



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of September 17, 2024 meeting agenda

RECOGNITIONS

5. Domestic Violence Awareness Month
6. Community Planning Month Proclamation
7. Cybersecurity Month Proclamation
8. Community Satisfaction Award from ETC Institute
9. National Communications Awards

REQUESTS AND COMMUNICATIONS

10. Wake County 2024 Library Bond Referendum
11. Yard Waste - Upcoming Leaf Season

CONSENT AGENDA

12. August 20, 2024 and September 3, 2024 Business meeting minutes
13. Bass Lake Spillway Design Contract Amendment
14. Amend Town Council Meeting Calendar to add a joint meeting with Planning Board
15. Sunset Lake Rd. Widening - NCDOT Sidewalk Maintenance Municipal Agreement

NEW BUSINESS

16. Locally Administered Projects Program (LAPP) Application

PUBLIC COMMENT PERIOD

Each speaker may speak up to 3 minutes, and the total comment period will be 30 minutes or less. Citizens should sign up with the Town Clerk to speak prior to the start of the meeting. Although the Council is interested in hearing your concerns, speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff, and other speakers.

OTHER BUSINESS

MANAGER'S REPORT

CLOSED SESSION

ADJOURNMENT

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

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



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

Recognitions

Title: Domestic Violence Awareness Month

Strategic Priority Area: Community Safety

Staff Resource: Mayor Mayefskie

Action(s):

Proclaim October as Domestic Violence Awareness Month.

Explanation:

- Domestic violence can include physical, mental, emotional, sexual, and financial abuse, and is used as a means of intimidation and violence to control a partner involved in an intimate relationship.
- Over 32% of women and 30% of men in North Carolina are victims of domestic violence, according to the North Carolina Department of Health and Human Services.
- According to the NC Department of Public Safety, there was a 17.4% increase in domestic violence related homicide during 2023.
- Rhonda Raney, Executive Director of InterAct will be present to receive the proclamation.

Background:

- Research shows that creating communities where people are connected, supportive, and care for one another can reduce incidents of domestic violence.
- Domestic violence touches all communities, regardless of age, race, disability, gender identity, or socioeconomic status.

Funding Source(s):

N/A

Attachment(s):

1. Domestic Violence Awareness

Town of Holly Springs



A Proclamation By The Mayor

Domestic Violence Awareness Month

WHEREAS, the Town of Holly Springs is concerned about the issues of domestic violence in the state of North Carolina; and

WHEREAS, domestic violence, which can include physical, mental, sexual, emotional, and financial abuse, is a means of intimidation and violence to influence and control a partner involved in an intimate relationship; and

WHEREAS, statistics from the North Carolina Department of Health and Human Services show that approximately 32.5% of women and 30.3% of men in North Carolina experienced domestic violence in 2023; and

WHEREAS, according to the North Carolina Department of Public Safety there were 135 victims of domestic violence related homicide in North Carolina during 2023, representing a 17.4% increase from 2022; and

WHEREAS, domestic violence does not discriminate and touches all communities regardless of age, race, disability, gender identity, or socioeconomic status; and

WHEREAS, research shows that creating communities where people are connected, supportive, and care for one another can reduce incidents of domestic violence; and

WHEREAS, the elected officials of the Town of Holly Springs believe educating our community on the issue of domestic violence is vitally important; and,

WHEREAS, October is recognized as National Domestic Violence Awareness Month;

NOW THEREFORE, I, Sean Mayefskie, Mayor of the Town of Holly Springs, North Carolina, do hereby proclaim October, 2024 as

Domestic Violence Awareness Month

in the Town of Holly Springs to draw attention to this important issue.

Proclaimed this, the 17th day of September, 2024

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 September, 2024.

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Recognitions

Title: Community Planning Month Proclamation

Strategic Priority Area: Vibrant Community
Growth Management & Economic Vitality
Community Safety

Staff Resource: Chris Hills, Development Services

Action(s):

- Proclaim October as Community Planning Month in Holly Springs

Explanation:

- The American Planning Association designates October as National Community Planning Month in the United States.
- In an effort to bring attention to the excellent efforts of our citizen and professional planners in Holly Springs, staff is requesting that Mayor Mayefskie proclaim October as Community Planning Month in the Town of Holly Springs.

Background:

- Planners work to improve the well-being of all people living in our communities by taking a comprehensive perspective.
- This approach leads to safer, more resilient, equitable, and prosperous communities.
- We celebrate the role that planning plays in creating great communities each October with National Community Planning Month.
- Staff will use this opportunity to recognize the Citizen Planners, Planning Board, and Professional Planning Staff for their efforts in Holly Springs.

Funding Source(s):

N/A

Attachment(s):

1. 2024 Community Planning Month Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Community Planning Month Proclamation

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, community planning can help manage change that provides better choices for how people work and live and planning provides an opportunity for residents to be involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to disaster mitigation and how planners can lead communities to equitable, resilient and long-lasting recovery; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Holly Springs; and

WHEREAS, we recognize the many valuable contributions made by professional community and regional planners of the Town of Holly Springs and extend our heartfelt thanks for the continued commitment to public service by these professionals;

NOW, THEREFORE, I, MAYOR SEAN MAYEFSKIE, do hereby proclaim the Month of October

Community Planning Month

in the Town of Holly Springs, and urge all citizens to celebrate Community Planning Month and to participate in local Community Planning Initiatives.

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 September 2024.

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Recognitions

Title: Cybersecurity Month Proclamation

Strategic Priority Area: Organizational Excellence
Community Safety

Staff Resource: Mayor Mayefskie

Action(s):

Proclaim October as Cybersecurity Awareness Month

Explanation:

- The Town of Holly Springs recognizes that it has a vital role in identifying, protecting its citizens from, and responding to cyber threats that may have significant impact to our individual and collective security and privacy.
- Maintaining the security of cyberspace is a shared responsibility in which each of us — elected officials, town staff, and community members — has a critical role to play, and awareness of computer security essentials will improve the security of the Town of Holly Springs' information, infrastructure, and economy.
- The Federal Government and its public and private partners recognize October as National Cybersecurity Awareness Month
- Jeff Wilson, Chief Information Officer, will receive the proclamation.

Background:

- October is recognized as National Cybersecurity Awareness Month by the US Department of Homeland Security, the Multi-State Information Sharing and Analysis Center, the National Association of State Chief Information Officers, and the National Cyber Security Alliance.

Funding Source(s):

N/A

Attachment(s):

1. Cyber Security Month

Town of Holly Springs



A Proclamation By The Mayor

Cybersecurity Awareness Month 2024

WHEREAS, the Town of Holly Springs recognizes that it has a vital role in identifying, protecting its citizens from, and responding to cyber threats that may have significant impact to our individual and collective security and privacy; and

WHEREAS, critical infrastructure sectors are increasingly reliant on information systems and technology to support financial services, energy, telecommunications, transportation, utilities, health care, and emergency response systems; and

WHEREAS, the STOP. THINK. CONNECT.TM Campaign serves as the national cybersecurity public awareness campaign, implemented through a coalition of private companies, nonprofit and government organizations, as well as academic institutions working together to increase the understanding of cyber threats and empowering the American public to be safer and more secure online; and

WHEREAS, maintaining the security of cyberspace is a shared responsibility in which each of us—elected officials, town staff, and community members—has a critical roles to play, and awareness of computer security essentials will improve the security of the Town of Holly Springs' information, infrastructure, and economy; and

WHEREAS, the Federal Government of the United States of America, the U.S. Department of Homeland Security, the Multi-State Information Sharing and Analysis Center, the National Association of State Chief Information Officers, and the National Cyber Security Alliance all recognize October as National Cybersecurity Awareness Month, and all citizens are encouraged to visit their websites along with the STOP. THINK. CONNECT.TM Campaign website to learn about cybersecurity to put that knowledge into practice in their homes, schools, workplaces, and businesses; and

WHEREAS, the Town of Holly Springs is offering Cybersecurity Awareness Training at the Hunt Center during the month of October;

NOW, THEREFORE, I, Sean Mayefskie, Mayor of the Town of Holly Springs, North Carolina, am hereby honored to declare October 2024 as

Cybersecurity Awareness Month

in Holly Springs, and encourage all residents to practice STOP. THINK. CONNECT.TM any time they go online.

Presented this 17th day of September, 2024

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 September, 2024

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Recognitions

Title: Community Satisfaction Award from ETC Institute

Strategic Priority Area: Organizational Excellence

Staff Resource: Cassie Hack, Director, Communications & Marketing

Action(s):

No action required.

Explanation:

- ETC Institute has conducted two statistically-valid citizen satisfaction surveys for the Town (2021 and 2023).
- Staff will share the Leading the Way Award from ETC Institute, recognizing the Town's outstanding achievement in the delivery of services to residents.
- Using community survey data, the Town of Holly Springs was found by ETC to rank in the top 10% of all local governments in the United States for performance in three core areas:
 - satisfaction with the overall quality of services
 - satisfaction with customer service provided by employees, and
 - satisfaction with the value residents think they receive for local taxes and fees.

Background:

- Founded in 1982, ETC Institute's mission is to gather valuable data from residents and drive meaningful community engagement to foster vibrant and inclusive neighborhoods.
- Over the past five years, ETC Institute has administered surveys in over 1,000 municipalities and counties across the United States.
- ETC Institute surveys are statistically valid and provide the ability to benchmark municipal services to others in the Southeast Region and across the United States.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Recognitions

Title: National Communications Awards

Strategic Priority Area: Organizational Excellence

Staff Resource: Cassie Hack, Director, Communications & Marketing

Action(s):

No action required.

Explanation:

- Holly Springs has been recognized at the national level in the Town for having achieved excellence in Communications and Marketing.
- At the annual City and County Communicators Conference in Arlington, Texas, Holly Springs took home the highest honor for having the best educational video for the 2023 Parks Bond Video and the best Service Delivery Marketing Campaign for the launch of 311 Holly Springs Connect.
- The Town also took home a second-place award in the Go Green Communication category for the Keeping it Green in Holly Springs Yard Waste Cart Campaign.

Background:

- The Savvy Awards, held in conjunction with 3CMA's Annual Conference, recognize outstanding local government achievements in communications, public-sector marketing and resident-government relationships.
- The Savvies salute skilled and effective city, county, agency or district professionals who have creatively planned and carried out successful innovations in communications and marketing. 3CMA accommodates local government organizations of all sizes and budget classes by judging entries in several different population groups.
- Over 1100 entries in 38 categories were received. 3CMA utilized professional communicators from across the United States as judges who review every entry and provide constructive comments on the winning entries.
- 94 first-place Savvy Awards were presented.
- 94 second-place Silver Circle Awards and 93 third-place Awards of Excellence were also presented.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Requests & Communications

Title: Wake County 2024 Library Bond Referendum

Strategic Priority Area: Vibrant Community

Staff Resource: Matt Roylance

Action(s):

Tammy Baggett, Wake County Library Director, Katrina Vernon, Assistant Library Director, and Matt Roylance, Deputy Community Services Director, will share information with Council and the public regarding the Wake County library bond referendum.

Explanation:

- Wake County has initiated a bond referendum for library projects across the County totaling \$142 million.
- The bond referendum will be on the general election ballot on November 5th.
- County staff is reaching out to all municipalities to educate residents about the library bond and the potential projects.
- County staff will present an overview of the bond and discuss potential impacts on Holly Springs residents.

Background:

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Requests & Communications

Title: Yard Waste - Upcoming Leaf Season

Strategic Priority Area: Vibrant Community

Staff Resource: Paige Scott, Director, Public Works, Freddie Rodriguez, Solid Waste Manager

Action(s):

Receive information on upcoming leaf season collection plans and preparation.

