



Downtown Development Authority of Holly Springs

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Wednesday, September 16, 2026 | 6:00 PM

Ollie Evans - Chair | Maggie Grayeski | Andrea Johnston

Steven W. Miller | Scott Owen - Vice Chair | Ryan Smith | Kyle Whitaker

AGENDA

I. CALL TO ORDER

II. OLD BUSINESS

III. NEW BUSINESS

- A. Proposal from Foresite Group, LLC for Professional Design Services to Add Service #9, Signage Rendering, as shown in Exhibits A & B in an amount not to exceed \$2,500 and authorize the Chairman to execute the Proposal.
- B. **CA-02-2026**, applicant, Dominion, requests approval of the architecture and facade for *Arden Meadows*.
- C. July 20, 2026 Downtown Development Authority of Holly Springs Special Called Meeting minutes.

IV. REPORTS

V. ADJOURNMENT

ITEM REPORT

AGENDA ITEM NUMBER: III.A.



FROM: Robert H. Logan, City Manager

MEETING DATE: September 16, 2026

AGENDA ITEM: Proposal from Foresite Group, LLC for Professional Design Services to Add Service #9, Signage Rendering, as shown in Exhibits A & B in an amount not to exceed \$2,500 and authorize the Chairman to execute the Proposal.

EXECUTIVE SUMMARY:

As part of the Town Center Project, the City is exploring the addition of large-scale "Holly Springs" lettering within the open lawn area near the amphitheatre. Large-scale city name signage is used in communities throughout the country as a placemaking feature and way to create a recognizable destination within public spaces.

Foresite Group has been requested to provide a graphic rendering of the proposed signage to help the City visualize its appearance and placement within the Town Center. The rendering will depict the view from Brackett Plaza toward the amphitheatre. The proposed additional service is limited to the graphic rendering and does not include construction documents, construction details, or cost estimates.

FISCAL IMPACT:

\$2,500

ATTACHMENTS:

1. Holly Springs Town Center Add Service #9 Proposal_2026-09-10

RECOMMENDATION:

The staff recommendation is approval of the Proposal.

CONCURRENCES:

Finance and Administration

May 14, 2026

VIA EMAIL

Rob Logan
City of Holly Springs
Holly Springs Downtown Development Authority
3235 Holly Springs Pkwy
Holly Springs, GA 30115

**Re: Letter Agreement for Professional Design Services
Holly Springs Town Center
Add Service #9: Signage Rendering
Holly Springs, Georgia**

Mr. Logan:

Foresite Group, LLC thanks you for the opportunity to submit this Proposal for Additional Services to the City of Holly Springs and Holly Springs Downtown Development Authority for providing Professional Design Services for the above referenced project. Our Project Understanding is detailed below, and the following Proposal details the Scope of Services, Additional Services, Fees, and Hourly Rate Schedule.

Project Understanding

Foresite Group has been requested to provide an add service proposal to provide a graphic rendering of signage within the Town Center project.

Based on our understanding of this project, Foresite Group has made the following assumptions regarding the Scope of Services:

1. Scope includes a graphic rendering reflecting "Holly Springs" lettering within the open lawn of the Town Center project. The sign lettering will mimic the "Banff" signage shown in Exhibit A, attached.
2. Scope is limited to renderings only; construction document revisions and construction details are not included.
3. Graphic rendering will be of an elevation view from Brackett Plaza looking towards the amphitheater. Only one view will be rendered, location of view shown in Exhibit B, attached.
4. Font to be used for the signage will be "Gunnar" and will be provided by the Client.
5. Opinion of probable cost and cost estimates are not included in this scope.
6. Proposal scope and fees are valid from 60 days from date of proposal.
7. Meetings with Client will be via phone or online.

SECTION 1
Scope of Services

Task 1 – Signage Rendering: *Foresite Group will complete the following tasks as part of this phase:*

1. Develop 3D black and white view of the signage for review and Client approval.
2. Develop 3D rendering of approved view.
3. Submit rendering to Client for review.
4. Revise rendering to incorporate Client comments.
5. Submit final rendering to Client.

Deliverables:

- *PDF of Rendering*

SECTION 2
Additional Services

(items not included in this scope but can be provided at an additional fee)

1. Construction document revisions.
2. Site visits.
3. Opinion of probable cost.
4. Additional renderings or views.
5. Changes to the view once approved by Client.

