



**Wendell Town Board of Commissioners**  
**Town Hall, Board Room**  
**409 Landing View Drive, Wendell, NC, 27591**  
**Regular Session Agenda**  
**Monday, February 24, 2025 @ 7:00 PM**

### **CALL TO ORDER**

Call to Order - Mayor Virginia Gray

Pledge of Allegiance - Wendell Middle School Student, Molly Priddy

Invocation - Wendell Council of Churches

### **1. ADJUSTMENT AND APPROVAL OF THE AGENDA**

### **2. PUBLIC COMMENT PERIOD**

The public may participate in public comment period in the following ways:

1. Signing up for public comment period the night of the meeting if attending in person. Please sign up at the podium in the Board Room lobby. Sanitation stations will be available. You will have three minutes to speak.
2. Submitting written statements via email to the Town Clerk at [mtew@townofwendellnc.gov](mailto:mtew@townofwendellnc.gov) by the Friday prior to the Board Meeting, before 5 p.m. Please include your full name and address for the record. All written public comments timely received will be read into the record for a length of three minutes and copies will be provided to the Board of Commissioners at or before the meeting.

### **3. CONSENT AGENDA**

#### **3.a Resolution Amending the 2025 Board of Commissioners Meeting Schedule**

Staff Contact: Mary Beth Tew  
Town Clerk  
[mtew@townofwendellnc.gov](mailto:mtew@townofwendellnc.gov)

#### **3.b A23-02: Certificate of Sufficiency and Resolution Fixing the Date of a Public Hearing for Non-Contiguous Annexation for Approximately 41.43 Acres, PINs: 1773450771, 1773459902, 1773550778, 1773369082, 1773463324, 1773467369, Located at 0 & 1812 Wendell Falls Parkway and 400 & 405 Richardson Farm Lane**

Staff Contact: Bryan Coates  
Planning Director  
[bcoates@townofwendellnc.gov](mailto:bcoates@townofwendellnc.gov)

#### **3.c Wake County Tax Report**

Staff Contact: Mary Beth Tew  
Town Clerk  
[mtew@townofwendellnc.gov](mailto:mtew@townofwendellnc.gov)

3.d Approval of Summary of Minutes from February 10, 2025

Staff Contact: Mary Beth Tew  
Town Clerk  
[mtew@townofwendellnc.gov](mailto:mtew@townofwendellnc.gov)

#### **4. RECOGNITIONS, REPORTS, AND PRESENTATIONS**

4.a Recognition of Wendell Middle School Teacher, Mrs. Katrina Lutz

Staff Contact: Mary Beth Tew  
Town Clerk  
[mtew@townofwendellnc.gov](mailto:mtew@townofwendellnc.gov)

#### **5. PUBLIC HEARINGS**

5.a SUP24-04: Evidentiary Hearing on a Special Use Permit Request by Rob Lee of Expressions of Worship II LLC to Allow a Studio – Dance, Martial Arts use at an Existing Building Located at 31 N. Main Street (PIN: 1784608003)

Staff Contact: Bryan Coates  
Planning Director  
[bcoates@townofwendellnc.gov](mailto:bcoates@townofwendellnc.gov)

#### **6. ADMINISTRATIVE ITEMS**

6.a Meet on Main Road Closure & Co-Sponsorship Request for 2025

Staff Contact: Stephanie Smith  
Assistant Town Manager  
[ssmith@townofwendellnc.gov](mailto:ssmith@townofwendellnc.gov)

6.b Brownfield Task Order 16: Pleasant Grove HUD Environmental Review Preparation

Staff Contact: Matt Garner  
Assistant to the Town Manager  
[mgarner@townofwendellnc.gov](mailto:mgarner@townofwendellnc.gov)

#### **7. OTHER BUSINESS**

Update on Board Committees by Town Board Members:  
Capital Area Metropolitan Planning Organization – Commissioner Deans Eatman  
Central Pines Regional Council – Commissioner Joe DeLoach

#### **8. COMMISSIONERS' REPORTS / COMMENTS**

#### **9. MAYOR'S REPORTS / COMMENTS**

#### **10. CLOSED SESSION**

#### **ADJOURN**



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## TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 24, 2025

**SUBMITTED BY:** Mary Beth Tew, Administration

**ITEM TYPE:** Meeting Schedule

**AGENDA SECTION:** CONSENT AGENDA

**SUBJECT:** Resolution Amending the 2025 Board of Commissioners Meeting Schedule

**SPECIFIC ACTION REQUESTED:** Approve the Amended 2025 Board of Commissioners Meeting Schedule

**ITEM SUMMARY:** The 2025 Board of Commissioners Meeting Schedule needs to be amended to add the Budget Retreat on March 1, 2025 at 8 a.m. and a Budget Work Session on April 28, 2025 at 5:00 p.m.

**ATTACHMENTS:**  
[R-09-2025 - Amend 2025 Board of Commissioners Meeting Calendar](#)



**TOWN OF WENDELL**

**NORTH CAROLINA**

**RESOLUTION AMENDING THE 2025 BOARD OF COMMISSIONERS' MEETING  
SCHEDULE  
R-09-2025**

**WHEREAS**, the Wendell Board of Commissioners meetings are held the second and fourth Monday of the month at 7:00 PM in the Board Room of the Town hall, unless otherwise noted; and

**WHEREAS**, each meeting of the Wendell Board of Commissioners is open to the public, unless otherwise provided by N.C.G.S. 143-318.11; and

**WHEREAS**, the Wendell Board of Commissioners may amend the yearly meeting schedule in accordance with N.C.G.S. 143-318.12; and

**WHEREAS**, this schedule has been amended to change the Wendell Board of Commissioners' Budget Retreat date, with the amended schedule as follows:

**2025 BOARD OF COMMISSIONERS MEETING CALENDAR**

**January 13, 2025 & January 27, 2025**

**February 10, 2025 & February 24, 2025**

**March 1, 2025 – Budget Retreat**

**March 10, 2025 & March 24, 2025**

**April 14, 2025 & April 28, 2025**

**April 28, 2025 – Budget Work Session @ 5 p.m.**

**May 23, 2025 & May 27, 2025 (Tuesday)**

**June 9, 2025 & June 23, 2025**

**July 14, 2025 & July 28, 2025**

**August 11, 2025 & August 25, 2025**

**September 8, 2025 & September 22, 2025**

**October 13, 2025 & October 27, 2025**

**November 10, 2025 & November 24, 2025**

**December 8, 2025 – One meeting in December**

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Town of Wendell adopts the 2025 Board of Commissioners meeting calendar as presented.

Duly adopted this 24<sup>th</sup> day of February, 2025.

ATTEST:

\_\_\_\_\_  
Virginia R. Gray  
Mayor

\_\_\_\_\_  
Mary Beth Tew  
Town Clerk



# Item Cover Page

## TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 24, 2025

**SUBMITTED BY:** Bryan Coates, Planning

**ITEM TYPE:** Annexation

**AGENDA SECTION:** CONSENT AGENDA

**SUBJECT:** A23-02: Certificate of Sufficiency and Resolution Fixing the Date of a Public Hearing for Non-Contiguous Annexation for Approximately 41.43 Acres, PINs: 1773450771, 1773459902, 1773550778, 1773369082, 1773463324, 1773467369, Located at 0 & 1812 Wendell Falls Parkway and 400 & 405 Richardson Farm Lane

**SPECIFIC ACTION REQUESTED:** Receive the Town Clerk's Certificate of Sufficiency and Schedule the Public Hearing for Annexation Petition A23-02 for Monday, March 10, 2025 by Adopting the Attached Resolution

**ITEM SUMMARY:** Tony Tate of TMTLA Associates on behalf of the property owners has submitted an annexation request for approximately 41.43 acres, PINs: 1773450771, 1773459902, 1773550778, 1773369082, 1773463324, 1773467369, Located at 0 & 1812 Wendell Falls Parkway and 400 & 405 Richardson Farm Lane. The applicant has also submitted a Conditional District rezoning request to create a mixed-use development.

**Zoning District:** The parcels are in the Town of Wendell's Extra-Territorial Jurisdiction (ETJ) and are zoned Rural Agricultural (RA). The applicant is requesting to rezone to Neighborhood Center Conditional District (NC-CD).

**ATTACHMENTS:**

R-10-2025 Resolution Setting PH for Annexation A23-02 Non-Contiguous  
Certificate of Sufficiency A23-02 Non-Contiguous  
Location Map - A23-02



**TOWN OF WENDELL**

**NORTH CAROLINA**

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF  
ANNEXATION PURSUANT TO N.C.G.S. 160A-58.2  
RESOLUTION NO.: R-10-2025**

**WHEREAS**, a petition requesting annexation of the area described herein has been received; and

**WHEREAS**, the Town Board has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, certification by the Town Clerk as to the sufficiency of the petition has been made.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Wendell, North Carolina that:

**SECTION 1.** A public hearing on the question of annexation of the area described herein will be held at the Wendell Town Hall, Board Room, at 7:00 p.m. on Monday, March 10, 2025.

**SECTION 2.** The area proposed for annexation is described as follows:

A 41.43 acres tract located off Wendell Falls Parkway and Richardson Farm Lane, addressed as 0, 1812 Wendell Falls Parkway and 400, 405 Richardson Farm Lane, PINs 1773450771, 1773459902, 1773550778, 1773369082, 1773463324, 1773467369, Deed Book 12049, Page 169, Deed Book 11791, Page Number 915, Deed Book 12458, Page Number 708, Deed Book 17643, Page Numbers 923, 918, & 908, Wake County Registry

**SECTION 3.** Notice of the public hearing shall be published in the Wake Weekly News, a newspaper having general circulation in the Town of Wendell, at least ten days prior to the date of the public hearing.

Duly adopted this 24<sup>th</sup> day of February, 2025, while in regular session.

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Virginia R. Gray  
Mayor

ATTEST:

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Mary Beth Tew  
Town Clerk

**A23-02:**

0, 1812 Wendell Falls Parkway and 400, 405 Richardson Farm Lane; approximately 41.43 acres; PINs 1773450771, 1773459902, 1773550778, 1773369082, 1773463324, 1773467369; non-contiguous



**TOWN OF WENDELL**

**NORTH CAROLINA**

**CERTIFICATE OF SUFFICIENCY**

To the Town Board of the Town of Wendell, North Carolina:

I, Mary Beth Tew, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with NC G.S. 160A-58.2.

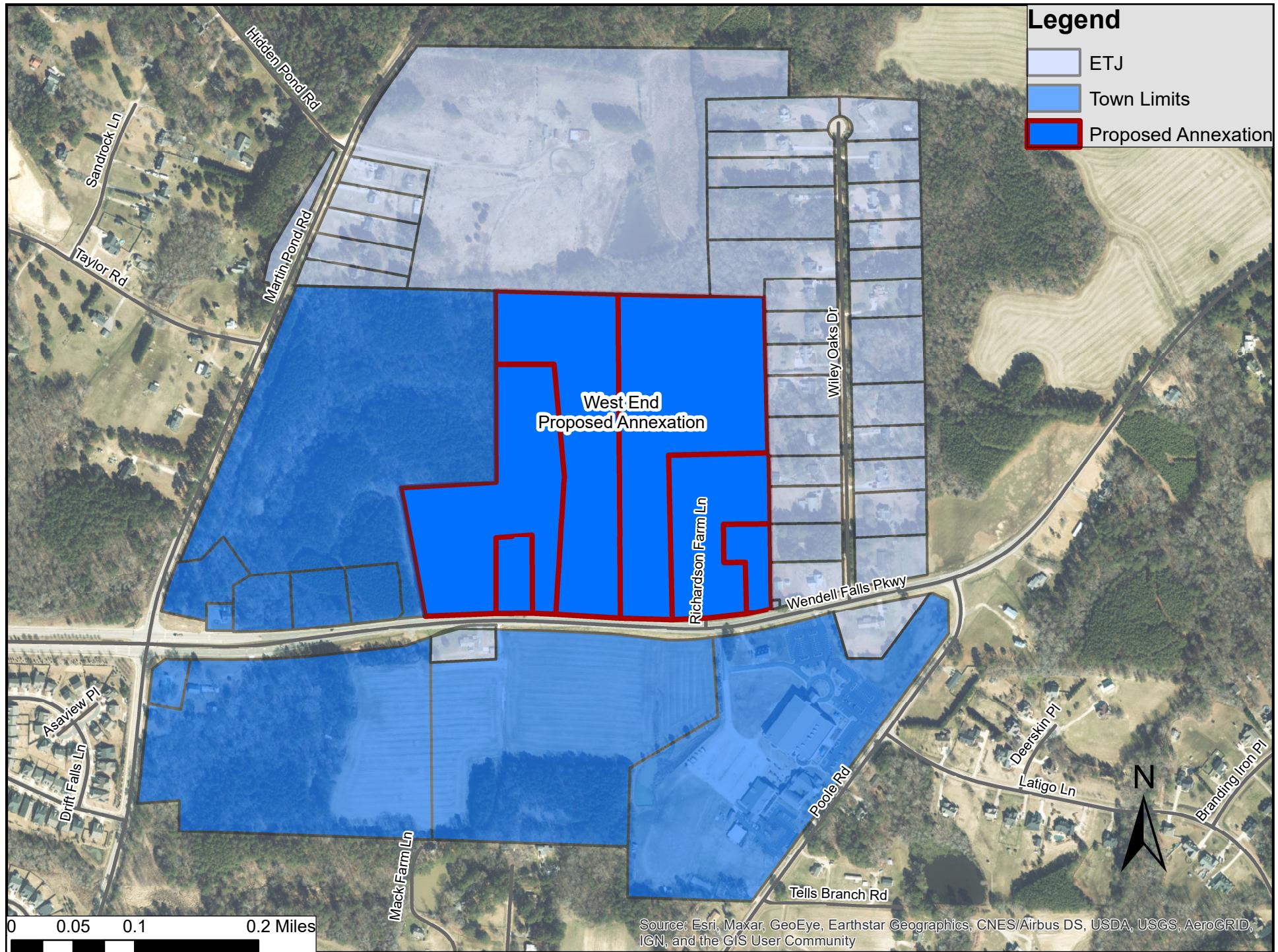
In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Wendell, this 24<sup>th</sup> day of February, 2025.