Explanation:

- Staff will share highlights of the Town's upcoming fee-free yard waste sweep and upcoming leaf season collection.
- As part of the fall fee-free collection, residents should place their yard waste debris at the curb on the Sunday before the collection week. Staff will collect the debris across Town starting Monday, October 14th.
- Leaf Season collection kicks off the week of October 28th.
 - Leaves only will be collected by vacuum trucks by Zone approximately every four weeks.
 - Yard waste carts will continue to be serviced during leaf season for other types of yard waste.
 - Residents will still be able to request excessive load collection for limbs and branches that do not fit in the yard waste carts and cannot be collected by vacuum truck.
- Public communications efforts for the upcoming leaf season have been ongoing and started in early summer and will run through November.

Background:

- The upcoming leaf season starts the week of October 28th and runs through February.
- The Town implemented yard waste carts on March 4, 2024, which are collected on a bi-weekly basis.
- The Town's yard waste convenience center opened on September 13, 2023.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

Consent Agenda

Title: August 20, 2024 and September 3, 2024 Business meeting minutes

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the August 20, 2024 and September 3, 2024 business meetings.

Explanation:

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

Background:

Funding Source(s):

N/A

Attachment(s):

1. 9.3.24 minutes - DRAFT
2. 8.20.24 minutes-DRAFT



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, September 3, 2024. Mayor Mayefskie presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and four Council members were present in the Chamber as the meeting opened.

Council Members Present: Mayor Sean Mayefskie, Mayor Pro Tem Dan Berry, Council members Timothy Forrest, Danielle Hewetson, Chris Deshazor, and Annie Drees.

Council Members absent: none.

Staff Members Present in Chambers: Randy Harrington, *Town Manager*; Scott Chase, *Assistant Town Manager*; Daniel Weeks, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Mathew Mutter and Kameron Womack, *IT*; Corey Petersohn, *Budget and Sustainability*; Tamara Ward, *Communications and Marketing*; Tyler Garner, *Economic Development*; Chris Hills, *Director, Development Services*; Elizabeth Goodson and Sean Ryan, *Development Services*; Michael Leonas, *Utilities & Infrastructure*; Tina Stroupe, *Finance Director*; LeRoy Smith, *Fire Chief*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Pastor Jonathan Sherrod of Kirk of Holly Springs.

4. Agenda Adjustment: The September 3, 2024, meeting agenda was adopted with changes, if any, as listed: none.

Motion: Berry
Second: Hewetson
Vote: Unanimous

RECOGNITIONS

5. Suicide Prevention Awareness Month Proclamation

Mayor Mayefskie proclaimed September as Suicide Prevention Awareness Month and presented the proclamation to Mr. Larry Bernstein of Triangle Suicide Survivors. Mr. Bernstein said a few words about the importance of preventing suicide and the support group they offer.

6. Hispanic Heritage Month Proclamation

Mayor Mayefskie proclaimed September 15 to October 15 as Hispanic Heritage Month in Holly Springs and presented the Proclamation to Deacon Juan Carlos and Social Outreach Coordinator Mrs. Gloria Azcona from St. Bernadette Catholic Church. Ms. Azcona said that there is a large Hispanic population at St. Bernadette's, and they have a migrant outreach to care for migrant workers when they are here. Deacon Carlos said they have a class in Spanish to educate those who are interested in joining the church. They thanked Mayor Mayefskie for his invitation to be here tonight.

REQUESTS AND COMMUNICATIONS

7. Transportation Investments Update

Michael Leonas, Utilities and Infrastructure, said the purpose of this item was to update Council on Town Transportation Investment Projects. He showed the percentage of roads in town that are managed by the Town, by NCDOT, or privately. He located each of the projects on a map for the public. He said the Holly Springs Road widening East is 65% complete and expected to be completed in late 2025. The traffic will be switched to the north side bridge later this fall. The Central section is in design phase with right-of-way acquisition to begin in the fall of 2024 and construction to begin in late 2025 or early 2026 and will last about two years. The West section is currently deferred for funding evaluation.

Mr. Leonas said the Avent Ferry Rd. at Holly Meadow Dr. at Holly Glen traffic signal is currently in commissioning phase, meaning that it is up and working but timing is being tweaked. The Main St. sidewalk connector from Trellis Point Dr. to Arbor Creek Drive is 80% complete design with right-of-way acquisition to begin in this fall and construction in spring of 2025. The Avent Ferry Pedestrian Improvements project is currently in design phase, with construction expected to be in the summer of 2025. The design is being done in-house.

Mr. Leonas said that NC 55 right turn lane and Main St. Right Turn lane are being bid out together as a cost-saving mechanism. They are currently in the public advertising and bidding phase. Construction is expected to be from spring of 2025 to spring of 2026.

Mr. Leonas said that in FY 23-24 2.69 miles of pavement resurfacing and rehabilitation was completed at a cost of \$1.3 million. For FY 24-25 there are a proposed 3.73 miles with construction to cost \$1.8 million and to begin in spring of 2025. These are funded by Powell Bill shared gas tax funds.

Mr. Leonas said that traffic and pedestrian safety inquiries are communicated through 311, the web portal, and direct contact. In FY24 there were 210 cases, 95% of which were investigated and resolved. FY25, to date there have been 40 cases. He explained how staff addressed these inquiries.

Mr. Leonas said that next steps are a contract award for the right turn lane bond projects. Staff will share options on road widening for Avent Ferry Rd. from Cass Holt Rd. to Ralph Stephens Rd. and how this will get incorporated into the State Transportation Improvement Project at a future workshop. Also, at a future meeting staff will identify future projects using the designated ½ cent property tax that was allocated for transportation investments.

Mayor Mayefskie asked if there was an update on the Android situation with 311. Randy Harrington, Town Manager, said he would get back to Council with an answer on that.

Council member Deshazor asked how long the Avent Ferry Pedestrian Improvement project would take. Mr. Leonas said not much more than four months. Council member Drees asked if the roads to be resurfaced have been identified. Mr. Leonas said staff are working on this list now. Council member Drees asked about notification timelines. Mr. Leonas said the list is completed when the contract is bid, and staff and the contractor notify people in various ways, such as alerts through Communications and Marketing and door hangers and postcards from the contractor.

Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council, and the Clerk was asked for any written comments received prior to the meeting.

The following public comments were received in writing: none.

The following public comments were received in person: none.

OTHER BUSINESS

Council member Drees thanked UNC Rex Holly Springs Hospital for taking good care of her husband, and thanked the Development Team for the neighborhood tour. She said the 2023 annual

drinking water report is out. It is available in Town Hall. Finally, kudos to Communications and Marketing on the launch of the new website. It looks fantastic and things are more accessible. MPT Berry said the 2025-26 enrollment plan was released by Wake County Public Schools today and there is a lot of impact to our town. You can put your address into their website and find out if there is a change to your address. The School Board votes on this in November. Second, not able to be here last week but he watched the meeting and followed up with Planning Board members. He thinks it might be time to have a joint meeting with Planning Board to have a conversation on goals and priorities. He thinks this will clear up some confusion. He suggested putting it on a workshop or having a separate session to align on development objectives. Council was in agreement.

Council member Deshazor said Compassion Day is next Saturday and we are expecting 200 people at Holly Springs United Church of Christ. It is from 10 am to 3 pm; there will be lots of music, giveaways, and fun. He said there is a motorcycle ride September 21st for Hayden's Ride to raise funds to fight a degenerative disease. He said he will post the flyer.

MANAGER'S REPORT

Randy Harrington, Town Manager, said that he had four items, and then Development Services had an update. NCDOT and Turnpike Authority announced overnight road closures related to NC-540, and we are amplifying that to get it out. They include NC 55 on September 3 – 9th from 9 pm to 5 am and Holly Springs Road September 7 – 9 from 9 pm to 5 am. They have designated the opening Date for NC-540 for Tues. Sept 24th. It will be open for traffic at 6 am Sept. 25th. Next, the Wake County Arts & Cultural Plan Task Force advisory board is planning a feedback session at the Holly Springs Cultural Center from 2-4 on Sept. 25th. He asked if Council wished to designate a person to attend on behalf of the Council. Mayor Mayefskie said that Council member Hewetson was interested, and Council member Drees was also interested in attending. Mr. Harrington said that Irena Krstanovic was the point person from staff, and she would reach out to them.

Mr. Harrington said the 911 remembrance ceremony would be at 8 am on Sept. 11th. Friday Sept. 13th from 6-9 pm is the last concert of Summer at the Springs. There will be food and beverage trucks and a night market. The event is free.

8. Preview of Upcoming Development Services Land Use Cases

Sean Ryan, Development Services, said he and Elizabeth Goodson were here to present the quarterly update to Council on upcoming Land Use cases. He discussed the following new applications:

- 420 Green Oaks Parkway – Conditional Zoning District
- 600 Grigsby Avenue – Conditional Zoning District

Mr. Ryan then gave updates on the following projects:

- Symphonia – staff review
- 1100 Piney Grove Wilbon – staff review
- Wade Nash North – staff review
- Sunset Lake Commons Apartments – staff review
- Graham Wood – staff review
- Evans – staff review
- 4500 Old Holly Springs Apex – staff review
- Holly Springs Road Townes – withdrawn
- Estes Lane Townhomes – withdrawn

Mr. Ryan then outlined some projects around the region, outside of Holly Springs' jurisdiction, which Holly Springs is watching and coordinating with, including the Western Big Branch Area Plan in Apex, the Western Wake Area Plan in Wake County, and the Comprehensive Transportation Plan update in Fuquay-Varina.

Mr. Ryan then outlined the progress on six transportation plans:

- NC 55 Bypass – widen to 6 lanes
- Wake Transit Plan Update

Mr. Ryan said that next steps include discussing the Local Area Program at the September workshop, the Comprehensive Plan and UDO Updates in the fall, and Wake County Housing update in November. He said the Downtown Plan Implementation next steps would be discussed at a fall workshop.

Elizabeth Goodson gave updates on private development projects. She said the Peterson Station project traffic signal is expected to be active by the end of March 2025. The widening of Sunset Lake Rd. is expected to be completed by mid-November 2024. She said the Yield 2.0's initial widening of Holly Springs New Hill Rd. is nearing completion. There is more to come, and the intersection realignment is expected by late fall of 2024.

Ms. Goodson said the NC55 turn lane associated with Collins Park (near the Bojangles) has been outstanding for a while. NCDOT has called the bond and is moving forward with the improvement but there is no timeline yet. The DHIC / 1220 N. Main project must reapply to the state to extend the low-income housing credits and are now targeting the spring of 2025.

CLOSED SESSION: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(6) to conduct the Town Manager's annual review.

Motion by: Berry

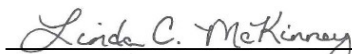
Second by: Forrest

Vote: Unanimous

Motion to leave closed session was made by MPT Berry seconded by Council member Deshazor and passed with a unanimous vote.

Adjournment: Council member Forrest made a motion to adjourn at 9:00 pm. It was seconded by Council member Deshazor and passed with a unanimous vote.

Respectfully Submitted on Tuesday, September 17, 2024.



Linda C. McKinney, Town Clerk

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



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, August 20, 2024. Mayor Mayefskie presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and four Council members were present in the Chamber as the meeting opened.

Council Members Present: Mayor Sean Mayefskie, Council members Timothy Forrest, Danielle Hewetson, Chris Deshazor, and Annie Drees.

Council Members absent: Mayor Pro Tem Dan Berry.

