



Agenda

Call to Order

Agenda Adjustment

Approval of Minutes

1. Approve Minutes of October 1, 2024 Land Use Advisory Committee meeting

Requests and Communications

1. Mira Ridge Rezoning

Other Business

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:

kathryn.white@hollyspringsnc.gov 919-567-4033



Town of Holly Springs Land Use Advisory Committee

Agenda Cover Sheet

Agenda Item#: 1.

Approval of Minutes

Title: Approve Minutes of October 1, 2024 Land Use Advisory Committee meeting

Strategic Priority Area:

Staff Resource:

Action(s):

Explanation:

Background:

Funding Source(s):

Attachment(s):

1. October 1, 2024 LUAC Minutes - draft



Town of Holly Springs Land Use Advisory Committee

Minutes: *October 1, 2024*

Agenda Item 1: ROLL CALL

The Land Use Advisory Committee (LUAC) met on Tuesday, October 1, 2024 in the Holleman Room at 3:00 p.m. when a quorum was established.

Members Present: Scott Chase
Randy Harrington
Chris Hills
LeeAnn Plumer
Irena Krstanovic
Chris Deshazor, Council member
Roger Bess, Planning Board Representative

Members Absent: Kendra Parrish
Daniel Weeks
Dan Berry
Josh Prizer

Staff Members
Present: Brett Gosney
Matt Beard
Elliot Blonshine
Elizabeth Goodson
Sean Ryan
Matt Beard
Chris Garcia
Rachel Jones
Catherine Jacobs
Cheryl Caines
Nate Leshner
JJ Smith
Kathy White (recording the minutes)

Agenda Item 2: AGENDA ADJUSTMENT

None

Agenda Item 3: APPROVAL OF MINUTES

Motion to approve minutes of September 3, 2024 as submitted.

Motion: Chris Deshazor
Second: Roger Bess
Vote: Unanimous

Agenda Item 4: REQUESTS AND COMMUNICATIONS

a. 4950 Optimist Farm Road

In attendance for this item was: Jason Barron – Morningstar Law Group
Leticia Shapiro – Morningstar Law Group
Mark Barker – Northview Properties
Taylor Malbon – Northview Properties
George Jordan – Property Owner

Jason Barron with Morningstar Law Group has requested to meet with the Land Use Advisory Committee to discuss a proposed rezoning for a multi-family development located at 4950 Optimist Farm Road, north of the Sunset Lake Commons shopping center. Cheryl Caines, Development Services, gave an overview of the proposed project as stated in the Agenda Packet. She showed an overhead map of the location, which is on the northeast side of the Town's jurisdiction. She gave an overview of the current zoning (Neighborhood Mixed Use), as well as explained the proposed zoning for a portion of the parcel (Neighborhood Center Residential Conditional Zoning) I and the difference between the two.

A Rezoning application with proposed conditions was submitted in February 2022 for this project under the 2002 Unified Development Ordinance (UDO) and is still under review. This submittal was prior to the adoption of the 2022 Unified Development Ordinance (March 2022) that introduced Conditional Zoning Districts and the Northeast Gateway Master Plan (December 2022), which gave direction on land uses, design, and improvements for future development in the project vicinity. And then in July of 2023, the Water Resource management Policy went into effect.

Under permit choice rules, the applicant has chosen to modify the submittal to a Conditional Zoning District, with a conceptual Master Plan and modified 2022 UDO standards with additional conditions. The Master Plan shows most of the site being rezoned to MXR-CD with the portion adjacent to Optimist Farm Road maintaining the NMZ zoning.

Ms. Caines continued by describing the area's Land Use and Character Plan as well as the Future Land Use Plan. This project is in the Northeast Gateway Master Plan, and she spoke about the key elements of the plan, such as having a gateway into the Town, preserving natural areas, and having a mix of uses, housing types and public gathering spaces. She then showed the land use patterns of subarea 4 (the commercial center) and subarea 5 (the residential center). She concluded her presentation by describing the Design Goals and Guidelines of the NE Gateway master plan.

Elliot Blonshine then gave the public utilities staff report. There is water and sewer directly available to the project. Since the original proposal was submitted prior to the adoption of the Water Resources Policy, they are not subject to this policy. He continued by stating the applicant

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October 1, 2024 LUAC Minutes

would be responsible for construction of ½ of the ultimate cross section along the property frontage of Sunset Lake Rd and Optimist Farm, construction of a new CTP roadway across the project. A traffic study is required. The Northeast Gateway improvements include improving pedestrian crossing ability at Lassiter & Holly Springs Rd., Construction of Lassiter Road and realignment of Wooded Acres was completed by the NCDOT project.

Matt Beard, Parks and Recreation said that there's a proposed greenway extension from the current Sunset Lake Commons greenway ultimate extension to Optimist Farm Road and Wescott Greenway. It's in Park Search Area #3, which includes pocket parks, neighborhood parks for residential neighborhoods and a special use park – something that has a higher intensity for the Town. While they're not specifically requesting parkland dedication from this project, they are suggesting consideration of these things.

Staff Analysis Points of Discussion were:

- Viable sewer infrastructure

- Consistent with Mixed Use Center in the following ways:

 - Various housing types near commercial

 - Preservation of natural areas and greenway construction

 - Construction of Lassiter Road

- Residential concept supported if additional standards

 - Unifying elements between residential and commercial

 - Integrated and connected public open space

 - Parking location modifications

 - Building orientation and architectural features

 - Multi-modal connectivity

Jason Barron began the applicant statement by discussing the history of the project. They have been working with Town Management and staff to ensure that this is a viable project to work on.

Mark Parker with Northview Partners said that he and George Jordan have been working together for several years. They've constructed projects in Fuquay-Varina, Cary, Raleigh, and Wake Forest. He presented the committee with a handout of various projects they've developed. They are long-term owners of these projects, unlike many commercial development projects in the Triangle. They put a significant effort into building "community" into their properties. The tenants who leave their multi-family units tend to buy within 3-4 miles away from where they were living.

