10/acre*	\$1500 + \$10/acre*
PUD Master Plan – Minor Amendment (fee includes 4 reviews)	\$500	\$500
Master Plan – New & Major Amendment	\$700 + \$5/acre*	\$700 + \$5/acre*
Preliminary Plan/Detailed Phase Review New & Major Amendment	\$700 + \$5/lot	\$700 + \$5/lot
Development Plans: <i>Note: Fees include 3 reviews unless otherwise noted. *Round acreage to the nearest tenth; ex. (0.0 acres)</i>		
Dev Plan for Multi-Family or Dev Options – New & Major Amendments (includes 3 reviews)	\$1,500 + \$5/lot (+ each dwelling unit if multiple units on a single lot) (double fee for part parcel)	\$1,500 + \$5/lot (+ each dwelling unit if multiple units on a single lot) (double fee for part parcel)
Dev Plan – New or Major Amendment	\$1,000 + \$5/acre*	\$1,000 + \$5/acre*
Appeal of Director Decision	½ Original Fee	½ Original Fee
Platting: <i>Note: Fees include 2 reviews + mylar unless otherwise noted</i>		
Final Plat	\$300 + \$10/lot	\$300 + \$10/lot
Exempt Plat	\$200	\$200
Easement or R/W Plat (if not amending an existing plat)	\$200	\$200
Minor Subdivision Plat/Recombination Plat	\$200	\$200
Re-Plat/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 Exception Use 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	\$50	\$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

Planning and Zoning Fees

Planning and Zoning Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Other Permits and Procedures		
Special Exception Use	\$500 + other required applications/fees	\$500 + other required applications/fees
Special Exception Use – Family Child Care Home	\$200	\$200
Special Exception Use After-the-Fact	Double Fee	Double Fee
Minor Development Petition Amendment	\$200 (includes 3 reviews) additional review \$200/each	\$200 (includes 3 reviews) additional review \$200/each
Additional 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)	n/a	Actual CAP Cost
Temporary Lighting Permit	\$75	\$75
Home Occupation Registration	\$35	\$35
Zoning Verification Letter	\$100 + Inspection Fee	\$100 + Inspection Fee
ABC Permit Review/Inspection Fee	n/a	\$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)
UDO Compliance Surety	\$300	\$375 – New \$300 – Renewal
Zoning Citation Fee	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
TRC Request & Communications Item	\$100/\$200 for each subsequent meeting	\$100/\$200 for each subsequent meeting
Board of Adjustment		
Administrative Appeal	\$250	\$250
Variance of Development Standards	\$350	\$350
Variance – After the Fact	\$500	\$500
Variance of Development Standards – Town Council	\$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

Engineering Fees



Engineering Fees		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Construction Drawing Plan Review		
Subdivision Covers 1st & 2nd Reviews	\$650 + \$50/lot	\$650 + \$50/lot
Site Covers 1st & 2nd Reviews	0-5 acres \$1,000 5-20 acres \$1,400 >20 acres \$1,750	0-5 acres \$1,000 5-20 acres \$1,400 >20 acres \$1,750
Major Plan Revisions	\$1,000 (per review)	\$1,000 (per review)
Other ex. Utility or Roadway (1st & 2nd Review)	\$1,500	\$1,500
Subsequent Plan Review (includes utility plan review)	\$450	\$450
Revisions Plan Review Covers 1st & 2nd Reviews	\$450	\$450
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	\$650 (covers 1st and 2nd review)	\$650 (covers 1st and 2nd review)
Construction Drawing Pump Station Review	\$1,000 (covers 1st and 2nd review)	\$1,000 (covers 1st and 2nd review)
Construction As-built Review Fee	\$200	\$200
Environmental Plan Review		
"Subdivision/Site/ Residential Lots Plan Covers 1st and 2nd Review "	\$300/acre	\$300/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	\$500 + \$25/lot
NPDES— Stormwater Subsequent Reviews/Revisions (per rev)	\$500	\$500
NPDES-Site	<20 acres \$850 (covers 1st & 2nd Reviews) >20 acres \$1,200 (covers 1st & 2nd Reviews)	<20 acres \$850 (covers 1st & 2nd Reviews) >20 acres \$1,200 (covers 1st & 2nd Reviews)
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 SCM >5 acre drainage \$200 per SCM
Utility Permit Fees - Due with Permit Application		
Water Permit Application Review (Delegated)	\$400	\$400
Sewer Permit Application Review (Delegated)	\$600	\$600
Water Permit Processing	\$200	\$200
Wastewater Permit Processing	\$200	\$200
Reclaimed Water Permit Processing	\$200	\$200

Fee Schedule

Engineering Fees

Engineering Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Hydraulic Model Update Fee Per DOE		
Special Study Review Fees		
Special Study (Flood Study, Traffic Impact Analysis, Sewer, Basin, Fire Flow/Hydraulic Analysis, Pump Station, etc.) Covers 1st & 2nd Reviews	\$350 Plus Actual Cost	\$350 Plus Actual Cost
Special Study Subsequent Reviews and Revisions	\$200 Plus Actual Cost	\$200 Plus Actual Cost
Land Disturbance Fee		
Environmental Development Permit/Residential Lots Plan (yearly renewal required, fee based on remaining disturbed acreage)	\$400 x _____ acres	\$400 x _____ acres
NPDES Stormwater Fee for Stormwater Permit		
Storm drainage pipe	\$1.85 per LF	\$2.10 per LF
Storm Control Measures (SCM)	< 5 acre drainage \$300 each BMP > 5 acre drainage \$500 each BMP	< 5 acre drainage \$300 each SCM > 5 acre drainage \$500 each SCM
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	n/a	New – \$350 ea. Revised/Renewal – \$300 ea.