Staff Members Present in Chambers: Randy Harrington, *Town Manager*; Scott Chase, *Assistant Town Manager*; Daniel Weeks, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Mathew Mutter and Kameron Womack, *IT*; Corey Petersohn and MaryBeth Spoehr, *Budget and Sustainability*; Cassie Hack, *Director, Communications and Marketing*; LeeAnn Plumer, *Director, Parks and Recreation*; Chris Hills, *Director, Development Services*; Elizabeth Goodson, Sean Ryan, Catherine Jacobs, Elliot Blonshine, and Grayson Taylor, *Development Services*; Kendra Parrish, *Executive Director of Utilities & Infrastructure*; Irena Krstanovic, *Director, Economic Development*; Tina Stroupe, *Finance Director*; Paul Liquorie, *Police Chief*; LeRoy Smith, *Fire Chief*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Father Chris Koehn of the St. Francis of Assisi Roman Catholic Church.

4. Agenda Adjustment: The August 20, 2024, meeting agenda was adopted with changes, if any, as listed: none.

Motion: Forrest

Second: Hewetson

Vote: Unanimous

RECOGNITIONS

5. Emergency Preparedness Month Proclamation

Fire Chief LeRoy Smith and Police Chief Paul Liquorie introduced Jennifer Mathis, Emergency Management Specialist with the town. Mayor Mayefskie proclaimed October as Preparedness Month in Holly Springs.

6. Town Credit Ratings and Debt Issuances Overview and Results

Tina Stroupe, Finance Director, introduced Doug Carter, the Town's financial advisor. She told Council that the tax base is now at 23% commercial, closer than ever to the 30% goal.

Mr. Carter gave an update on positive financial decisions made by the town and recently occurring positives, such as the Revenue Bonds issued at 3.98% for 30 years. He outlined what credit rating agencies consider when assigning a credit rating, and the upgrades to S&P and Moody's ratings. He outlined Moody's rationale for upgrading the Town to Aa1 and S&P's to AAA.

Mr. Carter said that next steps will be to stay on this management and financial course, and continuing annual review of financial results. He said that DEC has strong confidence in the retention of strong ratings and Moody's upgrade.

CONSENT AGENDA

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

7. Minutes – Council approved the minutes of the June 18, 2024 and July 16, 2024 Business meetings.

8. Monthly Budget Amendments and Grants – The Council approved the monthly budget amendments and adopted budget ordinances 24-32 and 24-33. And adopted Water Resources Development Grant Resolution 24-27 to apply for a North Carolina Department of Environmental Quality Grant for a town stormwater project.

Budget amendments, Ordinances 24-32 and 24-33, and Resolution 24-27 are attached to these minutes.

9. Mowing and Landscape Services Contract – Council approved the contract with Greenscapes Inc. in the amount of \$352,200 for mowing and landscape services at town facilities, park areas, roadway medians, town pump stations, and water towers.

10. Greenway Grant Authorization and Certification – The Council certified and approve the Great Trails State greenway grant application for the feasibility and preliminary design of the Camp Branch Greenway, which, if awarded requires a 50% funding match anticipated up to \$300,000 and authorized the Town Manager to sign and submit the grant application as outlined in the Town's Grant Policy.

11. Assignment of Main Street Vista Development Agreement – The Council approved the assignment, assumption, and Amendment Agreement for Main Street Vista.

12. Southern Access Road NCDOT Municipal Agreement - The Council approved a Municipal Agreement with NCDOT for the construction of the Southern Access Road.

PUBLIC HEARINGS

13. Ragan Mixed-Use Rezoning and Development Agreement

Grayson Taylor, Development Services, said this was a request to consider a Conditional District Rezoning for 3313 Avent Ferry Road, and to consider a Development Agreement. He said this is a legislative decision. Later there will be a major subdivision brought before Council in a quasi-judicial hearing. He showed the location of the property at the intersection of Avent Ferry Rd. and Rex Rd. at the southern end of town. The property is opposite the Samuel Bartley Holleman House and Collins Grove Baptist Church and Cemetery and is currently designated Conservation Neighborhood and Natural Area on the Land Use and Character Plan. If the property is rezoned, the Future Land Use Map would change to Neighborhood Center/Mixed Residential Neighborhood/Natural Area. The existing zoning is RR Rural Residential.

Mr. Taylor explained the uses of a Conditional District Rezoning, and what it does not do. He showed the site plan for the development, outlined the Conditional District design goals and said that this development meets the following design goals: Pedestrian oriented; creativity and imagination; unique architecture, in the farmhouse style; efficient, aesthetic & desirable use of open space with greater open space than required in addition to the park land; variety in housing types with the quadplexes; and considerations for property with unique history in shifting the roadway widening to not impact the historic church and cemetery. He said the developer is building a park which will be turned over to the Town as a public park, not just an amenity for the residents. He outlined the proposed standards that differed from the UDO including increased setbacks and buffers, and façade changes.

Elliot Blonshine said the site would be served by town water and sewer, and a pump station will be built on the property that will discharge into the Avent Ferry Pump Station. He explained that the pump station will be sized to serve this development only. The sewer study will need to be revisited at Major Subdivision. This development applied prior to the Utility Allocation policy, and thus that does not apply.

Mr. Blonshine said that Avent Ferry Road and Rex Road will be widened along the property frontage per the comprehensive transportation plan and there will be two access points on Rex Road and two on Avent Ferry. A Traffic Impact Study (TIA) was conducted and the applicant is required to construct the improvements called for. The TIA included those four points and the intersection. A traffic signal is proposed for the intersection that is currently a four-way stop.

Matt Beard, Parks and Recreation, said a 10-foot sidepath would be constructed along the front of the property, including across the “notch” and through the property to the proposed park. He discussed how the park construction would meet the Town’s plans for passive park land on that side of Town. He said the UDO requires 1/20th of an acre of parkland per residential unit. The 279 units proposed would mean 13.95 acres. The proposed park is about 7 acres and the projected cost of the improvement to the park property that the developer is proposing to be completed at the developer’s expense exceed what the Town would have realized from a fee-in-lieu payment. Therefore, there is no additional Parkland Dedication fee-in-lieu payment required alongside the dedication and improvement of the park site. This is meant to be a low-intensity park with passive land, not competition fields and courts. It is meant to serve the entire town, not just this neighborhood. There would be Town branded wayfinding to direct people to the park.

Mr. Blonshine outlined the conditions of the Development Agreement including installation of a traffic signal at the intersection of New Hill Holleman, Rex, and Avent Ferry Roads. They will dedicate approximately 7 acres for a park site and will coordinate development of the park with the Town’s park planner. Transportation improvements will be in accordance with the Transportation Mitigation Agreement. They will construct a 10-foot sidepath along Rex and Avent Ferry Road, including a section across an off-site “notch,” which includes obtaining necessary right-of-way across the notch.

Mr. Taylor outlined staff analysis of the project and said staff recommends approval.

Council member Deshazor asked if the access to the park was only through the neighborhood. Mr. Beard said the access would be through public streets. Council member Deshazor asked whether wooden light poles would be temporary. Mr. Blonshine said they would be temporary and at some point there would need to be metal mast arms. Mayor Mayefskie asked about the size of the pump station. Mr. Blonshine said the acreage would be large enough to expand when other development came in, but the pump and forcemain would be sized for this development. Other developments coming in would upsize it as needed. During the Major Subdivision Phase staff would confirm that the acreage would allow for that. Council member Drees asked if we would be adding equipment to the pump station or replacing it. Mr. Blonshine said that Ragan would develop that site to serve their development. As more developments come in, they would do a study and determine what the upgrades needed to look like. It could be equipment swaps, or larger improvements. That would be determined as those studies come in.

Council member Drees asked who would decide what amenities are in the park. Mr. Beard said there would be a collaboration, but ultimately the Town has the ability to decide. In the end it will be our land. We are agreeing to a level of improvement in exchange for not collecting fees, so we are going to be sure they go to good use in providing a high-quality space. If needs change in the future we would be able to adjust. Council member Drees asked if the side path connects to anything or ends with the property. Mr. Beard said it would not connect at this time.

Council member Forrest asked if there would be any impact on the church and the cemetery in widening Avent Ferry Road. Mr. Blonshine said that part of the TMA is to provide an asymmetrical widening so that it does not affect the church and cemetery. Effectively there is no room to expand Avent Ferry to the north, so this development is providing that asymmetrical widening so that it does not affect the church property.

Council member Hewetson asked if temporary wooden poles for stop lights eventually become the Town’s cost to replace and not the developer. And if so, what prevents us from doing it

right from the start. Mr. Blonshine said it is typical that traffic signals are installed on metal mast arms. That would be a question for the applicant to answer as to their reasons for asking for the wooden poles.

Ernie Carpico, Planning Board Representative, said that the Planning Board voted to recommend approval with a vote of 5 – 0 at the May 28th meeting, with only 5 members present. They did have public input, which was mostly positive, especially the on commercial aspect. There were concerns with traffic and road widening.

Council member Deshazor said the school impact statement said it was insufficient for elementary and high schools and asked if Planning Board discussed that. Mr. Carpico said that with a small group they didn't discuss as many different aspects as they would with the full complement.

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

Jason Barron, speaking for the applicant, introduced his team. He said this development would be a true mixed-use development offering unique residential options and a public benefit in the form of a park and road improvements. He described the site plan and the location of the commercial area, multi-family cottages (quad units), town homes and park land. He said this would provide the "missing middle" housing type, and would be targeted to young professionals and retirees and empty nesters. He articulated their commitment to a minimum of 10,000 square feet of commercial by the 150th residential unit Certificate of Occupancy. He showed concepts of what the commercial and residential buildings could look like.

Mr. Barron said that this would be a unique residential product that would have a reduced impact on schools and infrastructure as it was targeted at young professionals and those over 55. The lack of individual lots allows the site to be more intentional, with open space and amenity programming and professional property management. There will be a robust amenity package with a clubhouse, pool, fitness center, pickleball court, dog park, and shared open space. He showed conceptual elevations of the duplexes.

Mr. Barron said that they have figured out a way to build the entire four lane section of Avent Ferry Road without moving it north to the church side. Instead of widening it to half the cross section, it will be the complete 4-lane section on their property, without impacting the church. In addition, they have offered to do a traffic signal. There are historic structures there too, so there is asymmetrical widening in order to put in turn lanes without impacting the historic structures. The road improvements are roughly \$3 million, but that is what it takes to bring forth the development here. Those things are the type of projects that should get approved.

Mr. Barron showed where the public park would be located. He said the site was forested recently so there aren't too many trees. But they are going to engage in reforestation. He said it will also include wetland construction. He said the park would have parking and be a "passive" park with walking trails, benches, public art and picnic areas rather than ball fields. He said they would work with Parks and Recreation to build a park that met the Town's goals. He said there would be widened sidewalks and signage leading to the parks. He said they proposed an additional condition of installing and maintaining a six-foot wooden privacy fence along the shared property line with William Mitchell's property which would not conflict with site distance triangles, easements, utilities, rights-of-way, or streetscape buffers. With respect to the wood poles, there are a variety of reasons they are requesting them. First, the metal arms could not be put in their ultimate location at this time without impacting the historic structures. They would have to be moved when the intersection reaches its final form. Also, from a cost standpoint, the park is around \$800,000 and there are other complications, and they cannot afford the additional \$600,000 for steel mast arms.

Council member Drees said a portion of the land was high lake level land, and asked what they are doing to take that into consideration. Mr. Barron said that all of the work is outside of the flood plain. They have field identified where the floodplain is. Council member Deshazor asked if it was all rentals. Mr. Barron said the quadruplexes will be rentals and the townhomes will be purchase. Council member Drees asked what the price point would be and Mr. Barron said it could not be told at this time. Council member Deshazor said he would like some affordable options to be offered.