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Mary Beth Tew  
Town Clerk

**A23-02:**

0, 1812 Wendell Falls Parkway and 400, 405 Richardson Farm Lane; approximately 41.43 acres; PINs 1773450771, 1773459902, 1773550778, 1773369082, 1773463324, 1773467369; non-contiguous





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## TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 24, 2025

**SUBMITTED BY:** Mary Beth Tew, Administration

**ITEM TYPE:** Tax Reports

**AGENDA SECTION:** CONSENT AGENDA

**SUBJECT:** Wake County Tax Report

**SPECIFIC ACTION REQUESTED:** Information Only

**ITEM SUMMARY:** The Town of Wendell Board of Commissioners will receive the attached tax report submitted to the Town by Wake County.

**ATTACHMENTS:**  
[Wake County Tax Report February 2025](#)



## Board of Commissioners

P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180  
FAX 919 856 5699

DON MIAL, VICE-CHAIR  
VICKIE ADAMSON  
SUSAN EVANS  
CHERYL STALLINGS  
SHINICA THOMAS  
TARA WATERS

February 4, 2025

Ms. Mary Beth Tew  
Town Clerk  
Town of Wendell  
409 Landing View Drive  
Wendell, NC 27591

Dear Ms. Tew:

The Wake County Board of Commissioners, in regular session on February 3, 2025, approved and accepted the enclosed tax report for the Town of Wendell.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)

## WAKE COUNTY TAX ADMINISTRATION

12/01/2024 - 12/31/2024

DATE  
01/02/2025TIME  
3:00:43 PM

## Rebate Detail Report

**WENDELL**

REBATE NUM	PROPERTY TAG	CITY LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING FOR	OWNER TYPE
<b>BUSINESS ACCOUNTS</b>									
903661	131.25	0.00	13.13	0.00	144.38	12/17/2024	0007016929	2024	2024 000000 NEIDRE J BANAKUS DDS PC
904288	0.00	0.00	0.00	0.00	0.00	12/21/2024	0006133620	2006	2006 000000 WENDELL CORNERSTONE NURSERY INC
<b>SUBTOTALS FOR BUSINESS ACCOUNTS</b>	<b>131.25</b>	<b>0.00</b>	<b>13.13</b>	<b>0.00</b>	<b>144.38</b>	<b>144.38</b>			<b>2 Properties Rebated</b>

**BUSINESS REAL ESTATE ACCOUNTS**

902801	1,646.57	0.00	0.00	0.00	1,646.57	12/9/2024	0000492422	2024	2024 000000 SXCW TEMP LLC
903829	95,475.74	0.00	0.00	0.00	95,475.74	12/18/2024	0000462412	2024	2024 000000 5809 TAYLOR (NC) OWNER LP
902799	1,791.48	0.00	0.00	0.00	1,791.48	12/9/2024	0000492420	2024	2024 000000 SXCW TEMP LLC
902800	1,817.82	0.00	0.00	0.00	1,817.82	12/9/2024	0000492421	2024	2024 000000 SXCW TEMP LLC
903897	0.00	0.00	0.00	0.00	0.00	12/19/2024	0000105876	2016	2016 000000 WENDELL PARTNERS LLC
902987	386.74	0.00	0.00	0.00	386.74	12/10/2024	0000499608	2024	2024 000000 GEP XI HARMONY LP
901890	16,575.63	0.00	0.00	0.00	16,575.63	12/2/2024	000007159	2024	2024 000000 SANDY RIDGE HOUSING ASSOC LLC
<b>SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS</b>	<b>117,693.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>117,693.98</b>	<b>117,693.98</b>			<b>7 Properties Rebated</b>

**INDIVIDUAL REAL ESTATE ACCOUNT**

904234	761.62	0.00	0.00	0.00	761.62	12/20/2024	0000441569	2024	2024 000000 GANS, BRENDA
904287	0.00	0.00	0.00	0.00	0.00	12/21/2024	0000292224	2006	2006 000000 MIZELL, JENNIFER TODD
<b>SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS</b>	<b>761.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>761.62</b>	<b>761.62</b>			<b>2 Properties Rebated</b>
<b>TOTAL REBATED FOR WENDELL</b>	<b>118,586.85</b>	<b>0.00</b>	<b>13.13</b>	<b>0.00</b>	<b>118,599.98</b>	<b>118,599.98</b>			<b>11 Properties Rebated for City</b>



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## TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 24, 2025

**SUBMITTED BY:** Mary Beth Tew, Administration

**ITEM TYPE:** Minutes

**AGENDA SECTION:** CONSENT AGENDA

**SUBJECT:** Approval of Summary of Minutes from February 10, 2025

**SPECIFIC ACTION REQUESTED:** Approve the Summary of Minutes

**ITEM SUMMARY:** On Monday, February 10, 2024, at 7:00 p.m., the Town Board of Commissioners held a Regular Meeting at Town Hall, 409 Landing View Drive, Wendell, NC 27591. The attached Summary of Minutes are to be approved at the Town Board of Commissioners' Meeting and then posted to the website and kept in the Minutes Book.

**ATTACHMENTS:**

[Minutes - February 10, 2025](#)

**TOWN OF WENDELL**  
**TOWN BOARD OF COMMISSIONERS REGULAR SESSION MINUTES**  
**February 10, 2025**

The Wendell Town Board of Commissioners held their Regular Session on Monday, February 10, 2025, in the Town Board Room, Wendell Town Hall, 409 Landing View Drive.

**Present:** Mayor Virginia Gray, Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach

**CALL TO ORDER**

*Mayor Gray called the meeting to order at 7:00 p.m.*

*The Pledge of Allegiance was led by Carver Elementary School Student, Graham Ide.*

*The Invocation was provided by Dennis Calhoun, from Calvary Faith Center.*

**1. ADJUSTMENT AND APPROVAL OF THE AGENDA**

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to approve the agenda as presented.  
Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach  
Nays: None  
Vote: 5-0

**2. PUBLIC COMMENT PERIOD**

*The following people spoke during Public Comment Period:*

*Roger Peterson, 4490 Wendell Boulevard*

**3. CONSENT AGENDA**

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to approve the Consent Agenda.  
Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach  
Nays: None  
Vote: 5-0

3.a A24-01: Resolution Directing the Clerk to Investigate a Non-Contiguous Annexation for Approximately 303.06 Acres, PINs: 1765822629, 1765962276, 1765856251, 1765755957 (partial), 1765852510, 1775042139 (partial), 1775039689, 1765766823, Located at 3020 Puryear Road, 0, 1401, and 1621 Davistown Road, 4501 Rolesville Road, 6021 Yancey Drive, 0 Robertson Pond Road, and 0 Rose Place

Staff Contact: Bryan Coates  
Planning Director  
[bcoates@townofwendellnc.gov](mailto:bcoates@townofwendellnc.gov)

3.b Wendell Parks & Recreation Concessions Contract

Staff Contact: Jeff Polaski  
Parks and Recreation Director  
[jpolaski@townofwendellnc.gov](mailto:jpolaski@townofwendellnc.gov)

3.c Fee-in-lieu Request in the Amount of \$33,528.00 for a Segment of Roadway Construction on Clarion Drive within Richardson Farms

Staff Contact: Bryan Coates  
Planning Director  
[bcoates@townofwendell.com](mailto:bcoates@townofwendell.com)

3.d A24-10: Certificate of Sufficiency and Resolution Fixing the Date of a Public Hearing for a Non-Contiguous Annexation for Approximately 44.626 Acres, PIN: 1784241992, Located at 2730 Wendell Boulevard

Staff Contact: Bryan Coates  
Planning Director  
[bcoates@townofwendellnc.gov](mailto:bcoates@townofwendellnc.gov)

3.e Approval of Summary of Minutes from January 27, 2025

Staff Contact: Mary Beth Tew  
Town Clerk  
[mtew@townofwendellnc.gov](mailto:mtew@townofwendellnc.gov)

#### **4. RECOGNITIONS, REPORTS, AND PRESENTATIONS**

4.a Recognition of Carver Elementary School Teacher, Ms. Morgan Huggins

Staff Contact: Mary Beth Tew  
Town Clerk  
[mtew@townofwendellnc.gov](mailto:mtew@townofwendellnc.gov)

*Mayor Gray recognized Mrs. Morgan Huggins, from Carver Elementary School.*

#### **5. PUBLIC HEARINGS**

5.a A24-12: Public Hearing for a Non -Contiguous Annexation of .46 Acres, PIN: 1793492754, Located at 1079 Morphus Bridge Road

Staff Contact: Bryan Coates  
Planning Director  
[bcoates@townofwendellnc.gov](mailto:bcoates@townofwendellnc.gov)

*Bryan Coates, Planning Director, provided the staff report for this item.*

*Mayor Gray opened the Public Hearing and asked if there were anyone that wished to speak. Seeing none, she closed the Public Hearing.*

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to approve the non-contiguous annexation request and adopt the attached Ordinance.  
Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach  
Nays: None  
Vote: 5-0

## **6. ADMINISTRATIVE ITEMS**

### **6.a Downtown Streetscape Master Plan Presentation**

Staff Contact: Bryan Coates  
Planning Director  
[bcoates@townofwendellnc.gov](mailto:bcoates@townofwendellnc.gov)

*Bryan Coates, Planning Director, provided the staff report for this item.*

*Daniel Watley, WithersRavenel, presented information regarding the Downtown Streetscape Master Plan.*

*The Board discussed the proposed Downtown Streetscape Master Plan.*

### **6.b Fiscal Year 2025 Budget Ordinance Amendment #3**

Staff Contact: Garrett Johnson  
Finance Director  
[gjohnson@townofwendellnc.gov](mailto:gjohnson@townofwendellnc.gov)

*Marc Collins, Town Manager, provided the staff report for this item.*

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to adopt Amendment #3 of the FY 2025 Budget Ordinance.  
Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach  
Nays: None  
Vote: 5-0

### **6.c Contract with Cultural Planning Group (CPG) for the Town of Wendell Public Art Plan**

Staff Contact: Bryan Coates  
Planning Director  
[bcoates@townofwendellnc.gov](mailto:bcoates@townofwendellnc.gov)

*Bryan Coates, Planning Director, provided the staff report for this item.*

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to approve Cultural Planning Group (CPG) to assist the Town of Wendell in finalizing its Public Art Plan.  
Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach  
Nays: None  
Vote: 5-0

**6.d Downtown Improvement Grant Application for 45 N Main Street**

Staff Contact: Matt Garner  
Assistant to the Town Manager  
[mgarner@townofwendellnc.gov](mailto:mgarner@townofwendellnc.gov)

*Matt Garner, Assistant to the Town Manager, provided the staff report for this item.*

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to approve the Downtown Improvement Grant for 45 North Main Street.  
Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach  
Nays: None  
Vote: 5-0

**6.e Downtown Improvement Grant Application for 12 S Pine Street**

Staff Contact: Matt Garner  
Assistant to the Town Manager  
[mgarner@townofwendellnc.gov](mailto:mgarner@townofwendellnc.gov)

*Matt Garner, Assistant to the Town Manager, provided the staff report for this item.*

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to approve the Downtown Improvement Grant for 12 South Pine Street.  
Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach  
Nays: None  
Vote: 5-0

**6.f Decision to Approve Rankings and Authorize the Town Manager to Negotiate a Contract for the Request for Qualification (RFQ) #2025-07 for Design Services for the Main Street Park Project**

Staff Contact: Jeff Polaski  
Parks and Recreation Director  
[jpolaski@townofwendellnc.gov](mailto:jpolaski@townofwendellnc.gov)

*Jeff Polaski, Parks and Recreation Director, provided the staff report for this item.*

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to accept the rankings for RFQ #2025-07 and authorize the Town Manager to negotiate and sign a contract for professional design services for the Main Street Park Project.

Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach

Nays: None

Vote: 5-0

**7. OTHER BUSINESS**

*Update on Board Committees by Town Board Members:*

*Wendell Volunteer Fire Department Board of Directors - Mayor Pro Tempore Jason Joyner*

**8. COMMISSIONERS' REPORTS / COMMENTS**

*Commissioner DeLoach encouraged downtown business owners to strongly encourage their employees to park farther away.*

**9. MAYOR'S REPORTS / COMMENTS**

*Mayor Gray noted she attended East Wake High School's mid year graduation and wished all the graduates well for the future.*

**10. CLOSED SESSION****ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to enter into closed session pursuant to N.C.G.S. 143-318.11(a) 3, 5, and 6.

Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach

Nays: None

Vote: 5-0

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to resume regular session.

Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach

Nays: None

Vote: 5-0

**ACTION**

Mover: Mayor Pro Tempore Jason Joyner made a motion to approve increasing the Town Manager's pay by 5%, effective next pay period.

Ayes: Mayor Pro Tempore Jason Joyner, Commissioner Jon Lutz, Commissioner Deans Eatman, Commissioner Braxton Honeycutt, and Commissioner Joe DeLoach

Nays: None

Vote: 5-0

## ADJOURN

*There being no further business to come before the Board, the meeting adjourned at 10:03 p.m.*

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Virginia R. Gray  
Mayor

## ATTEST:

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Mary Beth Tew  
Town Clerk



# Item Cover Page

## TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

<b>DATE:</b>	February 24, 2025
<b>SUBMITTED BY:</b>	Mary Beth Tew, Administration
<b>ITEM TYPE:</b>	Awards and Presentations
<b>AGENDA SECTION:</b>	RECOGNITIONS, REPORTS, AND PRESENTATIONS
<b>SUBJECT:</b>	Recognition of Wendell Middle School Teacher, Mrs. Katrina Lutz
<b>SPECIFIC ACTION REQUESTED:</b>	Recognition
<b>ITEM SUMMARY:</b>	<p>We are proud to celebrate Mrs. Lutz with the Town of Wendell recognition because of the calm presence, relentless advocacy, and steadfast leadership that she shares with our students and school family each day. As educators, we can learn many things in college to prepare us for this work, but there is no class we can take or book we can read that teaches us how to be a humble leader who connects with both students and staff and provides just the right support at just the right moment for just right person- we can only learn these skills by watching someone like Mrs. Lutz as she gently navigates building relationships, holding high expectations, and cultivating confidence in others. While at Wendell Magnet Middle School, Mrs. Lutz has served as a social studies teacher, a student council advisor, and now she is providing leadership for our magnet team as they create innovative experiences for our students. Mrs. Lutz came to Wendell Magnet Middle School after being a kindergarten teacher, so I suppose everything I need to know I learned in kindergarten is a true adage, but in our case, it is everything I need to know I learned from an amazingly talented kindergarten teacher who shares her experience, kindness, and love with us.</p>



# Item Cover Page

## TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 24, 2025

**SUBMITTED BY:** Bryan Coates, Planning

**ITEM TYPE:** Planning

**AGENDA SECTION:** PUBLIC HEARINGS

**SUBJECT:** SUP24-04: Evidentiary Hearing on a Special Use Permit request by Rob Lee of Expressions of Worship II LLC to Allow a Studio – Dance, Martial Arts use at an Existing Building Located at 31 N. Main Street (PIN: 1784608003)

**SPECIFIC ACTION REQUESTED:** Hold an evidentiary hearing and act on a Special Use Permit request for property at 31 N Main Street

**ITEM SUMMARY:** Rob Lee of Expressions of Worship II LLC has requested a Special Use Permit to allow a Studio – Dance, Martial Arts use at an existing downtown building at 31 N. Main Street (PIN: 1784608003). The intent is to upfit the current building from a bakery to a dance studio with retail sales. The plan is to divide the ground floor into 3 equal sized rooms with a retail dance space in the front room and dance rooms in the middle and rear of the building. The second floor will be designed into 2 large rooms with an entry staircase from the front of the building as well as the rear of the building. The applicant has stated that they will be consolidating all of their current classes which are currently being held at 32 North Main Street and 2 local churches, to this new location. They expect around 500 students to be attending dance classes at 31 North Main Street.

## ATTACHMENTS:

[SUP 31 N Main - Staff Anyalsis](#)

[31 N Main SUP Application with Neighborhood Meeting Notes](#)

[Shared Parking Agreement with EOW and Agave.pdf](#)

[Proposed Parking and Drop Off Plan for 31 N Main Street.docx](#)

## Drop-Off & Pickup Route EOW



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## Staff Analysis

Item Title: SUP24-04: Evidentiary hearing on a Special Use Permit request by Rob Lee of Expressions of Worship II LLC to Allow a Studio – Dance, Martial Arts use at an Existing Building Located at 31 N. Main Street (PIN: 1784608003)

### Item Summary

Rob Lee of Expressions of Worship II LLC has requested a Special Use Permit to allow a Studio – Dance, Martial Arts use at an existing downtown building at 31 N. Main Street (PIN: 1784608003). The intent is to upfit the current building from a bakery to a dance studio with retail sales. The plan is to divide the ground floor into 3 equal sized rooms with a retail dance space in the front room and dance rooms in the middle and rear of the building. The second floor will be designed into 2 large rooms with an entry staircase from the front of the building as well as the rear of the building. The applicant has stated that they will be consolidating all of their current classes which are currently being held at 32 North Main Street and 2 local churches, to this new location. They expect around 500 students to be attending dance classes at 31 North Main Street.

Studio-Art, Dance, Martial Arts, Music, etc. means small facilities, typically accommodating one group of students at a time, in no more than one instructional space. These establishments may include: individual and group instruction and training in the arts; production rehearsal photography, and the processing of photographs produced only by users of the studio facilities; martial arts training studios; gymnastics, yoga, and similar instruction; and aerobics and gymnastics studios with no other fitness facilities or equipment.

### Analysis of UDO Standards

There are no additional standards listed in the UDO for a Studio – Dance, Martial Arts use.

### Project Setting – Surrounding Land Uses

The building at 31 N. Main Street was most recently a bakery. It is located downtown in the same block as Everest Kitchen, Wendell Masonic Lodge, Sip and Shop Café, Bravos Pizzeria, Carolina Brewing Co and Ash & Dill Gastropub. On the opposite side of North Main Street is the Wendell General Store, KB's Barbershop, Edward-Jones Financial Advisor, Wendell Barber Shop, Grey Clothing Store and Simply Blush Bridal Shop. If the SUP is approved, the applicant has stated in his application that 32 N. Main Street will become available for rent.

## SUP Use Map



## Zoning District

The Downtown Mixed-Use District is coded to encourage the redevelopment and expansion of the traditional Downtown area. Individual buildings are encouraged to be mixed vertically with street level commercial and upper level residential or commercial uses. Higher densities of residential development are encouraged. The building that is being proposed for the dance studio is an existing 2-story brick building in the heart of downtown that fronts on North Main Street and faces Tobacco Aly in the back.

## Special Use Permit Criteria

The evaluation and approval of the Special Use Permit shall be governed by quasi-judicial proceedings, which are based upon the sworn testimony and evidence presented at the hearing relevant to the following standards:

- a. That the proposed use does not affect adversely the general plans for the physical development of the town as embodied in this Ordinance and in any plan or portion thereof adopted by the Board of Commissioners;
  - The DMX zoning district is designed for retail businesses and services that attract customers to the area.
- b. The proposed use will not be contrary to the purposes stated for these regulations;
  - The Unified Development Ordinance permits a retail use in the DMX zoning district and a dance studio with a Special Use Permit.
- c. The proposed use will not adversely affect the health and safety of residents and workers in the town;
  - The Expressions of Worship dance studio has been part of the downtown community for many years at the 32 North Main Street location across the street.
  - The applicant has stated in his application that the dance studio will adhere to all fire, safety, and occupancy codes, ensuring a safe environment for participants. Proper ventilation and soundproofing will mitigate noise and air quality concerns, and maintain a clean and safe facility, with regular inspections and upkeep to ensure compliance with local health and safety standards.
- d. The proposed use will not be detrimental to the use of development of adjacent properties or other neighborhood uses;
  - The proposed dance studio and retail business will abut the Masonic Lodge to the south and retail on the north side of the building.
- e. The proposed use will not be affected adversely by the existing uses;

- A mixture of retail, restaurants and other commercial uses exist within one block of the site, which is the same block that the dance studio has been located for many years.
- f. The proposed use will be placed on a lot of sufficient size to satisfy the space requirements of the use;
  - The existing building will be upfit to have 1 retail space and 2 classrooms on the ground floor and 2 classrooms on the second floor. One additional restroom will be added to the ground floor and 2 additional restrooms will be added to the second floor.
- g. The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use the facility, vehicular movement, noise, or fume generation or type of physical activity;
  - The hours of operation for the dance classes will be Monday, Tuesday and Thursday 4:30 – 8:30 pm and Wednesday and Friday 4:00 – 6:00 pm. Saturday and Sunday is closed.
  - Per the application, there will be approximately 20 students in 4 different classrooms. Classes will be 30 minutes, 45 minutes and 55 minutes.
  - Since the classes are generally late afternoon/early evening during the week, any noise generated or vehicular movement should not constitute a nuisance.
- h. The standards set forth for each particular use/project for which a permit may be granted have been met;
  - All building and fire codes for the building upfit will need to be met.
- i. The Board may impose or require such additional restrictions and conditions as may be necessary to protect the health and safety of works and residents in the community, and to protect the value and use of property in the general neighborhood;
  - The Board may impose conditions at its discretion for these reasons.
- j. The proposed use shall be subject to the minimum area, setback, and other location requirements of the zoning district in which it will be located; and
  - The applicant is proposing to utilize an existing building and within the DMX zoning district the setbacks are zero along the front, side and rear. The proposed use will utilize the existing building without any proposed change to building dimensions or setbacks.
- k. The proposed use shall be subject to the off-street parking and service requirements of these regulations; provided, however, that an approved PUD Plan document may include modifications of such requirements.

- The parking requirement for an office/service use is 2-3/1,000 sf. For the 5,500 sf building, 11 spaces are required. The UDO allows 2 of the on-street parking spaces to count toward their minimum parking requirement.
- The applicant has entered into a parking agreement with Agave Restaurant to satisfy the additional 9 required parking spaces.
- The applicant has created a parking and drop-off plan detailing the process for the safe drop-off and pick-up of the students. The plan is attached.

The applicant has committed to design the proposed use with the health and safety of the surrounding neighborhood in mind. He will adhere to all building, fire, safety, and occupancy codes, ensuring a safe environment for his participants. Proper ventilation and soundproofing will be implemented, and a clean and safe facility will be maintained, with regular inspections and upkeep to ensure compliance with local health and safety standards. The retail store will follow all safety regulations to prevent health hazards. He has prepared a parking and drop-off plan and will provide volunteers to help execute the plan safely and smoothly.

## Comprehensive Plan

Blueprint Wendell 2030 classifies this area as Downtown Core.

