



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
November 04, 2021 at 6:00 PM**

1. Presentations

- 1.1. Presentation on Legislative Case RZ-21-07 to Clarify and Reaffirm the Town of Wake Forest Zoning Maps
[2021-311 Staff Report.pdf](#)
[Attachment A - Application.pdf](#)
[Attachment B - Plan Consistency Grid.pdf](#)
[Attachment C - Planning Board Written Recommendation.pdf](#)
[Exhibit 1 - Zoning Map](#)
[Exhibit 2 - Zoning Overlay Map.pdf](#)
- 1.2. Affordable Housing Plan Housing Needs Assessment Presentation
[Agenda Summary](#)
- 1.3. Presentation on American Rescue Plan Local Fiscal Recovery Funds

2. Discussion of Monthly Financial Report

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1. Draft November 16, 2021, Board of Commissioners Agenda
[2021Nov16DRAFTAgendaForWS.docx](#)

4. Other Business

- 4.1. Appointment of Candidates for the Board of Adjustment
[Adv_board_appointment-summary,2021Nov04.docx](#)
[Revised_2021_Advisory_Board_Cover_Sheet_11-4-21.docx](#)
[BOA_Apps_9_30_21.pdf](#)
[BOA_waiver_statements.docx](#)
- 4.2. Approval of Employment Agreement for Town Attorney (added 11/04/2021)

5. Commissioner Reports

6. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-311-
Submitted by: Courtney Tanner
Submitting Department: Planning
Meeting Date: November 4, 2021

SUBJECT

Presentation on Legislative Case RZ-21-07 to Clarify and Reaffirm the Town of Wake Forest Zoning Maps

Recommendation:

Item Summary:

ATTACHMENTS

- [2021-311 Staff Report.pdf](#)
- [Attachment A - Application.pdf](#)
- [Attachment B - Plan Consistency Grid.pdf](#)
- [Attachment C - Planning Board Written Recommendation.pdf](#)
- [Exhibit 1 - Zoning Map](#)
- [Exhibit 2 - Zoning Overlay Map.pdf](#)



Staff Report

Case RZ-21-07: Wake Forest Zoning and Overlay Maps Clarification and Reaffirmation

Meeting Date	November 4, 2021
Requested Actions	Consideration of the Following Items related to the Zoning Map and Overlay Zoning Map request. 1. Plan Consistency Statement 2. Clarify and Reaffirm the Town of Wake Forest Zoning Map designations as recommended by the UNC School of Government 3. Clarify and Reaffirm the Town of Wake Forest Zoning Overlay Map designations as recommended by the UNC School of Government
Case Manager	Courtney Tanner, Planning Director
Planning Board Recommendation	See Attachment C for Planning Board recommendation.

PUBLIC MEETINGS

Public Comment Session	Public Hearing
October 12, 2021	November 16, 2021

CASE INFORMATION

Applicant	Town of Wake Forest 301 S. Brooks Street Wake Forest, NC
Property Owner	N/A
<i>See Attachment A for a copy of the application</i>	

ZONING CASE HISTORY

The Unified Development Ordinance and associated zoning maps were adopted in July 2013. Both have been amended since that date.

PLANNING BOARD PUBLIC COMMENTS

Wanda Mukherjee requested additional information related to historical zoning maps, historical overlay designations, and the SHOD. Staff sent emails on October 14th with the requested information.

COMPREHENSIVE PLAN CONSISTENCY

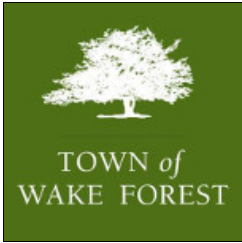
Community Plan (2009)	The proposed request is generally consistent with the adopted Community Plan.
Comprehensive Transportation Plan (2019)	The Comprehensive Transportation Plan is not applicable to the request.
Historic Preservation Plan (2012)	The proposed request is generally consistent with the adopted Historic Preservation Plan.
Northeast Neighborhood Plan (2007)	The proposed request is generally consistent with the adopted Northeast Neighborhood Plan.
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Recourses Master Plan is not applicable to the request.
Public Art Vision Plan (2009)	The Public Art Vision Plan is not applicable to the request.
Renaissance Plan (2017)	The proposed request is generally consistent with the adopted Renaissance Plan.
<i>See Attachment B for detailed Plan Consistency Analysis.</i>	

STAFF RECOMMENDATION

The request is generally **Consistent** with the relevant policies in the Comprehensive Plan, and **Approval** of the zoning map and zoning overlay map request is reasonable and in the public interest.

ATTACHMENTS

- Attachment A:** Application
- Attachment B:** Plan Consistency Analysis
- Attachment C:** Planning Board Recommendation
- Exhibit 1:** Zoning Map
- Exhibit 2:** Zoning Overlay Map



Map Amendment (Rezoning)

Map Amendment (Rezoning)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

TEL (919) 435-9510 | FAX (919) 435-9539

Project Overview

#623128

Project Title: Clarify and Reaffirm Zoning Map Designations

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Map Amendment (Rezoning)

State: NC

Workflow: Map Amendment (Rezoning)

County: Wake and Franklin

Checklist - Map Amendment (Rezoning)

A submittal checklist is available to view additional documents which are required to submitted with this application. After answering the application questions, you will be asked to upload the required documents.

[VIEW MAP AMENDMENT \(REZONING\)
SUBMITTAL CHECKLIST](#)

Missing items will result in the application being declined and returned to the applicant to resubmit. A revised and complete application including all missing items must be received or the application will be not be deemed complete and routed for review.

Please confirm you have reviewed the associated submitted checklist for this permit and confirm you will submit all documents required on the submittal checklist: Yes

Pre-Application Meeting

Has a pre-application conference been held?: NA

Pre-Application Conference Date and Time:

Staff Member Met With:

Project Tracking ID: RZ-21-07

Project Information

Project/Development Name: Clarify and Reaffirm Zoning Map Designations

Project Address or PIN:

- town wide

Tax PIN:

- town wide

Zoning: Zoning

- all districts

Current Zoning Overlay: NA, Not Applicable to this Project

Town Limits: Inside corporate limits and ETJ

Zoning Information

Currently a Conditional District?: Yes and No

Currently a Conditional Use?: NA

Is there an existing Special Use Permit for the Property?: NA

Project Contacts

Please enter all project contacts related to your application.

This is an important step to ensure all members of the applicant team receive email notifications associated with the project which may include comments, requested revisions, scheduled meetings or hearings, and final decisions. This also informs Town staff of the team members assigned role with the project.

Project Contact - Applicant

Courtney Tanner
Town of Wake Forest
401 Elm Avenue
Wake Forest, NC 27587
P:(919) 5546100
ctanner@wakeforestnc.gov

Map Amendment: Rezoning

Proposed Zoning: NA

Description of Request:

This request is to clarify and reaffirm the Town of Wake Forest Zoning Map and Overlay Map designations.

Community Plan Consistency Grid

GENERAL POLICY RECOMMENDATIONS		YES	NO	NA
GPR-1	Develop complete neighborhoods built around gathering spaces with a mix of housing types, lot sizes, and integrated commercial uses versus monolithic subdivisions			
GPR-2	Appropriately transition large-scale commercial, institutional, and industrial uses into surrounding neighborhoods			
GPR-3	Integrate alternative modes of transportation, such as transit and biking, into development			
GPR-4	Carefully configure street patterns to allow for multiple outlets from neighborhoods, and to continue the policy of providing for connections between neighborhoods, without encouraging through traffic			
GPR-5	Require sidewalks, bikeways and greenways as part of the necessary infrastructure for new development			
GPR-6	Require regularly spaced street trees, selected and planted in accordance with a street tree master plan, in new developments, whether commercial, office or residential			
GPR-7	Place new public and private buildings of architectural significance in locations of prominence and visual importance			
GPR-8	Ensure neighborhoods have adequate open space areas designed into the development			
GPR-9	Ensure residential architecture respects the value of the street upon which it faces with houses pulled up to the street, porches in the front, garages to the rear or setback from the rest of the home's front facade, and front walkways to the sidewalk			

POLICIES FOR OLDER NEIGHBORHOODS		YES	NO	NA
ON-1	Concentrate police protection, preferably in the form of foot and bicycle patrols, as part of a comprehensive strategy for neighborhood revitalization and crime prevention			
ON-2	Encourage pedestrian-level streetlights and appropriately designed private property lights , particularly in the town's older walkable neighborhoods			
ON-3	Implement housing programs, code enforcement activities, and public improvements in partnership with residents in targeted neighborhood areas and include restoration and rehabilitation activities			
ON-4	Ensure new infill development is architecturally compatible with existing structures, site layout and the streetscape within its vicinity			
ON-5	Continually reinvest in the infrastructure of older urban neighborhoods, including but not limited to: park improvements, sidewalks, street paving and maintenance, street trees, street lights, water and sewer lines, and drainage			
ON-6	Encourage pedestrian-oriented, designed and scaled stores and services providing basic necessities to residents of the town's older neighborhoods			
ON-7	Facilitate mass transit services through recognition of planned transit routes, development mix and density, and accommodation for future transit stop locations in redevelopment and infill projects in older neighborhoods			

POLICIES FOR NEWER NEIGHBORHOODS		YES	NO	NA
NN-1	Encourage architecturally compatible accessory housing on developed lots within existing neighborhood areas, especially for the elderly			
NN-2	Working in cooperation with neighborhood residents, support the provision of greenways, bikeways and walkways within existing neighborhoods			
NN-3	Architecturally compatible, residentially scaled office and institutional development may be permitted along major streets forming a boundary of a neighborhood planning area			
NN-4	Existing, less intensive development (i.e. residential or office uses) located at the intersection of two or more major streets may be allowed to undergo an orderly transition to appropriate commercial use, provided that original use is no longer viable and that careful site design will allow for compatibility with adjoining areas			

POLICIES FOR FUTURE NEIGHBORHOODS		YES	NO	NA
FN-1	Promote a walkable community to minimize sprawl, as most new neighborhoods should be compact in form			
FN-2	Ensure new neighborhood streets are no wider than necessary to serve their intended purpose			
FN-3	Consider future transit service corridors and reinforce these corridors with development mixtures and densities appropriate for transit services			
FN-4	Include at least one neighborhood center or focal point in neighborhood planning areas			
FN-5	Encourage neighborhood serving businesses in neighborhood design			
FN-6	Encourage centrally located amenity centers and discourage them on the periphery of neighborhoods			
FN-7	Encourage a mixture of housing types, sizes, and prices for each neighborhood planning area			
FN-8	Encourage higher density housing that is served by transit and located close to adjoining work and shopping areas			
FN-9	Ensure new neighborhoods are connected to other neighborhoods, shopping, and work areas within the neighborhood planning area			
FN-10	Ensure street design gives equal priority to pedestrians and automobiles			
FN-11	Recognize bike routes and greenways in neighborhoods at the time of development			

Community Plan Consistency Grid

POLICIES FOR EXISTING COMMERCIAL AREAS		YES	NO	NA
EC-1	Encourage appropriate landscaping and reconfiguration of large, existing unlandscaped parking areas.			
EC-2	Encourage the provision of convenience clusters for pedestrians, bicyclists and future transit services at strategic locations in existing commercial areas			
EC-3	Encourage the consolidation of commercial driveways onto major streets and the connection of adjacent parking lots			
EC-4	Encourage businesses to replace existing, non-conforming signage with more attractive, conforming signage.			
EC-5	Encourage new infill development across the front street face of existing, over-designed parking lots			
EC-6	Continue to prohibit billboards within the planning jurisdiction of Wake Forest			
EC-7	Ensure bicycle and pedestrian access to existing commercial areas			

POLICIES FOR FUTURE LARGE-SCALE COMMERCIAL AREAS		YES	NO	NA
LSC-1	Encourage large-scale commercial developments where appropriate, to contain a diverse mixture of retail, office, restaurant and service uses			
LSC-2	Locate large-scale commercial uses on the corners of neighborhood planning areas, that is, at the intersection of two or more major streets			
LSC-3	Allow planned mixed-use developments which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design should be encouraged			
LSC-4	In planning for a new large scale development, buffer large-scale uses from adjacent residential areas by smaller scale buildings or by buffer strips			
LSC-5	Except for limited access highways, pull up new commercial buildings to the street; parking should be placed to the rear or side of the structure			
LSC-6	When appropriate, require the use of all around architecture (high quality facades on all sides of a building)			
LSC-7	Plan ahead for new large-scale commercial development in regards to future public transit stops and convenience clusters			
LSC-8	Limit driveway access for new large-scale commercial development to major thoroughfares and connect all adjacent parking lots			
LSC-9	Cluster together auto dealerships, large equipment sales and other businesses primarily dependent upon expansive outdoor sales lots for both functional and economic reasons			
LSC-10	Strongly discourage the abandonment of "big box" retail stores, for the purpose of relocating to another "bigger box" location in the community			