Steve Macon, 2305 Avent Ferry Rd. He told about Collins Grove Church, when it was founded and that it had been recognized as a structure of historic interest, and the cemetery has a lot of old families in it. In 1997 the church asked DOT to check the right-of-way, and they said there was no right-of-way and in this case the state will maintain from back of ditch to back of ditch. He said a copy of the letter was sent to the developer. He said the town's map doesn't show what is actually there. The right-of-way showing is not enough to bring the road to the proper width. He said the narrowed right of way would not allow a turn lane. Any widening on the church side would cause the church and 8 graves to be moved. He asked Council to deny and talk about the widening more.

Doug Twigg was called and decided not to speak.

Alan Jones, 3128 Avent Ferry Rd. said he has been here since 1980 and has seen lots of changes. He said there are red flags that need to be addressed regarding this project. The right-of-way is a major issue on his property because he has property on both sides of the road. He said he has a letter from DOT saying that they have no record of ownership of any right-of-way. It is not on his deed and the DOT does not have a record of it, so any growth beyond that title of prescription has to be dealt with in order for the town to build their road and get the right-of-way to put the sewer in. If the state does not own the right-of-way in order to give Greenhawk an encroachment, each landowner needs to sign an agreement. He said he is not willing to just give them that easement. He asked the town to look into it because he is not willing to hand over 4 acres of land. He doesn't like the high-pressure line running down the edge, rather than on the creek bank. The town has always in the past used those areas to create walking paths. He wants them to work it out.

Sandy Britt, 3309 Avent Ferry Rd, said according to the Wake County Land Use Plan, residential development be that of low density near Sharan Harris power plant. She asked if there is an evacuation plan, as she doesn't know of one since 2016. She said they are recommended every four years. She said the widening of the road will affect their septic field. They were permitted years ago. And if the road is widened all on their side of the road it will take part of their septic field. She asked if Wake County had been contacted regarding this matter. They will not sign an easement or land deal. She said the NMX-CD in the Holly Springs land use plan recommends a buffer zone of forested along the perimeter which is not in this development. They have a well and NCDEQ and EPA websites recommend a circumference of 825 feet radius around the wellhead. They have had their well tested and it is free of heavy metals, and this expansion would contaminate their well. She said they are concerned about silt clogging their septic system. She asked if a wetland permit been submitted to NCDEQ and Army Corp of Engineers and if so she said she wants a copy.

William Mitchell, 3309 Avent Ferry Rd, said his property is in the NE quadrant and the fence they added is along his property. He said this will affect his quality of life as rental units will be feet from his bedroom. He said there would be streetlights, noise, and people trespassing. He knew something would go on that property but was hoping for something that would match the charm of his area. The proposed neighborhood doesn't comply with NMX guidelines. The only difference between the quads and the townhomes is a garage. He said it is not higher density in the center and lower density on the sides. He said they should add single family homes. He agreed that the sewer should go along the backside of the property which would keep from having to take our property and would allow a path to Lochridge. He would like the utilities in the wetlands. Utilities are usually under greenways. With so many problems and questions, this development should not move forward until these are corrected.

Frances Hudson, 5524 Rex Road, said she wanted to talk to Council about duties and responsibilities to her and her neighbors. She said they swore an oath to protect all residents and not cause harm. She said that she and her neighbors are being harmed. She said Council should defend their rights for them and they shouldn't have to stand up here and complain. She said this would change the area so drastically. No one realizes how much it will change their community. She said the architecture doesn't seem farmhouse-style to her. The road will impact them on Rex Rd because their property will be taken. The developer is not doing on Rex what they are doing on Avent Ferry in using only their own property. There is only a 60-foot right-of-way and they are claiming 120 feet. That is only for the slope easements and drainage – not for road widening. The traffic is already horrendous, and this will make it worse. She said they need to drive there in rush hour to see what they are dealing with. They will not be able to accommodate all the added traffic.

Jeremy Hudson, 5524 Rex Rd., across the street from the proposed pump station. He submitted a FOI request two months ago about this project and the town has not given him what he requested. He finds that unfair. He said the town has not talked to us. The builders spoke to us. He said government officials are not doing their jobs. To have to defend our property rights against the people who swore to uphold our rights is unfair. He said the town has been saying they want to take his property the entire time he has owned the property. He is below the pump station and he would never get use of it and would have to smell it. He said the park is in a flood zone. He has hunted the land for 20 years and it is a swamp that won't make a good park. He said that this will put 10 times the number of people on these acres than the number who live there now. None of us were at the Planning Board meeting. If all 9 members would have been there it would have been different. He is baffled by this proposal.

T.J. Parker, 3525 Bartley Holleman Rd, New Hill, said she has 30 acres with a barn that will be directly impacted. The developers had a meeting and offered to mitigate the impact on our barn, but after one 10-minute discussion, she needs more than that to get on board. She said their area was referred to as a rural area as to the ETJ. She said she has 100 chickens on that corner and is not sure how that flows with the character of the development across the street. She would appreciate keeping the structures in place. She doesn't understand why the developers can't put the required widening on their property. This is going from a rural area to an urban feel. From one person on 30 acres, to 300 people on 30 acres. This is not in character. Also, she wants to know what the Department of Environmental Quality and the EPA have to say concerning the creek situation. She said it doesn't just flood a little, it comes out of the bank by 20 or 30 feet.

Mr. Taylor said he wanted to clarify regarding the signal poles. Staff let the applicant know that the metal poles are required by the UDO, and they are asking Council for the wooden poles. If they are granted that, it would be the Town's expense to replace them.

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

Council member Hewetson said the road widening came up a lot, and she asked for clarification. Mr. Barron said that we are confident once we get to the subdivision side we can do all of the widening and signalization without impacting those historic properties. As to DENR, we will have to comply at the subdivision stage. We aren't there yet because this is rezoning. The subdivision master plan will also come before Council and will see all that detail. But we have not run into those issues yet.

Mayor Mayefskie asked about the septic field impact. Mr. Barron said they will not do any widening outside of their property. Any widening that would affect the septic field would be on someone else's development.

Council member Hewetson asked the applicant to comment on the alternate utility path. Mr. Barron said they are still working on the details of that. There are the two paths, and each carry challenges that they are going to have to deal with. Going on the creek line will run into Duke property, which can be an issue. When we get to the time of subdivision we will have to go through all those issues. And all of those will come back to Council at the subdivision stage.

Council member Drees asked about any nuclear plant evacuation issues. Mr. Barron said he was not aware of any gap in the evacuation plan, and there is nothing unique about this development in that regard.

Council member Drees asked when staff expected the pump station upgrade to be needed. Mr. Blonshine said the pump station is for Ragan only. When another development comes in there would be another sewer study and that would determine what is needed.

Council member Deshazor said this is zoning, and much that is being brought up is development phase, not zoning. He said he is taking into consideration the things that were said. He likes the idea of a park in that end of town. He wants to make sure the park is functional – not just trees. He is concerned about the access. He likes the historical preservation and wants to make sure it is preserved and there is no grave moving. Transportation is an issue and this will add

transportation and also helps transportation. We can have some commercial and people will not have to drive downtown or to Fuquay-Varina, they can shop in their area.

Council member Forrest said it is important that the church and cemetery are preserved. When he met with Mr. Medlin that was a concern of his as well. He thinks this is a good plan for that. The developer has gone above and beyond. There are a lot of good elements to this. The other issues will work themselves out over time. He wishes there was more for sale versus for rent, but there's a lot to look at.

Action 1: Motion to approve/deny/defer Rezoning Ordinance RZ24-06 to adopt the Plan Consistency Statement, Statement of Reasonableness, and approve rezoning 23-REZ-03, including the applicant-offered condition that the Developer shall install and maintain a six-foot tall wooden privacy fence along the shared property line of the subject property and Wake County PIN 0628804315. The fence shall not conflict with site distance triangles, easements, utilities, rights-of-way, or required streetscape buffer(s).

Motion by: Forrest

Second by: Hewetson

Vote:

Aye: Forrest, Hewetson, Deshazor

Nay: Drees

The Motion passed.

John Schifano, Town Attorney, said the Council needed to decide whether or not to allow the wooden poles. The agreement does not contain that provision, so if so they need to make that part of the motion. Either way, they need to allow the Town Attorney to make some clean-ups, so he asks that it be approved subject to editorial revisions. The Council members discussed an exception, and there was consensus to follow the standard of mast arm poles as described in the draft of the developer agreement.

Action 2: Motion to approve Ragan Mixed-Use Development Agreement subject to editorial revisions by the Town Attorney.

Motion by: Hewetson

Second by: Deshazor

Vote: unanimous

14. Tassel Ridge Rezoning 24-REZ-01

Brett Gosney, Development Services, said this item was to consider a request for Conditional District Rezoning for Tassel Ridge at 5900 Duncan Cook Road. He said that this was a legislative decision, and that a major subdivision plan would come before Council for a quasi-judicial decision later. He showed the location of the property at the southeastern edge of the town's extra territorial jurisdiction. The property is designated Residential Neighborhood in the Land Use and Character Plan and currently zoned Rural Residential. The applicant is requesting rezoning to Suburban Residential Conditional District. He reminded Council and the public of the purpose of a conditional zoning district and the design goals of such a district. He said this project meets goals incorporation of natural features; pedestrian oriented community; creative and imaginative development; and unique architect sustainable design.

Mr. Gosney outlined the proposed standards including lower density of 1.97 units per acre, smaller setbacks and allowing front facing garage, if the doors are setback from the front façade a minimum of 12 inches, lower building heights, and larger landscape buffers.

Catherine Jacobs said the project would tie into existing town water facilities located in Piney Grove Wilbon Road, and extend up to and across the property frontage of Duncan Cook Rd. and throughout the site. Sewer service is proposed to be provided via an onsite pump station and forcemain to discharge ultimately to the existing Honeycutt Farm pump station. Easement

acquisition and construction associated with this forcemain and improvements to the Honeycutt Farm pump station required to serve this development have been committed to by the developer. This is a level 3 according to the utility allocation policy requiring commitment to 3 allocation elements. They have committed to public infrastructure improvements, sustainable design, and open space preservation. The request will be phased up to 75 lots per year. Staff has reviewed and there is sufficient availability to meet this demand.

Ms. Jacobs said the developer would widen Duncan Cook Road across the property frontage per the Comprehensive Transportation Plan, and would have two access points on Duncan Cook Road, and UDO required existing stubs - one at Alirin Way and one at Duncans Ridge Way. She said there would be improvements including turn lanes at the traffic studies. She said a proposed traffic signal would be installed at the intersection of Duncan Cook Road and Piney Grove Wilbon Road. The developer has committed to traffic calming devices within the existing subdivision. She said these are subject to review and approval by NCDOT because they maintain the roads in Duncan Ridge.

Matt Beard, Parks and Recreation, said that a ten-foot sidepath would be constructed along the Duncan Cook Road property frontage. The development is not located within a park search area so they are paying a fee-in-lieu that the town can ultimately use to purchase park land.

Mr. Gosney reiterated the areas of compliance and consistency with Town Ordinances and said that staff's recommendation was for approval.

Ernie Carpico, Planning Board Representative, said the Planning Board recommended denial, with a vote of 6 to 3 on June 25th. He said there were concerns about the zoning meeting the requirements for a Conditional District. There were concerns about the density of the project as far as setbacks. Council member Deshazor asked about Planning Board concerns about schools. Mr. Carpico said that was a secondary factor with quite a bit of discussion. He said the Planning Board doesn't get a lot of information on school capacity, so there is a lot of discussion around it. Council member Hewetson said the school information is new since our meeting with Wake County Public School System. She said her understanding is that the schools are reactive to the actions of the town. They build schools because there are people that necessitate them. Mr. Carpico said they have would like more information about school capacity. They were told it would be provided going forward.