### DOWNTOWN CORE / DOWNTOWN FRINGE

**USES + BUILDINGS**

**Downtown Core:**

- Commercial uses in two-to-four stories including retail restaurants, personal services, and small-to-medium offices
- Co-Working space/Makerspace
- Attached single-family (townhome)
- Multi-family (condominiums, apartments)
- Lodging, hotels
- Civic uses including government offices and services such as library branches
- Event spaces such as greens or amphitheaters

**Downtown Fringe:**

- One- and two-story homes
- Institutional (religious and school)
- Small-scale neighborhood commercial
- Attached single-family (townhome)

**STREET PATTERN**

**Street Pattern:** Grid/Modified Grid  
**Max Block Length:** n/a

**Connectivity:**

- 400'
- 600' with mid-block pedestrian connections
- Highly connected internally and externally (to adjacent development); alleys in Core and pedestrian walkways in Fringe

**Street Types:**

- Private
- Local 2-lane
- Local 2-lane divided

**OPEN SPACE**

- Pocket parks
- Formal and informal greens
- Neighborhood parks
- Streetscaped hard-surface trails







### Neighborhood Meeting

The applicant held a neighborhood meeting on December 30, 2024, with 22 in attendance. The meeting notes are included in the attachments.

### Staff Comments

The Town of Wendell Planning Staff presents the staff analysis but does not make a recommendation on Special Use Permit requests, however staff is requesting one condition if the special use permit is approved.

The legal advertisement information is listed below.

- Newspaper ad ran for two consecutive weeks in the Wake Weekly on February 14, 2025, and February 21, 2025.
- Notification was mailed to adjacent property owners on February 12, 2025.
- A public hearing notice was placed at the location on February 11, 2025.

### Conditions of Approval

If the Board of Commissioners makes a motion to grant the special use permit, staff recommends the following condition:

- 1) All applicable building permits, laws and codes are obtained and maintained.



## **Special Use Permit Application**

In the state of North Carolina, Special Use Permits are decided in a quasi-judicial hearing. Therefore, ex parte contact between applicants, other interested person, or their respective representatives and members of the Board is inappropriate and not permitted.

No Board member shall discuss any case with any parties in interest prior to the public hearing on that case, provided however, that members may receive and/or seek information pertaining to the case from any other members of the Board. (VIOLATION OF THIS RULE SHALL BE CAUSE FOR DISMISSAL.)

### **INSTRUCTIONS FOR FILING AN APPLICATION FOR A SPECIAL USE PERMIT**

1. The applicant for a special use permit must complete this application in full. The application must be signed by the property owner(s) or their authorized representative (See page 7). **This application will not be processed unless all information requested is provided.**
2. In order to be considered by the Board, applications must be submitted to the Planning Department **at least thirty (30) working days** prior to the meeting.

The Board meets in Town Hall, located at 15 East Fourth Street.

For additional information or assistance, call the Town of Wendell Planning Department at **(919) 336-4448**.

3. The filing fee for each application is set out in the Schedule of Fees (**Currently \$550.00 flat fee for special use permits included on Town of Wendell's Planning Department website**)
4. A digital version (PDF) of an accurate plot plan of the property in question must accompany the application. The plot plan shall be at a scale of 1" - 200' or larger. **(Note: Not all requests require plot plans, please consult planning staff for determination)**

The plot plan shall include:

- location and dimension of:
  - the entire lot including recorded easements;
  - all existing and proposed structures (principal and accessory) including number of stories and gross floor area;
  - all existing driveway(s), drive isles, and pedestrian improvements on site and on adjoining properties within ten (10) feet of the subject lot;
  - all existing and proposed parking areas including the total number of spaces (where the subject use is to share a common parking area with other existing or future uses indicate the allocation of spaces devoted or reserved to each separate use);
- topographical features (streams, ditches, etc.);

- required bufferyards;
- minimum building lines (MBL) and existing and future right-of-way lines (R/W);
- location or vicinity map may be drawn to a scale of not less than 1" - 1000';

**5. for item (a) below, the applicant must state all facts and attach any supporting documents that applicant asserts the parcel complies with the zoning ordinances and policies. IT IS NOT SUFFICIENT TO STATE - "the application does not violate the zoning policies.**

**for item (b) below the applicant must state how the use complies with or conforms to the General Land Use Plan. IT IS NOT SUFFICIENT TO STATE - "the use complies with the Land Use Plan."**

**for item (c) below, the applicant must state how the use will not be detrimental to health and safety and attach any documents the applicant asserts supports the proposed use.**

**for item (d) below, the applicant must state how the use will not be detrimental to the general public welfare.**

**for item (e) below, the applicant must state how the use will not be detrimental to the current uses of the property or surrounding properties and attach any documents that are claimed to support the facts stated. IT IS NOT SUFFICIENT TO STATE - "the use will not be detrimental".**

**for item (f) below, the applicant must state the facts to support how the use will not injure the property or cause injury to the value of the property or surrounding property. IT IS NOT SUFFICIENT TO STATE - "the use will not injury the property."**

**for item (g) below, the applicant must state how the use will not be a nuisance or create a hazard.**

**If the application does not comply with these requirements, it will be deemed incomplete and returned to the applicant to provide the requested information. A general statement or generalized conclusion/opinion is not enough to satisfy this requirement.**

**NOTE:** These are minimum submission requirements. The Board reserves the right to require additional information where such submission is necessary to ensure compliance with applicable criteria in the individual case. The applicant is encouraged to submit additional information if desired.

The special use permit will expire six (6) months from the date of issuance if zoning compliance permit, building permit, or site plan approval is not obtained.

Date Received \_\_\_\_\_

**TOWN OF WENDELL**  
**SPECIAL USE PERMIT APPLICATION**

Applicant Name(s) Expressions of Worship II LLC

\_\_\_\_\_  
\_\_\_\_\_

Contact Name and Mailing Address Rob Lee

340 Tarragon Trail  
Wendell, NC 27591

Contact Phone Number (919) 410-0198

Contact Phone Number (      )       

Contact Fax Number (      )       

Contact Email Address robmleejr@gmail.com

Location /Street address of proposed use 31 N. Main Street, Wendell NC

Tax Parcel # 1784608003

Proposed use \_\_\_\_\_

EOW Dance Studio LLC is requesting a Special Use Permit for this property to outfit the  
current building use from a Bakery to a Dance Studio with retail sales. The goal is to divide the  
lower floor into 3 equal sized rooms with a retail dance space in the front room and dance  
rooms in the middle and rear of the building. The second floor will be designed into 2 large  
rooms with an entry staircase from the front of the building as well as the rear of the building

The Zoning Ordinance imposes the following General Restrictions on the use requested by the applicant. Under each requirement the applicant should explain, while referencing attached plans, where applicable, how the proposed use satisfies these requirements. Answers should be supported by facts when possible.

The Board may grant permission for the establishment of a listed special use if the Board finds from the evidence produced after a study of the complete record that:

(a) Conditions and Specifications. That the proposed use meets all required conditions and specifications of the Unified Development Ordinance and policies of the Town for submission of a special use permit. Such conditions and specifications include but are not limited to the following:

Compliance with lot area, dimensional standards, setback and other location standards, off-street parking requirements, all additional specific criteria set forth in the UDO and all application submission requirements.

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The proposed use will utilize the existing building without any proposed change to building dimensions and setbacks, and as the existing building pre exists the UDO, is in compliance with building height, setback and other location standards.

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No alterations to the street facing facade are proposed. Proposed alterations to the rear facade include installing new windows in existing wall openings, new painted signage on the entrance door, and an exterior exit stair.

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(b) Comprehensive Plan. That the proposed use is in general conformity with the Comprehensive Land Use Plan of the Town of Wendell and its extraterritorial jurisdiction.

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The proposed use is in general conformity with the Comprehensive Land Use Plan of the Town of Wendell in that it accommodates a growing vibrant locally owned and operated business to the downtown district, which will (1) elevate the importance of the downtown as a cultural hub, (2) encourage community, family and health, and (3) bring added economic vitality to the down by way of its high daily customer traffic.

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(c) Health and Safety. That the proposed use will not adversely affect the health and safety of persons residing or working in the neighborhood of the proposed use.

Such health and safety considerations include but are not limited to the following:

1. The safe and convenient location of all on-site parking and drives.
2. The existing vehicular traffic on area streets.
3. The condition and capacity of area streets which will provide access to the proposed development.
4. The visibility afforded to both pedestrians and operators of motor vehicles both on-site and off-site.
5. The reasonably anticipated increase in vehicular traffic generated by the proposed use.
6. The anticipated, existing and designed vehicular and pedestrian movements both on-site and off-site.

The proposed use will be designed with the health and safety of the surrounding neighborhood in mind. The dance studio will adhere to all fire, safety, and occupancy codes, ensuring a safe environment for participants. Proper ventilation and soundproofing will mitigate noise and air quality concerns, while the retail store will follow all safety regulations to prevent health hazards.

The proposed use will maintain a clean and safe facility, with regular inspections and upkeep to ensure compliance with local health and safety standards. The business will not pose any risk

Any increase in traffic due to the proposed use will be accommodated by the use of both entrances to the building, both on Main St and on Tobacco Aly, which provides a safe location for pick up and drop off of patrons without interruption to the normal commercial vehicle and pedestrian traffic on Main Street.

(d) Detriment to Public Welfare. That the proposed use will not be detrimental to the public welfare or to the use or development of adjacent properties or other neighborhood uses.

The proposed dance studio and retail business is designed to enhance the vibrancy of the downtown area without detracting from the public welfare or the use and development of adjacent properties. The business will operate within the guidelines set forth by local zoning and safety regulations, ensuring minimal disruption to surrounding residents and businesses.

The dance studio will be separated by adjacent businesses by existing masonry walls which will prevent noise disturbances, with classes scheduled at reasonable hours to avoid late-night activity. Similarly, the retail store will adhere to safety standards, with an emphasis on cleanliness and odor control to ensure that it does not negatively impact neighboring properties.

Both components of the business are intended to foster a sense of community and will contribute to the local economy by attracting visitors, supporting jobs, and offering a family-friendly space for people of all ages.

(e) Existing Uses Detrimental. That the proposed use would not be adversely affected by the existing uses in the area in which it is proposed.

The noise and traffic generated by the proposed use will be consistent with the existing activity levels of the surrounding businesses, which include retail, restaurants, and professional offices. The scheduled classes will produce noise comparable to other commercial activities in the area, while the retail operations, including customer traffic and deliveries, will align with the typical flow of foot and vehicle traffic as nearby businesses.

The proposed use will integrate seamlessly into the neighborhood, and have business hours and traffic patterns which will not significantly exceed or disrupt the existing environment. Therefore, the proposed use will not create any adverse effects on the surrounding properties and will blend well with the established mix of uses in the area.

(f) Injury to Properties or Improvements. That the proposed use will not injure, by value or otherwise, adjoining or abutting property or public improvements in the neighborhood.

The proposed dance studio and retail space will enhance the area by bringing additional foot traffic and will contribute to a vibrant, mixed-use environment. The businesses are designed to operate harmoniously with neighboring establishments, ensuring no negative impact on their functions or property values.

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(g) Nuisance or Hazard. That the proposed use will not constitute a nuisance or hazard. Such nuisance or hazard considerations include but are not limited to the following:

1. The number of persons who can reasonably be expected to frequent or attend the establishment at any one time.
2. The intensity of the proposed use in relation to the intensity of adjoining and area uses.
3. The visual impact of the proposed use.
4. The method of operation or other physical activities of the proposed use.
5. The noise; odor; smoke; dust; emissions of gas, particles, solids or other objectionable or toxic characteristics which are proposed or that can reasonably be expected to be a result of the operation of the proposed use.
6. The danger of fire or explosion.

The proposed use will generate traffic that is consistent with other uses in the neighborhood and will typically be well below full capacity of the building safe limits as set forth in the building and fire codes. There will be no visual, noise, odor, smoke or other emissions of any type from the proposed use, nor will there be any activity involving the use or storage of any material which poses a risk of explosion or elevated risk of fire.

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I certify that all the information presented by me in this application is accurate to the best of my knowledge, information and belief. I authorize the Town of Wendell to place a sign on the property in question, for the purpose of alerting the general public of my request.

Robert H. Lee Jr

Print Name

RH Lee Jr

Signature of Applicant

1-28-25

Date

Ginger H. Lee

Print Name

Ginger H. Lee

Signature of Applicant

1-28-25

Date

Attachments:

Appendix 1 : Neighborhood letter  
Appendix 2 : Meeting Minutes  
Appendix 3 : Questions and answers  
Appendix 4 : Plans

**NOTE:** If the person who is requesting the Board to take action on a particular piece of property is not the owner of the property and does not have a binding option to purchase the property, then the actual owner(s) of the land must complete this form. If the person who is requesting the Board to act on a particular piece of property is the owner of the property or has a binding option to purchase the property, please disregard this form. **Attach a copy of the option to purchase if the applicant has a binding option to purchase the property.**

I /We \_\_\_\_\_ am /are the owner(s) of the  
property located at \_\_\_\_\_.