Mr. Barron said he wanted to go back to the use of this project. He said the opening of 540 is an exciting opportunity for Holly Springs. And there's additional opportunity for expansion of commercial in the Harris Teeter retail area. The extension of Lassiter Road is also the "why" of this project. This development will provide this extension.

The topography of the frontage on Holly Springs Road makes it unusable, which is why they designed the building orientation of the site the way they did. The primary buildings will be 4-5 stories, carriage units with garages below and residential above that would front Lassiter Road. They are still a work in progress, but wanted to give staff an update on the progress of the proposed development. But the wetlands give this a well buffered transition between residential and commercial.

Chris Hills then asked the committee for questions and comments. He started by explaining that site design is key. Architecture is very important. He liked the phrasing of a mixture of uses, instead of mixed use, and he understands the difference. He would like to see more information about their carriage houses. He also said that utility expansion is an important issue that needs to be solved. They discussed what options were for on-street parking, and how the developers and staff need to work together a bit more to come up with a solution that works with the topography. Mr. Hills also said gateway elements are important, and they should look for something to fit that need. Parking is also an important consideration – the more residential units they have, the fewer parking spaces they want to see.

Elizabeth Goodson said that Mr. Hills brought up the two most important concerns - the sewer agreement and transportation elements are crucial to this project.

LeeAnn Plumer said she was glad to see the greenway connectivity, but there needs to be more pocket parks and gathering spaces. Matt Beard said there should be more public use parks, rather than just neighborhood use spaces. Mr. Barron asked if there is a minimum size to the pocket parks? Matt Beard said this isn't one of the developments where they're asking for a large tract. This is an area that they're concerned about it being more walkable. They're open to more discussion, as long as what's being presented is in line with the Comprehensive Plan.

Sean Ryan said he while he likes the J-shaped building, he believes they might be missing a unique opportunity with the carriage houses. He's concerned about the carriage houses facing the frontage – it might look like looking into a garage.

Irena Krstanovic said she liked the idea of them building a community in their residential community. We are lacking housing for younger people coming to the Town. Elements like amenities, greenspaces, walkability etc., are needed. We need To fulfil the needs of the housing market and and consider the 3-5,000 people who will be coming to Holly Springs for the jobs that are being created.

Scott Chase asked if there could be a second entrance into the neighborhood. Right now, there's one entrance, and if we add more residential /commercial to that area with only one entrance, it could pose some challenges for the pedestrians as well as vehicles. He asked for clarification on how many residentials are being proposed. The committee then discussed the current and proposed zoning. Sean Ryan suggested that commercial use doesn't have to mean retail, it could also be offices or other less traffic causing areas.

Roger Bess said he appreciates the staff's comments. He said at first, he was concerned that this area was originally planned to be commercial, but now that they're planning residential, he's concerned with the density of this development. He likes the greenway connectivity of the project.

Chris Deshazor said he's pleased with the sewer improvement discussion, but he's concerned with the single entrance/exit to this area. He thinks the idea of a parking garage is interesting. He likes the transitional aspect of this development, but wants to make sure they're considerate of the other development that's already there. Mr. Barron said the neighborhood meetings have already begun. They've been lightly attended, but they'll continue to have them and get their input on what people want in the area. He said it's also very important to have some of these units to be affordable housing for the younger people coming to Holly Springs for the new jobs, as well as

having residential properties designed for older residents. He realizes that traffic is going to be an issue, but he knows that staff will work with the developer to come up with an idea.

The applicants thanked the committee for their time and assistance with this project.

Agenda Item 5: OTHER BUSINESS

None

Chris Hills stated there was no other business to be discussed and asked for a motion to adjourn.

Agenda Item 6: ADJOURNMENT

The meeting adjourned at 4:23pm

Motion: Chris Deshazor

Second: Scott Chase



Kathryn L. White

LUAC Clerk



Town of Holly Springs Land Use Advisory Committee

Agenda Cover Sheet

Agenda Item#: 1.

Requests and Communications

Title: Mira Ridge Rezoning

Strategic Priority Area: Growth Management & Economic Vitality
Vibrant Community

Staff Resource: Brett Gosney, Development Services, Elliot Blonshine, Development Services

Action(s):

- No official action by the Land Use Advisory Committee (LUAC) will be taken other than providing verbal feedback on the proposed Rezoning of the subject property at 3020 Avent Ferry Rd.

Explanation:

- Charles Walker with Entitlement Preservation Group has requested to meet with the LUAC to discuss a rezoning application for a development at 0 & 3020 Avent Ferry Rd.
- The applicant is proposing to rezone a 21.6 acre site from RR Rural Residential to SR-CD Suburban Residential Conditional District Conservation Subdivision. The development will be all detached dwellings at a maximum of 3.3 units an acre.
- The applicant submitted an application for an Option 1 Conditional Zoning District (CD) on 11/8/2024. The Option 1 CD process allows the Rezoning and Major Subdivision Plan to be considered concurrently. The application has been reviewed once by staff prior to the application for LUAC.

Background:

- The LUAC provides informal review, technical support, assistance, comment, and critique in the assessment of proposed development petitions.

Funding Source(s):

N/A

Attachment(s):

1. MiraRidge_LUACStaffReport_020425
2. MiraRidge_LUACApplication
3. MiraRidge_LUACSitePlan



Land Use Advisory Committee

Subject Title: Mira Ridge Rezoning and Major Subdivision Plan
Meeting Date: February 4, 2025
Presenter: Brett Gosney, Elliot Blonshine, Development Services
Attachments: LUAC Application, Concept Plan

Topic Highlights/Summary

Charles Walker, with Entitlement Preservation Group, has requested to meet with the Land Use Advisory Committee to discuss a potential residential development along both sides of Avent Ferry Rd. adjacent to the existing Lochridge Subdivision. A total of 61 alley loaded detached dwelling units are being proposed. The applicant has provided a concept plan with the request.