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

Katie Hamilton, speaking for the applicant, described the location of the site and the surrounding properties. She introduced the team and said they might be called up to answer questions. She said this site would serve as a transition between those homes to the west and the planned development to the east. She outlined the current zoning of the property and surrounding properties. She described the process so far starting with Stream Buffer Determination, survey, geotechnical report and Traffic Impact Analysis which were started in early 2023, through two neighborhood meetings, two Planning Board meetings, and working with staff. She said they planned their design around the environmental features. She described the evolution of the plan through these stages, tweaking it to make it more comfortable to the neighbors. She said the traffic calming would be radar based speed signs within Duncan Ridge as well as warning signs and signage designating the different neighborhoods.

Ms. Hamilton expressed the vision of Tassel Ridge as a community, not just a subdivision, with designed and programmed open spaces, use of off-street paths as connecting elements, and naturalized spaces transitioning to adjacent neighborhoods. She described the layout of the open spaces and the trails connecting them to the sidepath. She emphasized the enhanced 50-foot buffers between the property and the neighboring properties.

Ms. Hamilton said they were committed to a maximum of 237 units, which gives a density of 1.97 units per acre, 50-foot buffers adjacent to large lot single family homes and enhanced buffer planting standards where natural buffers don't exist or cannot be maintained. All homes and the amenity center will be designed to LEED standards and all storm water containment to be constructed wetlands. Amenities in addition to the Amenity Center include a pool, playground and

dog park with additional requirements for shade structures, seating and community gardens. Garage setbacks will be 25 feet. She articulated architectural commitments to enhanced roofing, siding, entryways, and other elevation requirements.

Ms. Hamilton enumerated the intersection improvements, road widening and turn lanes, and offsite traffic improvements, sewer upgrades, and water line extension. She said that the intersection of Piney Grove Wilbon and Duncan Cook, without the improvements they are committing to, would be at a service level F by 2029 even without Tassel Ridge being built. With the improvements they will make, she said it would be improved to C and D during am and pm peak hours with an overall level of service of B and C.

Ms. Hamilton said that bringing utilities to the area improved not just this development, but the region. The pump station is sized for the Comprehensive Plan densities for this property and 14 other properties. She said that Tassel Ridge only accounts for 16% of the anticipated demands of the neighborhood's pump station and that they are also committing to improving the Honeycutt Farms Lift Station capacity and cost sharing to upsize the forcemain to that lift station. She introduced John Adcock.

Mr. Adcock said he wanted to address issues raised at Planning Board. The density of 1.97 units per acre is less than the designation. The UDO identifies 3 zoning units consistent with this area. RR, NR, and SR. The max density of these is larger than the 1.97 we are asking for. We are at the lower 25% of the densities that are allowed. This density is an appropriate transition between the existing subdivisions, but also the mixed neighborhood land use that runs parallel to Piney Grove Wilbon. He said they believe it is an appropriate density within the classification itself. Duncan Ridge is .8 units per acre, which is rural area on septic tanks. We have reduced the density twice to reach the 1.97 units per acre, and about 134 lots have been removed from the initial design.

Mr. Adcock said there has been a lot of pushback from the residents of Duncan Ridge. We have to connect to the street stubs – that is a UDO requirement. The definition of a major subdivision is one creating 5 or more lots. We also have to connect to water and sewer. Sewer is being run miles for this project. In light of concerns raised by Duncan Ridge, there were conditions added to this petition – radar signs installed inside Duncan Ridge subdivision; no construction traffic utilizing Duncan Ridge streets; pedestrian warning signs; monument signs which was a request from the Duncan Ridge residents; and pet stations near the road connections between these two communities. The property is 122 acres. Over 24 will be tree preservation. Open space provision is above the UDO requirements.

Mr. Adcock said the property was brought into the ETJ in 2016. Duncan Ridge is not part of the ETJ. As part of the process, the town has to request the County release that property to the town and has to make commitments to the County to meet 7 criteria. He said their position is that this project meets all of those 7 requirements. That includes municipal water and sewer being provided within 5 years; evidence of urban density; that they would be annexed within 10 years. All of these were satisfied. Duncan Ridge was in existence at the time Holly Springs extended its ETJ. The Comprehensive Plan done at that time took into consideration the existence of Duncan Ridge. The master plan is completely consistent with the town's land use plan.

Mr. Adcock said that Wake County Public School System (WCPSS) said that at this time it is anticipated that there would not be enough capacity for these students. But within 5 years due to construction and expansion, that may be resolved. He said that none of the schools in this area have been capped. He said homes would not become available until 2025 or 2026. He said that 2400 elementary school seats will be added in 2025 with Rex Road Elementary and Bowling Road Elementary (about equal distances from the proposed development) and Hilltop Needmore Elementary also under construction. Once these are complete a new school assignment process will have to happen, so he does not know where the children would be assigned. He said that WCPSS said that based on their analysis 24.9% of students were not attending public schools. They were attending charter schools, private schools, or being home schooled.

Mr. Adcock said that the total amount of public infrastructure improvements is over \$7 million dollars. That includes over \$3 million of offsite public road improvements. That equals \$32,000 per lot allocated for public infrastructure. Also, the forcemain is currently planned that the sewer will be

pumped to Elliott Farms, then up to Honeycutt. They are in discussions with the developer of Elliott Farms to increase the size of that forcemain, which also increases the cost.

Mr. Adcock said that this plan meets the Plans and Ordinances of the Town. Planning Board seemed to think that the conditional zoning was increasing the density of this project. But the density is one acre per unit less than allowed. The benefit to the town is the control of architectural standards, the mitigations of impact on surrounding neighborhoods. This plan checks all the boxes. All of this was contemplated when the Comp Plan was created. He said they ask that the Council approve this rezoning.

Mayor Mayefskie asked about price points. Ms. Hamilton said the current *pro forma* assumes \$800,000 based on current market rates. Mayor Mayefskie asked if this would be a custom home builder. Ms. Hamilton said they do not have a partner yet. There will probably be a contracted builder and we would have conditions in the contract to make sure they do not create cookie cutter houses. Council member Deshazor asked if the monotony clause affected across the street also. Ms. Hamilton said she thinks it is worded “adjacent” but it is not a problem to include those across the street.

Council member Drees asked them to speak to the traffic that would go through Duncans Ridge. Ms. Hamilton said that their traffic engineer said that when you look at the northern side of the property, am and pm trip peaks were around 5 to 7 trips on Duncans Ridge, based on 10% of the site traffic from the entire development cutting through.

Council member Drees asked the location of the onsite pump station. Ms. Hamilton said it was on the low point of the site, directly adjacent to the stream crossing.

Clare Kristofco said she lives at 6612 Alirin Lane. She said she was here with 25 of her neighbors. They are here to state that as proposed Tassel Ridge poses a threat to their safety and does not fit with the Town’s UDO. She said it was unsafe. Tassel Ridge will funnel traffic onto two narrow streets in their neighborhood. These streets lack sidewalks and are heavily used by pedestrians and children. There are trucks on Duncan Cook including quarry, asphalt plant, etc. She said the traffic plan is flawed because they say fewer than one vehicle per 66 homes will cut through their neighborhood. She does not believe this is accurate. She asked that a new traffic study be required that reflects actual traffic patterns. She said the plan fails to meet the town’s requirement. It does not meet the surrounding community.

Douglas Edmonds said he lives in Duncans Ridge on Liserin Woods Lane. He said he hoped Council would hear this as if we were already part of the Town, as we will be soon. He was impressed with the complicated issues of the previous development, but this is not complicated – it’s traffic. This will likely result in traffic that will result in injury or worse to a senior, a child, or a pet. We have nowhere to walk except in our streets. They were not designed for the new traffic flow that will come through our neighborhood. We are not designed to be a primary means of entry for a larger, denser, neighborhood. He said that each home in this plan will come with 3 or 4 cars, all in a hurry to get through our neighborhood to get where they are going. They will speed. On top of that, there will be a steady stream of delivery, landscaping, and trash trucks using our neighborhood to get to a larger neighborhood. The developer’s proposals are inadequate and cosmetic. He said it would be turned down if it was already in the town of Holly Springs. He asked they deny this plan.

Carmellia Inman 6309 Lauraca Lane, in Duncans Ridge, said she is a frequent walker. It is a quiet neighborhood with a country setting. She requests denial because of the additional traffic. She thinks about the children too, because it might have an impact on them and how they grow up. There are possible injuries to children if this is approved. The density of this is too much and will change the feel of the neighborhood because of the traffic going through.

David Wilson, 6500 Alirin Lane, said his is currently the last house. He has known that that street will continue. But it is what that development will look like. He is concerned with density. The applicant talks about 2 houses per acre, but when you look at all the land they can’t build on anyway, you can see that the houses are crammed together. No one reduces the setbacks unless they are crowded. He said he has a 2-year-old son, and he likes walking outside with him. The amount of cars will be too large. Anyone going to the west is going to flow through Duncan Ridge and the neighborhood on the other side in order to get to Holly Springs. This is a risk to a

neighborhood that is currently safe. He has walked the neighborhood with a stroller because it was safe. Adding this density will make it unsafe. He knows something will go there, but he wants Council to say no to this and they will get something better later.

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

Mr. Gosney said that Planning Board receives the same paper from WCPSS that Council receives, and staff is working to get them the same training that Council received.

Mr. Gosney said that Council had two versions of Ordinances to consider. Version A states that the application is consistent with the Comprehensive Plan, is reasonable and in the public interest, and the action is to approve the rezoning. This is staff's recommendation. Version B states that the application is inconsistent with the Comprehensive Plan, is not reasonable and in the public interest, and the action is to deny the rezoning. This is Planning Board's recommendation.

Council member Deshazor said he appreciates all of the residents who have reached out. One of the questions he asks is what would make it work. Most say 1 unit per acre. There are no sidewalks there, but however, those neighborhoods are going to connect. He said he wants to see neighborhood connectivity. There is a new neighborhood in Fuquay-Varina's jurisdiction across the street. The developer has added traffic calming, which was something requested by Duncan Ridge residents. There are a lot of things being done to try to mitigate the concerns. For him, he said we want to build a community and half acre lots in this part of town is appropriate.

Council member Hewetson said she reiterates what Council member Deshazor said. Your concerns are real, and she hears them. But in response, this is going to be developed. If we could all build our perfect neighbor, less than 2 homes per acre in a neighborhood like this is ideal. The connections are for safety – police and fire. Most people will use the entrances provided in their own neighborhood, although a few will cut through. You are not going to see 3-4 homes per acre as one person was concerned about because if this passes it will restrict it to 1.97 acres.

Council member Drees said she struggled with this, but the traffic improvements are substantial and will improve your lives. We are not guaranteed that any other way, and it will help.

Council member Forrest said this is a part of town that was destined to grow. How do we grow fairly and add all the upgrades we need. We're not getting money from NCDOT so how do we prepare the roads? When a developer brings these road improvements and low density, it's hard to refuse. Half the traffic along Piney Grove Wilbon is coming from Harnett County and we are working with NCDOT on that. But one of the things they use is the surrounding density. This could move it up NCDOT's ladder. He appreciates the passion shown.

Action 1: Motion to adopt Ordinance RZ24-07 Version A to adopt the statement of compatibility and approve/deny the rezoning.

Motion by: Forrest

Second by: Hewetson

Vote: unanimous

Action 2: Motion to approve Utility Allocation Request.

Motion by: Forrest

Second by: Hewetson

Vote: unanimous

15. Elliott Farm Major Subdivision and Development Agreement Amendment

Grayson Taylor, Development Services, said this item is to consider a request for a Major Subdivision at 2836 and 2908 Piney Grove Wilbon Road. This is a quasi-judicial public hearing. The property was rezoned by Council on September 19, 2023 from RR Rural Residential to NR Neighborhood Residential Conditional Zoning District. He reminded the public that in quasi-judicial decisions the Council collects evidence by sworn testimony of fact witnesses and opinions by qualified experts. Evidence must be presented that the standards in the ordinance are being met, and if the applicant presents sufficient evidence the applicant is legally entitled to approval.