SECTION 3
Fees

Task	Task Fee
Task 1 – Signage Rendering	\$ 2,500.00
Total	\$ 2,500.00

All permitting, application, and similar project fees will be paid directly by the Client.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed, and expenses incurred as of the billing period. Payment will be due within 28 calendar days of the date of the invoice. Payments shall be made electronically or sent to Foresite Group, LLC., 3740 Davinci Court, Suite 100, Peachtree Corners, GA 30092.

Invoices are due to Owner's Representative no later than the 10th of each month for services rendered the previous month. Payment will be made on or before the 15th of the following month.

2026 Hourly Rate Schedule
(To be Adjusted Annually)

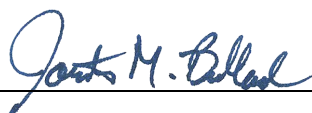
Principal	\$ 285-430/hour
Practice Leader	\$ 265-305/hour
Chief Engineer	\$ 280-325/hour
Division Leader	\$ 200-265/hour
Senior Project Manager	\$ 200-280/hour
Senior Project Engineer	\$ 200-270/hour
Senior Landscape Architect	\$ 140-185/hour
Project Landscape Architect	\$ 125-170/hour
Project Manager	\$ 150-180/hour
Project Engineer	\$ 155-185/hour
Senior Project Analyst	\$ 150-185/hour
Project Analyst	\$ 125-140/hour
Senior Designer	\$ 140-195/hour
Designer	\$ 105-125/hour
CAD Drafter	\$ 85-105/hour
Administrative Support	\$ 95-125/hour
Expert Witness	\$ 305/hour

Rates are subject to change. Foresite Group reserves the right to change the rate sheet periodically. If Foresite Group is being compensated based on an hourly agreement, Foresite Group will bill the client based on the new rates established on the modified rate sheet.

If you agree to the terms of this Letter Agreement and the Standard Terms and Conditions attached hereto and incorporated herein, please have an authorized representative sign and return this Letter Agreement in the spaces below.

We appreciate the opportunity to provide these services to you. Please do not hesitate to contact us if you have any questions or comments.

Sincerely,
FORESITE GROUP, LLC.

By: 

Name: Jonathan Bullard

Title: Senior Project Manager, Greenspace + Land Design

Date: September 10, 2026

Client:
City of Holly Springs

By: _____
(Signature)

Name: _____
(Printed Name)

Title: _____

Date: _____

Client:
Holly Springs Downtown Development Authority

By: _____
(Signature)

Name: _____
(Printed Name)