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Fee Schedule

Engineering Fees



Engineering Fees (continued)

Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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 approved engineer's estimate	Per approved engineer's estimate
Payment in Lieu Infrastructure Improvements	Per approved IRA by DOE	Per approved IRA by DOE
Payment in Lieu Street Light Installation	\$2,000 per light	\$2,000 per light
Utility Inspection Fees		
Water	\$1.85/LF	\$2.10 per LF
Wastewater	\$1.85/LF	\$2.10 per LF
Reclaimed	\$1.85/LF	\$2.10 per LF
Pump Station Inspection	\$1,500 lump sum	\$1,500 lump sum
Streets/Fire lanes	\$1.85/LF	\$2.10 per LF
Sidewalks	\$1.85/LF	\$2.10 per LF
Greenway	\$1.85/LF	\$2.10 per LF
Fiber	n/a	\$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
Non-Residential Water And Sewer Services		
Non-Residential System Development Fees – Based on Meter Size (due at issuance of building permit)		

	Office/Institutional			Retail/Restaurant/Industrial		
	< 3,000 sq. ft.	> 3,001 - < 20,000 sq. ft.	>20,001 sq. ft.	< 3,000 sq. ft.	> 3,001 - < 20,000 sq. ft.	> 20,001 sq. ft.
Water & Sewer (charged separately)						
Irrigation	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200
Irrigation (Reclaimed)	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650
¾" meter	S \$3,741 W \$4,054	S \$4,528 W \$4,907	S \$6,497 W \$7,041	S \$4,528 W \$4,907	S \$5,316 W \$5,760	S \$7,285 W \$7,894
1" meter	S \$4,135 W \$3,150	S \$5,315 W \$5,760	S \$7,285 W \$7,894	S \$4,922 W \$5,334	S \$6,104 W \$6,613	S \$8,073 W \$8,747
1 ¼" meter	S \$4,922 W \$5,334	S \$6,103 W \$6,614	S \$8,072 W \$8,748	S \$6,103 W \$6,614	S \$6,891 W \$7,467	S \$8,860 W \$9,601
1 ½" meter	S \$5,710 W \$6,188	S \$6,890 W \$7,467	S \$8,860 W \$9,601	S \$6,890 W \$7,467	S \$7,679 W \$8,320	S \$9,648 W \$10,454
2" meter	S \$6,498 W \$7,041	S \$8,859 W \$9,601	S \$10,435 W \$11,308	S \$7,284 W \$7,894	S \$9,648 W \$10,453	S \$11,223 W \$12,161
3" meter	S \$7,285 W \$7,895	S \$10,434 W \$11,307	S \$12,010 W \$13,015	S \$8,072 W \$8,747	S \$11,223 W \$12,160	S \$12,798 W \$13,868
4" meter	S \$8,073 W \$8,748	S \$12,009 W \$13,014	S \$13,585 W \$14,722	S \$8,859 W \$9,601	S \$12,798 W \$13,867	S \$14,345 W \$15,575
6" meter	S \$15,948 W \$17,283	S \$19,884 W \$21,548	S \$23,822 W \$25,817	S \$19,884 W \$21,548	S \$23,824 W \$25,813	S \$27,762 W \$30,083
8" meter	S \$23,824 W \$25,818	S \$27,759 W \$30,082	S \$31,697 W \$34,352	S \$27,759 W \$30,082	S \$31,699 W \$34,347	S \$35,637 W \$38,617

Fee Schedule

Engineering Fees

Engineering Fees (continued)

Water and Sewer Services - Village District Area Plan

Non-Residential System Development Fees – Based on Meter Size (due at issuance of building permit)