Mr. Taylor showed the location of the property and said that it is designated Mixed Residential Neighborhood on the Land Use and Character Plan and zoned NR Neighborhood Residential Conditional Zoning District. He said the plan includes 264 detached dwellings and 48 attached dwellings of various lot widths in three separate pods that would be phased.

Elliot Blonshine, Development Services, said that the site would be served by town water and sewer, with a pump station and forcemain constructed by the applicant discharging to the existing Honeycutt Farm pump station. The pump station site plan is consistent with town standards. The application was submitted prior to the Utility Allocation Policy and is not covered by that policy.

Mr. Blonshine said that Piney Grove Wilbon would be widened per the Comprehensive Transportation Plan including turn lanes. The traffic study included six intersections along Piney Grove Wilbon and additional improvements include a proportionate fee-in-lieu for future improvements at the Burt Rd. Piney Grove Wilbon intersection. The stub on the north side of the site will not be completed, but a fee-in-lieu will be paid because that stub ends in a riparian buffer area. The project is required to construct all the improvements in the TIA.

Matt Beard, Parks and Recreation, said that a 10-foot sidepath would be constructed along the property frontage on Piney Grove Wilbon, per the Comprehensive Transportation Plan. It is outside of the park search area and so a fee-in-lieu will be collected.

Mr. Blonshine said that the development agreement amendment adds a payment of a fee-in-lieu of constructing the roadway and utility extensions to the property's northern boundary.

Mr. Taylor outlined how this application was consistent with town plans and ordinances and said the staff recommendation was to approve.

Ernie Carpico, Planning Board Representative, said that the Planning Board recommended approval with a vote of 9 to 0 on June 25th. It is an over-55 community, so school consideration did not enter into consideration. Planning Board talked about the TIA and the fact that it is a known builder with a similar project up the road.

Mayor Mayefskie opened the public hearing and the following sworn testimony was received:

Mr. Mark Frederick, speaking for the applicant, introduced the team present. Mr. Frederick said this went through the rezoning process last year. It is an active adult community. There are four different lot sizes and property types, aimed at the active adult community. They have been working on this for three years now and are excited to come to the end. He said they have worked with staff to make sure that they are meeting the requirements and conditions.

Mr. Frederick outlined the approval criteria that they propose to meet. Katie Whitt of Kimley Horne said she is a civil engineer and project manager. Mr. Frederick asked that she be accepted as an expert.

Ms. Whitt showed the subdivision plan showing the tree preservation, wetlands, recreation areas, and the various dwelling types. She showed the three pods designated in the master plan and where the walking trails would be. She summarized the lot types, zoning requirements, and subdivision plan for each of the three pods. She showed the rezoning master plan for comparison, showing that they meet the conditions of the rezoning. She said that the three pods include a variety of product types, meeting the conditions of rezoning. The zoning requirements provided a range, in order to provide flexibility in designing the subdivision. They modified the lot breakdown to maximize lot layout, but are within the 10% allowance.

Ms. Whitt said that utility improvements would include a new gravity sewer within the development that flows to a new onsite lift station, and 8" forcemain routed up Piney Grove Wilbon Rd. to the Honeycutt Farms lift station and upgrades to the Honeycutt Farms pump station. A 12" watermain will be installed on Piney Grove Wilbon, running to the southernmost property line. Existing water main stubbed at Duncan Cook Road will be extended to the property and a new water main stub provided for future connection to the north along Piney Grove Wilbon Rd and west along Duncan Cook Road. She said that in her professional opinion, this meets the requirements and facilitates the use of adjacent properties.

Ms. Whitt showed the open space that would be provided as tree preservation area, active recreation areas, walking trails and multi-use paths. She said a majority of the forested areas are being preserved with this plan. She showed the amenity locations and the walking trail that will connect the recreation areas in addition to the sidewalks along the streets. She said a sidepath will be constructed along Piney Grove Wilbon. She said this meets or exceeds the UDO requirements. She said the network of preserved and connected open space provides significant land dedication and a sufficient fee-in-lieu.

Ms. Whitt showed elevations for four types of residential units. She said the plan is consistent with the Comprehensive Plan and the Future Land Use Map designation of Mixed Residential Neighborhood. These incorporate design standards agreed to at rezoning. Ms. Whitt said the project is consistent with the Comprehensive Plan. [see slide if necessary]

Council member Drees asked if the 6' walking trail is what is recommended for seniors. Ms. Whitt said it is the typical greenway width.

Travis Fluitt gave his credentials and was accepted as an expert in transportation. Mr. Fluitt said a transportation study was done, this plan contains fewer units than anticipated in the TIA, and all the TIA requirements are being met. These improvements include widening of Piney Grove Wilbon to half its ultimate cross section, constructing turn lanes on Piney Grove Wilbon and paying a fee-in-lieu of traffic signal at Burt Road and Piney Grove Wilbon and a for roadway and fee-in-lieu of water main extension to the northern boundary. He reiterated the approval criteria and stated that their plan meets these criteria. He said that in his professional opinion, the development meets the Town's requirements and blends with adjacent parcels.

Council member Drees asked what the environmental reason was preventing the extension of the street stub. Ms. Whitt said the Army Corps of Engineers will not permit construction of a road through wetlands that doesn't connect. So the land is being dedicated but will not be constructed unless there is development on the other side.

Mr. Frederick listed the 5 approval criteria, and expressed how the project meets these requirements: i.e. no adverse impacts on adjacent properties; preservation of open spaces; design that can be economically served by the town with public utilities; maximizes natural visibility and facilitates pedestrian access; and furthers the goals and policies of the Comprehensive Plan. He said all staff has found this plan consistent with all town plans and ordinances and development standards. He asked that the presentation, application, staff report and all exhibits be entered into the record.

Conor Shehan, 2813 Piney Grove Wilbon Rd., said he has served for the last five years as an AD Project Manager in telecom communications field, but has dealt a lot in civil aspect, traffic control plans and things to that affect. He said the current proposal is proposing an island that will block all of the access to everyone on the western half of Piney Grove Wilbon Rd. The traffic study said the majority of traffic will be leaving this area and going north. Those of us coming back north would not be able to turn left into our property. We would have to go down to Knightwood, turn right on Lombardy, turn right on Fleming turn right on Piney Grove Wilbon, and turn right into our home. This is the same for about 15 other houses. He said he was worried about the safety and longevity aspect of that for emergency and utility vehicles and things to that effect. He asked for an amendment to address potential options to alleviate this problem.

Erin Schneider, of 2809 Piney Grove Wilbon Rd., said the proposal for a raised median that would block access to her property is a concern. It would block emergency vehicles from getting to her property. The maneuver of turning right on four streets, she wanted to point out that they are not

state roads, they are Fuquay-Varina roads and are not in good condition. Lombardy in particular has a lot of potholes. She asked that Council please take these into consideration for the adjacent property owners.

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

Council member Deshazor asked if staff or the developer could research about the median and access to these properties? John Schifano, Town Attorney, said the median is going to be a DOT requirement. Elizabeth Goodson, Dev Services, said that roads like Piney Grove Wilbon have been identified to be 4-lane median-divided. When that happens the spacing of median breaks is limited to 2000 feet. The way road widening happens is that we get half of the median. When we get the full cross section is when we get the ability to make U-turns. We can look to see if there are things we can do to mitigate this, but she does not think DOT will allow no median. But she said staff will explore with NCDOT to see what can be done to address this.

Council gave direction to staff to work with NCDOT to explore options.

Action 1: Motion to approve Resolution 24-20 to adopt Findings of Fact and approve 23-MAS-02 Elliott Farm Major Subdivision.

Motion by: Deshazor

Second by: Hewetson

Vote: unanimous

Action 2: Motion to approve Amendment to Elliott Farm Development Agreement

Motion by: Deshazor

Second by: Hewetson

Vote: unanimous

16. Elliott Farm Subdivision Voluntary Annexation

Sean Ryan, Development Services, said that this item was to annex the property discussed in the last agenda item. He reminded the audience of its location along Piney Grove Wilbon Road and said it was 149.1 +/- acres and not contiguous to the Town Limits. However, to receive town utilities we do require annexation.

Mayor Mayefskie opened the public hearing and the following input was received: none.

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

Action: Motion to adopt Annexation Ordinance A24-01 to approve annexation.

Motion by: Deshazor

Second by: Hewetson

Vote: unanimous

17. Condemnation Resolution Alston Ridge Greenway

John Schifano, Town Attorney, said this item was to consider authorization of eminent domain action to acquire greenway easement from the Adams property. He said the interlocal agreement with Fuquay Varina was to extend and connect Fuquay Varina's Alston Ridge greenway to Holly Springs's Carl Dean Greenway. He showed the location, hugging the wetlands. He said it would add about 10 years to the construction of the greenway if it was required to go into the wetlands and cross the stream further to the east. It would also cost about \$1.7 million to construct the elevated boardwalk with the associated environmental permits. He said the proposal is to authorize him to join with Fuquay-Varina in the eminent domain action. He explained that Fuquay

Varina has been negotiating with the property owner for an easement of about ¼ of an acre across the 88-acre undeveloped tract. The Town of Fuquay Varina will assume all costs associated with construction of the greenway extension, including the condemnation.

Council member Drees asked since the trail is bifurcating the plot, is this just to condemn the land under the trail, or does it include the corner. Mr. Schifano said that often the owner's appraiser will say you have damaged the property and require the remainder also be condemned. It all depends on what it could be used for before, and what after, and what the difference is between those. We are certainly receptive to that. But the default is just what is under the path. Council member Drees asked how the safety of the trail would be handled, since this trail traverses the ETJ, Holly Springs and Fuquay Varina. Mr. Schifano said Holly Springs Police have the authority to make an arrest within 1 mile of our corporate limits, and on our town property no matter where that property is. For those two reasons we would be able to enforce laws and regulations as we do on any of our greenway trails.

Action: Motion to adopt Resolution 24-26 authorizing the Town Attorney to file an eminent domain action against David Patrick Adams jointly with the Town of Fuquay-Varina to acquire necessary easements to construct a greenway.

Motion by: Hewetson

Second by: Deshazor

Vote:

Aye: Hewetson and Deshazor

Nay: Drees and Forrest

Mayor Mayefskie broke the tie with an Aye vote.

The motion passes.

Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council, and the Clerk was asked for any written comments received prior to the meeting.

The following public comments were received in writing: William Underwood asking the Town to revoke the permit for a private Pride event in September; an anonymous request that yard waste be picked up more frequently.

The following public comments were received in person:

Rashni P. was called, but had left the meeting.

Mr. David Adams, 2624 N Rolls St., said that the interlocal agreement was passed. Four years prior to that, between 2020 and 2021, without any notice or permission, Fuquay Varina and its engineer illegally entered his mother's property and performed illegal due diligence on the property, including clearing trees and brush the entire length of the greenway and leaving stumps and a mess. On October 8, 2021, six months after the last of these actions, the town of Fuquay Varina finally sent its first communication in the form of a mailer. Despite his disappointment he still met with Fuquay Varina on two occasions, after which time the town went silent for 13 months, during which time his mother died. Then in April 2023 he was forced to file a complaint in Wake County Superior Court, where it stands today. He was going to request that they table the resolution, but Council has already passed it. He thanked Council member Drees who showed up to the public hearing a few weeks ago. He thanked Council member Forrest for calling him and talking to him and he thanked Council member Deshazor for his personal call. His family never asked for special treatment even though they have been here for 200 years. He represents the legacy of his family, the memory of his mother, and the young boys they use this property for to mentor. He said "Shame on you."