Title: _____

Date: _____

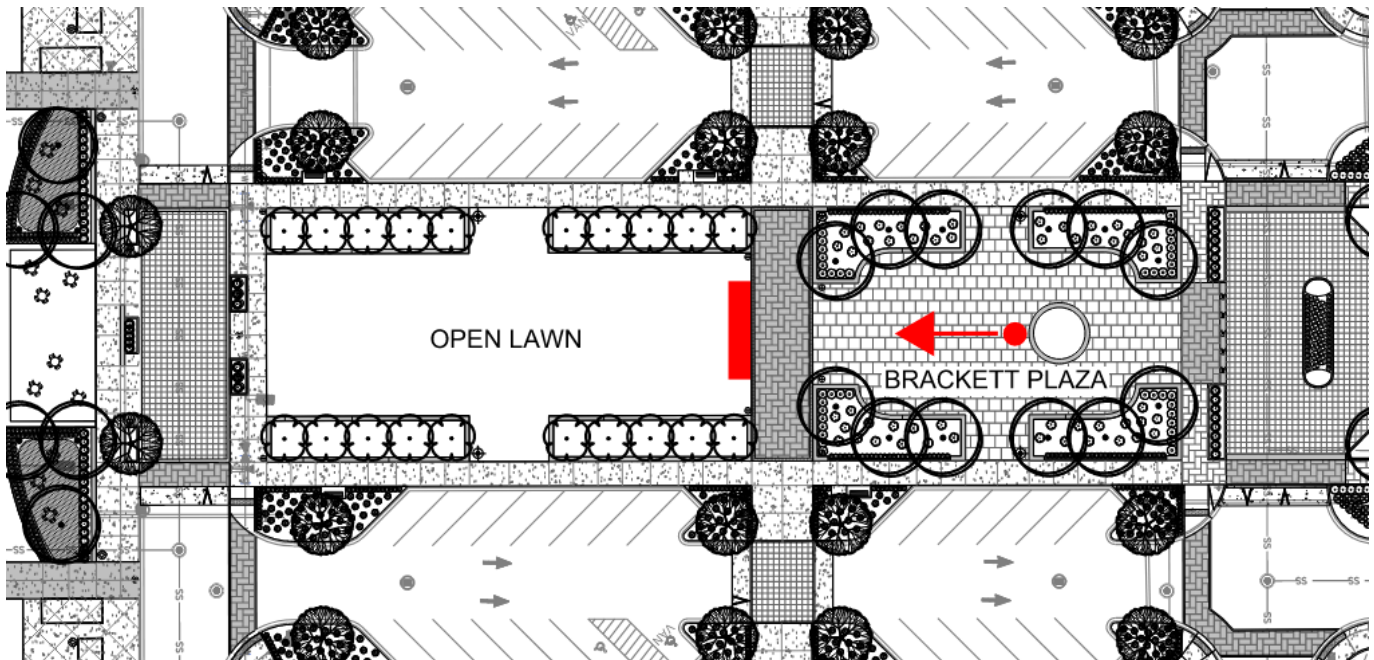
ALL INVOICES SHALL BE SENT TO THE FOLLOWING ADDRESS:
City of Holly Springs Downtown Development Authority
dme.odyssey@gmail.com
Attn: David Edwards

ALL PAYMENTS SHALL BE SENT VIA EFT OR TO THE FOLLOWING ADDRESS:
Foresite Group, LLC.
3740 Davinci Court, Suite 100
Peachtree Corners, GA 30092
ar@fg-inc.net

EXHIBIT A
Signage Basis of Design



EXHIBIT B
Rendering View



ITEM REPORT

AGENDA ITEM NUMBER: III.B.



FROM: Nancy Moon, Community Development Director

MEETING DATE: September 16, 2026

AGENDA ITEM: CA-02-2026, applicant, Dominion, requests approval of the architecture and facade for *Arden Meadows*.

EXECUTIVE SUMMARY:

The applicant, Dominion, is requesting approval for the architecture/facade for a project located in the Town Center off of Holly Springs Parkway, tax parcels 93N02 009, 011, 012, and 013. This project, *Arden Meadows*, consists of a 222-unit senior housing community.

The applicant has submitted revised facade plans depicting the original design, as well as, the revised design.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Elevations
2. CA-02-2026 Application

RECOMMENDATION:

Staff recommends approval of this project subject to the approval of the Town Center Architect.

CONCURRENCES:

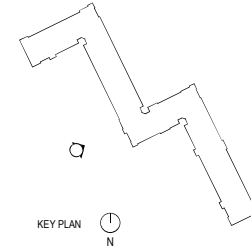
City Manager.

ELEVATION COMPARISON EXHIBIT

COMPARING THE WEST ELEVATION AT TIME OF REZONING APPLICATION (JULY 2024) AGAINST THE CURRENT WEST ELEVATION (AUGUST 2026)

COMPARISON LIST:

1. 5 STORIES AT SLAB ON GRADE VERSUS 4 STORIES
2. EXTERIOR MATERIAL PALETTE: CHANGED FROM BLONDE BRICK WITH GREEN & GRAY ACCENTS TO RED BRICK WITH MEDIUM & DARK GRAY ACCENTS
3. WHITE BALCONIES VERSUS DARK GRAY BALCONIES
4. AMENITY AREA HAS BEEN STANDARDIZED WHICH AFFECTED THE UNIT LAYOUT AND OVERALL BUILDING LENGTH AND CONFIGURATION



PAST

WEST ELEVATION (AT TIME OF REZONING - JULY 2024)

EXTERIOR MATERIAL KEY	
	FBR-1 - FIELD FACE BRICK COLOR#1
	FBR-2 - ACCENT (SOLDER COURSE) FACE BRICK COLOR#2
	DCMU-1 - BURNISHED CMU BASE
	FSDG-1 - FIBER CEMENT LAP SIDING
	FSDG-2 - FIBER CEMENT PANEL SIDING & TRIM COLOR 1,2,3



