



August 21, 2018

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Aug. 21, 2018 in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor and five council members were present as the meeting opened.

Council Members Present: Mayor Sears, Councilmen Dan Berry, Tom O'Brien and Peter Villadsen and Councilwomen Cheri Lee and Christine Kelly.

Council Members Absent: None.

Staff Members Present: Daniel Weeks, interim town manager; John Schifano, town attorney; Joni Powell, town clerk (recording the minutes); Gina Clapp, director of planning and zoning; Sean Ryan, planner; Matt Beard, planner; Melissa Sigmund, principal planner; Kendra Parrish, director of engineering; Paul Allen, real estate acquisition agent; John Herring, police chief; Kimberly Keyes, project manager; Anna Johnson, economic development coordinator; Kristin Denton, Hunt Center manager; Mark Andrews, public information officer; Adam Huffman, assistant parks and recreation director; LeRoy Smith, fire chief; and Billy Whitehead, information technology analyst.

2 and 3. The Pledge of Allegiance was recited, and the meeting opened with an invocation by Rev. //, pastor of the Kirk of Kildaire Presbyterian Church.

4. Agenda Adjustment: The Aug. 21, 2018 meeting agenda was adopted with changes, if any, as listed:

Motion by: O'Brien

Second by: Berry

Vote: Unanimous

5. Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council on any variety of topics not listed on the night's agenda. The following comments were recorded:

Gerald Holleman, 5625 Easton St. – Mr. Holleman welcomed Town Manager Randy Harrington. He lauded staff and said Mr. Harrington would enjoy working with a dedicated and knowledgeable staff.

6a. State Championship Baseball and Softball Teams – Mr. Champion and Jason Snuggs of the Parks and Recreation Department recognized the 12U baseball and 10U softball all-star teams for winning the Statewide Athletic Committee (SWAC) state championships.

Action: None.

6b. Great Main Street Award Presentation – Ms. Clapp said that Main Street Holly Springs has been recognized as the 2018 North Carolina Great Main Street in the Making by the North Carolina chapter of the American Planning Association. The official award presentation by NCAPA was July 28 as part of the annual Founder's Day Celebration at Holly Springs Farmers Market.

Action: None.

6c. Introduction of Town Manager Randy Harrington and Family – Mayor Sears introduced Town Manager Mr. Randy Harrington and his family.

Mr. Harrington addressed the Council, staff and audience, expressing his commitment to working in partnership and collaboration with staff and officials. He also told the audience that citizens will always be heard. Mr. Harrington will begin work at the Town of Holly Springs Aug. 27.

Action: None.

7a. Public Hearing: Rezoning Petition 18-REZ-02 – Ms. Sigmund said that this is a request for a zone map change for two parcels located on the northwest side of Cass Holt Road, south of Honeycutt Road. The property totals 42.83 acres.

She said to allow time for posting of the site in conformance with the requirements of the Development Procedures Manual, staff recommends a motion to open and continue the public hearing to Sept. 4.

With that explanation completed, Mayor Sears opened the public hearing. The following input was recorded:

There being no further input, the public hearing was continued.

Action: The Council approved a motion to continue the public hearing to resume Sept. 4, 2018.

Motion by: Kelly

Second by: Lee

Vote: Unanimous

7b. Public Hearing: Ordinance 18-11 - Mr. Ryan said the Town of Holly Springs adopted Vision Holly Springs: Town of Holly Springs Comprehensive Plan in November 2007 and updated the plan in 2009. Included in this plan is Section 4: Community Character that includes procedures and policies to protect, preserve and manage historical resources. This section was recently updated in July 2018.

Mr. Ryan said the Town Council held a workshop April 4, 2018 with Planning & Zoning staff and Capital Area Preservation on the status of the town's historic preservation efforts. The Town Council expressed interest in offering incentives to property owners to encourage the preservation of historic structures. Planning & Zoning staff are proposing an amendment to the Unified Development Ordinance (UDO) that would provide certain incentives for the preservation, rehabilitation, or adaptive reuse of historic structures. A list of incentives would allow the property owner or developer to seek waivers or reductions of certain development requirements, he explained.

Under this ordinance, the Town Council, by making findings of fact, would determine whether the requested incentives were appropriate and would be able to grant or deny the requested incentives. Since the town does not have the legislative authority to require the preservation of historic structures, an incentive-based approach would allow the town to have a more active role in ensuring historic structures can be preserved for the betterment of the community, Mr. Ryan said.