OTHER BUSINESS

Council member Forrest said that he had some discussions with Council member Drees and wants to revisit affordable housing. He requested a briefing on what Wake County is doing on their level. Council discussed the prior Affordable Housing Study and whether it could be utilized. Consensus was to invite Wake County to come to a future workshop and talk about the County's plan and efforts. Council member Drees said she was in favor of bringing back the study for discussion after that workshop. Randy Harrington, Town Manager, clarified with Council that they wished to have the County come to a workshop and following that, there was some interest in also discussing the study the town did a few years ago. He said there may be time in the October workshop, but the latest would be in November. Council member Forrest thanked the Chamber of Commerce for the First Responder lunch today. He wished Mr. Adams luck as he continues forward.

Council member Drees welcomed kids back to school and asked everyone to be careful and have a safe school year. She reminded the public that the Pride Event is Sept. 7th with the celebration at the Cultural Center. She appreciates the input of the community. We can't do our jobs without it, even if we don't always agree.

Council member Deshazor thanked Mr. Adams for coming, because it is tough to be in that situation. He echoed that schools are back and asked people to slow down. He said that Unity in the Community was last weekend and he thanked Holly Springs Police and Fire for being there. He told the public that Compassion Day is Sept. 14th.

Mayor Mayefskie said the next meeting we will be back to fall attire. He told Mr. Adams that he would reach out to the Mayor of Fuquay Varina and ask him to reach out to him.

MANAGER'S REPORT

Randy Harrington, Town Manager, thanked the Chamber of Commerce for the First Responders luncheon. Tomorrow members of Council will take a tour of some future development. With school back in session, he asked everyone to use patience as people settle in to the new patterns. He encouraged everyone to be safe.

CLOSED SESSION: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(4) to discuss an economic incentive matter.

Motion by: Deshazor

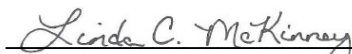
Second by: Forrest

Vote: Unanimous

Motion to leave closed session was made by Council member Forrest seconded by Council member Deshazor and passed with a unanimous vote.

Adjournment: Council member Forrest made a motion to adjourn at 11:59 pm. It was seconded by Council member Deshazor and passed with a unanimous vote.

Respectfully Submitted on Tuesday, September 17, 2024.



Linda C. McKinney, Town Clerk

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



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

Consent Agenda

Title: Bass Lake Spillway Design Contract Amendment

Strategic Priority Area: Community Safety
Vibrant Community

Staff Resource: Darin Eyster, Utilities and Infrastructure

Action(s):

- Approve a change order to the Bass Lake Design Contract for \$24,330.00

Explanation:

Town staff is requesting approval of a change order to the Bass Lake Design Contract for \$24,330.00 for additional work and permitting fees associated with the spillway design. These include the following:

- Preparing a post-project Letter of Map Revision to the effective FEMA flood map. This is required of any project that alters the regulatory floodway.
- The town is utilizing hydroturf for the auxiliary spillway. The use of this material requires additional design elements to be included in the plan and to meet permitting requirements.
- Review Fees for NC Dam Safety, Army Corps of Engineers 404 Permit, NCDEQ Water Quality Certification and Land Disturbance Permit.

Background:

- In 2019, Bass Lake Dam was found to have insufficient spillway capacity per the NC Dam Safety Act. In order to bring the dam into compliance with the Dam Safety Act and provide additional resiliency, the town has undertaken a project to increase the spillway capacity. This project involves raising the elevation of the dam and constructing an auxiliary spillway.
- The Bass Lake Spillway contract was originally approved on 10/19/21. Since then, the Town has encountered additional challenges related to project permitting. Specifically, these are a result of difficulties in complying with both the NC Dam Safety Act and the National Flood Insurance Program regulations.
- The Code of Federal Regulations mandates that a Letter of Map Revision (LOMR) from FEMA is needed to reflect any changes to the regulatory floodplain. Since the Bass Lake Spillway project introduces minor modifications to the floodplain boundaries, it must comply with this requirement to ensure the updated floodplain information is officially recorded and accurate.
- This project has been fully-funded in the Community Investment Plan (CIP) - based on previous projections - at \$1.3M including:

- \$500,000 in unrestricted parks and recreation funding
- \$400,000 in stormwater reserves
- \$400,000 in federal grants from the American Rescue Plan Act (ARPA)
- This agenda item's change order is within Council's prior approved project budget.

Funding Source(s):

- Community Investment Plan - Park Reserves / Stormwater Reserves / Federal Grant Funding

Attachment(s):

1. Change Order 8.6.24
2. Bass Lake Contract Amendment July2024

CHANGE ORDER INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling Contract changes that affect the Contract Sum or Price or the Contract Time or Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect the Contract Sum or Price or the Contract Time or Times.

Changes that affect the Contract Sum or Price or the Contract Time or Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If milestones have been listed, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Sum or Price or the Contract Time or Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer or Architect initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer or Architect has completed and signed the form, all copies should be sent to Contractor for approval. After approval and signature by Contractor, all copies should be sent to Owner for approval. Engineer or Architect should distribute executed copies after approval by Owner.

If a change only applies to the Contract Sum or Price or to the Contract Time or Times, cross out the part of the tabulation that does not apply.

CHANGE ORDER

CHANGE ORDER NO.: _____ DATE: 8/6/2024 _____

Project: 21-005 Bass Lake Spillway

Contractor: LJB Inc. _____

Engineer/Architect: _____

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

Description:

Additional budget for unexpected design issues, Letter of Map Revision preparation and submittal, and review fees for permit submittals.

Attachments:

CHANGE IN CONTRACT SUM OR PRICE:	CHANGE IN CONTRACT TIME OR TIMES:
Original Contract Price \$100,500.00 _____ _____	Original Contract Times Substantial Completion: _____ Ready for final payment: _____ days or dates
Net change from previous Change Orders No. _____ to No. _____: \$ _____	Net change from previous Change Orders No. _____ to No. _____: _____ days
Contract Sum or Price prior to this Change Order \$100,500.00 _____ _____	Contract Times with all approved Change Orders Substantial Completion: _____ Ready for final payment: _____ days or dates
Net Increase (decrease) of this Change Order \$24,330.00 _____ _____	Net Increase (decrease) of this Change Order _____ days
Contract Sum or Price with all approved Change Orders \$124,830.00 _____ _____	Contract Times with all approved Change Orders Substantial Completion: _____ Ready for final payment: _____ days or dates

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____

Director of Engineering
(Authorized Signature)

Date: _____

By: _____

Town Manager
(Authorized Signature)

Date: _____

By: _____

Contractor
(Authorized Signature)

Date: _____

CHANGE ORDER NO.: _____

Page ____ of ____

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

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

CONTRACTOR: _____

ATTEST:

By: _____

Name: _____

Title: _____

Address: _____

Date: _____

Secretary

[Corporate Seal]

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

By: _____

Date: _____

Title: _____

OWNER: TOWN OF HOLLY SPRINGS

Approval as to form and legal sufficiency:

By: _____

By: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Contract Amendment

July 31, 2024

Town of Holly Springs
North Carolina

Re: Amendment to Fixed Fee Agreement for Consulting Services
LJB Project Number: 0117702A

LJB Engineering PC is currently providing engineering services under a Fixed Fee Agreement for Consulting Services dated September 9, 2021 and executed on October 26, 2021, between the Town of Holly Springs and LJB Engineering PC.

This Contract Amendment requests additional scope and budget for the following items. All other terms of the contract remain unchanged.

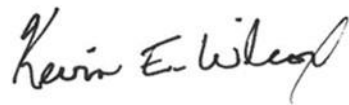
- | | |
|--|-----------|
| • Review fee for NC Dam Safety | 500.00 |
| • Review fee for Army Corps of Engineers for 404 Permit | 330.00 |
| • Review fee for NCDEQ for ESC Permit | 300.00 |
| • Additional budget for CLOMR/Dam Safety coordination | 2,500.00 |
| • Additional budget for added design elements for dam and spillway grading | 2,500.00 |
| • Additional budget for HydroTurf supplier coordination for design | 3,200.00 |
| • Additional scope/budget to prepare the post-project LOMR | 15,000.00 |
| ○ This budget does not include the LOMR review fee | |

TOTAL CONTRACT AMENDMENT **\$ 24,330**

If you have any questions, please don't hesitate to contact Amy Black at 336-686-7647 or ABlack@LJBinc.com.

Sincerely,

LJB Inc.



Kevin E. Wilcox
President



STRUCTURAL



FALL PROTECTION
SAFETY



TRANSPORTATION



SITE DESIGN



SURVEY



WATER
RESOURCES



TECHNOLOGY
& INNOVATION



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

Consent Agenda

Title: Amend Town Council Meeting Calendar to add a joint meeting with Planning Board

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Amend the Town Council 2024 Meeting Calendar to add a joint meeting with the Planning Board on October 29, 2024.

Explanation:

- At the September 3rd Council meeting, the Council expressed a desire for a joint meeting with the Planning Board to discuss Council goals and priorities.
- A proposed agenda for this meeting will be presented at the October 8th workshop meeting.

Background:

- Council set its calendar for 2024 at its meeting on December 5, 2023.
- N.C.G.S. 143-318.12(a) requires that changes to the calendar of a municipal board be made in the same manner that the calendar was originally adopted, and at least seven days before the first meeting affected by the change.

Funding Source(s):

N/A

Attachment(s):

1. 2024 TC Calendar of Meetings - amended

First Tuesday of March, June, September, and December:

Council Regular meeting 7 p.m. in Town Hall Council Chambers.

Second Tuesday:

Council Work Session 6 p.m. in the Law Enforcement Center, Training Room..

Third Tuesday:

Council Regular meeting 7 p.m. in Town Hall Council Chambers.

	Jan. 9, 2024	6:00 p.m. Council Workshop
	Jan. 16, 2024	7:00 p.m. Council Regular meeting
	Feb. 8-10, 2024	2024 Annual Retreat - Winston-Salem
	Feb. 20, 2024	7:00 p.m. Council Regular meeting
	Mar. 5, 2024	7:00 pm Council Quarterly Meeting
	Mar. 12, 2024	6:00 p.m. Council Workshop
	Mar. 19, 2024	7:00 p.m. Council Regular meeting
	Apr. 9, 2024	6:00 p.m. Council Workshop
	Apr. 16, 2024	7:00 p.m. Council Regular meeting
	May 14, 2024	6:00 p.m. Council Workshop (budget presentation at Town Hall)
	May 21, 2024	7:00 p.m. Council Regular meeting (budget Hearing)
	May 28, 2024	6:00 p.m. Council Budget Workshop at LEC
	June 4, 2024	7:00 p.m. Council Quarterly meeting
	June 11, 2024	5:00 p.m. Council Workshop
	June 18, 2024	7:00 p.m. Council Regular meeting

Canceled	July 9, 2024	6:00 p.m. Council Workshop
	July 16, 2024	7:00 p.m. Council Regular meeting
	Aug. 20, 2024	7:00 p.m. Council Regular meeting
	Sept. 3, 2024	7:00 p.m. Council Quarterly meeting
	Sept. 10, 2024	6:00 p.m. Council Workshop
	Sept. 17, 2024	7:00 p.m. Council Regular meeting
	Oct. 8, 2024	6:00 p.m. Council Workshop
	Oct. 15, 2024	7:00 p.m. Council Regular meeting
	Oct. 29, 2024	6:00 p.m. joint meeting with PB
	Nov. 12, 2024	6:00 p.m. Council Workshop
	Nov. 19, 2024	7:00 p.m. Council Regular meeting
	Dec. 3, 2024	7:00 p.m. Council Quarterly meeting
	Dec. 10, 2024	6:00 p.m. Council Workshop
	Dec. 17, 2024	7:00 p.m. Council Regular meeting



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

Consent Agenda

Title: Sunset Lake Rd. Widening - NCDOT Sidewalk Maintenance Municipal Agreement

Strategic Priority Area: Growth Management & Economic Vitality

Vibrant Community

Community Safety

Staff Resource: Tim Athy, Utilities and Infrastructure

Action(s):

Approve NCDOT Municipal Agreement for Sunset Lake Road Sidewalk construction (Lockley Rd. to Holly Springs Rd.).