	Office/Institutional				Retail/Restaurant/Industrial			
Water & Sewer (charged separately)	< 5,000 sq. ft.	5001- 9999 sq. ft.	10,000- 20,000 sq. ft.	>20,001 sq. ft.	< 5,000 sq. ft.	5001- 9999 sq. ft.	10,000- 20,000 sq. ft.	>20,000 sq. ft.
¾" meter	S \$2,717 W \$2,944	S \$3,977 W \$2,944	S \$4,922 W \$5,334	S \$5,709 W \$6,187	S \$3,032 W \$3,285	S \$4,449 W \$4,822	S \$5,513 W \$5,974	S \$6,300 W \$6,827
1" meter	S \$3,032 W \$3,285	S \$4,450 W \$4,822	S \$5,513 W \$5,974	S \$6,496 W \$7,040	S \$3,347 W \$3,626	S \$4,921 W \$5,334	S \$6,104 W \$6,614	S \$7,127 W \$7,723
1 ¼" meter	S \$3,347 W \$3,627	S \$4,922 W \$5,334	S \$6,103 W \$6,614	S \$7,284 W \$7,894	S \$3,662 W \$3,968	S \$5,394 W \$5,832	S \$6,694 W \$7,254	S \$7,836 W \$8,491
1 ½" meter	S \$3,662 W \$3,968	S \$5,395 W \$5,846	S \$6,694 W \$7,254	S \$8,071 W \$8,747	S \$3,977 W \$4,309	S \$5,866 W \$6,358	S \$7,285 W \$7,894	S \$8,466 W \$9,174
2" meter	S \$4,292 W \$4,651	S \$6,340 W \$6,870	S \$7,875 W \$8,534	S \$9,253 W \$10,027	S \$4,607 W \$4,991	S \$6,811 W \$7,382	S \$8,466 W \$9,174	S \$10,041 W \$10,881
3" meter	S \$4,922 W \$5,333	S \$7,285 W \$7,895	S \$9,056 W \$9,815	S \$10,827 W \$11,734	S \$5,237 W \$5,674	S \$7,756 W \$8,406	S \$9,648 W \$10,455	S \$11,222 W \$12,161
4" meter	S \$5,552 W \$6,016	S \$8,230 W \$8,919	S \$10,238 W \$11,095	S \$12,009 W \$13,014	S \$5,867 W \$6,357	S \$8,701 W \$9,431	S \$10,829 W \$11,735	S \$12,797 W \$13,867
6" meter	S \$9,647 W \$10,453	S \$14,372 W \$15,576	S \$17,916 W \$19,416	S \$21,453 W \$23,255	S \$11,222 W \$12,159	S \$16,733 W \$18,136	S \$20,871 W \$22,616	S \$24,609 W \$26,668
8" meter	S \$12,797 W \$13,867	S \$19,097 W \$20,697	S \$23,822 W \$25,817	S \$28,545 W \$30,935	S \$14,372 W \$15,572	S \$21,458 W \$23,257	S \$23,824 W \$25,816	S \$31,697 W \$34,348

Engineering Fees (continued)

Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Tap Fees		
Wastewater Town Installed (4" only)	Non-Res-\$1,500/lot/ Res-\$900	Non-Res-\$1,500/lot/ Res-\$900
Water Town Installed (3/4" only)	Non-Res-\$1,500/lot/ Res-\$900	Non-Res-\$1,500/lot/ Res-\$900
Reclaimed Town Installed	Non-Res-\$1,500/lot/ Res-\$900	Non-Res-\$1,500/lot/ Res-\$900
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	\$1,500
Street Cut	\$500 each	\$500 each
Curb & Gutter Crossing	\$250 each	\$250 each
Street Bore	\$500 each	\$500 each
Backflow Inspection Fee	\$25	\$25
Service Reconnection fee for lapse in annual backflow certification	\$50	\$50

continued next page

Fee Schedule

Engineering Fees



Engineering Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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 \$3,741; W \$4,054	S \$3,741; W \$4,054
1" Meter	S \$4,135; W \$4,481	S \$4,135; W \$4,481
1 ¼" Meter	S \$4,922; W \$5,334	S \$4,922; W \$5,334
1 ½" Meter	S \$5,710; W \$6,188	S \$5,710; W \$6,188
2" Meter	S \$6,498; W \$7,041	S \$6,498; W \$7,041
3" Meter	S \$7,285; W \$7,895	S \$7,285; W \$7,895
4" Meter	S \$8,073; W \$8,748	S \$8,073; W \$8,748
6" Meter	S \$15,948; W \$17,283	S \$15,948; W \$17,283
8" Meter	S \$23,824; W \$25,818	S \$23,824; W \$25,818
Reclaimed – 25% cost of Water		
Tap Fees		
Water/Wastewater/Reclaimed Town Installed Residential	\$900/unit	\$900/unit
Water/Wastewater/Reclaimed Developer Installed	\$90/unit	\$90/unit
Irrigation Meter Tap Fee	\$900	\$900
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

Engineering Fees

Engineering Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Engineering Department General Fee Schedules		
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		
3.5" Disk or CD	\$10 each	\$10 each
Engineering Design & Construction Standards Manual		
Purchased	\$95 per copy	\$95 per copy
Mailed	\$110 per copy	\$110 per copy
Engineering Bid Documents		
Purchased	TBD per project	TBD per project
Mailed	TBD per project	TBD per project

Fee Schedule

Building Code Fees



Building Code Fees		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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.		
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	Double permit fees
Reinspection Fees (Violations over 7; 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		
Building	\$75	\$75
Electrical	\$75	\$75
Mechanical	\$75	\$75
Plumbing	\$75	\$75
Permit Revision	n/a	\$50

Fee Schedule

Building Code Fees

Building Code Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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

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Fee Schedule

Building Code Fees



Building Code Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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
Construction/Sales Trailer		
Construction/Sales Trailer	\$150	\$150
Permit Processing	\$25	\$25
Plan Review	\$50	\$50
Permit Revision	\$50	\$50
Non-Residential Trade Fees		
Building	\$150	\$150
Electrical	\$150	\$150
Mechanical	\$150	\$150
Plumbing	\$150	\$150
Permit Revision	n/a	\$50
Municipal Code Fees		
Code Enforcement Citation	n/a	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