Staff Note: The applicant submitted an application for an Option 1 Conditional Zoning District (CD) on 11/8/2024. The Option 1 CD process allows the Rezoning and Major Subdivision Plan to be considered concurrently. The application has been reviewed once by staff prior to the application for LUAC.

Future Land Use Designations: Conservation Neighborhood
Proposed Future Land Use Designations: Conservation Neighborhood
Current Zoning: RR - Rural Residential
Proposed Zoning: SR-CD Suburban Residential Conditional District

LUAC Discussion

The Land Use Advisory Committee is being asked to discuss the acceptability of the development proposal and consistency with the Land Use & Character expectations for development.

Points of discussion:

- Is the proposed use consistent with the goals of the Vision Holly Springs Comprehensive Plan?
- Does the LUAC support the proposed use & proposed zoning district, with the suggested conditions, at this location?
- Would LUAC support the proposed use and zoning district under separate conditions?
- Are the proposed type of residential units appropriate for this location and consistent with the character of the surrounding developments?
- Are the design standards, such as alley loaded dwellings and dwellings facing the thoroughfare, appropriate for the location and consistent with the character of surrounding development?

The applicant has requested specific guidance from LUAC on the following:

- Proposed Concept Plan

- General feedback and potential for Rezoning
- The acceptance of narrow alley-loaded single-family homes within the Town.
- The understanding that this proposal is using the Conservation Subdivision Regulations shown in the Comp Plan and the beginning of the housing style that could successfully transition to the activity center designated at the Holleman Rd. intersection.
- Confirm the allowed uses available in the required 40% open space
- The acceptance of smaller-lot style of development with various widths of perimeter buffers providing an alternate style of houses that can be more affordable adjacent to a traditional subdivision.
- We are proposing lots with alley loaded rear access fronting Avent Ferry Rd. with no individual driveways accessing Avent Ferry Rd.
- We are not providing street stubs to the north and south due to the natural conditions of steep topography, FEMA floodplains, alternate options for access and Duke Energy ownership.

Project Location Map



Staff Analysis of Proposed Concept

Comprehensive Plan Analysis

The proposed project incorporates some of the key themes from the Comprehensive Plan for a Conservation Neighborhood:

- New residential uses have off-street parking in the rear of the lot to enhance the streetscape and walkability.
- Residential neighborhoods are very walkable, with sidewalks, bike facilities, paths and trails.

The proposed zoning district and concept plan does not meet the description of the current Future Land Use designation of Conservation Neighborhood, which calls for:

- Lot width and depth is variable, with larger lots near the edges of the neighborhood and smaller lots near the center.
- Development should be sensitive to existing conditions, and mass grading and tree clearing should be limited and avoided whenever possible.
- Preserves 30% to 50% of the buildable land on a site for permanent open space — protecting environmental features, tree stands, or outstanding viewsheds.

Zoning Analysis

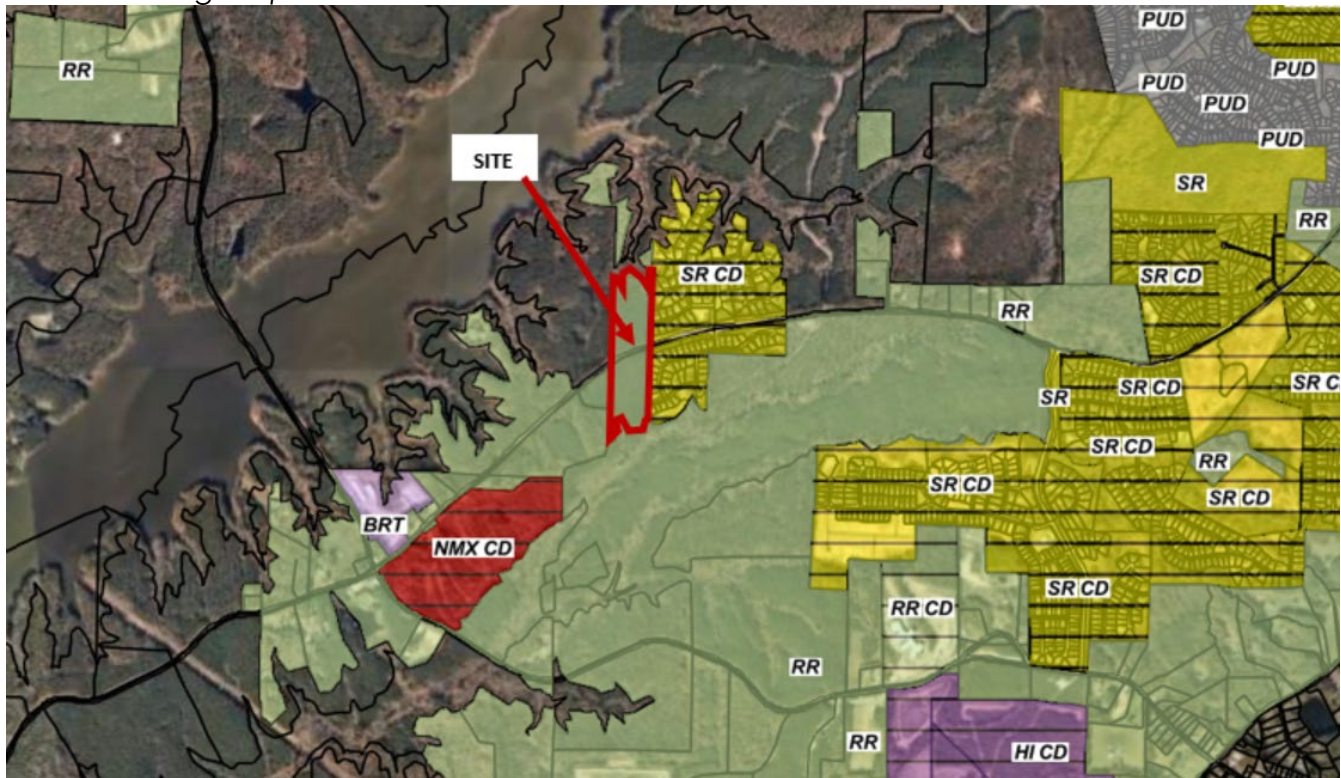
The applicant is requesting consideration of rezoning to Suburban Residential Conditional District (SR-CD) with a Conservation Subdivision option, which is a district that may have compatibility with the Conservation Neighborhood Character Area.