Explanation:

- As part of the NCDOT's proposed Sunset Lake Rd. Widening project from Lockley Rd. to Holly Springs Rd. a MAINTENANCE ONLY Municipal Agreement must be signed by the Town for the maintaining of the future 5' sidewalk and 9' multi-use path.
- Town funds are not required to enter into the Municipal Agreement with the NCDOT.
- State Street-Aid Program (Powell Bill) funds can be used for the maintenance of the proposed sidewalk and multi-use path.

Background:

- As part of the I-540 project's Bonus Allocation program funds were apportioned to widen Sunset Lake Rd. from Lockley Rd. to Holly Springs Rd. to a 4-lane median-divided cross section.
- Construction is anticipated to start during the summer of 2025.
- The project will be wholly paid for and managed by the NCDOT.
- Agreement is for Town maintenance ONLY of proposed sidewalk and multi-use path.

Funding Source(s):

N/A

Attachment(s):

1. SL Widening NCDOT Maint Muni Ag't

**TRANSPORTATION IMPROVEMENT PROJECT
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
AGREEMENT ID # 12900**

AGREEMENT OVERVIEW

NORTH CAROLINA
WAKE COUNTY

DATE: 6/12/2024

PARTIES TO THE AGREEMENT:

PROJECT NUMBERS:

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

TIP #: HL-0008D

AND

WBS ELEMENTS: 49367.3.8

TOWN OF HOLLY SPRINGS

The purpose of this Agreement is to identify the participation in project costs, project delivery and/or maintenance, by the other party to this Agreement, as further defined in this Agreement.

SCOPE OF PROJECT (“Project”): This Project consists of intersection improvements at SR 1301 (Sunset Lake Road) at SR 1301 (Sunset Lake Road) and SR 1152 (Holly Springs Road), including widening of SR 1301 between Holly Springs Road and SR 3933 (Lockley Road).

As part of the project, a 5’ sidewalk will be added on the east side of Sunset Lake Road, and a 9’ multi-use path will be added on the west side of Sunset Lake Road. The Town of Holly Springs will maintain the sidewalk after construction. A pre-existing 4.5’ sidewalk and 8’ multi-use path along Holly Springs Road will be disturbed during the Project. This will be replaced back to existing condition.

EFFECTIVE DATES OF AGREEMENT:

START: Upon Full Execution of this Agreement

END: When work is complete and all terms are met.

This **Agreement** is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the **Department** and the Town of Holly Springs, hereinafter referred to as the **Municipality**; and collectively referred to as the **Parties**.

The **Parties** to this Agreement, listed above, intend that this Agreement, together with all attachments, schedules, exhibits, and other documents that both are referenced in this Agreement and refer to this Agreement, represents the entire understanding between the **Parties** with respect to its subject matter and supersedes any previous communication or agreements that may exist.

**TRANSPORTATION IMPROVEMENT PROJECT
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I. WHEREAS STATEMENTS

WHEREAS, the **Department** has plans to make certain street and highway constructions and improvements within the **Municipality** under Project HL-0008D, in Wake County; and,

WHEREAS, the **Department** and the **Municipality** have agreed that the municipal limits, as of the date of the awarding of the contract for the construction of the above-mentioned project, are to be used in determining the duties, responsibilities, rights, and legal obligations of the parties hereto for the purposes of this Agreement; and,

WHEREAS, this Agreement is made under the authority granted to the **Department** by the North Carolina General Assembly, including but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS), Section 136-66.1, Section 160A-296 and 297, Section 136-18, and Section 20-169, to participate in the planning and construction of a Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the parties to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

II. PLANNING AND DESIGN

The **Department** shall prepare the environmental and/or planning document, and obtain any environmental permits needed to construct the Project and prepare the Project plans and specifications needed to construct the Project. All work shall be done in accordance with departmental standards, specifications, policies and procedures.

III. RIGHT OF WAY

The **Department** shall be responsible for acquiring any needed right of way required for the Project. Acquisition of right of way shall be accomplished in accordance with the policies and procedures set forth in the North Carolina Right of Way Manual.

IV. UTILITIES

The **Municipality** shall be responsible for the relocation and adjustment of all municipally owned utilities in conflict with the Project. A separate Utility Agreement is being developed to address those utility relocations.

V. CONSTRUCTION

The **Department** shall construct, or cause to be constructed, the Project in accordance with the plans and specifications of said Project as filed with, and approved by, the **Department**. The **Department** shall administer the construction contract for said Project.

VI. MAINTENANCE

Upon completion of the Project:

- i. The **Department** shall be responsible for all traffic operating controls and devices which shall be established, enforced, and installed and maintained in accordance with the North Carolina General Statutes, the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, the latest edition of the "Policy on Street and Driveway Access to North Carolina Highways", and departmental criteria.
- ii. The roadway improvement(s) shall be a part of the State Highway System and owned and maintained by the **Department**.
- iii. The **Municipality**, at its own expense, shall be responsible for all liability and maintenance responsibilities for the sidewalks and multi-use paths upon completion of Project.

VII. ADDITIONAL PROVISIONS

A. AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all Parties by means of a written Supplemental Agreement.

B. ASSIGNMENT OF RESPONSIBILITIES

The **Department** must approve any assignment or transfer of the responsibilities of the **Municipality** set forth in this Agreement to other parties or entities.

C. AGREEMENT FOR IDENTIFIED PARTIES ONLY

This Agreement is solely for the benefit of the identified Parties to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.

D. OTHER AGREEMENTS

The **Municipality** is solely responsible for all agreements, contracts, and work orders entered into or issued by the **Municipality** to meet the terms of this Agreement. The **Department** is not responsible for any expenses or obligations incurred for the terms of this Agreement.

**TRANSPORTATION IMPROVEMENT PROJECT
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
AGREEMENT ID # 12900**

except those specifically eligible for the funds and obligations as approved by the **Department** under the terms of this Agreement.

E. TITLE VI

The other party to this Agreement shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21) and related nondiscrimination authorities. Title VI and related authorities prohibit discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

F. FACSIMILE

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the Parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

G. AUTHORIZATION TO EXECUTE

The Parties hereby acknowledge that the individual executing this Agreement has read this Agreement, conferred with legal counsel, fully understands its contents, and is authorized to execute this Agreement and to bind the respective Parties to the terms contained herein.

H. DEBARMENT POLICY

It is the policy of the **Department** not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the **Municipality** certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or **Department** and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

I. INDEMNIFICATION

To the extent authorized by state and federal claims statutes, the **Municipality** shall be responsible for its actions under the terms of this agreement and save harmless the FHWA (if applicable), the **Department**, and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns to the extent allowed by law, from and against any and all claim for payment, damages and/or liabilities of any nature, asserted against the **Department** in connection with this Agreement. The **Department** shall not be liable and shall be held harmless from any and all third-party claims that might arise on account of the **Municipality's** negligence and/or responsibilities under the terms of this agreement.

**TRANSPORTATION IMPROVEMENT PROJECT
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
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J. AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

K. DOCUSIGN

The **Department** and **Municipality** acknowledge and agree that the electronic signature application DocuSign may be used, at the sole election of the **Department** or **Municipality**, to execute this Agreement. By selecting "I Agree", "I Accept", or other similar item, button, or icon via use of a keypad, mouse, or other device, as part of the DocuSign application, the **Department** and **Municipality** consent to be legally bound by the terms and conditions of Agreement and that such act constitutes the **Department's** signature as if actually signed by the **Department** in writing or **Municipality's** signature as if actually signed by **Municipality** in writing. The **Department** and **Municipality** also agree that no certification authority or other third-party verification is necessary to validate its electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature. The **Department** and **Municipality** acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby through the DocuSign application, will have the same effect as physical delivery of the paper document bearing an original written signature.

L. GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Adult Corrections, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED upon that the approval of the Project by the Department is subject to the conditions of this Agreement.

**TRANSPORTATION IMPROVEMENT PROJECT
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
AGREEMENT ID # 12900**

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(DOCUSIGN ONLY)

Authorized Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

TOWN OF HOLLY SPRINGS

FED TAX ID NO: _____

REMITTANCE ADDRESS: _____

Finance Officer: _____

Print Name: _____

Date Signed: _____

DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: _____

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

**TRANSPORTATION IMPROVEMENT PROJECT
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
AGREEMENT ID # 12900**

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(INK SIGNATURES ONLY)

ATTEST:	Authorized Signer: _____
BY: _____	Print Name: _____
TITLE: _____	Title: _____
	Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

TOWN OF HOLLY SPRINGS	
FED TAX ID NO: _____	Finance Officer: _____
REMITTANCE ADDRESS: _____	Print Name: _____
_____	Date Signed: _____

DEPARTMENT OF TRANSPORTATION (DocuSign)

BY: _____

TITLE: _____

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

New Business

Title: Locally Administered Projects Program (LAPP) Application

Strategic Priority Area: Growth Management & Economic Vitality

Staff Resource: Chris Garcia, Development Services

Action(s):

- Direct staff on the submission of a transportation project for the Capital Area Metropolitan Planning Organization (CAMPO) Federal Fiscal Year 2026 Locally Administered Project Program (LAPP) grant application.

Explanation:

- The North Carolina Capital Area Metropolitan Planning Organization (CAMPO) has opened its Call for Projects for the Fiscal Year 2026 Locally Administered Projects Program (LAPP).
- The Town currently has seven ongoing projects that have received LAPP funding. The Town is limited to applying for six LAPP projects (3 roadway and 3 bike/ped) at one time, but CAMPO subtracts ongoing projects from that total. However, CAMPO allows all municipalities to apply for at least one project every year, regardless of the number of ongoing projects they have receiving LAPP funds.
- Projects that have been identified for a potential application for Federal Fiscal Year 2026 include:
 - Holly Springs Road West (Design Plans)
 - Cass Holt Road Improvements (Design Plans for improvements outside the Eagles Landing Park project boundaries)
- CAMPO distributes federal funds through LAPP to fund local municipal transportation projects.
- CAMPO requires that all funds programmed through LAPP have a minimum 20% local cash match.
- The Federal Fiscal Year (FFY) 2026 LAPP Call for Projects is open from August 2024 through October 31, 2024.
- Administration of the LAPP Program involves a once-a-year call for all local roadway, transit, bicycle and pedestrian projects.
- Staff will be attending a required pre-submittal meeting the week of September 30–October 4 to review Council's preferred project with CAMPO staff.

Background:

- The Locally Administered Projects Program (LAPP) was adopted by the NC CAMPO on October 20, 2010.
- The reimbursement program is used by the MPO to prioritize and program local

Town Council Business Meeting
September 17, 2024

transportation projects in the region that utilize federal funding and are the responsibility of the MPO (such as Surface Transportation Block Grant Program – Direct Allocation (STBG-DA), Congestion Mitigation for Air Quality (CMAQ), etc.).

- LAPP Grant Application Process Timeline:
 1. LAPP Project Submission deadline October 31, 2024
 2. CAMPO selects Federal Fiscal Year (FFY) 2026 LAPP projects January/February 2025
- This process does not commit the Town to funds.
- Any potential award from NCDOT would come back to Council for acceptance.

Funding Source(s):

Attachment(s):

None