POLICIES FOR SMALL SCALE NEIGHBORHOOD BUSINESSES		YES	NO	NA
SSB-1	Encourage small scale, pedestrian-oriented shopping and work places in the design of new neighborhoods			
SSB-2	Locate neighborhood businesses at center of planning area rather than major thoroughfares			
SSB-3	Ensure neighborhood businesses are designed at a residential scale and character			
SSB-4	Coordinate the location of neighborhood serving businesses with bikeways and, where appropriate, future transit stops			
SSB-5	Employ on-street parking in coordination with a limited amount of off-street parking for neighborhood serving businesses			
SSB-6	Ensure neighborhood businesses have residential scale signage and lighting			
SSB-7	Ensure neighborhood businesses encouraged as upfront infrastructure cost of new development			
SSB-8	Ensure neighborhood businesses locate near public amenities if opportunity allows			
SSB-9	Encourage living quarters over small retail shops and offices			

POLICIES FOR FIRST GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
FGI-1	Actively participate, facilitate and partner in the adaptive reuse and conversion of former production, warehousing and manufacturing buildings into uses compatible with their design and location			
FGI-2	If the demolition of an old industrial building or complex becomes necessary, any new structure(s) and site redevelopment should be compatible with the neighborhood context; such redevelopment should serve to improve the quality, character and livability of the surrounding area			

POLICIES FOR SECOND GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
SGI-1	Encourage and support the rehabilitation, improvement, and re-occupancy of viable business and industrial properties that have become vacant.			
SGI-2	The Town of Wake Forest acknowledges and supports the work of state and federal agencies, as well as its own town building inspectors, concerning the enforcement of environmental regulations and building standards, particularly concerning the redevelopment or adaptive reuse of manufacturing sites and buildings			

Community Plan Consistency Grid

POLICIES FOR THIRD GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
TGI-1	Periodically examine zoning ordinance and other development regulations to maintain or update appropriate standards and locations for manufacturing, warehouse and distribution opportunities within the Town's planning jurisdiction			
TGI-2	Employ industrial development performance standards to promote the establishment or expansion of industries that are compatible with the public health, safety, and welfare of area residents, and that are supportive of the long term economic prosperity and environmental quality of the community			
TGI-3	Provide and maintain adequate screening and buffering between residential areas and newly developed industrial sites			
TGI-4	Ensure industrial and warehouse sites located within view of a public right-of-way or nearby property provide landscaping that enhances the property and is consistent with a quality image			

POLICIES FOR DOWNTOWN		YES	NO	NA
D-1	Encourage a compatible, diverse mixture of retail, office, institutional, residential, dining, services, entertainment, and public open space in the downtown area			
D-2	Recognize the advantages of clustering similar activities and development forms in appropriate parts of the downtown			
D-3	Expand pedestrian oriented streetscape improvements, including wider sidewalks, street trees, decorative street lights, street furniture, and landscaping			
D-4	Direct new and expanding businesses to compatible buildings and sites in or near the downtown area			
D-5	Reserve ground floor space for retail uses with office and other uses on upper floors			
D-6	Maintain a tangible presence and commitment to the downtown through the location of the Town's major municipal offices there and encourage other local, state and federal government agencies to maintain similar commitments to the downtown			
D-7	Continue to support the Wake Forest farmers market at the municipal parking lot in downtown Wake Forest			
D-8	Continue to utilize the Renaissance Area Urban Code to ensure that development and redevelopment will be supportive of the architectural and historic context that is vital to the economic success of downtown Wake Forest			
D-9	Encourage efforts to restore missing or underutilized street frontages, particularly on lots where previous buildings have been demolished and replaced with (oftentimes) surface parking			
D-10	Locate parking lots to the side or behind buildings or in the interior of the block with off-street parking spaces for multi-family buildings being in the rear yard			

POLICIES FOR PARKS, OPEN SPACE AND RECREATION		YES	NO	NA
PR-1	In cooperation with private sector interests, develop a system of open space greenways and walking trails to connect to residential areas with, especially, schools and park facilities			
PR-2	Include mini-parks in existing and proposed developments to meet the needs of small children and the elderly, and to encourage social interaction and mutual support among area families			
PR-3	Locate parks in full view of residential/non-residential activity for security			
PR-4	Provide funding to help demand for open space and recreation created by development			
PR-5	Co-locate parks & recreation facilities with schools, utility companies, and federal, state and local government agencies			
PR-6	Continue to seek efficiencies, cost savings, and quality services for park maintenance as the Town grows			
PR-7	Continue to explore new opportunities for providing recreation programs with all available partners			

POLICIES FOR MAJOR STREETS		YES	NO	NA
S-1	Space major streets no more than 1 mile apart			
S-2	Ensure access to undeveloped sections of major streets are from intersecting minor streets, rather than private driveways			
S-3	Ensure minor streets intersect major streets regularly at approximately every 400 to 600 feet			
S-4	Incorporate central medians into the design of new or improved major streets			
S-5	Plant landscaping, and where possible, street trees in central medians of major streets			
S-6	Plant and retain streetyard vegetation along major streets to soften and unify the streetscape			
S-7	Ensure contrasting streetyards along major streets for change in visual character			
S-8	Preserve and enhance natural, cultural and historic features along major streets			
S-9	Ensure parking areas are screened from view within major street corridors			
S-10	Employ special roadway overlay zoning to help implement corridor plans			
S-11	Ensure road widenings and/or one-way pairs are avoided for streets where the original design intent and relationship to adjoining land uses was otherwise			

Community Plan Consistency Grid

POLICIES FOR MINOR STREETS		YES	NO	NA
S-12	Encourage street patterns that respond to site topography, accentuate focal points and interesting vistas, create interesting public spaces and intersections, and that are coordinated with the placement of significant structures or open spaces			
S-13	Consider incorporation of medians in neighborhood axial streets			
S-14	Create short blocks of 300-500 feet in length to allow for many alternative routes for walking and biking, as well as a beneficial network of local streets			
S-15	Design street widths to fit the intended use of the street, corresponding to the traffic load and planned development types			
S-16	Employ a fully-connected honeycomb of streets to promote convenient circulation within the neighborhood and provide for multiple, alternative outlets from the area to adjoining neighborhoods and major streets			
S-17	Encourage on-street parking in compact neighborhoods			
S-18	Utilize grass swales to capture runoff in conservation subdivisions			
S-19	Ensure turning radius of corners at intersections are as small as possible to shorten the street crossing distance for pedestrians at intersections			
S-20	Install traffic calming methods as necessary to enhance livability			

POLICIES FOR SIDEWALKS		YES	NO	NA
SW-1	Where no sidewalks are present, provide sidewalks in existing developed areas to connect residential areas to walkable pedestrian destinations			
SW-2	Ensure sidewalks are required on both sides of the street in new developments when along thoroughfares and collectors, in multi-family developments, in "front porch" developments, and along local streets within walking distance of a major pedestrian trip attractor			
SW-3	Ensure sidewalk widths correspond with anticipated pedestrian traffic volumes, adjoining land uses, and sidewalk activities with minimum sidewalk widths at 5 feet, or 6 feet if along the verge of a street			
SW-4	Continue curb stamp installation and retrofit curb ramps in existing sidewalks			
SW-5	Ensure crosswalks are plainly marked and well lit, especially where significant pedestrian activity is observed or expected			

POLICIES FOR BIKEWAYS		YES	NO	NA
B-1	The bicycle facility selection guide, as used by the Federal Highway Administration, shall be employed for determining the most suitable type of bicycle facility for any new or upgraded roads in Wake Forest			
B-2	Facilitate bicycle and pedestrian way connections between neighborhoods, either by street or connecting path, to enable the effective use of local, minor streets for pedestrian and bicycle travel			
B-3	Install striped bicycle lanes and appropriate signage along existing streets where called for in the Bicycle Plan			
B-4	Install striped bicycle lanes and appropriate signage along new collector streets			
B-5	Install bicycle-responsive signals at intersections where appropriate			
B-6	Ensure all new public and private developments have bike parking and bicycle access			
B-7	Examine all future road construction and improvements for bikeway feasibility and conformity with the Town of Wake Forest Bicycle Plan			
B-8	Examine all future developments and site plans for bicycle compatibility and conformity with the town Bicycle Plan			
B-9	Include bicycle facilities and their impacts in traffic impact analyses for new private developments			
B-10	Establish and implement pedestrian and bicycle friendly schools zones around all schools			
B-11	Ensure bicycle-related improvements are an integral component of the Town's annual budget for public infrastructure investment			

POLICIES FOR GREENWAY TRAILS		YES	NO	NA
GT-1	Continue to pursue a greenway trails system that connects residential areas with schools and park facilities			
GT-2	Develop greenway trails in accordance with the environmental conditions of its corridor, its intended use for travel versus recreation, and the anticipated traffic volume of pedestrians and bicyclists			
GT-3	Ensure greenway construction is treated as a normal element of infrastructure necessary to support new development			
GT-4	Ensure greenway maintenance and safety in Town control after transfer from private control			

POLICIES FOR PUBLIC TRANSPORTATION		YES	NO	NA
PT-1	Support the successful operation and expansion of transit with compact, transit-compatible development patterns			
PT-2	Require site planning that incorporates transit stops and convenience clusters			

Community Plan Consistency Grid

POLICIES FOR STREET TREES		YES	NO	NA
ST-1	Prepare and maintain an official Street Tree Planting Master Plan			
ST-2	Ensure consistent street tree species occur along certain sections of streets			
ST-3	Ensure a diversity of street tree species Town wide with no single species comprising more than 10-15% of total trees			
ST-4	Install regularly spaced street trees in central medians and frontage street medians			
ST-5	Continue to require the planting or preservation of street trees of appropriate size and species			
ST-6	Maximize available budget dollars for street tree master plan implementation			

POLICIES FOR STREETLIGHTS		YES	NO	NA
SL-1	Ensure streetlights are installed according to the design speed and/or intended use of the street or area they serve			
SL-2	Periodically evaluate emerging lighting technologies for best color, brightness and energy efficiency			
SL-3	Continue to develop and implement joint policies and standards for street light selection, installation, operation and maintenance in cooperation with Wake Electric and Duke/Progress Energy			
SL-4	Ensure streetlights are installed on both sides of streets unless a newly approved street is planned from the outset to have a sidewalk on only one side			

POLICIES FOR UTILITY POLES AND WIRES		YES	NO	NA
UPW-1	Maintain a master plan for the undergrounding of utilities, with priority given to pre-determined areas			
UPW-2	Ensure major town entrances and gateway corridors receive first priority for the undergrounding of overhead utilities			
UPW-3	Ensure high visibility, pedestrian-oriented areas receive second priority for the undergrounding of overhead utilities			
UPW-4	Ensure overhead utilities in other priority areas are placed underground or relocated as opportunities arise			

POLICIES FOR WIRELESS TELECOMMUNICATION FACILITIES		YES	NO	NA
WTF-1	Facilitate the development of wireless service technology as an economic development asset and significant benefit to the town and its residents			
WTF-2	Ensure the impacts of wireless telecommunication facilities should not be permitted to compromise the health, safety and public welfare of area residents; nor should such facilities be allowed to diminish the character of the community and visual quality of its environment			
WTF-3	Ensure that in residential areas, historic districts and the Renaissance districts, cell towers are only considered when there is no alternative for serving those areas and no other alternative wireless telecommunication structure can be utilized			
WTF-4	Initiate updates to standards for wireless telecommunication facilities as new technologies and structural requirements for wireless capabilities emerge over time			

POLICIES FOR TOWN AND SPECIAL AREA ENTRANCES		YES	NO	NA
TSE-1	Employ noticeable streetscape improvements to clearly announce a town entrance and to enhance gateway corridors			
TSE-2	Extend streetscape improvements as the Town limits expand			
TSE-3	Employ special "gateway" treatment where where a bridge, underpass, overpass or other roadway feature is located at an entry point to the town or some portion of it			

POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Employ architectural standards consistent with Wake Forest's architectural character for new, expanding, or improved businesses			
CC-2	Exceptional locations, views and vistas in the town should receive exceptional treatment and/or protection in design and development			
CC-3	Place noteworthy buildings, important outdoor spaces, objects of historic merit, important monuments, and significant works of art in positions of visibility and prominence			
CC-4	Incorporate significant natural and existing man-made elements into the thematic design of new developments			
CC-5	Save large trees, ponds, creeks, or other natural features of the landscape when locating new streets, buildings, parking lots, etc			
CC-6	Support community character by ensuring development is compatible with surrounding area			
CC-7	Ensure exterior lighting is attractive, functional and safety conscious, while also avoiding negative impacts on the night sky visibility of Wake Forest			

Community Plan Consistency Grid

POLICIES FOR REGIONAL TRANSPORTATION		YES	NO	NA
RT-1	Continue to anticipate and plan for the impacts of new high speed rail service as it passes through Wake Forest en route to major urban centers north and south along the east coast			
RT-2	Continue to anticipate and plan for the transformation of US 1 Capital Blvd into a limited access freeway and multi-modal transportation corridor as per the plans of the US 1 Corridor Study			
RT-3	Support the express bus service between downtown Wake Forest and downtown Raleigh			