With that explanation completed, Mayor Sears opened the public hearing. The following input was recorded: None.

There being no input, the public hearing was closed.

Action #1: The Council approved a motion to accept the following statements as true: *"The requested UDO Text Amendment is consistent with the Vision Holly Springs Comprehensive Plan, specifically including the following sections:*

- *Section 4: Community Character, Objectives:*
 - *Objective 10: Establish procedures and policies to protect preserve and manage cultural and historical resources.*
 - *Objective 11: Ensure development proposals that are adjacent to known historic or cultural resources include measures to protect those resources from demolition, including adaptive reuse strategies by encouraging developers to utilize existing historic structures and*

features into the design of new developments or relocating them to appropriate locations to maintain glimpses of the Town's past with its future.

- *Section 4: Community Character, Preserving Town History*
- *Appendix 2.1: Village District Area Plan, Goals:*
 - *Celebrate the history and protect the assets that reflect Holly Springs' history*

The proposed UDO Amendment provides the tools necessary for the Town of Holly Springs to protect and preserve historical resources and implement the goals and objectives stated in the Plan.'

Motion by: Villadsen

Second by: Lee

Vote: Unanimous

Action #2: The Council approved a motion to adopt Ordinance 18-11 approving and enacting Unified Development Ordinance text amendment 18-UDO-04 regarding historic preservations incentives.

Motion by: O'Brien

Second by: Berry

Vote: Unanimous

A copy of Ordinance 18-11 as amended is attached to these minutes.

7c. Public Hearing: Special Exception Use 18-SEU-08 - Mr. Beard said the Town is requesting a Special Exception Use to officially allow from a public park use on the Sugg Farm property.

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence was submitted by those who had been administered the oath by the town clerk: None

There being no testimony, the public hearing was closed.

Action #1: The Council approved a motion to make and accept the findings of fact to be recorded in the minutes for Special Exception Use Petition #18-SEU-08 to allow for a public park in the R-30: Residential District and R-20: Residential District as submitted by the Town of Holly Springs.

Special Exception Use Findings of Fact:

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

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

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

Motion by: Berry

Second by: Kelly

Vote: Unanimous

A copy of Special Exception Use Petition #18-SEU-08 are attached to these minutes.

Action #2: Having made the necessary findings of fact, motion to approve Special Exception Use Petition #18-SEU-08 for Sugg Farm Park with the following (#) condition(s).

- 1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 18-SEU-08.

Motion by: Lee

Second by: Kelly

Vote: Unanimous

8. Consent Agenda: The Council approved a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman O'Brien, a second by Councilman Villadsen and a unanimous vote. The following actions were affected:

8a. Minutes – The Council approved minutes of the Board's meetings held in August 7 and 14, 2018.

8b. Budget Amendment Report – The Council received a report of monthly administrative budget amendments approved by the Town Manager. *A copy of the budget amendment report is attached to these minutes.*

8c. Resolution 18-34 - The Council adopted Resolution 18-34 directing the town clerk to investigate the sufficiency of annexation petition A18-05 and setting a public hearing for Tuesday, Sept. 4, 2018. *A copy of Resolution 18-34 is attached to these minutes.*

8d. Lochridge Recreation Center Extension - The Council approved extension request #3 for Lochridge Recreation Center plan.

8e. GMA Supply Plan Extension – The Council approved extension request #3 for GMA Supply plan.

8f. Sugg Farm Shelter Project - The Council approved a contract with Bass, Nixon and Kennedy for topographic surveying services for Sugg Farm shelter project.

8g. Sugg Farm Shelter Project – The Council approved a contract with Bass, Nixon and Kennedy for civil surveying services for Sugg Farm shelter project.

8h. Ordinance 18-07.01 Amendment – The Council adopted Ordinance 18-07.1 amending Ordinance 18-07 to correct charges for water irrigation meters and reuse irrigation rates. *A copy of Ordinance 18-07.01 amendment is attached to these minutes.*

8i. Contract Report – The Council received a report for contracts less than \$15,000 approved by the town manager from budgeted funds.

8j. Budget Amendment \$1,706 – The Council adopted a \$1,706 amendment to the FY 2018-19 budget for fiber installation services.

8k. Triangle J Council of Governments Charter Updates – The Council adopted Resolution 18-35 approving updates to the Triangle J Council of Governments charter.