The Suburban Residential (SR) zoning district allows for only residential use and encourages the creation of:

- Low-to-medium density Detached Dwellings on different lot sizes that vary enough to provide a range of home choices.
- Properties in walking and biking distance to Commercial & Mixed-Use Districts, this district is expected to be compact in form with densities that support the development of traditional style neighborhoods.

	SR Suburban Residential
Development Density	
Maximum Gross Density (units/acres)	3
Maximum Gross Density with Conditional District	4
Minimum Lot Area (sf)	
Detached Dwelling (Standard Subdivision)	15,000 sf
Detached Dwellings (Conservation Subdivision)	none

Current Zoning Map



Rezoning and Subdivision Plan Preliminary Analysis

Staff's review of the proposed rezoning and subdivision have identified several areas of concern.

Lot Size and Density

The proposed lot size and density is not harmonious with surrounding development. The adjacent Lochridge neighborhood has an average lot size of 17,000 sf, with the smallest lots being approximately 10,000 sf and the largest at approximately 36,000 sf. The gross density is 1.7 units per acre.

The proposed development contains small lots with an average lot size of 5,500 sf, with the smallest lots being approximate 4,900 sf and the largest approximately 8,900 sq ft. The proposed gross density is 3.3 units per acre.

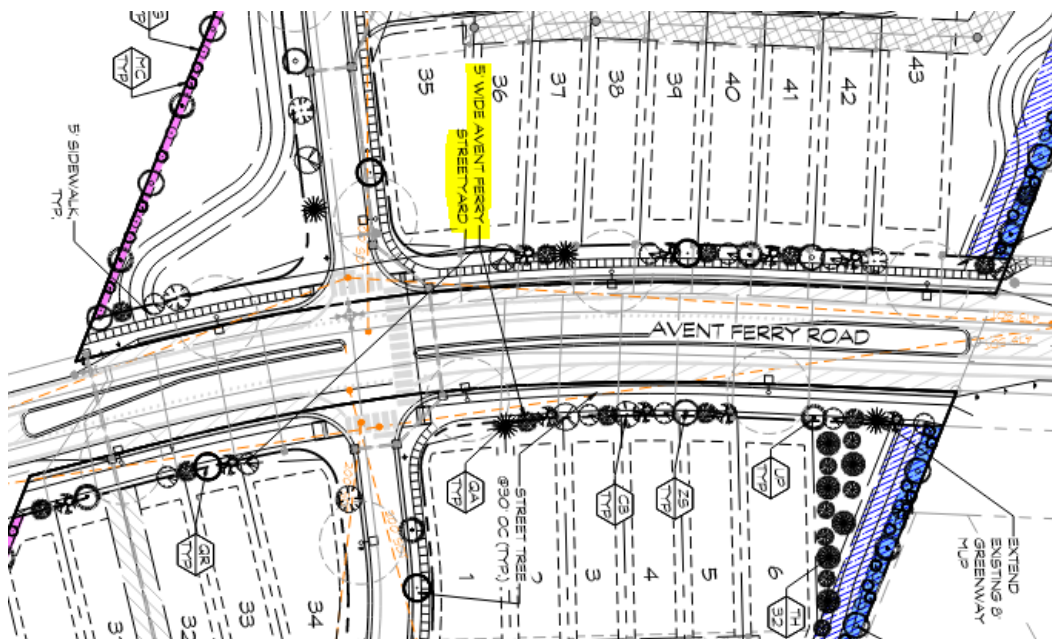
While some reduction in lot size should be expected as development transitions closer to the neighborhood center at Avent Ferry Road/New Hill Holleman Road/Rex Road (future Ragan Tract development), the proposed lot sizes are substantially smaller than those in Lochridge.

Standard	Proposed Mira Ridge	Existing Lochridge
Density	3.3 u/a	1.71 u/a
Min. Lot Size	4,900 sf	10,000 sf
Max Lot Size	8,904 sf	+/- 36,000 sf
Average Lot Size	5,515 sf	16,928 sf
Lot Width	45-45 ft	70 ft

Site Design & Community Character

The proposed development will have rear access dwelling units fronting onto Avent Ferry Rd with a minimal buffer. While this site design style can contribute positively to community character in the right locations, it is inconsistent with other developments along this section of Avent Ferry that have traditionally provided homes facing towards local streets with large planting buffers along the thoroughfare. For example, the adjacent Lochridge Subdivision provided a 50' semi-opaque buffer along Avent Ferry Rd. This development pattern can also be seen along the frontages of the Mills at Avent Ferry, Holly Pointe, and the future Norris Crossing further north on Avent Ferry Road. Dwelling units facing the thoroughfare are typically more appropriate for infill developments or in locations closest to neighborhood or mixed-use centers.