POLICIES FOR WATER AND SEWER		YES	NO	NA
WS-1	Work proactively with other local governments, utility service providers, and the State of North Carolina on regional, long term solutions for water supplies and sewage treatment			
WS-2	Place water and sewer utilities in areas where growth is desired			
WS-3	Avoid placing sewer utilities in environmentally sensitive areas or in areas where open space is desired			
WS-4	Encourage the development of sewer services that employ water reuse technologies			

POLICIES FOR WATER CONSERVATION		YES	NO	NA
WC-1	Conserve, to the fullest extent possible, potable water and waste water treatment capacity			
WC-2	Employ other types of non-municipal water supplies such as wells, rainwater catching systems, rain barrels and in-ground cisterns			
WC-3	Eliminate or reduce usage of the municipal water supply for outside irrigation			
WC-4	Encourage new development to plant drought tolerant grasses on lawns			
WC-5	Encourage construction of new rainwater retainage systems			
WC-6	Encourage new development to include traditional plants native to the area			
WC-7	Encourage the installation of water saving devices in new and existing development			

POLICIES FOR COMMUNITY ORIENTED SCHOOLS		YES	NO	NA
S-1	Plan for new school locations in advance through joint collaboration between the Town and School Board — with emphasis on steering facilities to desirable growth areas and avoiding sprawl			
S-2	Encourage offering land for new school facilities, particularly in conjunction with related neighborhood development			
S-3	Design safe campuses with pedestrian access to adjoining neighborhoods			
S-4	Prioritize traffic management and safety in the vicinity of public schools			
S-5	Co-locate school facilities with other community facilities and services			
S-6	Ensure costs for new schools should be borne largely by new growth and development creating the demand			
S-7	Foster diversity in community-oriented public schools by encouraging diversity in nearby neighborhoods feeding each school			

POLICIES FOR PAYING FOR GROWTH		YES	NO	NA
PFG-1	Ensure the costs of infrastructure, facilities and services related to new growth and development should be borne primarily by those creating the demand			
PFG-2	Continually seek to balance residential and non-residential development to foster a favorable service-cost to revenue-generated tax base			
PFG-3	Fees charged by the Town for development reviews and inspections should approximate the actual costs to the Town of conducting such work			
PFG-4	Explore cost recovery fees for new "greenfield" development			
PFG-5	Undertake annual planning and budgeting for capital facilities			

Community Plan Consistency Grid

POLICIES FOR A HEALTHY SUSTAINABLE ENVIRONMENT		YES	NO	NA
HSE-1	Ensure development policies work to make Wake Forest more walkable and pedestrian-friendly, and less dependent on the single-occupant automobile			
HSE-2	Encourage compact, transit-oriented, mixed-use developments to facilitate walking, biking and transit options			
HSE-3	Locate new higher density residential development within walking distance of jobs and services and design it to be transit compatible with current and future transit services			
HSE-4	Recognize and facilitate low impact development			
HSE-5	Ensure runoff and drainage from development is of a quality and quantity as near to natural conditions as possible			
HSE-6	Require vegetative riparian buffers along all creeks, rivers, lakes and other water bodies in Wake Forest			
HSE-7	Encourage conservation subdivisions where site conditions call for minimizing environmental disturbance and protecting adjoining natural resources			
HSE-8	Ensure large parking lots have landscaped planting islands and perimeter buffer strips and may use other design technologies to intercept and absorb runoff			
HSE-9	Carefully control development activities in the special flood hazard areas			
HSE-10	Encourage the construction of energy efficient structures, including the use of "green" building design			
HSE-11	Ensure site plans for new development work sympathetically with the natural features of the land, including existing topography and significant existing vegetation			
HSE-12	Explore a combination of incentives and disincentives to protect existing trees and/or require the replacement of trees removed for development			
HSE-13	Encourage green infrastructure (grassed swales, rain gardens, bio-retention strips, cisterns, rain barrels, permeable pavements, etc.)			
HSE-14	Offer a variety of solid waste reduction strategies and services including educational programs on waste prevention, recycling and reuse			
HSE-15	Facilitate proper disposal of household hazardous waste materials			
HSE-16	Encourage on-site residential composting			
HSE-17	Continue off-site mulching and redistribution of landscape yard waste			
HSE-18	Continue to support education and activities that reduce litter and illegal dumping			
HSE-19	Continue to plan in advance for area requirements concerning solid waste collection and disposal			

POLICIES FOR ECONOMIC DEVELOPMENT		YES	NO	NA
ED-1	Encourage new and expanding industries and businesses that are compatible with the long-term quality of the area's natural and cultural resources, match up well with the area's infrastructure and services, employ and develop the skills of area workers, and diversify the local economy			
ED-2	Retain quality businesses and to attract new ones continue to invest in infrastructure and services that sustain and enhance the area's already high quality of life, image and cultural identity			
ED-3	Pursue economic and business development partnerships between the Town, other local jurisdictions, other economic development organizations, and private companies			
ED-4	Strive for a financial and regulatory environment that supports the establishment and growth of small business			
ED-5	Develop real estate "product" suitable for business placement that focuses on the identification, enhancement and certification of buildings and sites readily available for construction and/or occupancy			

POLICIES FOR ARTS CULTURE AND HISTORIC PRESERVATION		YES	NO	NA
ACH-1	Encourage efforts and actively participate in the provision of indoor and outdoor public and private spaces to showcase the work of visual and performing artists in Wake Forest			
ACH-2	Encourage new private sector developments to include art as an integral element of privately owned common areas and semi-public spaces			
ACH-3	Ensure budgets for new construction and renovations of town buildings include a line item for the purchase and display of art			
ACH-4	Continue to have cultural arts be enhanced as a permanent function of the Town's recreation program offerings			
ACH-5	Employ design standards that ensure development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest			
ACH-6	Encourage the identification, restoration, and active use of structures, buildings, monuments, landmarks, sites and neighborhoods of historic or architectural significance			
ACH-7	Strongly discourage the destruction of architectural, historic, and archeological resources of Wake Forest			

Community Plan Consistency Grid

POLICIES FOR PUBLIC SAFETY		YES	NO	NA
PS-1	Employ community education, school, and public involvement programs to enhance community awareness of public safety issues			
PS-2	Periodically review the need for additional paid personnel, capital improvements and equipment needs to meet or exceed public safety standards, insurance ratings and other measures of public safety			
PS-3	Strategically locate additional public safety substations, provided that sufficient resources can be made available to properly staff and equip them			
PS-4	Proactively support legislative efforts to strengthen local law enforcement tools			
PS-5	Employ a holistic approach to public safety involving residents, businesses, and institutions in the preparation of neighborhood improvement plans, with priority given to public safety concerns			
PS-6	Encourage excellence in law enforcement, fire protection, and emergency services through on-going education, training and participation in national accreditation programs			
PS-7	Support the establishment of an east-west through street (or loop road) on the north side of town to improve emergency access to locations in that area			

POLICIES FOR LEADERSHIP AND COMMUNITY INVOLVEMENT		YES	NO	NA
LCI-1	Continue to emphasize the importance of advisory boards & committees in conducting the Town's business			
LCI-2	Ensure boards and committees of the Town are representative of the population and geography of the planning area or subject matter being addressed			
LCI-3	Encourage public involvement in decisions on land use and development by making the public aware of proposed developments at the earliest lawful opportunity, as well as fostering communication between developers and the general public			
LCI-4	Encourage neighborhood and special area planning			
LCI-5	Continue to ensure maintenance and enhancements to the Town's internet and multi-media news dissemination capabilities			
LCI-6	Participate proactively in the cooperation of efforts among civic and volunteer organizations for maximum impact in the community			

Historic Preservation Plan Consistency Grid

POLICIES FOR HISTORIC PRESERVATION		YES	NO	NA
HP-1	Ensure that historic preservation education includes a special emphasis on local history and architecture, the Historic District Design Guidelines, and preservation methods and techniques			
HP-2	Utilize communication tools, working closely with the Town's Communications Department and partnering with the news media, to get the word out about historic preservation			
HP-3	Continue important historic preservation programs, including property designation and listing, protecting endangered properties, incentive programs, and the enforcement of the Historic District Design Guidelines			
HP-4	Encourage physical Improvements in historic neighborhoods, including pedestrian lighting, sidewalk improvements, and street Improvements			
HP-5	Encourage special projects in historic preservation, including Town policies in support of historic preservation, the protection of the Ailey Young House, and the development of an interactive data base			
HP-6	Encourage special events focused on historic preservation, including the biennial Christmas Historic Home Tour, other guided historic tours, and a Historic Home and Garden Tour			

POLICIES FOR ARTS CULTURE AND HISTORIC PRESERVATION (Copied from Community Plan and adopted into this Plan)		YES	NO	NA
ACH-5	Employ design standards that ensure development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest			
ACH-6	Encourage the identification, restoration, and active use of structures, buildings, monuments, landmarks, sites and neighborhoods of historic or architectural significance			
ACH-7	Strongly discourage the destruction of architectural, historic, and archeological resources of Wake Forest			

Northeast Community Plan Consistency Grid

POLICIES FOR COMMUNITY SELF-IMAGE AND PRIDE		YES	NO	NA
CSIP-1	Establish a Northeast Neighborhood Association			

POLICIES FOR HOME OWNERSHIP		YES	NO	NA
HO-1	Encourage relevant organizations to make homeownership needs in neighborhood a priority			
HO-2	Increase awareness of existing homeownership and home improvement assistance programs by developing a clearinghouse of information for interested homebuyers, especially for seniors			
HO-3	Explore opportunities to provide coordinated technical and financial assistance to persons interested in buying or improving a home			
HO-4	Assist interested homebuyers by expanding existing home buying educational programs or creating new programs to address unmet needs			
HO-5	Educate homeowners on energy efficiency tools and techniques; and make energy audits available to homeowners			
HO-6	Increase awareness of senior homeowners regarding grants for energy efficiency improvements			

POLICIES FOR NEIGHBORHOOD APPEARANCE		YES	NO	NA
NA-1	Improve enforcement of nuisance ordinance regarding the storing of junked cars, and trash/debris on lots within the neighborhood			
NA-2	Provide education and outreach to neighborhood residents on Town's trash collection and recycling policies, and penalties for not removing trash and debris from properties			
NA-3	Organize "Community Cleanup and Beautification" work days			
NA-4	Extend downtown streetscape improvements (as identified in the Renaissance Plan) to the eastern side of North White Street from Roosevelt Avenue to Spring Street, possibly extending to Juniper Avenue			
NA-5	Develop illustrated design guidelines for neighborhood, to provide guidance to developers on types of housing design and landscaping appropriate for the neighborhood			
NA-6	Explore need to rezone the neighborhood to encourage appropriate uses and prohibit inappropriate development opportunities			

POLICIES FOR NEIGHBORHOOD SAFETY		YES	NO	NA
NS-1	Establish a "Neighborhood Watch Group"			
NS-2	Reinstate the Community Policing Program and create a greater Police presence in the neighborhood			
NS-3	Replace burned out street lamp bulbs, and install light fixtures to existing poles in neighborhood			
NS-4	Install light fixtures in heavily traveled areas and where existing street lamps are spaced more than 150 feet apart			
NS-5	Install street lights at Corner of Juniper Avenue and Taylor Street, entrance to Alston-Massenberg Center, 602 Jubilee Court, 630 Jubilee Court, Corner of North Allen Road and Best Street			
NS-6	Explore and implement traffic calming options for corner of Juniper Avenue and Allen Road			
NS-7	Plan and construct the seven neighborhood sidewalk improvements identified in the Town's Pedestrian Plan, including along Juniper Avenue, Franklin Street, White Street, Spring Street and Caddell Street			
NS-8	Plan and construct neighborhood crosswalks at corner of Juniper Avenue and Taylor Street and corner of Juniper Avenue and Allen Road			

Northeast Community Plan Consistency Grid

POLICIES FOR CREATING NEIGHBORHOOD JOBS AND SERVICES		YES	NO	NA
NJS-1	Increase awareness of existing job training and career assistance programs through public outreach			
NJS-2	Expand existing job training and career assistance educational programs; and create new programs to address unmet needs in the community			
NJS-3	Explore non-traditional business models for developing retail/service businesses in the shopping plaza along Wait Avenue			
NJS-4	Identify incentives for development of local businesses within the neighborhood			

POLICIES FOR DUBOIS CENTER REDEVELOPMENT		YES	NO	NA
DCR-1	Maintain dialogue with DuBois Alumni Association regarding future plans for the DuBois Center and its importance as a service provider for the neighborhood and larger community			
DCR-2	Develop a comprehensive conceptual plan for redevelopment of the historic DuBois campus			