9a. Tree City USA Tree Board Presentation – Ms. Clapp said in response to Town Council's request, staff moved forward with gaining the Tree City USA designation from the Arbor Day Foundation. To continue this process, the Town needs to create a Tree Board to oversee the care of all trees on town-owned property. Staff is requesting feedback and direction from the Town Council on how to proceed with the creation of this new board.

Ms. Clapp said the Arbor Day Foundation recommends having a combination of both staff and citizens on this board. Involving citizens would encourage residents to be engaged in providing feedback and suggestions for the care and expansion of our urban trees, she added.

Ms. Clapp asked the Council for direction on the membership, oversight and responsibilities of a local tree board.

In discussion on makeup of this board, the Council's input included:

- members could include citizens with expertise in forestry and some just with enthusiasm for forestry and landscaping;
- a Council liaison member;
- check interest of members of the Planning Board and Parks and Recreation Committee
- whether this board could serve a dual purpose to also include historic preservation

In discussion on oversight of this board, the Council's input included:

- The planning department's role is compatible with purpose of a tree and/or historic preservation board;
- Other departments could be involved, including Public Works
- Staff involvement will most likely be necessary

This agenda item was for information and discussion only. Staff will return with a program reflective of Council's input.

Action: None.

9b. Triangle Water Supply Planning Region – Ms. Parrish said the Triangle Water Supply Planning Region is defined as the geographic area encompassing Chatham, Durham, Harnett, Johnston, Orange, and Wake Counties. The Triangle Region of North Carolina continues to grow and serve as the premier economic engine for North Carolina. The local government jurisdictions in the Triangle Region have responsible and thoughtful land use plans to accommodate projected growth. The water resources are a regional asset, and the sustained availability of water supply for the Triangle Region will benefit from a comprehensive and collaborative approach.

Ms. Parrish said the Jordan Lake Partnership was established in 2009 to plan for secure and sustainable water supply for the Triangle Region, with participation by most of the parties to this Agreement. She said the Jordan Lake Partnership has:

- developed a 50-year regional water supply plan that was endorsed by the elected Boards of all of its members;
- developed a comprehensive hydraulic model of the regional water system, now being used to improve cooperation among local water utilities;
- been recognized at the state and national level as a model for effective local government collaboration;
- expanded its membership and focus to include water supply planning for the entire Triangle Region; and

She said the parties to the Triangle Region Agreement desire to continue and build upon the valuable water supply planning work and collaborative efforts begun by the Jordan Lake Partnership; and the benefits of such planning and collaborative efforts would include:

- Improved cooperation between local water utilities and ease of regulatory oversight;
- Reduced unit costs for projects through economies of scale;
- Increased flexibility and reliability of local water supplies, especially during droughts and other dynamic events;
- Enhanced ability to comply with federal and state drinking water standards;
- Sustainable use of regional drinking water resources; and

The parties to this Agreement would maintain local ownership and control of their water resources, but are committing in this document to collaborate about water supply planning, cooperation, sustainability, and in the event of drought or other emergency events, to helping each other through, toward a more sustainable future, Ms. Parrish said.

The cost would be approximately \$20,000 per year, which would give Holly Springs the benefit of work on an economy of scale, she added.

Action: The Council approved a motion to enter into a memorandum of agreement to partner in the Triangle Water Supply Planning Partnership.

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

10. Other Business: None that resulted in Council action.

11. Manager's Report: None that resulted in Council action.

12. Closed Session: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(6) to conduct performance evaluations of the Town Clerk..

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

In closed session, the Council directed that the Town Clerk's Office would be separated out from the Department of Public Affairs and Communications within 60 days. The Council desires autonomous supervision over a position dedicated to the support of the Council on a full-time basis. As for the reorganization of the DPAC, Council said they would leave organization of the communications division up to the new town manager to organize as he sees fit.

Mayor Sears presented the Town Clerk with more detailed minutes of the Closed Session, which was continued and resumed on Aug. 21 for an evaluation of the Town Attorney, to be filed as sealed minutes.

No other action was taken in closed session, other than a motion to return to open session.

13. Continuation: There being no further business for the evening, the Aug. 21, 2018 meeting of the Holly Springs Town Council was continued to resume with a closed session at 6 p.m. Thursday Aug. 24, 2018 when a closed session would be called, pursuant to N.C.G.S. 143-318.11(a)(6) to conduct a performance evaluation of the Town Attorney.

 _____, 4, 2018.

and are a part of the official record.