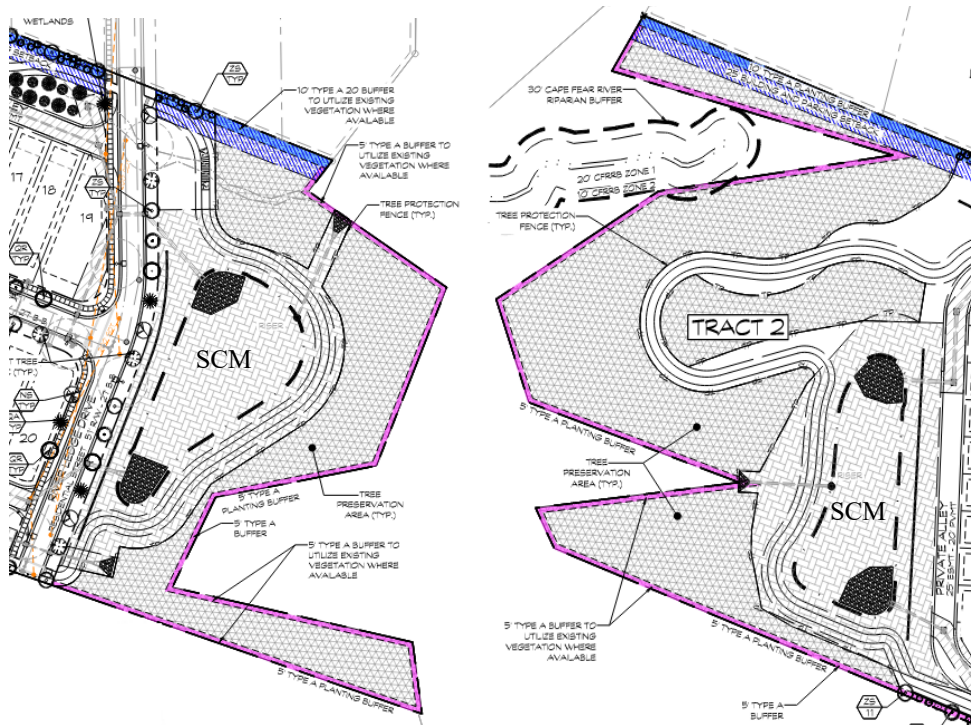
The proposed development is also proposing all homes to be rear access Charleston Style detached dwellings. While this is a desirable product type in the community, it is inconsistent with the development character of the area. The adjacent Lochridge subdivision has all homes provided with front access driveways.



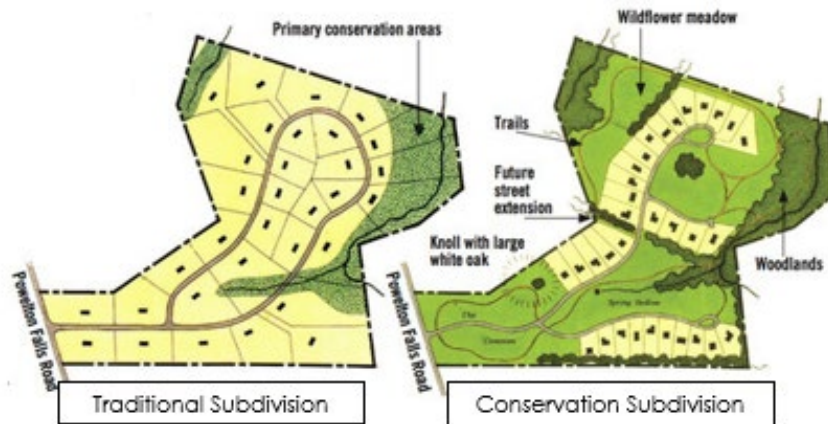
Example of proposed 5 foot landscape yard and dwelling units fronting Avent Ferry Road.

Open Space & Conservation Neighborhood Intent

The Conservation Neighborhood designation on the Future Land Use map suggests that 30 to 50% of the buildable land associated with this development be preserved as open space. While the applicant is providing a high percentage of open space, this is mainly achieved through permitter buffers and stormwater ponds and results in much of the open space needing to be graded. This is contrary to the intent of conservation subdivisions which is to preserve otherwise developable land as permanent open space in exchange for greatly reduced minimum lot sizes.



Examples of applicant's proposed open spaces



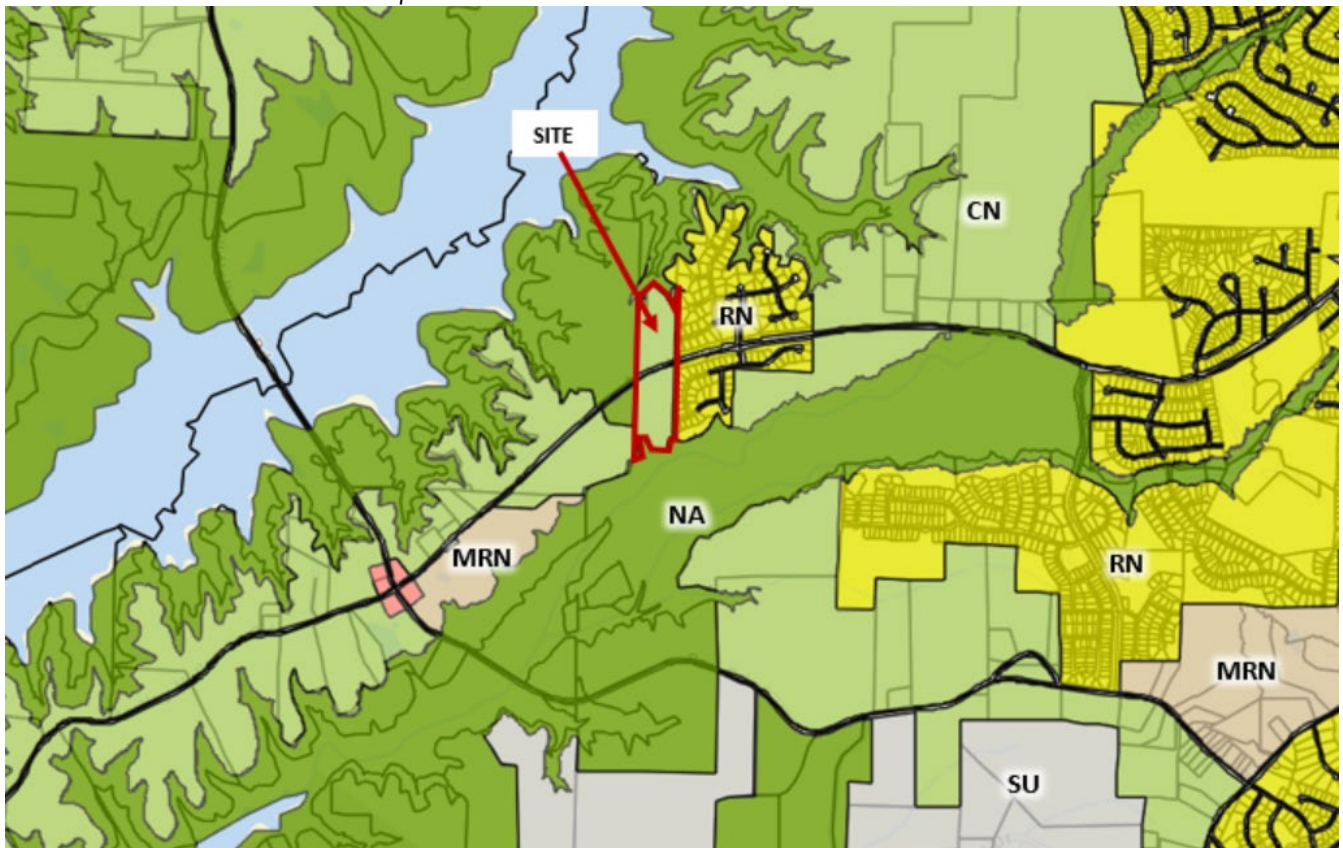
Example of intended use of the Conservation Subdivision Option to preserve open spaces with smaller lot areas.