POLICIES FOR TRANSPORTATION AND ACCESS		YES	NO	NA
TA-1	Explore options for providing no-fare or low-cost fare transportation services to seniors and disabled members of the community to improve access to critical needs such as senior centers, healthcare offices, pharmacies, and grocery stores			
TA-2	Explore opportunities to create north-south pedestrian connector between Pine and Wait Avenues			
TA-3	Construct street and sidewalk along unimproved segment of Perry Avenue between Jubilee Court and Allen Road; and along unimproved segment of Caddell Street from Spring Street to Wait Avenue			
TA-4	Explore options for providing transit service or other transportation service that will link the neighborhood to job centers, educational centers, and other key locations			
TA-5	Improve pedestrian access to Flaherty Park by constructing a sidewalk on White Street and constructing another entrance to the park from Flaherty Farms subdivision, which can provide access through Flaherty Farms			

POLICIES FOR RECREATION		YES	NO	NA
R-1	Explore opportunities for expanding senior services, including options for a new senior center to relieve existing centers that are operating over-capacity, and providing transportation to senior centers			
R-2	Identify needed activities and programs for neighborhood youth			
R-3	Explore possibilities for additional facilities at the Ailey Young Park			
R-4	Explore improvements to Alston/Massenberg Center			
R-5	Identify sites within the neighborhood that could serve as tot lots, mini parks, or other smaller recreational sites			

POLICIES FOR OTHER CONSIDERATIONS		YES	NO	NA
OC-1	Continue to provide pertinent information related to the implementation of this Plan to the neighborhood on the Town's website, and by distributing materials to neighborhood locations such as the DuBois Center and area churches			
OC-2	Identify staff capacity needed to oversee implementation of Northeast Neighborhood Plan			
OC-3	Consider the need for a neighborhood overlay district to address the size, scale, and design of homes in the neighborhood to encourage long-term affordability and appropriateness within the neighborhood			

Renaissance Plan Consistency Grid

POLICIES FOR SUCCESSFUL DOWNTOWNS		YES	NO	NA
SD-1	Maintain and develop short blocks and a dense street network for enhanced walkability and increased connectivity			
SD-2	Provide ample on-street parking to support retail and act as an inherent traffic calming element			
SD-3	Ensure continuous building facade frontages along streets to keep pedestrians and bicyclists interested while traveling along the street			
SD-4	Balance the ratio of building height to street width to achieve a comfortable public realm			
SD-5	Provide and program a diversity of high quality public spaces			
SD-6	Manage parking with thoughtful consideration of location and actual need over the quantity of spaces			
SD-7	Provide active and engaging ground floor uses for downtown buildings			
SD-8	Work with businesses to encourage their hours of operation(s) go beyond 5 PM			
SD-9	Provide ample ambient lighting for both safety and interest			
SD-10	Locate restaurants in close proximity to one another to effectively concentrate a variety of options for visitors			
SD-11	Attract businesses and other uses that provide daytime employment			
SD-12	Provide high-end commercial activity			
SD-13	Increase the amount of pedestrian activity			
SD-14	Provide adequate accessibility and wayfinding for pedestrians			
SD-15	Ensure new building heights are between 2 and 4 stories			
SD-16	Ensure development is easily accessible to transit to accommodate higher volumes of users without adding pressure on parking			
SD-17	Provide dynamic activity with a mixture of sidewalk displays, outdoor dining, creative signage, diverse public spaces, and enticing window shopping			
SD-18	Incorporate unique and enticing human-scaled design features into new development			
SD-19	Attract diverse residential and employment centers within a 5 to 10-minute walk of downtown			
SD-20	Streets shall accommodate two-way, multi-modal traffic with on-street parking, street trees and furnishings			

POLICIES FOR RETAIL STRATEGY		YES	NO	NA
RS-1	Locate Retail Merchandising Units (RMUs) on sites slated, but not ready for redevelopment			
RS-2	Convene stakeholders to generate strategies for marketing downtown and facilitating new retail			
RS-3	Work to attract visitation from nearby neighborhoods/subdivisions			
RS-4	Require active ground floor uses based on the existing character and realistic aspirations for particular streets or areas			
RS-5	Make more efficient use of existing resources and condition motorists to consider parking spaces a little further than directly by their destination			

POLICIES FOR CONNECTIVITY TO THE CORE		YES	NO	NA
CC-1	Build on the identified centers of energy and ensure multi-modal connectivity between them			
CC-2	Transform Owen Street into a festival street that connects the retail core to the civic core with a unique urban experience			
CC-3	Build the Downtown Connection greenway and add a connection from Deacon Ridge Street to Franklin Street at mid-block			
CC-4	Fill any identified gaps in the sidewalk network and construct new sidewalks where suggested			
CC-5	Continue to complete streetscape improvements throughout the Renaissance Area prioritizing those that improve safety			

POLICIES FOR MANAGING CARS		YES	NO	NA
MC-1	Enforce timed parking spaces to create more frequent turnover and availability of those parking spaces			
MC-2	Where feasible, consolidate driveway entrances and reduce curb cuts			
MC-3	Add parking spaces along Taylor Street behind Town Hall			
MC-4	Coordinate shared parking strategies with private lot owners to more efficiently utilize parking facilities			
MC-5	Install signage for private lots with shared parking agreements			
MC-6	Investigate the use of the Wake Forest Baptist Church lots for downtown employee parking so that parking spots closer to retail can be used by visitors			
MC-7	Add a pay station to the White Street public parking lot if site continues to be used as public parking area			
MC-8	Meter White Street parking spaces once enforcement of time limits is implemented			
MC-9	Over time, increase public transportation access as well as parking fees for metered spots and public lots			
MC-10	Build a public parking deck to serve a specialized development, and potentially, nearby uses			

Renaissance Plan Consistency Grid

POLICIES FOR CREATING A DESTINATION		YES	NO	NA
CD-1	Connect public gathering spaces, so there is a safe, enjoyable journey between them			
CD-2	Identify and implement an interactive civic space in downtown Wake Forest that attracts families through play and water			
CD-3	Develop a community art master plan which identifies opportunities for building murals, sculptures and other forms of creative thinking			
CD-4	Hire an event coordinator to manage, promote and execute Town related activities/festivals			

POLICIES FOR PUTTING PEOPLE FIRST		YES	NO	NA
PPF-1	Implement small-scale tactical improvements to the downtown area, such as parklets, temporary art installations, closed street events, and temporary seating or dining areas.			
PPF-2	Test outdoor dining at The Forks to add outdoor vibrancy and encourage pedestrian activity on Elm Avenue			
PPF-3	Restripe Elm Avenue to include bike lanes to give the east side a dedicated bicycle facility connecting them to downtown			
PPF-4	Install a temporary parklet in the loading zone; upon evaluation of its success, consider enhanced permanent features for the space			
PPF-5	Transform the intersection of Roosevelt Avenue and Front Street into a prominent gateway to downtown Wake Forest			
PPF-6	Transform the pedestrian pathway across the rail line into an art walk to downtown Wake Forest			
PPF-7	Use interesting lighting techniques to make the bridge an iconic and memorable feature of downtown			
PPF-8	Encourage the revitalization of 153 South White Street through strategic renovations			
PPF-9	Create a master list of opportunities and seek civic organizations to partner with in order to test a range of opportunities using tactical techniques			
PPF-10	Layer the downtown environment incrementally with additional furnishings, lighting and landscaping			
PPF-11	Research best practices in public Wi-Fi program implementation and management and subsequently implement public Wi-Fi in the Renaissance Area			
PPF-12	Add ideal spatial enclosure ratios to the Unified Development Ordinance			
PPF-13	Amend the Unified Development Ordinance to better achieve ideal building heights			
PPF-14	Amend the existing Required Shopfront Overlay District to include additional frontages			

POLICIES FOR DEVELOPMENT AND REDEVELOPMENT OPPORTUNITIES		YES	NO	NA
DRDO-1	Connect the Northeast Community with downtown through a transitional redevelopment area comprised of new mixed-use infill development, renovated buildings, multi-family housing, single-family housing, and walkable street block sizes			
DRDO-2	Encourage the renovation and adaptive reuse of the garage building on Roosevelt Avenue			
DRDO-3	Transform the public and private realm of Wait Avenue and Roosevelt Avenue with redevelopment, adaptive reuse of older buildings, and new mixed-use infill development			
DRDO-4	Close a portion of Wait Avenue and consolidate the block to better accommodate a cohesive redevelopment and contribute in a positive way to downtown			
DRDO-5	Encourage infill and redevelopment along Owen Avenue to serve as a catalytic project that would add vibrancy to a key intersection in the historic core			
DRDO-6	Encourage infill development on vacant and underutilized lots on White Street to maintain a consistent and attractive street edge			
DRDO-7	Explore development and redevelopment of large parcels of land along South White Street, south of Elm Avenue, with primary focus on a mix of multi-family over retail, townhomes and civic buildings			
DRDO-8	Connect the Senior Center to downtown via Brooks Street and ensure that the public streetscape and the frontages of private development contribute to a highly walkable street			
DRDO-9	Replace some of the unsightly and underperforming parking lot area in front of the Renaissance Center with new, mixed-use outparcel development			
DRDO-10	Encourage new mixed-use, infill development and redevelopment of areas around the intersection of Elm Avenue and S. White Street			

POLICIES FOR IMPLEMENTATION STRATEGIES		YES	NO	NA
IS-1	Promote more frequent, smaller events in downtown that are more seasonally predictable and recurring			
IS-2	Attract a broad array of user groups, specifically children and college students, to downtown through strategic programming			



TOWN of WAKE FOREST

Report Requirements:

Per NCGS 160D-604, all proposed amendments to the zoning ordinance or zoning map shall have a written report provided from the Planning Board to the Board of Commissioners within 30 days of referral of the amendment to the Planning Board, or the Board of Commissioners may proceed in its consideration of the amendment without the Planning Board report. Furthermore, in no case is the Board of Commissioners bound by the recommendations, if any, of the Planning Board.

Per NCGS 160D-604, the Planning Board shall advise and comment on whether the proposed zoning amendment is consistent with all applicable officially adopted plans, and provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the officially adopted plans shall not preclude consideration or approval of the proposed amendment by the Board of Commissioners.

GENERAL INFORMATION

Applicant: Town of Wake Forest

Owner: N/A

Requested Action: Clarify and Reaffirm the Town of Wake Forest Zoning Maps

Existing Zoning: N/A

Location: N/A

Size: N/A

Tax PINs: N/A

Existing Land Use: N/A

Applicable Officially Adopted Plans:

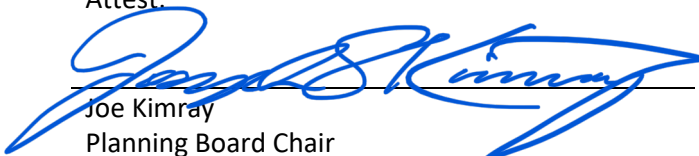
The request is generally Consistent with the relevant policies in the Comprehensive Plan, and Approval of the zoning map and zoning overlay map request is reasonable and in the public interest. See Attachment.

This report reflects the recommendation of the Planning Board, this the 12th day of October 2021.

Introduced by Planning Board member: Chris Joyner

Seconded by Planning Board member: Colleen Sharp

Attest:


Joe Kimray
Planning Board Chair


Courtney Tanner
Planning Director

Community Plan Consistency Grid

GENERAL POLICY RECOMMENDATIONS		YES	NO	NA
GPR-1	Develop complete neighborhoods built around gathering spaces with a mix of housing types, lot sizes, and integrated commercial uses versus monolithic subdivisions			
GPR-2	Appropriately transition large-scale commercial, institutional, and industrial uses into surrounding neighborhoods			
GPR-3	Integrate alternative modes of transportation, such as transit and biking, into development			
GPR-4	Carefully configure street patterns to allow for multiple outlets from neighborhoods, and to continue the policy of providing for connections between neighborhoods, without encouraging through traffic			
GPR-5	Require sidewalks, bikeways and greenways as part of the necessary infrastructure for new development			
GPR-6	Require regularly spaced street trees, selected and planted in accordance with a street tree master plan, in new developments, whether commercial, office or residential			
GPR-7	Place new public and private buildings of architectural significance in locations of prominence and visual importance			
GPR-8	Ensure neighborhoods have adequate open space areas designed into the development			
GPR-9	Ensure residential architecture respects the value of the street upon which it faces with houses pulled up to the street, porches in the front, garages to the rear or setback from the rest of the home's front facade, and front walkways to the sidewalk			

POLICIES FOR OLDER NEIGHBORHOODS		YES	NO	NA
ON-1	Concentrate police protection, preferably in the form of foot and bicycle patrols, as part of a comprehensive strategy for neighborhood revitalization and crime prevention			
ON-2	Encourage pedestrian-level streetlights and appropriately designed private property lights , particularly in the town's older walkable neighborhoods			
ON-3	Implement housing programs, code enforcement activities, and public improvements in partnership with residents in targeted neighborhood areas and include restoration and rehabilitation activities			
ON-4	Ensure new infill development is architecturally compatible with existing structures, site layout and the streetscape within its vicinity			
ON-5	Continually reinvest in the infrastructure of older urban neighborhoods, including but not limited to: park improvements, sidewalks, street paving and maintenance, street trees, street lights, water and sewer lines, and drainage			
ON-6	Encourage pedestrian-oriented, designed and scaled stores and services providing basic necessities to residents of the town's older neighborhoods			
ON-7	Facilitate mass transit services through recognition of planned transit routes, development mix and density, and accommodation for future transit stop locations in redevelopment and infill projects in older neighborhoods			