Parks & Recreation Department		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Park Land Dedication or Fees-in-Lieu Development Fees		
Single Family Detached	\$4,705 or pursuant to NCGS 160A-372(E)	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	\$4,555 or pursuant to NCGS 160A-372(E)	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	\$4,420 or pursuant to NCGS 160A-372(E)	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council
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/\$37.50 per hour	\$25/\$38
Room Set Up Fee for facility rentals	\$25/\$37.50	\$25/\$38
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	N/A	\$80/\$120
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)	25% or 50% Discount (dependent upon eligibility)	25% or 50% Discount (dependent upon eligibility)
Adult Athletics		
Basketball Registration, per team (non res add \$20 per individual)	\$400	\$400
Volleyball Registration, per team (non res add \$15 per individual)	\$300	\$300
Softball Registration (non res add \$22.50 per individual)	\$450	\$450
Ultimate Frisbee Registration (non res add \$10 per individual)	\$200	\$200
Soccer Registration (non res add \$18 per individual)	\$350	\$350
Dodgeball Registration (non res add \$4 per individual)	\$75	\$75
Flag Football Registration (non res add \$22.50 per individual)	\$450	\$450
Adult Athletics Late Fee, per team	\$25	\$25

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Fee Schedule

Parks & Recreation Department



Parks & Recreation Department (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Before School/After School/Track Out/Summer Camp Programs		
After School Fee / Non Res Fee (per month)	\$120/\$180	\$120/\$180
Track Out Fee / Non Res Fee (weekly rate)	\$150/\$225	\$150/\$225
Track Out Session Rate / Non Res Fee	\$400/\$600	\$400/\$600
Before School Fee / Non Res Fee (per month)	\$100/\$150	\$100/\$150
Before and After School Fee / Non Res Fee (per month)	\$190/\$285	\$190/\$285
Summer Camp Fees – (per week)		
Basic Camp / Non Res	\$80/\$120	\$80/\$120
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	\$8/\$12	\$8/\$12
Monthly Pass / Non Res Fee	\$27.50/\$41.25	\$28/\$42
Annual Pass / Non Res Fee	\$218/\$327	\$218/\$327
Membership discount available to Youth (age 13-21), Seniors (age 55+) and Military	N/A	20%
Replacement Cards	\$5	\$5
Family Memberships receive a 10% discount		
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

Parks & Recreation Department (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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)	\$22.50	\$23
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	\$30
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	\$7.50	\$8
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 / \$37.50 + \$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/\$112.50 100 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	\$30/\$45	\$30/\$45
Non-Profit Groups Per Hour (weekdays 8 am - 2 pm)	\$22.50	\$23
Lights (where available) / Non Res Fee	\$15/\$22.50	\$15/\$23
Baseball/Softball field prep (includes dragging, lining and laying out bases) / Non Res Fee	\$25/37.50	\$25/38
Multipurpose field lining / Non Res Fee	\$35/52.50	\$35/53
Scoreboard/Clock Rental / Non Res Fee	\$25 + \$12/hr. for operator/ \$37.50 + \$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)	\$35/52.50	\$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)	\$25 per field	\$25 per field
Score Tower Daily/Weekend Rate	\$360/\$720	\$360/\$720

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Fee Schedule

Parks & Recreation Department



Parks & Recreation Department (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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	\$35/\$52.50	\$35/\$53
Hourly rental per quad / Non Res Fee	\$35/\$52.50	\$35/\$53
Hourly Lighting charge, per quad / per hour	\$15/\$22.50	\$15/\$23
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	\$35	\$35
Ting Baseball Stadium		
Deposit	\$300	\$300
Rental Event held in the parking lot	\$500/lot/day	\$500/lot/day
Rental Event without Spectators—include practices, clinics, camps (excludes games). (Additional staff may be required; cost per person TBD)	\$72/\$108 per hour	\$72/\$108 per hour
Rental Events with Spectators—includes games, tournaments, movies, etc. Fee includes field set-up, supervisor, and use of bullpen. (Additional staff may be required; cost per person TBD.) Games have a 3 hour minimum.	\$100/\$150 per hour	\$100/\$150 per hour
Light Usage	\$30/\$45 per hour	\$30/\$45 per hour
Scoreboard (includes one staff member)	\$40/ \$60 per hour	\$40/ \$60 per hour
Additional Staff	\$35/hour for FT staff; \$12/hour for PT staff (staffing level determined by HSPR)	\$35/hour for FT staff; \$12/hour for PT staff (staffing level determined by HSPR)
Clubhouse Rental (access available 1 hour prior and after rental time)	\$150/game	\$150/game
Cleaning Fee	Actual charges from cleaning contractor	Actual charges from cleaning contractor

Fee Schedule

Parks & Recreation Department

Parks & Recreation Department (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Food and Merchandise Vendor Fees (Tournaments & Special Events)		
Vendor Fee	\$80 per event	\$80 per event
Electricity	\$25 per event	\$25 per event
Small Event (0-4,999 expected attendees)		
Vendor Fee	\$40	\$15-\$50
Electricity	\$25	\$25
Large Event (5,000+ expected attendees)		
Commercial food vendor	\$100	\$100
ONLY Holly Springs non-profit food vendor	\$50	\$50
Electricity (food vendors only)	\$25	\$25
Vendor Fee	\$60	\$60
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
Event Sponsorship Packages (each event will specify what is included for each tier offered)		
Tier 1	\$100	\$100
Tier 2	\$250	\$250
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	\$3,500
Tier 10	\$5,000	\$5,000
Advertising/Signage Fees		
Baseball/Softball (excludes Ting Stadium)		
Field Advertisement Signs – per Field (4'x8')	\$500	\$500
Entrance Advertisement Signs – (4'x8')	\$750	\$750
Light Pole Banners – (72"x24")	TBD based upon design, number, color etc	TBD based upon design, number, color etc
Soccer Complex (Womble Park and Ting)		
Field Advertisement Signs – (4'x8')	\$500	\$500
Entrance Advertisement Signs – (4'x8')	\$750	\$750
Gymnasium		
Gymnasium Banners – per Banner (4' x 2.5')	\$300	\$300