I /We hereby authorize \_\_\_\_\_

to appear by consent before the Board order to ask for a special use permit to

at this location. I /We understand that the special use permit, if granted, is permanent and runs with the land unless otherwise conditioned. I /We authorize the Town of Wendell to advertise and present this application to the zoning commission for the zoning of the property.

If there are any questions, you may contact me at my address.

or by telephone at ( ) or ( )

Respectfully yours,

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Owner	Date
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Owner	Date
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County, North Carolina

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Date:

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Notary Public

(Official Seal)

My commission expires:

January 24, 2025

Expressions of Worship II LLC

31 N. Main Street

Wendell, NC

Special Use Permit Application

**APPENDIX 1 : Neighborhood Letter**

12/16/24

WILLIAM ROBERT CARTER & KATHERINE ALICE CARTER  
31 North Main Street  
Wendell, NC 27591

Dear Property Owner,

On behalf of the owners of Expressions of Worship Dance Studio LLC, I would like to invite you to participate in a virtual neighborhood information meeting concerning the development of 31 North Main Street also referred to as Wake County parcel number, 1784608003.

This meeting will be virtual and in person at 32 North Main Street at our current EOW location.

Per Town of Wendell ordinance requirements, we are notifying you of this meeting because your property is located within the written notification area for public hearings. While this meeting is not a public hearing, it is an opportunity for you to meet with the owners and/or applicants to hear about their intention to rezone and/or develop the land. You are encouraged to ask questions so that we may help you more fully understand the proposed project.

EOW Dance Studio LLC has requested a Special Use Permit for this property to outfit the current building use from a Bakery to a Dance Studio with retail sales. The goal is to divide the lower floor into 3 equal sized rooms with a retail dance space in the front room and dance rooms in the middle and rear of the building. The second floor will be designed into 2 large rooms with an entry staircase from the front of the building as well as the rear of the building.

The purpose of the new Special Use Permit is to relocate EOW Dance Studio LLC from 32 North Main Street across the street to 31 North Main Street (a larger and 2-story building) to support our growing business as well as bring many more potential money spending customers to main street on a daily and weekly basis. (expected immediate increase 250 to 500 unique students and families will start attending the downtown new studio vs 2 local churches in which we currently rent rooms).

Special uses are land uses that are generally compatible with the land uses permitted by right in a zoning district, but which require review by the Town Board of their location, design, and configuration to evaluate the potential for adverse impacts on adjacent property and uses.

The online virtual meeting to be held on Mon Dec 30, 2024, 11:30am – 1pm (EST)

Virtual meeting link:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YjlkZTE4NjAtMGU0NS00YzdhLTgxMDYtNTBIMjUzZGNjNTE5%40thread.v2/0?context=%7b%22Tid%22%3a%22feeb06cb-c743-4aae-8d1d-f284357f11aa%22%2c%22Oid%22%3a%221556cb29-e3a3-4d73-aa97-56dba04ed93e%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjlkZTE4NjAtMGU0NS00YzdhLTgxMDYtNTBIMjUzZGNjNTE5%40thread.v2/0?context=%7b%22Tid%22%3a%22feeb06cb-c743-4aae-8d1d-f284357f11aa%22%2c%22Oid%22%3a%221556cb29-e3a3-4d73-aa97-56dba04ed93e%22%7d)

Meeting ID: 255 436 637 559

Passcode: 66mB39ev

If you encounter any technical difficulties, please contact Rob Lee at 919-410-0198 or via email at [robmleejr@gmail.com](mailto:robmleejr@gmail.com).

Town Planning staff will not attend this meeting. Property owners within the notification area will receive a separate notice from Town Planning staff when the Special Use Permit hearing is scheduled before the Town Board. If you have any questions about this neighborhood information meeting, or if you are unable to attend and would like to leave comments for our consideration, please feel free to contact me at 919 410 0198 or [robmleejr@gmail.com](mailto:robmleejr@gmail.com)

Sincerely,

Rob Lee

Managing Member of EOW Dance Studio LLC

919 410 0198

January 24, 2025

Expressions of Worship II LLC

31 N. Main Street

Wendell, NC

Special Use Permit Application

**APPENDIX 2 : Meeting Minutes**

December 30, 2024

## **Virtual Neighborhood Information Meeting**

Re: Development of 31 North Main Street, Wendell, NC 27591  
Wake County Parcel number 1784608003

### **In Attendance:**

Rob Lee: representing EOW Dance Studio  
Doug Pagliolo - Little Doodles / Wandering Cowboy  
Keri Ayscue - Bearded Bee Owner  
Ivory Bare - EOW parent  
Cassandra Parsons: EOW Parent  
Beverly Benitez - EOW Parent  
Elizabeth Baker - EOW Parent  
Katherine Batchelor - EOW Parent and downtown Wendell resident  
Karryn Brickhouse - EOW Parent  
Sharon Baker - EOW Parent  
Kristin Hults - EOW Parent  
Lara Deaton - EOW Alumni and Parent  
Christine Smith - Retail owner and EOW dance teacher  
Kate Benson - EOW Parent, Wendell Resident, Business owner  
Emily Mills - EOW parent, wendell Resident  
Kelsey Mehciz - EOW Parent  
Cindy Carver - Former EOW parent, current EOW grandparent  
Lisa Sanderson - former EOW parent, current EOW grandparent, Downtown citizen  
Krista Wallace - EOW parent.

### **Virtual Attendance:**

Regina Harmon - owner of the General Store  
MH Holdings - no information  
Janette Starkweather - Taking minutes

Rob opened the meeting with the following statement read from the letter from Williams Robert arter and Katherine Alice Carter dated 12/16/24:

EOW Dance Studio, LLC has requested a special use permit for this property to the current building use from a Bakery to a dance studio with retail sales. The goal is to divide the lower floor into three equal sized rooms with a retail space in the front room and dance rooms in the middle and rear of the building. The second floor will be redesigned into large rooms with an entry staircase from the front of the building as well as the rear of the building.

The purpose of the new Special Use Permit is to relocate EOW Dance Studio LLC from 32 North Main St. across the street to 31 North Main Street (a larger and two-story building) to support our growing business as well as bring many more potential money spending customers to main street on a daily and weekly basis. (Expected immediate increase 250 to 500 unique students and families will start attending the downtown new studio versus two local churches in which we currently rent rooms).

Rob opened the meeting asking that those who were attending virtually speak first before people who were present spoke.

Regina Harmon - owner of the General Store

- Asked the number of people who were present live. Rob responded that there were 13 participants live.
- She asked how many classrooms would be in the building. Rob responded that there would be 4 dance rooms.
- She asked how many students per class. Rob responded that there would be approximately 20 and that there would be 80 students rotating every 55 minutes
- She expressed concern about parking. Said that the town has been talking about Rich's gym parking and grill billies. Everyone needs access. Town had a meeting and one of the proposals was taking away parking all together downtown and there would only be walking. Another option to increase parking with 60 spaces outside of town. She also asked about Agave owning the parking lot behind the building. Rob responded that parking was a continuing issue for the town. He also mentioned that they would be organizing a carpool system for dropping students off. Thanked her for her support.

More questions from Online:

M Holdings was in virtual attendance but chose not to ask any questions or make any comments.

Opened comments and questions to in person participants:

Doug - Expressed concerned about the freemasons' space. Encouraged all to put children first. Offered his absolute support of the project.

Terry - Bearded Bee Brewing - Addressed that the town was looking into the parking. Expressed that from a business perspective the project is good because it brings clients downtown. From a parent's perspective it would be much more convenient for children to be in one building instead of EOW spread across town.

Elizabeth Baker - Supports the building project for EOW.

Christine Smith - Owns dancers closet - dance teacher. Students are often late to class because they are traveling from alternate locations. If classes are in building it will support the retail customers.

Catherine Batchelor - EOW parent - they have back to back classes. We use all the business to take up the hours children are in classes. Parents waiting for their dancers are willing to spend money at the shops.

Emily Mills - I am so excited at the idea of expressions of worship dance studio expanding and also being able to stay downtown! As a lifelong Wendell resident, it's great to see that downtown Wendell can be home to new growth and new business, while also maintaining the rich traditions of our small town charm we are so proud of. And having Expressions of worship downtown Wendell for multiple generations is absolutely part of that charm! I was more involved with parks and rec growing up, but danced at Ginger Lee's dance studio for 1 year when I was a child. I also watched my sister dance at Ginger Lee's / EOW all the way from childhood to high school graduation. Now my daughters get to be part of the same studio with the same teachers.

But of course, in a growing community like Wendell, Maintaining a thriving business requires growth! And this expansion of the studio into a new building is so exciting for our community!

Part of why I love EOW being downtown is the proximity to other local businesses. I love the option of going to get coffee and letting my son finish his homework while we wait for my daughter. Or picking up my daughter from class and walking to dinner downtown or getting a to go order to take home. Right now my older daughter's class takes place at Hephzibah Baptist bc there isn't enough space for her class at the studio. I don't have those same options at the same convenience when dance class isn't downtown. And honestly as a mom of 4 kids ages 7-2, at this stage of my life, if it's not convenient, I'm probably not going to do it. So restaurants downtowns are much more likely to get my business if I'm already downtown. Last year both my daughters were assigned to classes at central Baptist because there was no space at the downtown studio. I would just sit in my car the whole class time. Now that my younger daughter dances downtown, I can take my other children to get ice cream while we wait. Not being downtown for dance just doesn't give us those options.

Another thing I'd like to point out is the number of activities that parents have to leave Wendell for our children to participate in. We have sports and this dance studio in town, some music lessons, etc. but just considering the towns of knightdale, Clayton, and Raleigh... you have significantly more options there. The fact that I get to keep my kids close to home and keep my support to a Wendell business is great.

I'd also just love to comment about construction. I know it's annoying! We all experienced the construction of the new sidewalk on Wendell blvd. But now that the temporary inconvenience of that is over, it's a wonderful addition to the town. Growth is painful sometimes but it's has been great for our town.

So I am just thoroughly excited for this expansion and I cannot wait to see the growth of expressions of worship and how that intertwines with all the growth our town has had over the past several years

Cassie Parsons - Daughter at the studio. Able to go to the coffee shops, ice cream shop. Excited about EOW staying in Wendell.

Kate Benson, EOW mom, Wendell resident, husband is business owner in town. Community is really important in dance. When i have a kid-free second to shop. Sees opportunity to open some new businesses in the places that now have shuttered windows. Consider that EOW is rooted in wendell. Loved daughters seeing the big girls dancing.

Beverly Benitez - EOW mom - equipping the next generation of leaders and community. Important to see the continual growth of downtown wendell.

Karryn Brickhouse - EOW mom - older daughter is going downtown to get supper etc. She is a drop off Mom - but the child is still spending money. Love the idea of the back door room.

Laura B - former dancer and teacher. Daughter takes dance. Retailers sell goods and services to people. The goods that are sold are costumes, shoes, etc. and the service is not only teaching dance but also teaching lessons of kindness, courage, passion and love.

Cindy Carver - mother of students - talked about how Ginger and Christy encourage the girls with the phrase, the best thing is your smile. The interaction is so good. The Dance studio is equal to the rec department. EOW is an Investment in our community. This is our history. Keep expanding.

Macy's - perspective of someone that moved from the West Coast. An amazing way to make community locally. EOW a huge part of that. Practically. Loves that she gets 45 minutes to herself to shop, get coffee, good. Also loves to bring visitors downtown.

Ivory Bare - EOW dance mom - Last year all classes downtown. This year classes split. Convenience of having all classes downtown. EOW also offers Parents night out one night a month. Summer camps . There's more to it than just to dance. Keep these people downtown.

Lisa Sanderson - Realtor for the purchase - born and raised in Wendell, Father business was downtown before she was born. Knows the value of foot traffic downtown. Understand that Growth is painful. To whoever is making the decision though it does not fit as "retail" but it does bring so much traffic downtown. Will be a grandparent of dancers. As someone who frequents downtown shopping, she believes it would be best for the area. A special use permit will exponentially multiply that number of people utilizing the retail merchants.

Crystal Wallace - EOW Mom - at Central one year and HBC one year - before when she was downtown only, loved to go to all the business downtown. At HBC has no opportunity to spend money.

Kate Benson - as a marketer, I cant think of a more prime target market that the people that come in with the dance studio. Brick and mortar is struggling because you have a captive audience. This is a retail owner's dream.