POLICIES FOR NEWER NEIGHBORHOODS		YES	NO	NA
NN-1	Encourage architecturally compatible accessory housing on developed lots within existing neighborhood areas, especially for the elderly			
NN-2	Working in cooperation with neighborhood residents, support the provision of greenways, bikeways and walkways within existing neighborhoods			
NN-3	Architecturally compatible, residentially scaled office and institutional development may be permitted along major streets forming a boundary of a neighborhood planning area			
NN-4	Existing, less intensive development (i.e. residential or office uses) located at the intersection of two or more major streets may be allowed to undergo an orderly transition to appropriate commercial use, provided that original use is no longer viable and that careful site design will allow for compatibility with adjoining areas			

POLICIES FOR FUTURE NEIGHBORHOODS		YES	NO	NA
FN-1	Promote a walkable community to minimize sprawl, as most new neighborhoods should be compact in form			
FN-2	Ensure new neighborhood streets are no wider than necessary to serve their intended purpose			
FN-3	Consider future transit service corridors and reinforce these corridors with development mixtures and densities appropriate for transit services			
FN-4	Include at least one neighborhood center or focal point in neighborhood planning areas			
FN-5	Encourage neighborhood serving businesses in neighborhood design			
FN-6	Encourage centrally located amenity centers and discourage them on the periphery of neighborhoods			
FN-7	Encourage a mixture of housing types, sizes, and prices for each neighborhood planning area			
FN-8	Encourage higher density housing that is served by transit and located close to adjoining work and shopping areas			
FN-9	Ensure new neighborhoods are connected to other neighborhoods, shopping, and work areas within the neighborhood planning area			
FN-10	Ensure street design gives equal priority to pedestrians and automobiles			
FN-11	Recognize bike routes and greenways in neighborhoods at the time of development			

Community Plan Consistency Grid

POLICIES FOR EXISTING COMMERCIAL AREAS		YES	NO	NA
EC-1	Encourage appropriate landscaping and reconfiguration of large, existing unlandscaped parking areas.			
EC-2	Encourage the provision of convenience clusters for pedestrians, bicyclists and future transit services at strategic locations in existing commercial areas			
EC-3	Encourage the consolidation of commercial driveways onto major streets and the connection of adjacent parking lots			
EC-4	Encourage businesses to replace existing, non-conforming signage with more attractive, conforming signage.			
EC-5	Encourage new infill development across the front street face of existing, over-designed parking lots			
EC-6	Continue to prohibit billboards within the planning jurisdiction of Wake Forest			
EC-7	Ensure bicycle and pedestrian access to existing commercial areas			

POLICIES FOR FUTURE LARGE-SCALE COMMERCIAL AREAS		YES	NO	NA
LSC-1	Encourage large-scale commercial developments where appropriate, to contain a diverse mixture of retail, office, restaurant and service uses			
LSC-2	Locate large-scale commercial uses on the corners of neighborhood planning areas, that is, at the intersection of two or more major streets			
LSC-3	Allow planned mixed-use developments which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design should be encouraged			
LSC-4	In planning for a new large scale development, buffer large-scale uses from adjacent residential areas by smaller scale buildings or by buffer strips			
LSC-5	Except for limited access highways, pull up new commercial buildings to the street; parking should be placed to the rear or side of the structure			
LSC-6	When appropriate, require the use of all around architecture (high quality facades on all sides of a building)			
LSC-7	Plan ahead for new large-scale commercial development in regards to future public transit stops and convenience clusters			
LSC-8	Limit driveway access for new large-scale commercial development to major thoroughfares and connect all adjacent parking lots			
LSC-9	Cluster together auto dealerships, large equipment sales and other businesses primarily dependent upon expansive outdoor sales lots for both functional and economic reasons			
LSC-10	Strongly discourage the abandonment of "big box" retail stores, for the purpose of relocating to another "bigger box" location in the community			

POLICIES FOR SMALL SCALE NEIGHBORHOOD BUSINESSES		YES	NO	NA
SSB-1	Encourage small scale, pedestrian-oriented shopping and work places in the design of new neighborhoods			
SSB-2	Locate neighborhood businesses at center of planning area rather than major thoroughfares			
SSB-3	Ensure neighborhood businesses are designed at a residential scale and character			
SSB-4	Coordinate the location of neighborhood serving businesses with bikeways and, where appropriate, future transit stops			
SSB-5	Employ on-street parking in coordination with a limited amount of off-street parking for neighborhood serving businesses			
SSB-6	Ensure neighborhood businesses have residential scale signage and lighting			
SSB-7	Ensure neighborhood businesses encouraged as upfront infrastructure cost of new development			
SSB-8	Ensure neighborhood businesses locate near public amenities if opportunity allows			
SSB-9	Encourage living quarters over small retail shops and offices			

POLICIES FOR FIRST GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
FGI-1	Actively participate, facilitate and partner in the adaptive reuse and conversion of former production, warehousing and manufacturing buildings into uses compatible with their design and location			
FGI-2	If the demolition of an old industrial building or complex becomes necessary, any new structure(s) and site redevelopment should be compatible with the neighborhood context; such redevelopment should serve to improve the quality, character and livability of the surrounding area			

POLICIES FOR SECOND GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
SGI-1	Encourage and support the rehabilitation, improvement, and re-occupancy of viable business and industrial properties that have become vacant.			
SGI-2	The Town of Wake Forest acknowledges and supports the work of state and federal agencies, as well as its own town building inspectors, concerning the enforcement of environmental regulations and building standards, particularly concerning the redevelopment or adaptive reuse of manufacturing sites and buildings			

Community Plan Consistency Grid

POLICIES FOR THIRD GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
TGI-1	Periodically examine zoning ordinance and other development regulations to maintain or update appropriate standards and locations for manufacturing, warehouse and distribution opportunities within the Town's planning jurisdiction			
TGI-2	Employ industrial development performance standards to promote the establishment or expansion of industries that are compatible with the public health, safety, and welfare of area residents, and that are supportive of the long term economic prosperity and environmental quality of the community			
TGI-3	Provide and maintain adequate screening and buffering between residential areas and newly developed industrial sites			
TGI-4	Ensure industrial and warehouse sites located within view of a public right-of-way or nearby property provide landscaping that enhances the property and is consistent with a quality image			

POLICIES FOR DOWNTOWN		YES	NO	NA
D-1	Encourage a compatible, diverse mixture of retail, office, institutional, residential, dining, services, entertainment, and public open space in the downtown area			
D-2	Recognize the advantages of clustering similar activities and development forms in appropriate parts of the downtown			
D-3	Expand pedestrian oriented streetscape improvements, including wider sidewalks, street trees, decorative street lights, street furniture, and landscaping			
D-4	Direct new and expanding businesses to compatible buildings and sites in or near the downtown area			
D-5	Reserve ground floor space for retail uses with office and other uses on upper floors			
D-6	Maintain a tangible presence and commitment to the downtown through the location of the Town's major municipal offices there and encourage other local, state and federal government agencies to maintain similar commitments to the downtown			
D-7	Continue to support the Wake Forest farmers market at the municipal parking lot in downtown Wake Forest			
D-8	Continue to utilize the Renaissance Area Urban Code to ensure that development and redevelopment will be supportive of the architectural and historic context that is vital to the economic success of downtown Wake Forest			
D-9	Encourage efforts to restore missing or underutilized street frontages, particularly on lots where previous buildings have been demolished and replaced with (oftentimes) surface parking			
D-10	Locate parking lots to the side or behind buildings or in the interior of the block with off-street parking spaces for multi-family buildings being in the rear yard			

POLICIES FOR PARKS, OPEN SPACE AND RECREATION		YES	NO	NA
PR-1	In cooperation with private sector interests, develop a system of open space greenways and walking trails to connect to residential areas with, especially, schools and park facilities			
PR-2	Include mini-parks in existing and proposed developments to meet the needs of small children and the elderly, and to encourage social interaction and mutual support among area families			
PR-3	Locate parks in full view of residential/non-residential activity for security			
PR-4	Provide funding to help demand for open space and recreation created by development			
PR-5	Co-locate parks & recreation facilities with schools, utility companies, and federal, state and local government agencies			
PR-6	Continue to seek efficiencies, cost savings, and quality services for park maintenance as the Town grows			
PR-7	Continue to explore new opportunities for providing recreation programs with all available partners			

POLICIES FOR MAJOR STREETS		YES	NO	NA
S-1	Space major streets no more than 1 mile apart			
S-2	Ensure access to undeveloped sections of major streets are from intersecting minor streets, rather than private driveways			
S-3	Ensure minor streets intersect major streets regularly at approximately every 400 to 600 feet			
S-4	Incorporate central medians into the design of new or improved major streets			
S-5	Plant landscaping, and where possible, street trees in central medians of major streets			
S-6	Plant and retain streetyard vegetation along major streets to soften and unify the streetscape			
S-7	Ensure contrasting streetyards along major streets for change in visual character			
S-8	Preserve and enhance natural, cultural and historic features along major streets			
S-9	Ensure parking areas are screened from view within major street corridors			
S-10	Employ special roadway overlay zoning to help implement corridor plans			
S-11	Ensure road widenings and/or one-way pairs are avoided for streets where the original design intent and relationship to adjoining land uses was otherwise			

Community Plan Consistency Grid

POLICIES FOR MINOR STREETS		YES	NO	NA
S-12	Encourage street patterns that respond to site topography, accentuate focal points and interesting vistas, create interesting public spaces and intersections, and that are coordinated with the placement of significant structures or open spaces			
S-13	Consider incorporation of medians in neighborhood axial streets			
S-14	Create short blocks of 300-500 feet in length to allow for many alternative routes for walking and biking, as well as a beneficial network of local streets			
S-15	Design street widths to fit the intended use of the street, corresponding to the traffic load and planned development types			
S-16	Employ a fully-connected honeycomb of streets to promote convenient circulation within the neighborhood and provide for multiple, alternative outlets from the area to adjoining neighborhoods and major streets			
S-17	Encourage on-street parking in compact neighborhoods			
S-18	Utilize grass swales to capture runoff in conservation subdivisions			
S-19	Ensure turning radius of corners at intersections are as small as possible to shorten the street crossing distance for pedestrians at intersections			
S-20	Install traffic calming methods as necessary to enhance livability			

POLICIES FOR SIDEWALKS		YES	NO	NA
SW-1	Where no sidewalks are present, provide sidewalks in existing developed areas to connect residential areas to walkable pedestrian destinations			
SW-2	Ensure sidewalks are required on both sides of the street in new developments when along thoroughfares and collectors, in multi-family developments, in "front porch" developments, and along local streets within walking distance of a major pedestrian trip attractor			
SW-3	Ensure sidewalk widths correspond with anticipated pedestrian traffic volumes, adjoining land uses, and sidewalk activities with minimum sidewalk widths at 5 feet, or 6 feet if along the verge of a street			
SW-4	Continue curb stamp installation and retrofit curb ramps in existing sidewalks			
SW-5	Ensure crosswalks are plainly marked and well lit, especially where significant pedestrian activity is observed or expected			

POLICIES FOR BIKEWAYS		YES	NO	NA
B-1	The bicycle facility selection guide, as used by the Federal Highway Administration, shall be employed for determining the most suitable type of bicycle facility for any new or upgraded roads in Wake Forest			
B-2	Facilitate bicycle and pedestrian way connections between neighborhoods, either by street or connecting path, to enable the effective use of local, minor streets for pedestrian and bicycle travel			
B-3	Install striped bicycle lanes and appropriate signage along existing streets where called for in the Bicycle Plan			
B-4	Install striped bicycle lanes and appropriate signage along new collector streets			
B-5	Install bicycle-responsive signals at intersections where appropriate			
B-6	Ensure all new public and private developments have bike parking and bicycle access			
B-7	Examine all future road construction and improvements for bikeway feasibility and conformity with the Town of Wake Forest Bicycle Plan			
B-8	Examine all future developments and site plans for bicycle compatibility and conformity with the town Bicycle Plan			
B-9	Include bicycle facilities and their impacts in traffic impact analyses for new private developments			
B-10	Establish and implement pedestrian and bicycle friendly schools zones around all schools			
B-11	Ensure bicycle-related improvements are an integral component of the Town's annual budget for public infrastructure investment			

POLICIES FOR GREENWAY TRAILS		YES	NO	NA
GT-1	Continue to pursue a greenway trails system that connects residential areas with schools and park facilities			
GT-2	Develop greenway trails in accordance with the environmental conditions of its corridor, its intended use for travel versus recreation, and the anticipated traffic volume of pedestrians and bicyclists			
GT-3	Ensure greenway construction is treated as a normal element of infrastructure necessary to support new development			
GT-4	Ensure greenway maintenance and safety in Town control after transfer from private control			

POLICIES FOR PUBLIC TRANSPORTATION		YES	NO	NA
PT-1	Support the successful operation and expansion of transit with compact, transit-compatible development patterns			
PT-2	Require site planning that incorporates transit stops and convenience clusters			