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Fee Schedule

Parks & Recreation Department



Parks & Recreation Department (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Bass Lake Park & Retreat Center		
Conference Room		
Deposit (Required) / Min. 3 hour rental	\$300	\$300
Alcohol Deposit	\$300	\$300
Hourly Rental / Non Res Fee	\$70/\$105 per hour	\$77/\$116
Holly Springs Non-Profit Groups hourly fee (weekdays from 8 AM until 2 PM only)	\$52.50 per hour	\$53
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/\$277.50	\$185/\$278
Deck Rental		
Deposit (Required)	\$100	\$100
Hourly Rental	\$30/\$45 hour	\$30/\$45
Holly Springs Non-Profit Groups hourly fee (weekdays from 8 AM until 2 PM only)	\$22.50/hour	\$23
Packages		
Bass Lake Birthday Party Package / Non Res Fee per hour (\$50 deposit)	\$100/\$150	\$154/\$231
Weekend Wedding Package / Non Res Fee	\$2,000/\$3,000	\$2,200/\$3,300
Weekday Business Package / Non Res Fee	\$250/\$375	\$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/\$52.50/day	\$35/\$53
Bass Lake Building and Deck Lights		
Light set up for rentals prior to evening events	\$100/\$150	\$100/\$150
Boats & Canoes		
Canoe or Boat Hourly Rental	\$5/hour	\$5
Hourly Motor Rental (in conjunction with a boat rental)	\$10/hour	\$10
Summer Camp Fees		
Specialty Camp per week	\$175/\$262.50	\$175/\$263

Fee Schedule

Parks & Recreation Department

Parks & Recreation Department (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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	N/A	\$413
5K Race Rental	\$1,000	\$1,000
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
Half Marathon rental (12 month lead time required)	\$2,500	\$2,500
Portable Stage Rental		
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

continued next page

Fee Schedule

Parks & Recreation Department



Parks & Recreation Department (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Cultural Center		
Room Rental - 2 hour minimum		
Room Deposit (per room)	\$50 per room	\$50
Hourly Fee per room / Non Res Fee	\$30/\$45 per hour	\$30/\$45
Hourly Non-Profit Group Fee	\$22.50 per hour	\$23
Hourly Kitchen (Rm #126) / Non Res Fee	\$10/\$15 per hour	\$10/\$15
Hourly Non-Profit Group Fee	\$7.50 per hour	\$8
Alcohol Deposit	\$100	\$100
Hourly Bartender Fee	\$25/\$27.50 per hour	\$25/\$28
Theatre Rentals (Private Events) - 3 hour minimum		
Theater Deposit	\$100	\$100
Hourly Theatre Fee (private events, recitals, special events) / Non Res Fee	\$125/\$187.50	\$125/\$188
Hourly Non-Profit Group Fee (weekdays from 8 AM until 2 PM only)	\$94	\$94
Hourly Technical Staffing Fee (per employee) / Non Res Fee	\$30/\$45	\$30/\$45
Performance Groups/Rentals Ticketing Services	20% of ticket sales	20% of net ticket sales (after taxes)
Dance Floor Rental/Non Res Fee (one setup/breakdown)	\$60/\$90	\$60/\$90
Backline Equipment Usage Fee (set up/take down included)	\$75/\$112.50	\$75/\$113
Cultural Center Outdoor Venue		
Hourly Springs Outdoor Stage Fee / Non Res Fee	\$50/\$60 per hour	\$50/\$60
Hourly Non-Profit Group Fee (weekdays from 8 AM until 2 PM only)	\$37.50 per hour	\$38
Daily Springs Outdoor Stage Package / Non Res Fee (8 hour block)	\$200/\$300 per day (8 hour block)	\$200/\$300
Daily Non-Profit Groups (8 hour block)	\$150 per day (8 hour block)	\$150
Hourly Technical Staffing Fee (per employee) / Non Res Fee	\$30/\$45	\$30/\$45
Daily Outdoor sound system rental fee (does not include Technical Staffing Fee) - Within Town Limits	\$400 per day	\$400

Fee Schedule

Parks & Recreation Department

Parks & Recreation Department (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
Farmers Market (Traditional Season)		
Vendor – Weekly	\$190	\$190
Vendor – Alternative A/B Week Schedule	\$135	\$135
Vendor – Daily/Substitute	\$20	\$20
Vendor – Seasonal Produce	\$55	\$55
Little Sprouts Vendor – Daily	\$25	\$25
Farmers Market (Winter Season)		
Winter Vendor – Full Season	\$85	\$85
Winter Vendor – One Saturday per month	\$50	\$50
Winter Vendor – daily/substitute	\$10	\$10
Annual Farmers Market		
Vendor – Extended Season Weekly	\$260	\$260
Vendor – Extended Season Alternative A/B Week Schedule	\$175	\$175
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
Manage My Market Application Fee	\$15	\$15
25% Non-profit Rental Fee Discount for All Facilities (one time per fiscal year per qualifying nonprofit)		