Rob thanked everyone for coming. Said that he would be turning this info into the town later today.

January 24, 2025

Expressions of Worship II LLC 31 N. Main Street

Wendell, NC

Special Use Permit Application

**APPENDIX 3 : Questions and Answers**

We finished our review of your SUP application and neighborhood meeting materials and have the following comments and questions that will need to be addressed:

- Please update your application to include information that was in the neighborhood meeting letter and notes that were not on the application-number of dance rooms, etc.
- Will there still be classes held at 32 N. Main Street? **No, the plan is to maintain class at 32 north until the upfit is complete at 31 N. The plan of 32 North is to become available for rent.**
- Under section (a) Conditions and Specifications it says no changes to the street facing side are proposed. Are there any changes to rear? **The proposed changes to the rear are to restore the windows in the rear of 1<sup>st</sup> floor and second floor. The rear door entry will remain the same with new signing on the glass.**
- Under section (d) Detriment to Public Welfare it says, “the proposed dance studio and bakery business.” Was the part about the bakery a typo or are you planning to include some kind of bakery into the retail section. If yes, will there be baking on site? Please clarify. **Bakery is a typo, and I will correct on application.**
- Please provide a site/floor plan that shows where the retail space will be located and where the dance studios will be located. It should also show the flow of students and customers, traffic flow and parking.
  - Section (e) mentions using both Main St and Tobacco Aly entrances. Is there going to be a designated drop-off/pick up area for students? If so, please show it on the plan.
  - Will the students be walking through the retail area to get to class? **Students will mainly enter from the rear of the building, but there is an entry door from retail space to middle dance room. Required by fire code.**
- Please provide days/hours and the number of students. How will the classes be staggered?  
**(Monday, Tuesday, and Thursday 4:30pm to 8:30pm).**  
**(Wednesdays and Fridays 4pm to 6pm)**  
There will be approximately 20 students in 4 different classrooms. Some classes are 30 minutes, some are 45 minutes, and some are 55 minutes. Three-year-old classes are 30 minutes and the older they get the longer the classes. The exact schedule for the 25-26 dance season has not been determined.  
**(Saturdays and Sundays – Closed)**
- According to the neighborhood meeting letter, the 2<sup>nd</sup> floor is to be used for dance instruction. Has fire and building code been satisfied to support the dance classes upstairs? **The upfit will satisfy the structural and fire code requirements.** With the increase in students, will there be adequate bathroom facilities? **The construction upfit includes adding an additional bathroom downstairs and 2 upstairs.**
- The application says that parking to be provided by Fee-in-Lieu (UDO 2.11, B. 1). All Fees-in-Lieu need to be approved by the Town Board. For an office/service use, it will require 11 parking spaces. The UDO will allow 2 spaces on Main Street to count toward the requirement.

January 24, 2025

Expressions of Worship II LLC 31 N. Main  
Street  
Wendell, NC

Special Use Permit Application

**APPENDIX 4 : Plans**

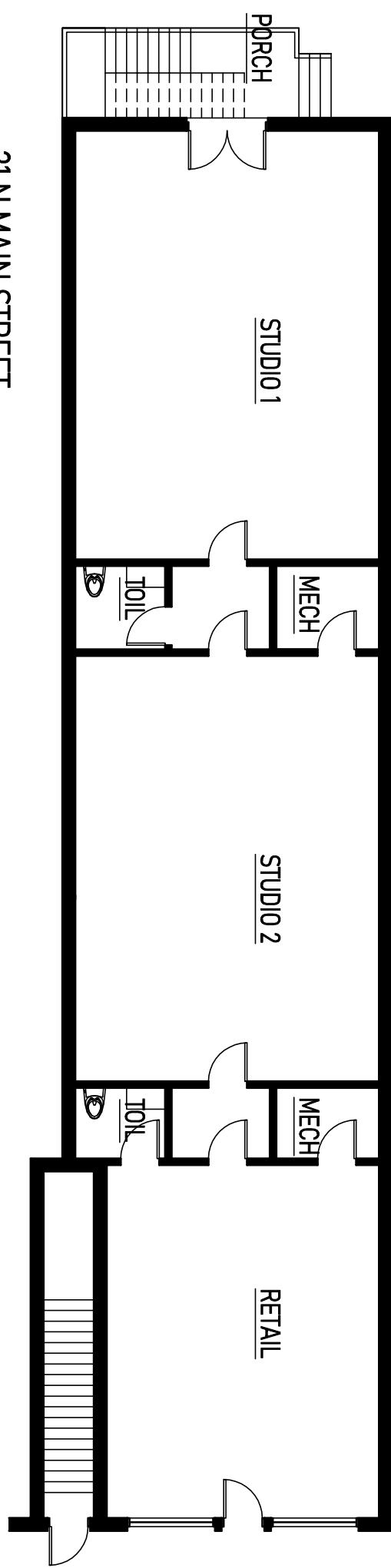
Expressions of Worship II LLC

31 N. Main Street, Wendell NC

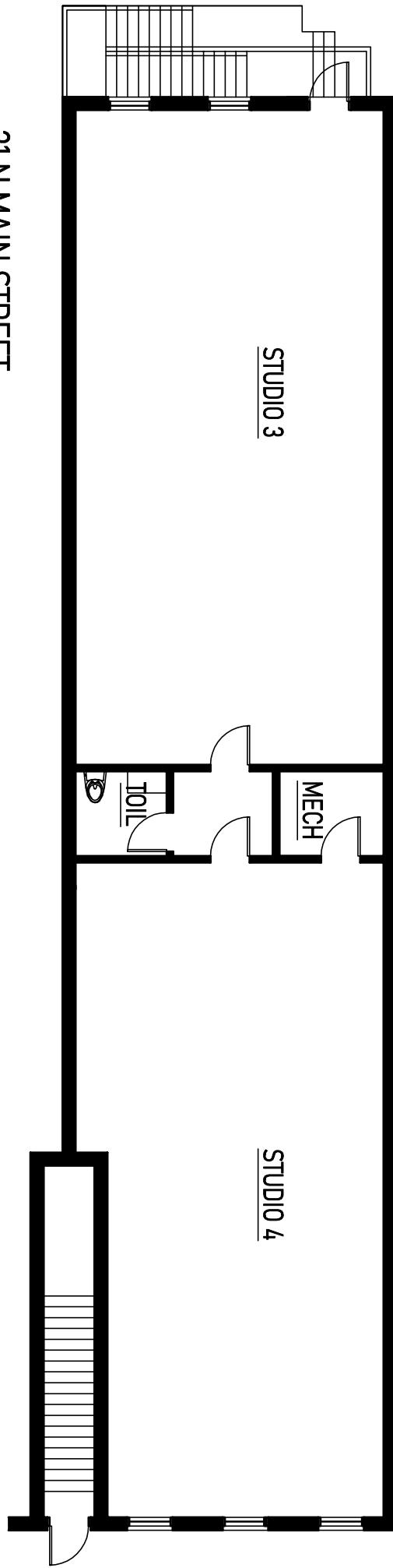
## Site Plan



31 N MAIN STREET  
FIRST FLOOR



31 N MAIN STREET  
SECOND FLOOR



Dear Agave,

EW Dance studio is requesting permission for access to parking in the colored area below. The Town of Wendell is requesting EW get permission as part of a Special Use Permit process.



Yes → Agave gives permission! Susana Rivera Susana Rivera 1/28/2025  
name signature date



= requesting the use of (9) parking spaces during normal business hours.

Non-Tue-Thurs 4:00pm to 9:00pm

Wed-Fri - 4:00pm to 6:00pm

## **Proposed Parking and Drop Off Plan for 31 N Main Street.**

EOW Dance Studio has worked with staff and parents to develop a parking or drop-off strategy for the new dance studio at 31 North Main Street. The majority (65%) of our parents will park in public parking or in the Agave Mexican Restaurant (permission granted) and walk their student(s) to one of the four appropriate entrances. The average 3- to 5-year-old classes rotate every 30 minutes (no long-term parking) and the older children's classes last 45-60minutes. Class times are staggered to meet the demand of our student enrollment.

As far as the rest of the parents (35%) are concerned we are suggesting a new drop-off plan for families. We will have class parents (two "parking parents – young children's classes") and they will assist children out of the car and the other parent will assist children to the entry door located on Tobacco Alley. (Very similar to how parents drop off their children on East Campen Street for the last 31 years) The parents' vehicles will enter Tobacco Alley from W Campen Street and proceed to rear entry of 31 North and drop off their child. Once their child has been dropped off, they will exit Tobacco Alley on 3<sup>rd</sup> Street. For the end of class period we require each parent to pick their child up in person for safety precautions. Classes start and end times will be staggered for common sense drop off and pick up schedules.

EOW has developed a strong family environment and community. We have more than enough volunteers to help us execute this parking – drop off – pick up plan. With the Town granting us a SUP and allowing us to move across the street from 32 N to 31N, we believe this will be a much safer environment for our dance community. We currently have families shuttling kids from Downtown Wendell to Hephzibah Baptist Church to Central Baptist Church which creates more traffic for commuters and potential car accidents for our dance family during the evening rush hours of traffic.

Expressions of Worship II LLC

31 N. Main Street, Wendell NC

## Site Plan





# Item Cover Page

## TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

<b>DATE:</b>	February 24, 2025
<b>SUBMITTED BY:</b>	Stephanie Smith, Administration
<b>ITEM TYPE:</b>	Street Closure
<b>AGENDA SECTION:</b>	ADMINISTRATIVE ITEMS
<b>SUBJECT:</b>	Meet on Main Road Closure & Co-Sponsorship Request for 2025
<b>SPECIFIC ACTION REQUESTED:</b>	Approve the temporary closure of a section of Main Street, Campen Street, Depot Street, and Fourth Street and approve the co-sponsorship request for the 2025 Meet on Main events.
<b>ITEM SUMMARY:</b>	<p>The Wendell Community Partnership (WCP) plans to host the "Meet on Main" event 5:30 p.m. until 9:30 p.m. on the following dates:</p> <p>April 11, 2025 May 16, 2025 June 20, 2025 September 19, 2025 October 17, 2025 (Rain Date)</p>

The WCP requests the Town to approve the temporary closure of Main Street (from Fourth Street to Second Street), Campen Street (Tobacco Alley to Pine Street), Depot Street (Cypress Street to Pine Street), and Fourth Street (from Cypress Street to Pine Street). The Police Department will make necessary road closure announcements and railroad notifications as per normal procedures. A map of the proposed road closure is attached. The WCP also requests Co-Sponsorship, which will exempt the event from any non-staffing fees.

In 2018 the Wendell Community Partnership was formed by business owners and with the purpose of enhancing the downtown experience for residents, visitor, businesses and the community. It has been recognized as a 501(c)4 by the IRS in order to receive donations and make disbursements which will be used to enhance the downtown and community has a whole.

The Board of Commissioners previously authorized the expenditure of Economic Development Grant Funds obtained through the North Carolina Department of Commerce to assist the Wendell Community Partnership with preparation and filing of Articles of Incorporation, 501(c)4 applications and other documents needed to properly establish the organization.