Community Plan Consistency Grid

POLICIES FOR STREET TREES		YES	NO	NA
ST-1	Prepare and maintain an official Street Tree Planting Master Plan			
ST-2	Ensure consistent street tree species occur along certain sections of streets			
ST-3	Ensure a diversity of street tree species Town wide with no single species comprising more than 10-15% of total trees			
ST-4	Install regularly spaced street trees in central medians and frontage street medians			
ST-5	Continue to require the planting or preservation of street trees of appropriate size and species			
ST-6	Maximize available budget dollars for street tree master plan implementation			

POLICIES FOR STREETLIGHTS		YES	NO	NA
SL-1	Ensure streetlights are installed according to the design speed and/or intended use of the street or area they serve			
SL-2	Periodically evaluate emerging lighting technologies for best color, brightness and energy efficiency			
SL-3	Continue to develop and implement joint policies and standards for street light selection, installation, operation and maintenance in cooperation with Wake Electric and Duke/Progress Energy			
SL-4	Ensure streetlights are installed on both sides of streets unless a newly approved street is planned from the outset to have a sidewalk on only one side			

POLICIES FOR UTILITY POLES AND WIRES		YES	NO	NA
UPW-1	Maintain a master plan for the undergrounding of utilities, with priority given to pre-determined areas			
UPW-2	Ensure major town entrances and gateway corridors receive first priority for the undergrounding of overhead utilities			
UPW-3	Ensure high visibility, pedestrian-oriented areas receive second priority for the undergrounding of overhead utilities			
UPW-4	Ensure overhead utilities in other priority areas are placed underground or relocated as opportunities arise			

POLICIES FOR WIRELESS TELECOMMUNICATION FACILITIES		YES	NO	NA
WTF-1	Facilitate the development of wireless service technology as an economic development asset and significant benefit to the town and its residents			
WTF-2	Ensure the impacts of wireless telecommunication facilities should not be permitted to compromise the health, safety and public welfare of area residents; nor should such facilities be allowed to diminish the character of the community and visual quality of its environment			
WTF-3	Ensure that in residential areas, historic districts and the Renaissance districts, cell towers are only considered when there is no alternative for serving those areas and no other alternative wireless telecommunication structure can be utilized			
WTF-4	Initiate updates to standards for wireless telecommunication facilities as new technologies and structural requirements for wireless capabilities emerge over time			

POLICIES FOR TOWN AND SPECIAL AREA ENTRANCES		YES	NO	NA
TSE-1	Employ noticeable streetscape improvements to clearly announce a town entrance and to enhance gateway corridors			
TSE-2	Extend streetscape improvements as the Town limits expand			
TSE-3	Employ special "gateway" treatment where where a bridge, underpass, overpass or other roadway feature is located at an entry point to the town or some portion of it			

POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Employ architectural standards consistent with Wake Forest's architectural character for new, expanding, or improved businesses			
CC-2	Exceptional locations, views and vistas in the town should receive exceptional treatment and/or protection in design and development			
CC-3	Place noteworthy buildings, important outdoor spaces, objects of historic merit, important monuments, and significant works of art in positions of visibility and prominence			
CC-4	Incorporate significant natural and existing man-made elements into the thematic design of new developments			
CC-5	Save large trees, ponds, creeks, or other natural features of the landscape when locating new streets, buildings, parking lots, etc			
CC-6	Support community character by ensuring development is compatible with surrounding area			
CC-7	Ensure exterior lighting is attractive, functional and safety conscious, while also avoiding negative impacts on the night sky visibility of Wake Forest			

Community Plan Consistency Grid

POLICIES FOR REGIONAL TRANSPORTATION		YES	NO	NA
RT-1	Continue to anticipate and plan for the impacts of new high speed rail service as it passes through Wake Forest en route to major urban centers north and south along the east coast			
RT-2	Continue to anticipate and plan for the transformation of US 1 Capital Blvd into a limited access freeway and multi-modal transportation corridor as per the plans of the US 1 Corridor Study			
RT-3	Support the express bus service between downtown Wake Forest and downtown Raleigh			

POLICIES FOR WATER AND SEWER		YES	NO	NA
WS-1	Work proactively with other local governments, utility service providers, and the State of North Carolina on regional, long term solutions for water supplies and sewage treatment			
WS-2	Place water and sewer utilities in areas where growth is desired			
WS-3	Avoid placing sewer utilities in environmentally sensitive areas or in areas where open space is desired			
WS-4	Encourage the development of sewer services that employ water reuse technologies			

POLICIES FOR WATER CONSERVATION		YES	NO	NA
WC-1	Conserve, to the fullest extent possible, potable water and waste water treatment capacity			
WC-2	Employ other types of non-municipal water supplies such as wells, rainwater catching systems, rain barrels and in-ground cisterns			
WC-3	Eliminate or reduce usage of the municipal water supply for outside irrigation			
WC-4	Encourage new development to plant drought tolerant grasses on lawns			
WC-5	Encourage construction of new rainwater retainage systems			
WC-6	Encourage new development to include traditional plants native to the area			
WC-7	Encourage the installation of water saving devices in new and existing development			

POLICIES FOR COMMUNITY ORIENTED SCHOOLS		YES	NO	NA
S-1	Plan for new school locations in advance through joint collaboration between the Town and School Board — with emphasis on steering facilities to desirable growth areas and avoiding sprawl			
S-2	Encourage offering land for new school facilities, particularly in conjunction with related neighborhood development			
S-3	Design safe campuses with pedestrian access to adjoining neighborhoods			
S-4	Prioritize traffic management and safety in the vicinity of public schools			
S-5	Co-locate school facilities with other community facilities and services			
S-6	Ensure costs for new schools should be borne largely by new growth and development creating the demand			
S-7	Foster diversity in community-oriented public schools by encouraging diversity in nearby neighborhoods feeding each school			

POLICIES FOR PAYING FOR GROWTH		YES	NO	NA
PFG-1	Ensure the costs of infrastructure, facilities and services related to new growth and development should be borne primarily by those creating the demand			
PFG-2	Continually seek to balance residential and non-residential development to foster a favorable service-cost to revenue-generated tax base			
PFG-3	Fees charged by the Town for development reviews and inspections should approximate the actual costs to the Town of conducting such work			
PFG-4	Explore cost recovery fees for new "greenfield" development			
PFG-5	Undertake annual planning and budgeting for capital facilities			

Community Plan Consistency Grid

POLICIES FOR A HEALTHY SUSTAINABLE ENVIRONMENT		YES	NO	NA
HSE-1	Ensure development policies work to make Wake Forest more walkable and pedestrian-friendly, and less dependent on the single-occupant automobile			
HSE-2	Encourage compact, transit-oriented, mixed-use developments to facilitate walking, biking and transit options			
HSE-3	Locate new higher density residential development within walking distance of jobs and services and design it to be transit compatible with current and future transit services			
HSE-4	Recognize and facilitate low impact development			
HSE-5	Ensure runoff and drainage from development is of a quality and quantity as near to natural conditions as possible			
HSE-6	Require vegetative riparian buffers along all creeks, rivers, lakes and other water bodies in Wake Forest			
HSE-7	Encourage conservation subdivisions where site conditions call for minimizing environmental disturbance and protecting adjoining natural resources			
HSE-8	Ensure large parking lots have landscaped planting islands and perimeter buffer strips and may use other design technologies to intercept and absorb runoff			
HSE-9	Carefully control development activities in the special flood hazard areas			
HSE-10	Encourage the construction of energy efficient structures, including the use of "green" building design			
HSE-11	Ensure site plans for new development work sympathetically with the natural features of the land, including existing topography and significant existing vegetation			
HSE-12	Explore a combination of incentives and disincentives to protect existing trees and/or require the replacement of trees removed for development			
HSE-13	Encourage green infrastructure (grassed swales, rain gardens, bio-retention strips, cisterns, rain barrels, permeable pavements, etc.)			
HSE-14	Offer a variety of solid waste reduction strategies and services including educational programs on waste prevention, recycling and reuse			
HSE-15	Facilitate proper disposal of household hazardous waste materials			
HSE-16	Encourage on-site residential composting			
HSE-17	Continue off-site mulching and redistribution of landscape yard waste			
HSE-18	Continue to support education and activities that reduce litter and illegal dumping			
HSE-19	Continue to plan in advance for area requirements concerning solid waste collection and disposal			

POLICIES FOR ECONOMIC DEVELOPMENT		YES	NO	NA
ED-1	Encourage new and expanding industries and businesses that are compatible with the long-term quality of the area's natural and cultural resources, match up well with the area's infrastructure and services, employ and develop the skills of area workers, and diversify the local economy			
ED-2	Retain quality businesses and to attract new ones continue to invest in infrastructure and services that sustain and enhance the area's already high quality of life, image and cultural identity			
ED-3	Pursue economic and business development partnerships between the Town, other local jurisdictions, other economic development organizations, and private companies			
ED-4	Strive for a financial and regulatory environment that supports the establishment and growth of small business			
ED-5	Develop real estate "product" suitable for business placement that focuses on the identification, enhancement and certification of buildings and sites readily available for construction and/or occupancy			

POLICIES FOR ARTS CULTURE AND HISTORIC PRESERVATION		YES	NO	NA
ACH-1	Encourage efforts and actively participate in the provision of indoor and outdoor public and private spaces to showcase the work of visual and performing artists in Wake Forest			
ACH-2	Encourage new private sector developments to include art as an integral element of privately owned common areas and semi-public spaces			
ACH-3	Ensure budgets for new construction and renovations of town buildings include a line item for the purchase and display of art			
ACH-4	Continue to have cultural arts be enhanced as a permanent function of the Town's recreation program offerings			
ACH-5	Employ design standards that ensure development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest			
ACH-6	Encourage the identification, restoration, and active use of structures, buildings, monuments, landmarks, sites and neighborhoods of historic or architectural significance			
ACH-7	Strongly discourage the destruction of architectural, historic, and archeological resources of Wake Forest			

Community Plan Consistency Grid

POLICIES FOR PUBLIC SAFETY		YES	NO	NA
PS-1	Employ community education, school, and public involvement programs to enhance community awareness of public safety issues			
PS-2	Periodically review the need for additional paid personnel, capital improvements and equipment needs to meet or exceed public safety standards, insurance ratings and other measures of public safety			
PS-3	Strategically locate additional public safety substations, provided that sufficient resources can be made available to properly staff and equip them			
PS-4	Proactively support legislative efforts to strengthen local law enforcement tools			
PS-5	Employ a holistic approach to public safety involving residents, businesses, and institutions in the preparation of neighborhood improvement plans, with priority given to public safety concerns			
PS-6	Encourage excellence in law enforcement, fire protection, and emergency services through on-going education, training and participation in national accreditation programs			
PS-7	Support the establishment of an east-west through street (or loop road) on the north side of town to improve emergency access to locations in that area			

POLICIES FOR LEADERSHIP AND COMMUNITY INVOLVEMENT		YES	NO	NA
LCI-1	Continue to emphasize the importance of advisory boards & committees in conducting the Town's business			
LCI-2	Ensure boards and committees of the Town are representative of the population and geography of the planning area or subject matter being addressed			
LCI-3	Encourage public involvement in decisions on land use and development by making the public aware of proposed developments at the earliest lawful opportunity, as well as fostering communication between developers and the general public			
LCI-4	Encourage neighborhood and special area planning			
LCI-5	Continue to ensure maintenance and enhancements to the Town's internet and multi-media news dissemination capabilities			
LCI-6	Participate proactively in the cooperation of efforts among civic and volunteer organizations for maximum impact in the community			

Historic Preservation Plan Consistency Grid

POLICIES FOR HISTORIC PRESERVATION		YES	NO	NA
HP-1	Ensure that historic preservation education includes a special emphasis on local history and architecture, the Historic District Design Guidelines, and preservation methods and techniques			
HP-2	Utilize communication tools, working closely with the Town's Communications Department and partnering with the news media, to get the word out about historic preservation			
HP-3	Continue important historic preservation programs, including property designation and listing, protecting endangered properties, incentive programs, and the enforcement of the Historic District Design Guidelines			
HP-4	Encourage physical Improvements in historic neighborhoods, including pedestrian lighting, sidewalk improvements, and street Improvements			
HP-5	Encourage special projects in historic preservation, including Town policies in support of historic preservation, the protection of the Ailey Young House, and the development of an interactive data base			
HP-6	Encourage special events focused on historic preservation, including the biennial Christmas Historic Home Tour, other guided historic tours, and a Historic Home and Garden Tour			

POLICIES FOR ARTS CULTURE AND HISTORIC PRESERVATION (Copied from Community Plan and adopted into this Plan)		YES	NO	NA
ACH-5	Employ design standards that ensure development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest			
ACH-6	Encourage the identification, restoration, and active use of structures, buildings, monuments, landmarks, sites and neighborhoods of historic or architectural significance			
ACH-7	Strongly discourage the destruction of architectural, historic, and archeological resources of Wake Forest			