Fee Schedule

Water Quality Lab Fees



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 FY2019-20	Recommended Fee FY2020-21
Permit Application	\$500	\$500
Permit Renewal	\$250	\$250
Permit Modification	\$250	\$250
Annual Administrative Fee	\$250	\$250
Lab Analysis Fees		
Biological Oxygen Demand (BOD)	\$30	\$35
Total Suspended Solids (TSS)	\$12	\$12
Ammonia	\$15	\$20
Total Phosphorus	\$30	\$30
Conductivity / pH	\$5 each	\$6 each
Fecal Coliform	\$40	\$40
Total Coliform	\$45	\$45
Dissolved Oxygen	\$5	\$6
Orthophosphorus	\$30	\$30
Total Nitrogen	\$35	\$40
Site Visit	\$100	\$100
Sampler Rental Fee	\$60 per day	\$60 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	\$2.21 per lb. when exceeding 6 mg/l	\$2.21 per lb. when exceeding 6 mg/l
Fat, Oils and Grease Program Violation Fees		
Grease Interceptor Not Maintained – Notice of Violation (NOV)	\$100	\$100
Grease Interceptor Missing Components – NOV	\$100	\$100
Food Serve Establishment with no Grease Interceptor/unapproved grease interceptor – NOV	\$100	\$100
Failure to implement expected action from NOV – Second NOV	\$250	\$250
Failure to implement expected action from second NOV	Utility Service suspended with reconnection fee	Utility Service suspended with reconnection fee

Fee Schedule

Fire & Police Department Fees

Fire Department Fees		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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
Permit 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 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
Plan Review Fees		
Fire Prevention/Misc	\$50	\$50
Commercial Burn	\$50	\$50
Blasting Permit	\$100	\$100
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

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Fee Schedule

Fire & Police Department Fees



Fire Department Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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	\$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 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 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 FY2019-20	Recommended Fee FY2020-21
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

Miscellaneous Fees		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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	\$35
Public Information Fees		
Candidate Filing Fee	\$50	\$50
Solicitor/Peddler Permit	\$25	\$25
Irrigation Permit	\$50	\$50

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Fee Schedule

Miscellaneous Fees



Miscellaneous Fees (continued)		
Description	Approved Fee FY2019-20	Recommended Fee FY2020-21
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	\$750 each \$1,200 for 2 \$2,000 for 4	\$750 each \$1,200 for 2 \$2,000 for 4
Cemetery Plot - 5 x 10 Plot - Non Resident	\$1,000 each \$1,500 for 2 \$3,000 for 4	\$1,000 each \$1,500 for 2 \$3,000 for 4
Administrative Grave Opening Fee	\$75 per plot	\$75 per plot



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

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.

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.

Capital Improvement Plan.

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.

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.

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Glossary

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).

Fund Balance.

The difference between fund assets and fund liabilities of the governmental unit.

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.

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.

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



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Town of Holly Springs
128 South Main Street
Post Office Box 8
Holly Springs, NC 27540
www.hollyspringsnc.us



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

New Business

Title: Holly Springs Road Widening - Ph II Easement and Right of Way Acquisition
(Transportation Bond Project #19-009)

Strategic Priority Area: Responsible & Balanced Growth
Safe & Friendly

Staff Resource: Tim Athy, Engineering

Action(s):

Approve budget amendment transferring \$2,000,000 from Interfund Loan 22.95.04 to project account 48-818-91 90.05 for temporary easement and Right-of-Way acquisition.

Explanation:

- This budget amendment will allow the Engineering and Legal Departments to perform property appraisals and pursue temporary easements and Right-of-Way acquisition as estimated by the design plans.
- The plans are approaching the 65% design stage.
- Right-of-way acquisition typically begins at the 65% design stage, but the Holly Springs Road - Ph II acquisition will begin prior to 65% in order to keep project on schedule for spring 2021 for bond release.
- The project will require easements and/or Right-of-Way acquisition from approximately 85 parcels. These parcels are primarily residential properties with a few business and municipal parcels. It is estimated there will be three (3) full takes.
- While Right-of-Way acquisition occurs, the 65% plans will be completed and allow for the full completion of the design plans.

Background:

- As part of the 2018 Transportation Bond referendum, the Holly Springs Road Widening – Ph II (19-009) project will widen Holly Springs Road from Flint Point Lane to Sunset Lake Road.
- The project will increase the road capacity from a two-lane road to a four-lane road, improve safety, and upgrade the bridge over Middle Creek to decrease the chance of roadway flooding during heavy rain events.
- The project is on schedule for an anticipated construction start date of mid-2021.

Funding Source(s):

\$2,000,000 from Interfund Loan 22.95.04 to project account 48-818-91 90.05.

Attachment(s):

1. HS RD Ph2 Amendment
2. 2020-03-12 Overall_Maps

Town of Holly Springs Budget Amendment Request

BE IT ORDAINED by the Governing Board 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, 2020.