Background Information

Comprehensive Plan Section 1: Land Use & Character:

The Future Land Use Map designates the project area as Conservation Neighborhood.

Current Future Land Use Map



Conservation Neighborhood

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

Street & Block Patterns

- Street and block patterns vary, with curvilinear roads at the edges of the neighborhood and a tighter grid pattern near the center. Street connectivity should be high in the center of the neighborhood.
- Blocks also vary in size, growing larger from the center to the edge of the neighborhood.
- New residential uses have off-street parking in the rear of the lot to enhance the streetscape and walkability.
- Informal (unmarked) parking may be provided on-street.

Open Space & Natural Resources

- These areas prioritize preservation of open space, topography and natural resources, and may include woodlands, parks, greenways and water bodies.
- Development should be sensitive to existing conditions, and mass grading and tree clearing should be limited and avoided whenever possible.
- 30%-50% of land is conserved as permanent open space, which should be primarily informal in character and can include parks, greenways, walking trails and other natural areas.
- Smaller open spaces within residential areas may be more formal, and can include greens, squares, or neighborhood gardens.
- Low-impact landscape design techniques and sustainable stormwater practices should be incorporated. Individual lots provide opportunities for rain gardens or Stormwater Control Measures (SCMs).

Lot Size & Building Placement

- Lot width and depth is variable, with larger lots near the edges of the neighborhood and smaller lots near the center.
- Front and side setbacks are variable, with larger setbacks near the edges of the neighborhood and smaller setbacks near the center.

Building Types & Massing

- Building types are primarily residential, with some small civic buildings allowed. Different types of residential buildings are encouraged, including single dwelling detached, single dwelling attached, multi-dwelling, and accessory dwelling units.
- Buildings may be up to 3 stories in height.

Transportation Network

- Rural character with curbs and formal street tree planting.
- Residential neighborhoods are very walkable, with sidewalks, bike facilities, paths and trails.

Comprehensive Plan Section 2: Comprehensive Transportation Plan (CTP)

The site is bisected by Avent Ferry Road, which is currently a two-lane road with ditches and no sidewalk. Per the Town's Comprehensive Transportation Plan, Avent Ferry Road is planned to be a four-lane median divided thoroughfare (T-4A) with curb and gutter and sidewalks on each side. Because development is proposed on both sides of Avent Ferry Road, this project will be responsible for the design and construction of the full widening across the property frontages.

This project is also required to provide vehicular stubs to adjacent parcels. Parcels to the west, north and south of this project are available to stub. The most recent submittal showed vehicular stubs only to the parcels west of the project.



Traffic Study:

A Traffic Study is required and underway with the proposed Option 1 CD Rezoning to analyze the impact of the development on the Town's and NCDOT's transportation facilities and determine any recommended improvements necessary to mitigate that impact. All improvements identified during the Traffic Study review process are required to be shown on the Major Subdivision Plan. Improvements are required to be designed and constructed by the developer.

Comprehensive Plan Section 5: Utilities & Infrastructure

With the development of this parcel, public utility connection is required in accordance with the Town's Unified Development Ordinance (UDO), Engineering Design & Construction Standards (ED&CS) and other governing standards.

Sanitary Sewer:

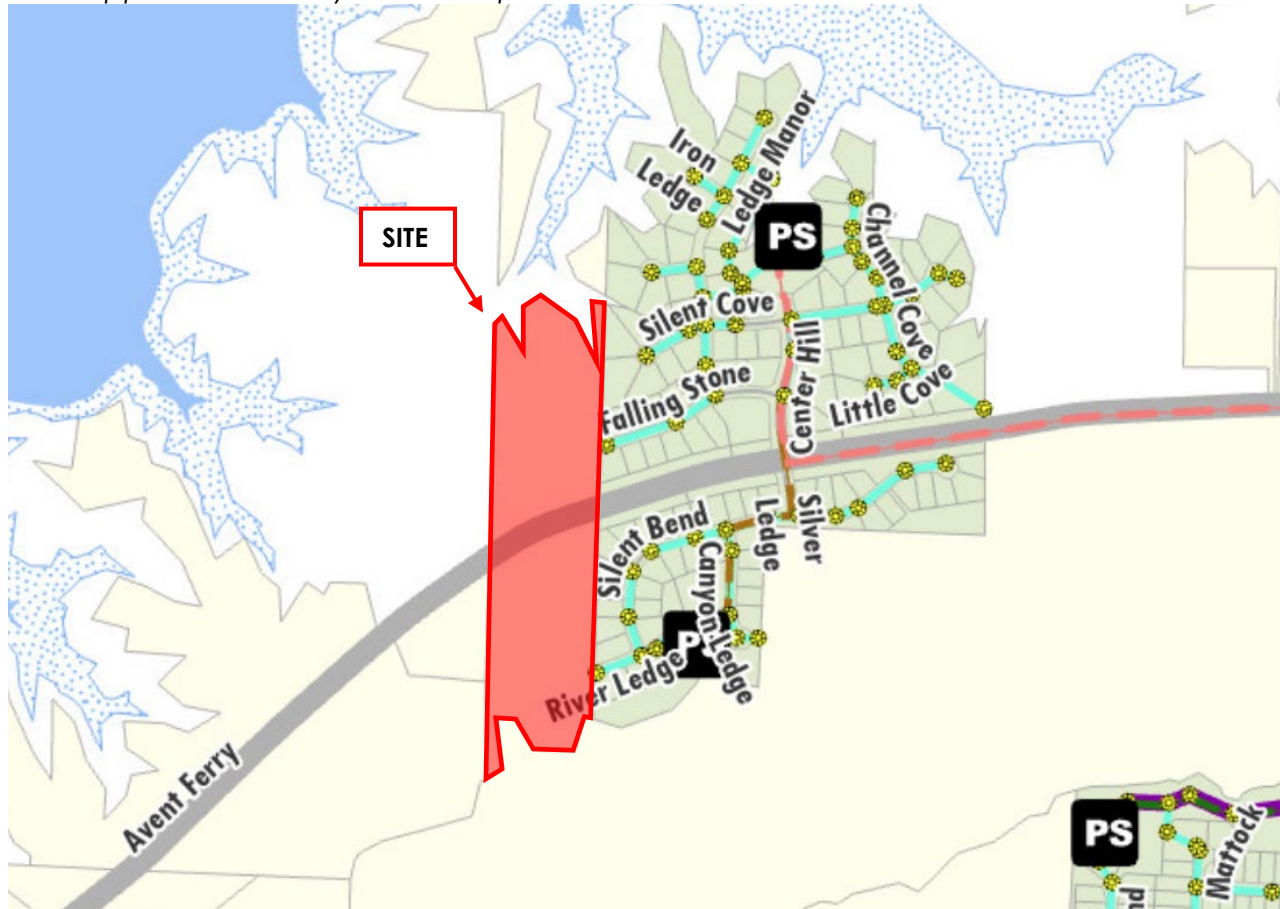
This project is adjacent to the Lochridge Subdivision and will be required to extend gravity sewer to the proposed development as well as stub to all upstream adjacent properties.

A Downstream Sewer Evaluation and Pump Station Capacity Report is required and underway with the proposed Option 1 CD Rezoning to analyze the impact of the development on the Town's sewer infrastructure and facilities and recommend improvements required to mitigate the project impact. This project is proposing to send wastewater via gravity to each of the Lochridge Pump Stations, which are then pumped to the Avent Ferry Pump Station. All improvements identified during the Sewer Study review process are required

to be shown on the Major Subdivision Plan. Improvements are required to be designed and constructed by the developer.

This development will also be subject to the Town's Water Resource Management Policy. Per the Policy, this development has direct access to existing public utilities, but is rezoning, and is therefore considered a Priority Level 2 within the Residential Allocation Assignment. This means the development must commit to two allocation elements to be considered by Town Council for utility allocation.

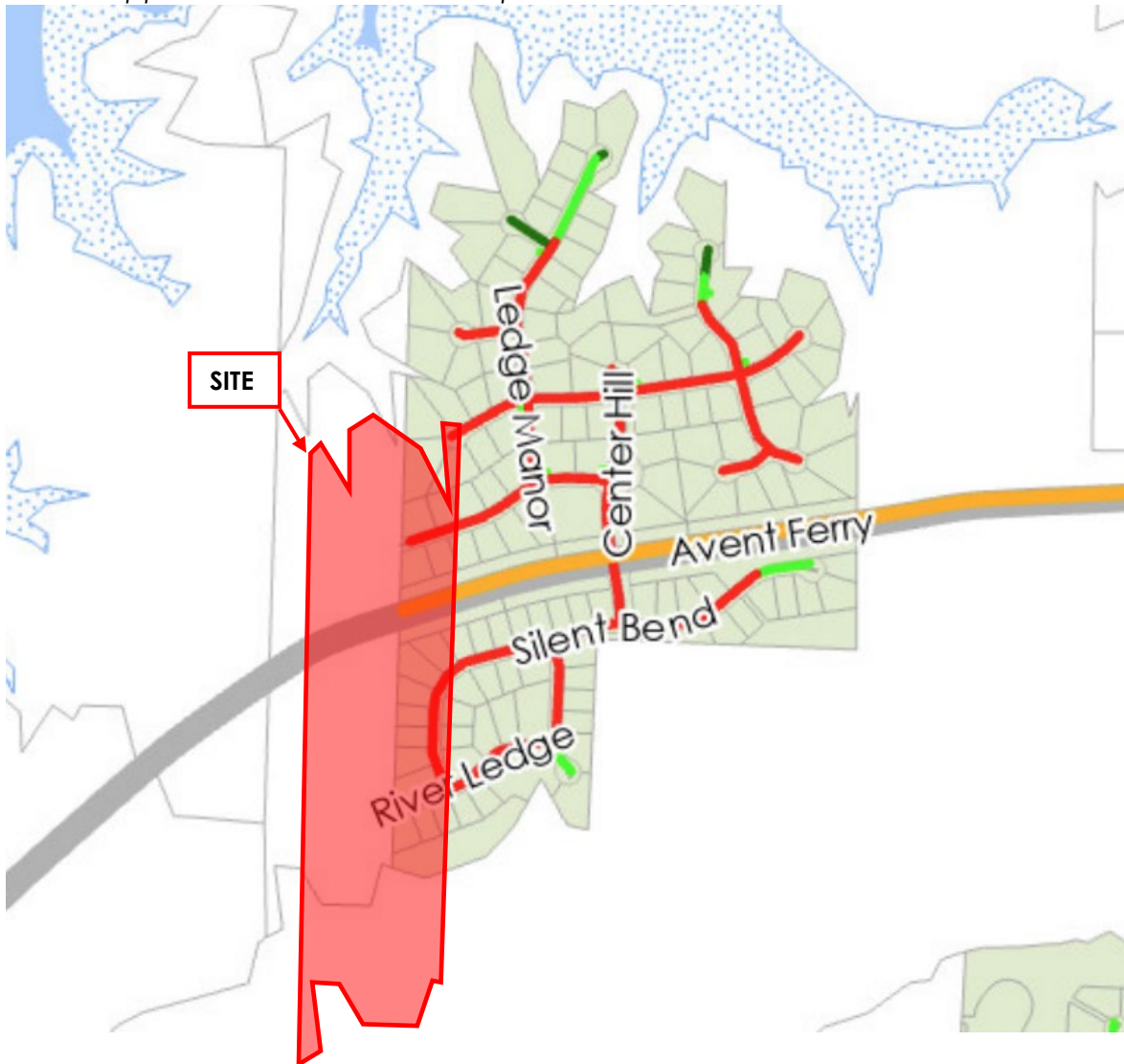
Town's Approved Sanitary Sewer Map:



Potable Water:

There is a 12" water main along the frontage of the Lochridge Subdivision, and 8" stubs on the stub streets to the east. This development will be required to connect to extend water main across the property frontage and throughout the proposed development. Stubs to the adjacent properties to the north and west will be required. A Fire Flow Analysis has been submitted with the Option 1 CD Rezoning to verify that adequate pressure is available.

Town's Approved Potable Water Map



Motion/Action Requested

No action is requested. The purpose of this agenda item is to provide the developer feedback and guidance regarding a potential comprehensive plan amendment, rezoning, and development request for the property in question.

Agenda Item Contact Information				
Agenda item prepared by:				
Agenda Item Department Head Approval for Review and TRC Discussion				
	Approved for Distribution			
Staff	Yes	No	Initials	Department Head Comments
Brett Gosney				
Elliot Blonshine				

For Department Use Only:
LUAC Discussion/Action

General Information

Following a General Inquiry or Sketch Plan Review (pre-submittal) meeting with Staff, if it is determined that a petition for a Rezoning, Comprehensive Plan Amendment, UDO Text Amendment, Development Plan or Major Subdivision Plan will be requested, or if the proposed project is not in conformance with the Town's Comprehensive Plan, staff may recommend that the Petitioner meet with the Land Use Advisory Committee (LUAC) prior to filing a development petition.

To be placed on the next available LUAC agenda, submit a LUAC Request & Communication Application and any supporting documentation to Development Services by the first Friday of any month to be considered for the next available LUAC meeting. LUAC meeting agendas will have a maximum of two (2) items for Requests & Communications. Items will be scheduled in the order that applications are submitted. An application requesting for a project to be placed on an additional agenda cannot be submitted until the Monday after the item was reviewed by the LUAC.

- Visit www.hollyspringsnc.us/2170/Development-Services for a current fee schedule.
- **Land Use Advisory Committee Meetings are held as needed on the first Tuesday of each month at 3 pm.**

Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submit the following items via the CityView Portal by NOON before the first Friday of the month; choose Apply for a Planning & Zoning Review:

- Application Form
- Project Description Statement, or for projects previously presented to the LUAC, a description of changes made to the proposal since the last LUAC meeting.
- One complete set of PDF plans

Once your submittal is deemed complete and accepted, staff will send you a confirmation and advise that submittal fees (if applicable) are available for payment in the CityView Portal.

For questions about your submittal, please reach out to dsintake@hollyspringsnc.gov

LAND USE ADVISORY COMMITTEE Request & Communication Application

DPM Appendix #A.19 Supplement 20 January 2023

PETITION CONTACT INFORMATION *(Attach additional sheets if needed)*

Applicant and Financially Responsible Party will need to register for an account on the CityView Portal.

Project Applicant Check One: ☐ Owner ☐ Owner's Agent ☐ Design Professional ☐ Developer

Name: _____ Company: _____

Mailing Address: _____

City, State Zip: _____

Telephone: _____ E-Mail: _____

REQUIRED: Property Owner(s) if different from Applicant/Contact

(Attach additional sheets if needed)

Name: _____ Company: _____

Mailing Address: _____

City, State Zip: _____

Telephone: _____ E-Mail: _____

PROJECT INFORMATION

Project Name _____

Project Location
*Use street address
If none, use closes
intersection*

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

PIN(s) _____

Project Acreage _____

Current Zoning _____ Proposed Zoning _____

Current Future
Land Use Designation _____

Proposed Future
Land Use Designation _____

Area Plan Designation
If applicable _____

PROJECT TYPE *(check all that apply)*

- ☐ Comprehensive Plan Amendment
 - ☐ Text Amendment ☐ Future Land Use Plan Map Amendment
 - ☐ Area/Corridor Plan Map Amendment/Name: _____
- ☐ Zoning Map Change: General Use District
- ☐ Zoning Map Change: Conditional Zoning District
- ☐ Major Subdivision
- ☐ Development Plan
- ☐ Other: _____

LAND USE ADVISORY COMMITTEE Request & Communication Application

DPM Appendix #A.19 Supplement 20 January 2023

LUAC MEETING REQUEST

LUAC Meeting Date Requested:

Note: A maximum of two items shall be scheduled per LUAC meeting agenda in the order that they are received, your request will be placed on the closest meeting date to the date requested.

DISCUSSION TOPICS

What specific topics or questions are you seeking feedback from the LUAC?
(attach additional sheets if needed)