PRESENT

WEST ELEVATION (CURRENT DESIGN - AUGUST 2026)

EXTERIOR MATERIAL LEGEND	
	FSDG-1 - FIBER CEMENT LAP SIDING, COLOR: DARK GRAY
	FSDG-2 - FIBER CEMENT PANEL SIDING & TRIM, COLOR: DARK GRAY
	FSDG-3 - FIBER CEMENT PANEL SIDING & TRIM, COLOR: DARK GRAY
	FSDG-4 - FIBER CEMENT PANEL SIDING & TRIM, COLOR: DARK GRAY
	FSDG-5 - FIBER CEMENT PANEL SIDING & TRIM, COLOR: DARK GRAY



EXTERIOR RENDERING MAIN ENTRY LOOKING NORTH - FOR DESIGN INTENT ONLY



EXTERIOR ELEVATION NORTH



EXTERIOR ELEVATION EAST

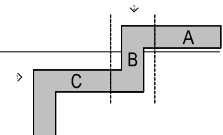


EXTERIOR ELEVATION SOUTH

EXTERIOR MATERIAL LEGEND	
	1/2" FINISH TENSILE, GLASS BLOCK, GLASS OR STONE
	1/2" FINISH TENSILE, GLASS BLOCK, GLASS OR STONE
	1/2" FINISH TENSILE, GLASS BLOCK, GLASS OR STONE
	1/2" FINISH TENSILE, GLASS BLOCK, GLASS OR STONE
	1/2" FINISH TENSILE, GLASS BLOCK, GLASS OR STONE



EXTERIOR ELEVATION WEST





TOWN CENTER CERTIFICATE OF APPROPRIATENESS APPLICATION

Application CA-_____

Hearing Date _____

Date of Application _____

Applicant _____

Owner _____

(If other than Applicant)

Address _____

Address _____

Zip Code _____ Phone _____

Zip Code _____ Phone _____

Email: _____

Email: _____

Signature _____

Signature _____

Address/Location of Property _____

Map/Parcel ID _____

Description of Project: _____

*******Attach additional sheets as needed*******

The following information must be attached to completed application:

Warranty Deed
Tax Documentation
Survey Plat by Registered Surveyor
Site Development Plan by Registered Surveyor
Color Renderings of Proposed/Renovated Structures with Materials/Colors List
Materials Board

Do Not Write Below Line

Downtown Development Authority Decision

Approved _____

Denied _____

Stipulations _____

**City of Holly Springs
Downtown Development Authority of Holly Springs Minutes
July 20, 2026**

Authority Members Present: Chairman Ollie Evans, Secretary Andrea Johnston, Authority Member Kyle Whitaker, and Authority Member Steven Miller.

Authority Members Not Present: Vice Chairman Scott Owen, Treasurer Maggie Grayeski, and Authority Member Ryan Smith.

Elected Officials Present: Mayor Ryan P. Shirley, Mayor Pro Tem Michael R. Zenchuk II, Councilman Kevin Moore, Councilwoman Dee Phillips, and Councilman Jeff Wilbur.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, Assistant City Manager/City Clerk Karen Norred, and Communications & External Affairs Director Erin Honea.

I. CALL TO ORDER

Chairman Evans called the Downtown Development Authority of Holly Springs Special Called Meeting to order.

II. OLD BUSINESS

III. NEW BUSINESS

- A. Approval of Bond Application Completeness Confirmation Letter and authorize and ratify the signature of the Chairman.

Authority Member Miller made a motion to approve Item A. Councilman Whitaker seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- B. Certificate of Deposit at South State Bank.

Chairman Evans made a motion to renew the certificate of deposit with a 4.07% interest rate for seven months. Secretary Johnston seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- C. May 20, 2026 Downtown Development Authority of Holly Springs meeting minutes.

Authority Member Miller made a motion to approve the minutes. Chairman Evans seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

IV. REPORTS

V. ADJOURNMENT

Chairman Evans made a motion to adjourn the meeting and move into a joint executive session with City Council for the purpose of Real Estate. Authority Member Miller seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

Respectfully Submitted.

Ollie Evans, Chairman

Erin Honea, Communications & External Affairs Director