Department: Engineering

Date Submitted: 6/16/2020

Reason for Budget Amendment: Holly Springs Road Widening Ph 2 Temp. Easement & ROW

(round to nearest \$25, \$50, \$75 or \$100; no cents)

Account Description	Account #	Increase	Decrease
Other Funding Source Transportation Bond	48 818 91 355.04	2,000,000	
HS Road Widening PH 2 Professional Fees	48 818 91 90.05	2,000,000	
Operating Transfer Trans Bond Loan	22 95.04	2,000,000	
Other Funding Source Trans Bond Loan	22 355.04	2,000,000	

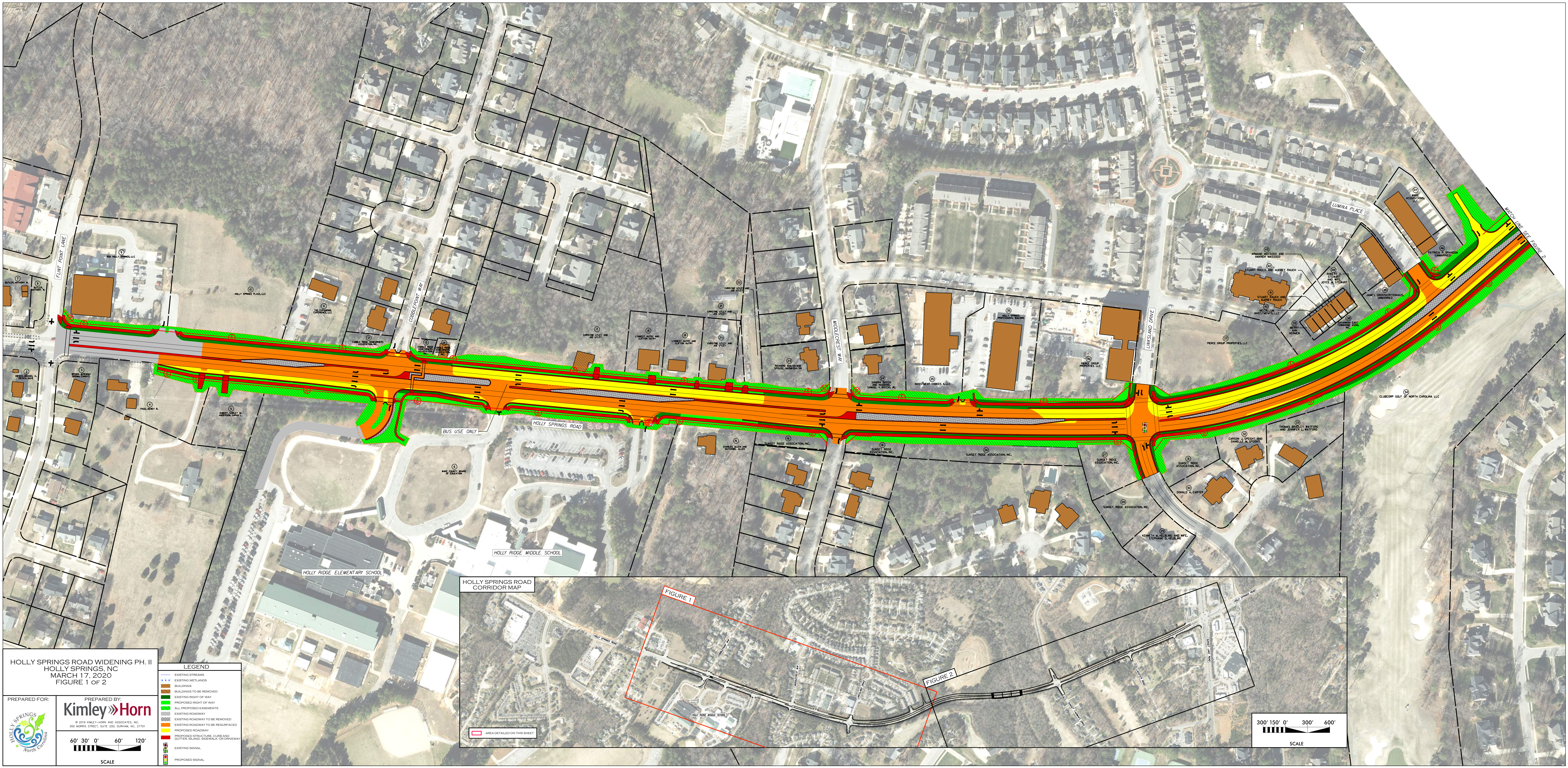
Department Head Signature

Finance Director Signature

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

Budget amendments under \$15,000, between departments, or reallocating funds from Capital Outlay or Salaries/Benefits must be approved by the Town Manager before submitting to Finance. Notified to Town Council at next meeting. Budget amendments that increase the overall budget need the Town Manager's signature and Council approval. Budget amendments \$15,000 and over need the Town Manager's signature and Council approval.



HOLLY SPRINGS ROAD WIDENING PH. II
HOLLY SPRINGS, NC
MARCH 17, 2020
FIGURE 1 OF 2

PREPARED FOR:


PREPARED BY:

© 2019 KIMLEY-HORN AND ASSOCIATES, INC.
300 MORRIS STREET, SUITE 200, DURHAM, NC 27701

LEGEND

EXISTING STREAMS

EXISTING WETLANDS

BUILDINGS

BUILDINGS TO BE REMOVED

EXISTING RIGHT OF WAY

PROPOSED RIGHT OF WAY

ALL PROPOSED EASEMENTS

EXISTING ROADWAY

EXISTING ROADWAY TO BE REMOVED

EXISTING ROADWAY TO BE RESURFACED

PROPOSED ROADWAY

PROPOSED STRUCTURE, CURB AND GUTTER, ISLAND, SIDEWALK, OR DRIVEWAY

EXISTING SIGNAL

PROPOSED SIGNAL

60' 30' 0' 60' 120'