Northeast Community Plan Consistency Grid

POLICIES FOR COMMUNITY SELF-IMAGE AND PRIDE		YES	NO	NA
CSIP-1	Establish a Northeast Neighborhood Association			

POLICIES FOR HOME OWNERSHIP		YES	NO	NA
HO-1	Encourage relevant organizations to make homeownership needs in neighborhood a priority			
HO-2	Increase awareness of existing homeownership and home improvement assistance programs by developing a clearinghouse of information for interested homebuyers, especially for seniors			
HO-3	Explore opportunities to provide coordinated technical and financial assistance to persons interested in buying or improving a home			
HO-4	Assist interested homebuyers by expanding existing home buying educational programs or creating new programs to address unmet needs			
HO-5	Educate homeowners on energy efficiency tools and techniques; and make energy audits available to homeowners			
HO-6	Increase awareness of senior homeowners regarding grants for energy efficiency improvements			

POLICIES FOR NEIGHBORHOOD APPEARANCE		YES	NO	NA
NA-1	Improve enforcement of nuisance ordinance regarding the storing of junked cars, and trash/debris on lots within the neighborhood			
NA-2	Provide education and outreach to neighborhood residents on Town's trash collection and recycling policies, and penalties for not removing trash and debris from properties			
NA-3	Organize "Community Cleanup and Beautification" work days			
NA-4	Extend downtown streetscape improvements (as identified in the Renaissance Plan) to the eastern side of North White Street from Roosevelt Avenue to Spring Street, possibly extending to Juniper Avenue			
NA-5	Develop illustrated design guidelines for neighborhood, to provide guidance to developers on types of housing design and landscaping appropriate for the neighborhood			
NA-6	Explore need to rezone the neighborhood to encourage appropriate uses and prohibit inappropriate development opportunities			

POLICIES FOR NEIGHBORHOOD SAFETY		YES	NO	NA
NS-1	Establish a "Neighborhood Watch Group"			
NS-2	Reinstate the Community Policing Program and create a greater Police presence in the neighborhood			
NS-3	Replace burned out street lamp bulbs, and install light fixtures to existing poles in neighborhood			
NS-4	Install light fixtures in heavily traveled areas and where existing street lamps are spaced more than 150 feet apart			
NS-5	Install street lights at Corner of Juniper Avenue and Taylor Street, entrance to Alston-Massenberg Center, 602 Jubilee Court, 630 Jubilee Court, Corner of North Allen Road and Best Street			
NS-6	Explore and implement traffic calming options for corner of Juniper Avenue and Allen Road			
NS-7	Plan and construct the seven neighborhood sidewalk improvements identified in the Town's Pedestrian Plan, including along Juniper Avenue, Franklin Street, White Street, Spring Street and Caddell Street			
NS-8	Plan and construct neighborhood crosswalks at corner of Juniper Avenue and Taylor Street and corner of Juniper Avenue and Allen Road			

Northeast Community Plan Consistency Grid

POLICIES FOR CREATING NEIGHBORHOOD JOBS AND SERVICES		YES	NO	NA
NJS-1	Increase awareness of existing job training and career assistance programs through public outreach			
NJS-2	Expand existing job training and career assistance educational programs; and create new programs to address unmet needs in the community			
NJS-3	Explore non-traditional business models for developing retail/service businesses in the shopping plaza along Wait Avenue			
NJS-4	Identify incentives for development of local businesses within the neighborhood			

POLICIES FOR DUBOIS CENTER REDEVELOPMENT		YES	NO	NA
DCR-1	Maintain dialogue with DuBois Alumni Association regarding future plans for the DuBois Center and its importance as a service provider for the neighborhood and larger community			
DCR-2	Develop a comprehensive conceptual plan for redevelopment of the historic DuBois campus			

POLICIES FOR TRANSPORTATION AND ACCESS		YES	NO	NA
TA-1	Explore options for providing no-fare or low-cost fare transportation services to seniors and disabled members of the community to improve access to critical needs such as senior centers, healthcare offices, pharmacies, and grocery stores			
TA-2	Explore opportunities to create north-south pedestrian connector between Pine and Wait Avenues			
TA-3	Construct street and sidewalk along unimproved segment of Perry Avenue between Jubilee Court and Allen Road; and along unimproved segment of Caddell Street from Spring Street to Wait Avenue			
TA-4	Explore options for providing transit service or other transportation service that will link the neighborhood to job centers, educational centers, and other key locations			
TA-5	Improve pedestrian access to Flaherty Park by constructing a sidewalk on White Street and constructing another entrance to the park from Flaherty Farms subdivision, which can provide access through Flaherty Farms			

POLICIES FOR RECREATION		YES	NO	NA
R-1	Explore opportunities for expanding senior services, including options for a new senior center to relieve existing centers that are operating over-capacity, and providing transportation to senior centers			
R-2	Identify needed activities and programs for neighborhood youth			
R-3	Explore possibilities for additional facilities at the Ailey Young Park			
R-4	Explore improvements to Alston/Massenberg Center			
R-5	Identify sites within the neighborhood that could serve as tot lots, mini parks, or other smaller recreational sites			

POLICIES FOR OTHER CONSIDERATIONS		YES	NO	NA
OC-1	Continue to provide pertinent information related to the implementation of this Plan to the neighborhood on the Town's website, and by distributing materials to neighborhood locations such as the DuBois Center and area churches			
OC-2	Identify staff capacity needed to oversee implementation of Northeast Neighborhood Plan			
OC-3	Consider the need for a neighborhood overlay district to address the size, scale, and design of homes in the neighborhood to encourage long-term affordability and appropriateness within the neighborhood			

Renaissance Plan Consistency Grid

POLICIES FOR SUCCESSFUL DOWNTOWNS		YES	NO	NA
SD-1	Maintain and develop short blocks and a dense street network for enhanced walkability and increased connectivity			
SD-2	Provide ample on-street parking to support retail and act as an inherent traffic calming element			
SD-3	Ensure continuous building facade frontages along streets to keep pedestrians and bicyclists interested while traveling along the street			
SD-4	Balance the ratio of building height to street width to achieve a comfortable public realm			
SD-5	Provide and program a diversity of high quality public spaces			
SD-6	Manage parking with thoughtful consideration of location and actual need over the quantity of spaces			
SD-7	Provide active and engaging ground floor uses for downtown buildings			
SD-8	Work with businesses to encourage their hours of operation(s) go beyond 5 PM			
SD-9	Provide ample ambient lighting for both safety and interest			
SD-10	Locate restaurants in close proximity to one another to effectively concentrate a variety of options for visitors			
SD-11	Attract businesses and other uses that provide daytime employment			
SD-12	Provide high-end commercial activity			
SD-13	Increase the amount of pedestrian activity			
SD-14	Provide adequate accessibility and wayfinding for pedestrians			
SD-15	Ensure new building heights are between 2 and 4 stories			
SD-16	Ensure development is easily accessible to transit to accommodate higher volumes of users without adding pressure on parking			
SD-17	Provide dynamic activity with a mixture of sidewalk displays, outdoor dining, creative signage, diverse public spaces, and enticing window shopping			
SD-18	Incorporate unique and enticing human-scaled design features into new development			
SD-19	Attract diverse residential and employment centers within a 5 to 10-minute walk of downtown			
SD-20	Streets shall accommodate two-way, multi-modal traffic with on-street parking, street trees and furnishings			

POLICIES FOR RETAIL STRATEGY		YES	NO	NA
RS-1	Locate Retail Merchandising Units (RMUs) on sites slated, but not ready for redevelopment			
RS-2	Convene stakeholders to generate strategies for marketing downtown and facilitating new retail			
RS-3	Work to attract visitation from nearby neighborhoods/subdivisions			
RS-4	Require active ground floor uses based on the existing character and realistic aspirations for particular streets or areas			
RS-5	Make more efficient use of existing resources and condition motorists to consider parking spaces a little further than directly by their destination			

POLICIES FOR CONNECTIVITY TO THE CORE		YES	NO	NA
CC-1	Build on the identified centers of energy and ensure multi-modal connectivity between them			
CC-2	Transform Owen Street into a festival street that connects the retail core to the civic core with a unique urban experience			
CC-3	Build the Downtown Connection greenway and add a connection from Deacon Ridge Street to Franklin Street at mid-block			
CC-4	Fill any identified gaps in the sidewalk network and construct new sidewalks where suggested			
CC-5	Continue to complete streetscape improvements throughout the Renaissance Area prioritizing those that improve safety			

POLICIES FOR MANAGING CARS		YES	NO	NA
MC-1	Enforce timed parking spaces to create more frequent turnover and availability of those parking spaces			
MC-2	Where feasible, consolidate driveway entrances and reduce curb cuts			
MC-3	Add parking spaces along Taylor Street behind Town Hall			
MC-4	Coordinate shared parking strategies with private lot owners to more efficiently utilize parking facilities			
MC-5	Install signage for private lots with shared parking agreements			
MC-6	Investigate the use of the Wake Forest Baptist Church lots for downtown employee parking so that parking spots closer to retail can be used by visitors			
MC-7	Add a pay station to the White Street public parking lot if site continues to be used as public parking area			
MC-8	Meter White Street parking spaces once enforcement of time limits is implemented			
MC-9	Over time, increase public transportation access as well as parking fees for metered spots and public lots			
MC-10	Build a public parking deck to serve a specialized development, and potentially, nearby uses			

Renaissance Plan Consistency Grid

POLICIES FOR CREATING A DESTINATION		YES	NO	NA
CD-1	Connect public gathering spaces, so there is a safe, enjoyable journey between them			
CD-2	Identify and implement an interactive civic space in downtown Wake Forest that attracts families through play and water			
CD-3	Develop a community art master plan which identifies opportunities for building murals, sculptures and other forms of creative thinking			
CD-4	Hire an event coordinator to manage, promote and execute Town related activities/festivals			

POLICIES FOR PUTTING PEOPLE FIRST		YES	NO	NA
PPF-1	Implement small-scale tactical improvements to the downtown area, such as parklets, temporary art installations, closed street events, and temporary seating or dining areas.			
PPF-2	Test outdoor dining at The Forks to add outdoor vibrancy and encourage pedestrian activity on Elm Avenue			
PPF-3	Restripe Elm Avenue to include bike lanes to give the east side a dedicated bicycle facility connecting them to downtown			
PPF-4	Install a temporary parklet in the loading zone; upon evaluation of its success, consider enhanced permanent features for the space			
PPF-5	Transform the intersection of Roosevelt Avenue and Front Street into a prominent gateway to downtown Wake Forest			
PPF-6	Transform the pedestrian pathway across the rail line into an art walk to downtown Wake Forest			
PPF-7	Use interesting lighting techniques to make the bridge an iconic and memorable feature of downtown			
PPF-8	Encourage the revitalization of 153 South White Street through strategic renovations			
PPF-9	Create a master list of opportunities and seek civic organizations to partner with in order to test a range of opportunities using tactical techniques			
PPF-10	Layer the downtown environment incrementally with additional furnishings, lighting and landscaping			
PPF-11	Research best practices in public Wi-Fi program implementation and management and subsequently implement public Wi-Fi in the Renaissance Area			
PPF-12	Add ideal spatial enclosure ratios to the Unified Development Ordinance			
PPF-13	Amend the Unified Development Ordinance to better achieve ideal building heights			
PPF-14	Amend the existing Required Shopfront Overlay District to include additional frontages			

POLICIES FOR DEVELOPMENT AND REDEVELOPMENT OPPORTUNITIES		YES	NO	NA
DRDO-1	Connect the Northeast Community with downtown through a transitional redevelopment area comprised of new mixed-use infill development, renovated buildings, multi-family housing, single-family housing, and walkable street block sizes			
DRDO-2	Encourage the renovation and adaptive reuse of the garage building on Roosevelt Avenue			
DRDO-3	Transform the public and private realm of Wait Avenue and Roosevelt Avenue with redevelopment, adaptive reuse of older buildings, and new mixed-use infill development			
DRDO-4	Close a portion of Wait Avenue and consolidate the block to better accommodate a cohesive redevelopment and contribute in a positive way to downtown			
DRDO-5	Encourage infill and redevelopment along Owen Avenue to serve as a catalytic project that would add vibrancy to a key intersection in the historic core			
DRDO-6	Encourage infill development on vacant and underutilized lots on White Street to maintain a consistent and attractive street edge			
DRDO-7	Explore development and redevelopment of large parcels of land along South White Street, south of Elm Avenue, with primary focus on a mix of multi-family over retail, townhomes and civic buildings			
DRDO-8	Connect the Senior Center to downtown via Brooks Street and ensure that the public streetscape and the frontages of private development contribute to a highly walkable street			
DRDO-9	Replace some of the unsightly and underperforming parking lot area in front of the Renaissance Center with new, mixed-use outparcel development			
DRDO-10	Encourage new mixed-use, infill development and redevelopment of areas around the intersection of Elm Avenue and S. White Street			