**ATTACHMENTS:**

[Meet on Main Event Permit 2025](#)



## Town of Wendell Special Event Permit Application

2/4/25

## Applicant Information

## Event Information

Name of Event: MEET ON MAIN  
Purpose of Event: STREET FESTIVAL - Music, Food Trucks

Event Location(s):	SEE ATTACHED
Event Date:	4/11, 5/16, 6/20, 9/19
Set-up Time Begins:	2:00 PM
Time Event Begins:	5:30 PM
Time Event Ends:	9:30 PM
Clean-up Time Ends:	12:00 AM

Attendance:	Check which box applies
Large Event - 150 or more people	<input checked="" type="checkbox"/>
Large Event – 150 or more people and street closure(s)	
Name street(s) to be closed: _____	
Small Event – less than 150 people	

Site Plan for events with 150 or more people:	Please use the attached template (or separate drawing) to include a detailed site plan must be attached to the application that includes all event features including vendor placement, trash cans/dumpsters, portable restrooms, security fencing, canopies, and tents. Include dimensions of all tents and canopies. Also include a plan to address parking and locations of accessible parking to support this event.
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Check all that apply for the purpose of Event. Please review the Special Event Policy for additional information on applicable fees, staffing and/or permits:

Will signs be used to advertise the event? <i>If yes, please submit Sign Permit Form</i>	Yes	No
Will streets need to be closed during this event? <i>If yes, please submit Street Closure Form</i>	Yes	No
Will this event include a parade? <i>If yes, please submit Parade Permit</i>	Yes	No
Are you requesting the Town Manager suspend the Wendell Social District for this event?	Yes	No
<p><input checked="" type="checkbox"/> If yes, please indicate if you do not want alcohol served, or if you would like to sell alcohol as part of the event:</p> <p><i>Event Organizer is responsible for all applicable ABC Commission North Carolina permits. Law Enforcement presence will also be required.</i></p>		
Will vendors be part of your event?	Yes	No
<p><input checked="" type="checkbox"/> If yes, please indicate the maximum number of expected vendors in each of the following types:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Food: <u>6</u></li> <li><input type="radio"/> Merchandise:</li> <li><input type="radio"/> Amusement rides: <u>KID'S ZONE</u></li> </ul>		
<p><b>Food Vendors:</b> Contact the Wake County Environmental Services, Temporary Food Establishment at 919-856-7419 to secure a Temporary Food Event Coordinators Application and to schedule an inspection if needed.</p> <p><b>Amusement Ride and/or Inflatable Rides Vendors:</b> Contact the Department of Labor and Amusement Device Bureau at 919-807-2770 to ensure compliance and schedule an inspection if needed.</p>		
Will you need access to electricity for this event?	Yes	No
Will your event need additional trash dumpsters, recycle containers or assistance with disposal of grease or similar waste?	Yes	No
<p><input checked="" type="checkbox"/> If yes, please indicate below how you plan to dispose of trash, grease or similar waste, and include trash receptacles/dumpster locations on the site plan.</p> <p><u>PRIVATE STAFFING / WCP PROVIDES DUMPSTER</u></p>		
Will your event need additional restroom facilities?	Yes	No
<p><input checked="" type="checkbox"/> If yes, please provide the following information:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Indicate the location on the site plan of each unit.</li> <li><input type="radio"/> Indicate the number of regular units planned for the event: <u>4</u></li> <li><input type="radio"/> Indicate the number of handicap units planned: <u>1</u></li> </ul>		
Will you need access to water for this event?	Yes	No
Will amplified microphones, music or musical instruments be used at this event? <i>If yes, please submit Sound Device Permit</i>	Yes	No
Will you be using tents larger than 10x10 for this event? <i>If yes, please contact the Fire Marshal</i>	Yes	No
Are you requesting additional Police (security) for this event?	Yes	No

### Applicant Responsibilities

- Special Event Permit, as well as any applicable Town-related permit applications must be submitted at least 60 days prior to event date.
- If available, space is tentatively held when an application and all fees are received. Space is officially reserved when application is approved, and all required payments are received.
- Requests must be in writing for each occasion and are not automatically renewed.
- Provide certificate of insurance at least 30 days prior to event.
- If request requires review and approval by the Wendell Town Board of Commissioners, staff will provide recommendations and the Board of Commissioners will review the request and make decision at a regularly scheduled Board Meeting.
- Review the Special Event Fees in the Legislative & Administrative Fee Schedule, located at [www.townofwendellnc.gov](http://www.townofwendellnc.gov), or upon request at Town Hall.

### Special Event Site Map

Please show all elements of event, including streets to be closed, tent placement, parade/run routes or other similar events or activities.

## Insurance Requirements and Affidavit of Event Coordinator

I understand the event space is tentatively held when an application and all applicable deposits and application fees are received. Space is officially reserved when application is approved, and all additional required payments are received.

I understand that evidence of insurance is required 30 days prior to the event date. The Event Coordinator must provide a certificate of insurance which names the Town of Wendell as an additional insured for a minimum of one million in general liability insurance. Events that include alcohol will require an additional one million in liquor liability insurance and the policy will indemnify and hold harmless the Town of Wendell, its employees, and the Board of Commissioners.

I also understand that as the Event Coordinator, I (or my organization) am responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

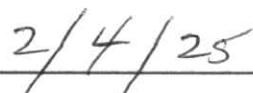
I certify that I have reviewed the Special Event Policy and that the information in this application is correct to the best of my knowledge. I understand that if the information is found to be incorrect or the event does not accurately represent what has been applied for that the Town of Wendell is authorized to amend the event, including closure of the event if warranted to protect the health, safety and welfare of the Town and its citizens and businesses. All programs and facilities of the Town of Wendell are open to all citizens regardless of race, sex, age, color, religion, national origin or limitation.



Name of the Event Coordinator



Signature of the Event Coordinator



Date

Town of Wendell Staff Use Only	
Date application received:	Received by:
Fees Received by:	Amount of Payment:

## Co-Sponsored Events Policy

The Town of Wendell has acted as a co-sponsor for various Special Events. A significant amount of time and planning, in addition to financial resources, goes into these events. Through co-sponsorship, the Town may provide: staff support, logistical support, equipment usage, technical assistance and other in-kind support. While recognizing that these events add to the quality of life in the community, help to bring the community together, and foster economic growth, the Town also must be very careful in which events it chooses to co-sponsor. Staff time, availability of equipment, the nature of the event, and several other factors are taken into account on deciding whether or not to co-sponsor an event.

**A. Criteria for Co-Sponsorship.** The following criteria are used when determining co-sponsored events:

1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
2. Priority will be given to Wendell based groups/chapters/organizations.
3. The proposed event is open to the general public.
4. The proposed event has been planned to facilitate a positive impact on the community.
5. Eligibility for co-sponsorship status is based on successful completion and submittal of application and agreements.

**B. Conditions of Co-Sponsorship.** The Event Organizer should understand and agree to the following if requested:

1. All requests for sponsorship or co-sponsorship must be approved by the Wendell Board of Commissioners.
2. Applicant will provide to the Town a clear and detailed record of the event's requested needs from the Town at the time of application for co-sponsorship status.
3. Once approved, applicant is permitted to use Town logo, using the guidelines in the Logo Use Policy (located at [www.townofwendellnc.gov](http://www.townofwendellnc.gov)).
4. Group or organization must provide tangible benefit to the community.
5. Group or organization's activities must be open to the general public.
6. Group or organization must include the Town name and/or logo in **ALL PUBLICITY**, including print, video, television and radio, as an event co-sponsor.
7. No activities/events may be held at under this policy which would result in monetary gain for an individual.
8. Town resources may not be used to support partisan political events or activities during town sponsored or co-sponsored event.
9. Group or organization must agree to provide information and/or perform such other duties as may be required by the Town of Wendell.
10. Where applicable, the applicant shall provide at no cost, one booth space (or the equivalent thereof), at a mutually agreeable location at the event for the use by the Town of Wendell as determined by the Town. Any cost associated with this shall be borne by the applicant.
11. Applicant will provide clear spoken recognition of the Town of Wendell and its contribution at any events or functions utilizing live entertainment or speakers. Any cost associated with this shall be borne by the applicant.

We, Wendell Community Partners (organization name) do hereby agree to the conditions outlined in the Co-Sponsored Events Policy, in order to be considered for sponsorship or co-sponsorship by the Town of Wendell.

Joe Lino  
Name of Event Coordinator

Joe Lino  
Signature of Event Coordinator

36 N. Pine St, Wendell  
Address

2/4/25  
Date

919-366-5252  
Phone Number

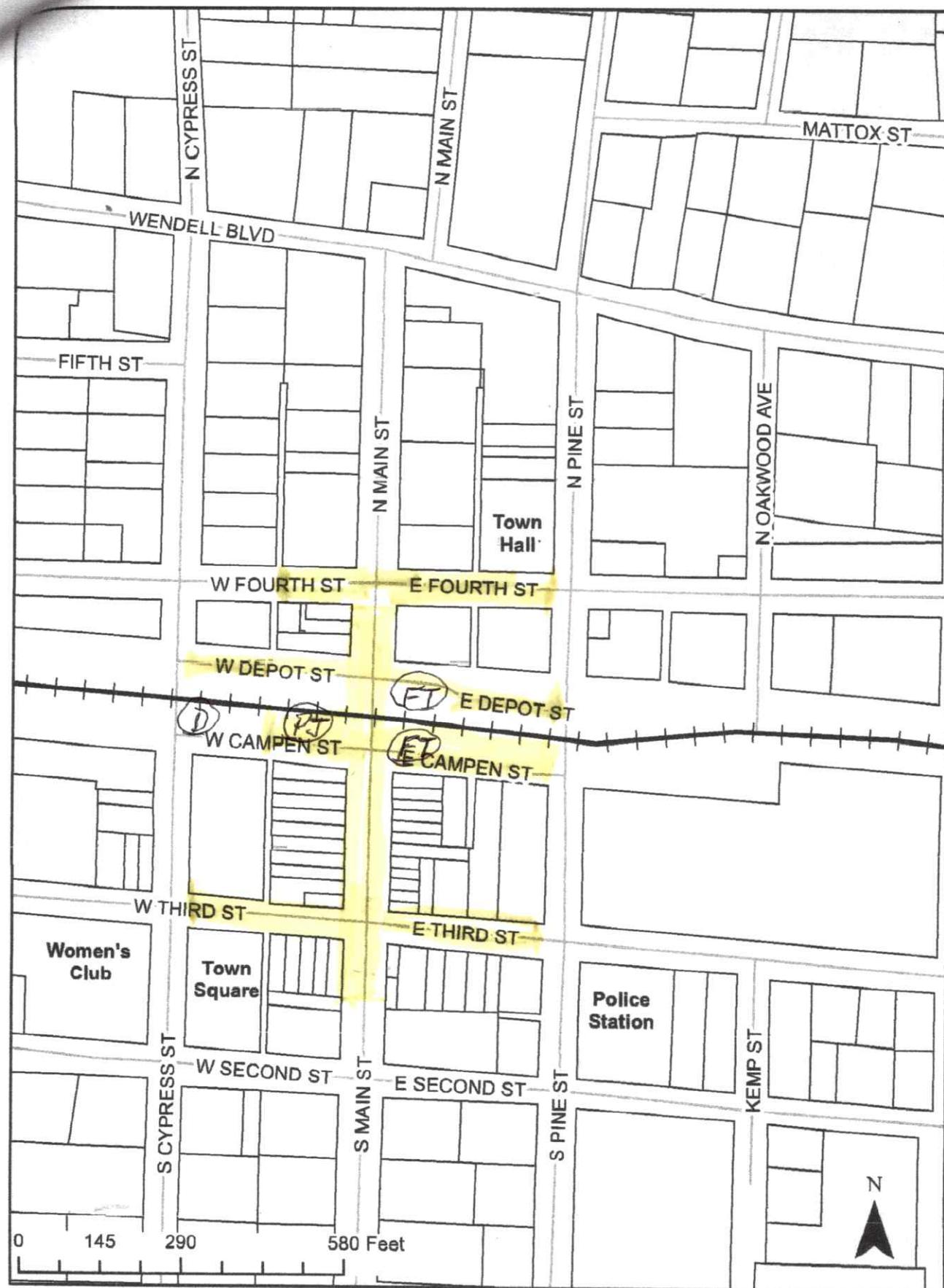
JOE@GRILLBILIESBBQ.COM  
Email Address

### Town of Wendell Staff Use Only

Date application received:

Received by:

# Special Event Site Map



PJ = PORTA JOHNS    FT = FOOD TRUCKS    D = DUMPSTER



## Town of Wendell Street Closing Application

### CONTACT INFORMATION

Name of Organization: <i>WENDELL COMMUNITY PARTNERSHIP</i>	Name of Event Coordinator: <i>JOE PINO</i>
Email Address: <i>JOE@GRILLBILLSBBQ.COM</i>	Phone Number: <i>919-366-5252</i>
Address: <i>36 N. PINE ST</i>	City, State, Zip Code: <i>WENDELL, NC 27591</i>

### EVENT INFORMATION:

What is the event: <i>STREET FESTIVAL</i>		
Types of activities during the event: <i>MUSIC, Food Trucks</i>		
Date of Closure: <i>4/11, 5/16, 6/20, 9/19</i>	Set-up Time Begins: <i>2:00 PM</i>	Time Event Begins: <i>5:30 PM</i>
Time Event Ends: <i>9:30 PM</i>	Clean-up time Ends: <i>12:00 AM</i>	Estimated Attendance: <i>1,500</i>
Requirement of Town barricades and/or cones are at the discretion of staff. If required, an additional \$25 fee will be due for approval.		