SCALE

HOLLY SPRINGS ROAD CORRIDOR MAP

FIGURE 1

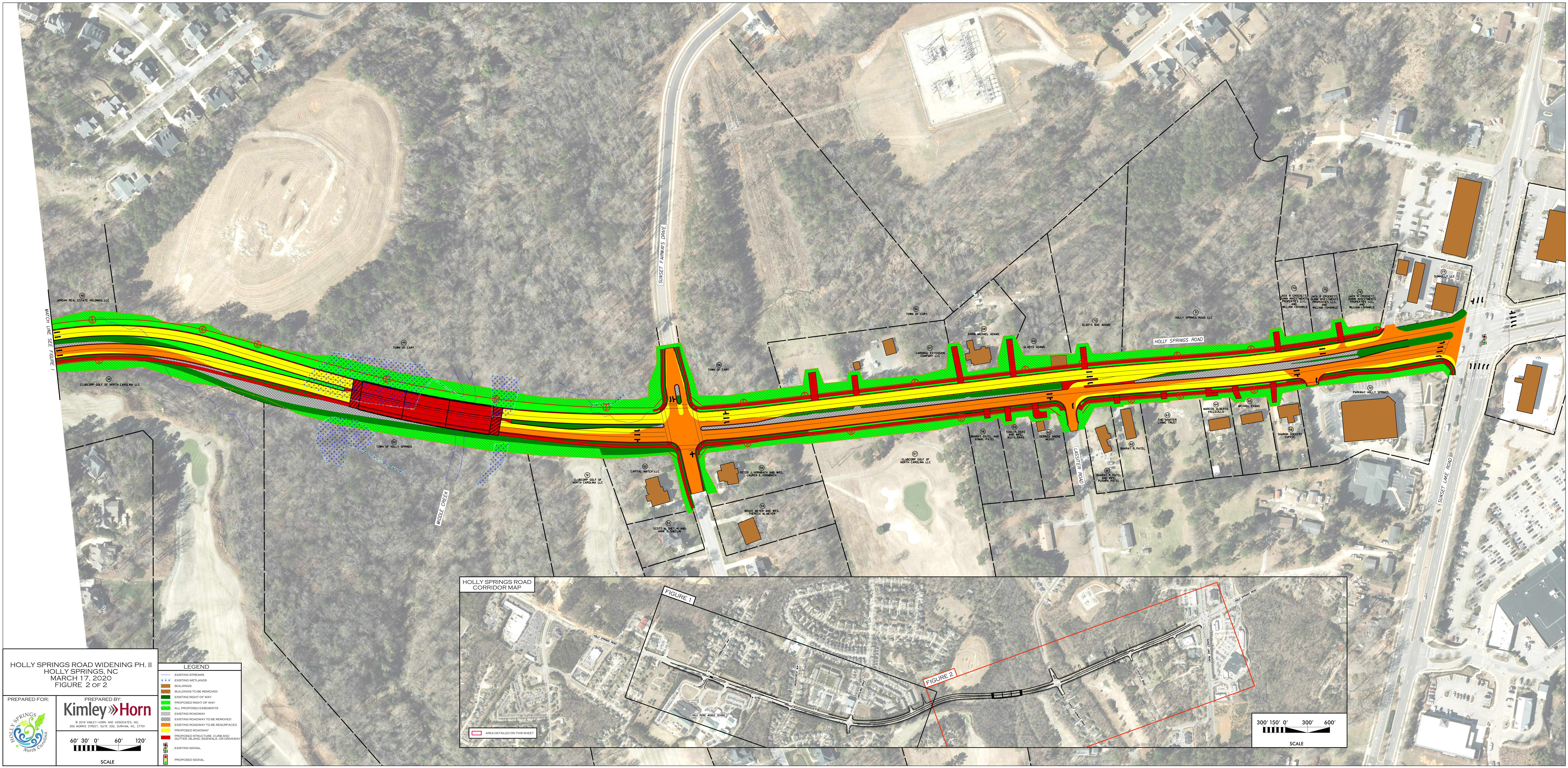
FIGURE 2

AREA DETAILED ON THIS SHEET

300' 150' 0' 300' 600'

SCALE

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HOLLY SPRINGS ROAD WIDENING PH. II
HOLLY SPRINGS, NC
MARCH 17, 2020
FIGURE 2 OF 2

PREPARED FOR: **KimleyHorn**

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300 MORRIS STREET, SUITE 200, DURHAM, NC 27701

60' 30' 0' 60' 120'

SCALE

LEGEND

- EXISTING STREAMS
- EXISTING WETLANDS
- BUILDINGS
- BUILDINGS TO BE REMOVED
- EXISTING RIGHT-OF-WAY
- PROPOSED RIGHT-OF-WAY
- ALL PROPOSED EASEMENTS
- EXISTING ROADWAY
- EXISTING ROADWAY TO BE REMOVED
- EXISTING ROADWAY TO BE RESURFACED
- PROPOSED ROADWAY
- PROPOSED STRUCTURE, CURB AND GUTTER, ISLAND, SIDEWALK, OR DRIVEWAY
- EXISTING SIGNAL
- PROPOSED SIGNAL