### EVENT LOCATION:

Street(s): <i>SEE ATTACHED</i>	Block:
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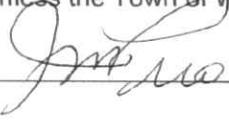
**Street Closing Requirements:**

The Town of Wendell is committed to supporting the activities among residents, provided certain guidelines are observed to ensure the safety of participants and to preserve the Town's ability to protect its citizens and assets. The following guidelines are established to achieve these goals:

- ✓ Review of the request begins when a completed application, \$15 application fee, and \$25 cone fee are received.
  - Fee is non-refundable.
  - Upon approval of request, the barricades and cones will be scheduled for delivery.
- ✓ Event organizer is responsible for contacting and receiving permission from adjoining businesses or neighbors adjacent to the request.
- ✓ Sound permit is required for the amplification of music and sound, including mega-phones.
- ✓ Approval may be required for all commercial food vendors by Wake County Environmental Services. Contact 919-856-6609 for details.
- ✓ Event organizers must maintain a fourteen (14) foot lane on all blocked streets for emergency vehicle access.
- ✓ Weights such as water barrels or cement buckets must be used for anchoring temporary tents. **Stakes are not permitted.**
- ✓ All trash and recycling must be promptly removed at the conclusion of the event. Downtown dumpsters may not be used.
- ✓ All barricades must be monitored. Event organizers shall be required to move barricades in the case of an emergency.
- ✓ Major street closures will require Board approval at a regularly scheduled Board Meeting.

**Event Organizer Certification:**

I hereby certify that I have read and understand the above requirements for this Street Closing Request; the information given in this application is correct to the best of my knowledge. Event organizer agrees to indemnify and hold harmless the Town of Wendell for any and all liability arising from the event.

Signed: Date: 2/4/25

Print Name: \_\_\_\_\_

**Please submit completed application and application fee payment to:**

Town of Wendell

Attn: Assistant Town Manager  
409 Landing View Drive  
Wendell, NC 27591Phone: 919.365.4450  
Fax: 919.366.1462**You will be notified when the permit is approved or denied.****Staff Use**

Payment received by:	Amount of Payment:	Date:
Town Manager	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____	Note(s): _____

Date of Notifications:  Police  Public Works  Finance  Event Organizer



## Town of Wendell Sound Device Permit

This application is to be used when responsible organizations desire to produce programs, speeches or general entertainment events where loud instruments or devices may be used to amplify either live or recorded human voices, music or other similar noises as defined by ordinance.

## Applicant Information

Applicant Name: Joe Prino

Organization (if applicable): WENDELL COMMUNITY PARTNERSHIP LLC.

Applicant Address: 36 N. PINE ST WENATCHEE WA 27591  
Street/Route      City      State      Zip

Home Telephone # \_\_\_\_\_ Business Telephone # 919-366-5252

**Cell Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

Email Address: JOE@GRILLBILIESBBQ.COM

Signature of Applicant: J.W. Lewis Date: 2/4/25

## Event Information

Name of Event: MEET on MAIN

Type of Event: STREET FESTIVAL

Location of event: SEE ATTACHED

Person in charge and who will be on site during Event: Joe Pino

Phone Number of person in charge and who will be on site during Event: 919-632-3377

Event Date(s):	4/11, 5/16, 6/20, 9/19
Set-up Time(s) Begins	2:30 pm
Time(s) Event Begins:	5:30 pm
Time(s) Event Ends:	9:30 pm
Clean-up Time(s) Ends:	12:00 am

Type of Sound Equipment: **BANDS**

[Examples of type of sound equipment are: bands, loudspeakers]

Explain the purpose of the event and the types of activities during the event: \_\_\_\_\_

MUSIC, FOOD TRUCKS

### Applicant Responsibilities

**NO LOUDER THAN 95 DB's (UNTIL 11 PM). NO LOUDER THAN 90 DB's (11 PM – 12 AM).**

In accordance with the Town of Wendell Code of Ordinance Chapter 10 Article III, Section 10-80, this permit is authorized to the above named organization/person to perform a sound device activity with the Town of Wendell, North Carolina. This permit is valid only on the date(s) and time(s) as indicated. This permit shall become void immediately upon any variance from the above stated conditions. The violation of any provision of this agreement shall constitute a misdemeanor, punishable on conviction by a fine not exceeding \$50.00, as provided by NC GS 14-4.

- Permit is to be with the person in charge at the event and available upon request.
- No advertising or promoting of event within the Town right of ways until receipt of an approved and signed Sound Device Permit.
- Notify the adjoining businesses or neighbors adjacent to your request; attach documentation.

### Town of Wendell Staff Use Only

Date received:

Received by:

### Police Chief and Town Manager Decision

\_\_\_\_ Approved as submitted.

\_\_\_\_ Approved with the following condition(s): \_\_\_\_\_

\_\_\_\_ Reason for Denial: \_\_\_\_\_

\_\_\_\_ Police Chief or Designee

\_\_\_\_ Date

\_\_\_\_ Town Manager

\_\_\_\_ Date



# Item Cover Page

## TOWN BOARD OF COMMISSIONERS AGENDA ITEM REPORT

<b>DATE:</b>	February 24, 2025
<b>SUBMITTED BY:</b>	Matt Garner, Administration
<b>ITEM TYPE:</b>	Agreements/Contracts
<b>AGENDA SECTION:</b>	ADMINISTRATIVE ITEMS
<b>SUBJECT:</b>	Brownfield Task Order 16: Pleasant Grove HUD Environmental Review Preparation
<b>SPECIFIC ACTION REQUESTED:</b>	Approve Task Order 16 of the Town's Master Service Agreement with Geosyntec and Authorize the Town Manager to Sign
<b>ITEM SUMMARY:</b>	<p>Geosyntec prepared Task Order 16 to continue the work of Task Order 6 to cover the balance of effort needed to complete the Environmental Review for the Town's Housing and Urban Development (HUD) Community Project Funding (CPF) Grant. The Environmental Review requires the creation and correspondence of materials for various regulatory agencies, the assembly and submission of documentation to HUD, and other administrative actions to allow for the release of HUD funds. Both the HUD and Environmental Assessment Funds from EPA are critical in the redevelopment of the former Carver School into the Carver Community Center at Pleasant Grove.</p> <p>Task Order 16 is budgeted with a not-to-exceed amount of \$19,952. These funds are fully covered and reimbursable by the Town's EPA Brownfield Assessment Grant.</p>

### ATTACHMENTS:

[Task Order 16 Pleasant Grove HUD ERR](#)

**Sent via electronic mail**

February 17, 2025

Mr. Matthew Garner  
Town of Wendell  
409 Landing View Drive  
Wendell, North Carolina 27591

**Subject: U.S. EPA Community-wide Brownfields Assessment Grant Services  
Brownfield Grant Number 02D32322; HUD Grant Number B-23-CP-NC-0951  
Task Order 16: U.S. Department of Housing and Urban Development (HUD)  
Environmental Record Review (ERR) Services  
Site: Pleasant Grove Redevelopment Project, 948 Morphus Bridge Rd,  
Wendell, NC 27591**

Dear Mr. Garner:

Geosyntec Consultants of NC, P.C. (“Geosyntec”) is pleased to present this scope of services and cost proposal to the Town of Wendell (the “Client” or “Town”) for U.S. EPA (USEPA) Community-wide Brownfields Assessment Grant Services for the Pleasant Grove Redevelopment Project located at 948 Morphus Bridge Road in Wendell, North Carolina (the “Site”). The scope of service would be executed under our Master Services Agreement (executed on May 9, 2023).

In addition to Brownfields Assessment Grant funds, the Town is set to receive Community Project Funding (CPF) through United States Department of Housing and Urban Development (HUD) in support of the Pleasant Grove Redevelopment Project. A HUD Environmental Record Review (ERR) completed following 24 Code of Federal Regulations (CFR) Parts 58.5 (Related Federal Laws and Authorities) and 58.6 (Other Requirements) is required in order to release CPF grants funds to the project, the scope of services for which are included in this proposal.

Geosyntec previously prepared a task order (06) which was approved by the Town on November 28, 2023, that included scope of work to perform initial HUD Environmental Assessment (EA) Coordination. On January 14, 2025, the Town approved the reallocation of remaining funds from this task to prepare an EA for submission using HUD’s Environmental Review Online System (HEROS).

This task order (16) has been prepared to cover the balance of effort needed to complete the EA. It is assumed that Brownfields Assessment Grant – Remediation/Redevelopment Planning budget will be used to support completion of this scope of work.

Details on our proposed scope of work are described below.

## SCOPE OF SERVICES

### HUD ERR Environmental Assessment Coordination

The scope of services for this task includes the remaining EA tasks below.

- Finish data collection and review for the 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities compliance factor sections including:
  - Airport Hazards
  - Farmlands Protection
  - Coastal Barrier Resources
  - Floodplain Management
  - Flood Insurance
  - Historic Preservation
  - Clean Air Act
  - Noise Abatement and Control
  - Coastal Zone Management
  - Sole Source Aquifers
  - Contamination and Toxic Substances
  - Wetlands Protection
  - Endangered Species
  - Wild and Scenic Rivers
  - Explosive and Flammable Hazards
  - Environmental Justice
- Finish data collection and review for the EA factors required by 40 CFR 1508.8 &1508.27 including the major categories of:
  - Land Development
  - Natural Features
  - Socioeconomic Factors
  - Climate and Energy
  - Community Facilities and Services
- If required, prepare a write up of Mitigation Measures and Conditions discovered during the EA review process.
- Upload EA data and records into HUD's online review system (HEROS).
- Assist with the completion of HUD Form 7015.15 Request of Release of Fund (RROF) and with publication of a combined notification of Notice of Intent to Request for Release of Funds (NOI-RROF) and Notice of Finding of No Significant Impact (FONSI) in a local newspaper.

The following are assumptions for the scope of work in this proposal:

- The Town will be the Responsible Entity reviewing the EA and has a HEROS account ready to support the review process.
- The scope of work assumes that the EA will result in a Finding of No Significant Impact (FONSI) and will not require drafting an Environmental Impact Statement (EIS). In addition, we assume no comments will be received during the public comment period.
- The estimated budget assumes that responding agencies will not require follow-up action for compliance factors or EA factors evaluated during the review.

## BUDGET ESTIMATE

Geosyntec proposes to perform the work for an estimated not-to-exceed Time and Materials (T&M) budget of **\$19,952**. A summary of the estimated costs and associated labor hours for work proposed herein on a task basis is provided below.

Task Description	Labor	Direct Costs	Subcontractors	Cost Estimate
Remainder of HUD Environmental Assessment Coordination	\$18,822	\$770	\$--	\$19,952

This includes the labor and expenses necessary to complete the scope of services described in this proposal and is subject to the stated assumptions. Work will be performed in accordance with the May 9, 2023, Master Services Agreement. Effort performed will be tracked in monthly invoices which will be provided to the Client.

Please note that the scope of services described herein is based on our current knowledge of the project, which is finite in nature, to allow the development of the scope, budget, and schedule estimates in this proposal. Geosyntec may find that services outside the proposed scope are recommended once the project commences. Geosyntec will advise the Town of such a situation during the course of conducting our assessment. Geosyntec will conduct services to address identified data gaps or to provide other support requested by the Town only upon receiving written authorization for such services; unless authorized otherwise, such out-of-scope work will be conducted on a time and materials basis in accordance with the above-referenced terms and conditions.

## SCHEDULE

Geosyntec anticipates completion of the EA and notifications for release of funds to be completed around June 2025, assuming communication with agencies does not require follow-up responses or actions. This schedule is highly dependent on the ability of regulatory agencies to respond in a timely manner.

## CLOSING

Should you have any questions or need additional information please do not hesitate to contact Vicki Garlington ([vgarlington@geosyntec.com](mailto:vgarlington@geosyntec.com)) at 919-424-1843 or Jeff Tyburski ([jtyburski@geosyntec.com](mailto:jtyburski@geosyntec.com)) at 919-424-1832. We look forward to assisting you on this project.

Sincerely,

*Vicki Garlington*

Vicki Garlington, P.G. (NC)  
Senior Geologist

*Jeff Tyburski*

Jeff Tyburski, P.G. (NC)  
Senior Principal

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**Proposal to conduct U.S. HUD Environmental Review Record services for the property at 948 Morphus Bridge Road, Wendell, North Carolina.**

**By its signature below, the Town accepts and agrees to the Scope of Services, Schedule and Compensation described above, and authorizes Geosyntec Consultants of NC, P.C. to proceed with the Scope of Services to be performed in accordance with the referenced terms and conditions.**

**Agreed and Accepted by the Client's Authorized Representative:**

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Signature

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Type or Printed Name

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Title

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Date of Signature