POLICIES FOR IMPLEMENTATION STRATEGIES		YES	NO	NA
IS-1	Promote more frequent, smaller events in downtown that are more seasonally predictable and recurring			
IS-2	Attract a broad array of user groups, specifically children and college students, to downtown through strategic programming			

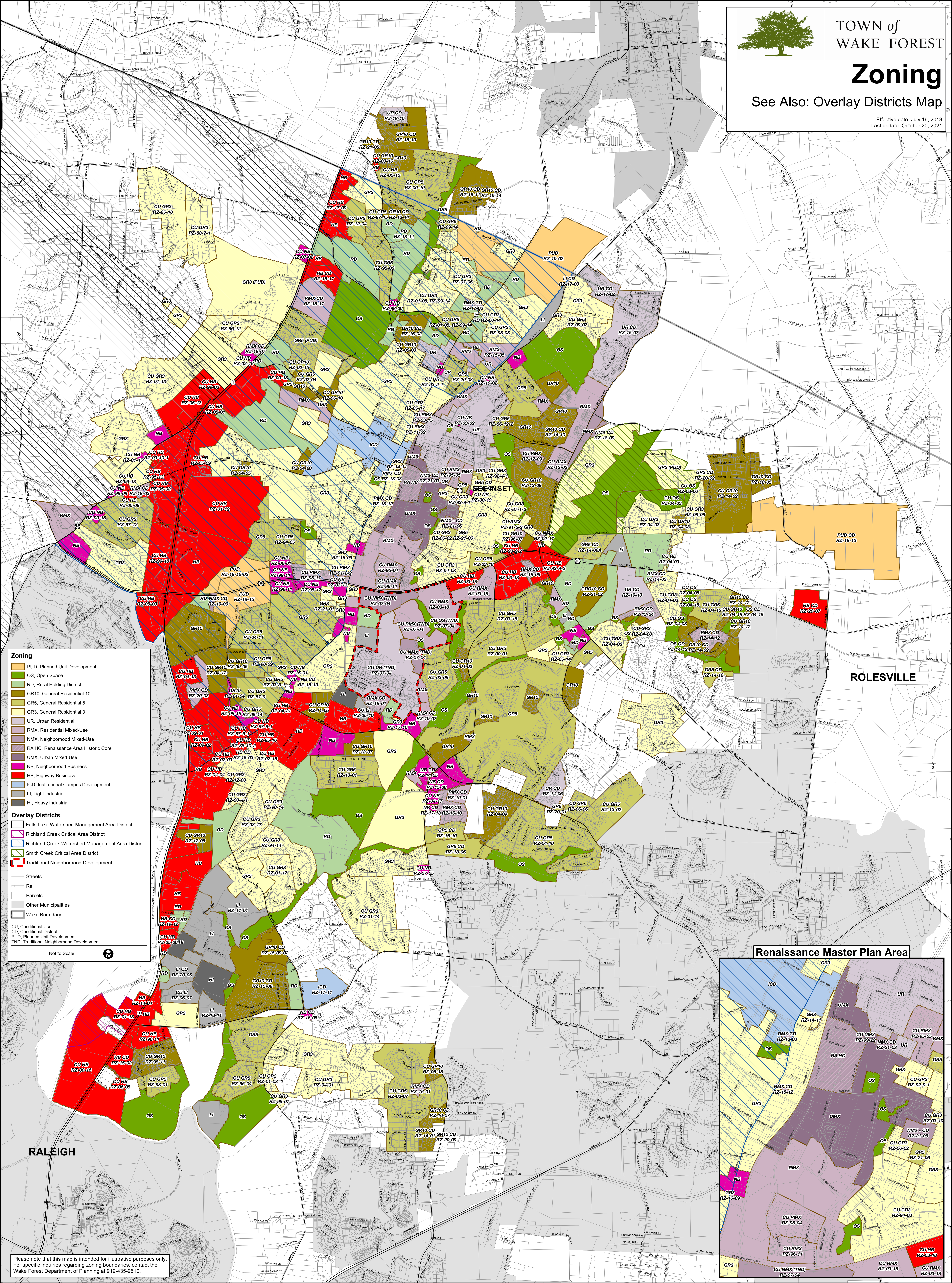


TOWN of
WAKE FOREST

Zoning

See Also: Overlay Districts Map

Effective date: July 16, 2013
Last update: October 20, 2021



Zoning

- PUD, Planned Unit Development
- OS, Open Space
- RD, Rural Holding District
- GR10, General Residential 10
- GR5, General Residential 5
- GR3, General Residential 3
- UR, Urban Residential
- RMX, Residential Mixed-Use
- NMX, Neighborhood Mixed-Use
- RA HC, Renaissance Area Historic Core
- UMX, Urban Mixed-Use
- NB, Neighborhood Business
- HB, Highway Business
- ICD, Institutional Campus Development
- LI, Light Industrial
- HI, Heavy Industrial

Overlay Districts

- Falls Lake Watershed Management Area District
- Richland Creek Critical Area District
- Richland Creek Watershed Management Area District
- Smith Creek Critical Area District
- Traditional Neighborhood Development

— Streets

— Rail

— Parcels

— Other Municipalities

Wake Boundary

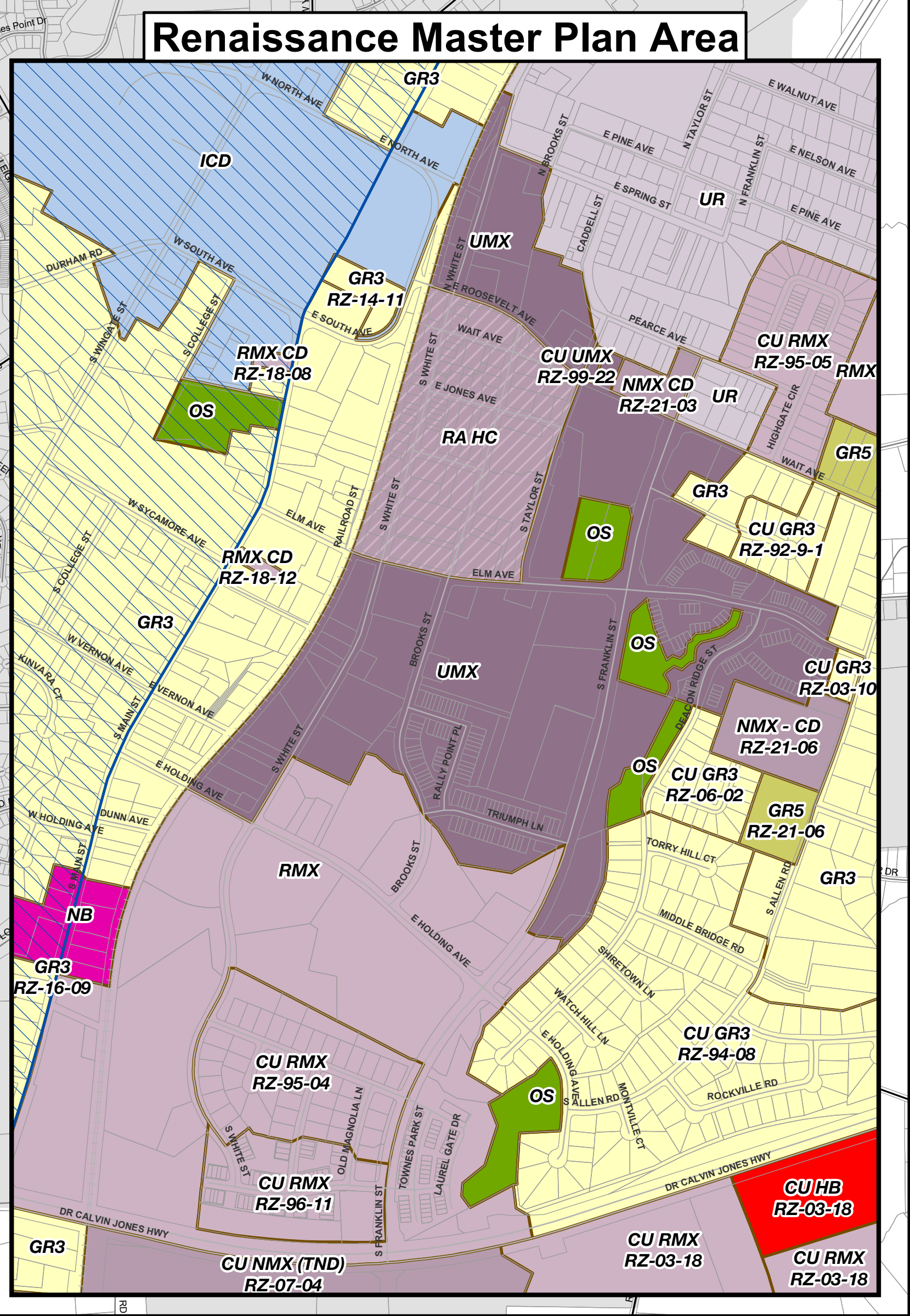
CU, Conditional Use

CD, Conditional District

PUD, Planned Unit Development

TND, Traditional Neighborhood Development

Not to Scale



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding zoning boundaries, contact the Wake Forest Department of Planning at 919-435-9510.

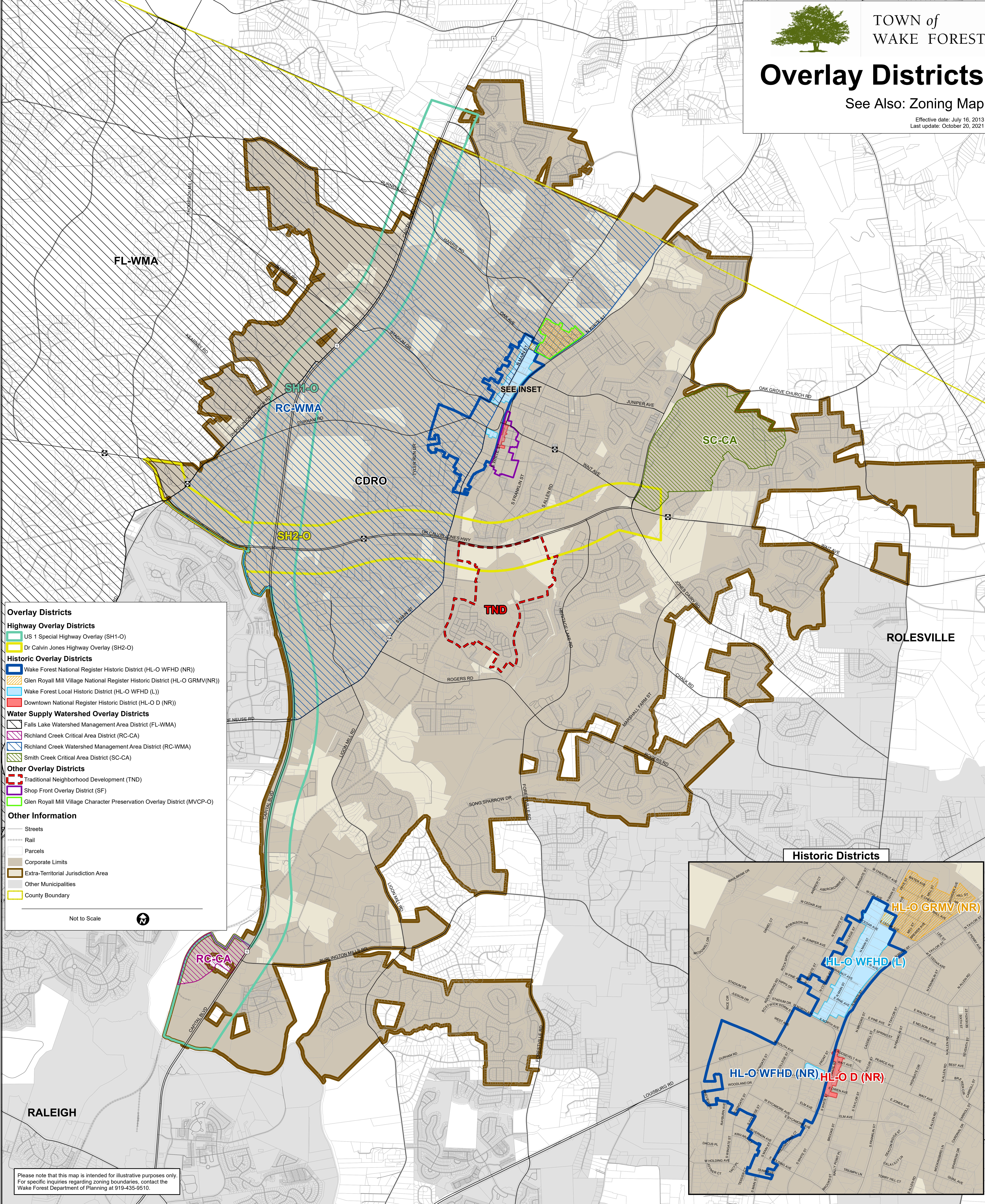


TOWN of
WAKE FOREST

Overlay Districts

See Also: Zoning Map

Effective date: July 16, 2013
Last update: October 20, 2021



Overlay Districts

Highway Overlay Districts

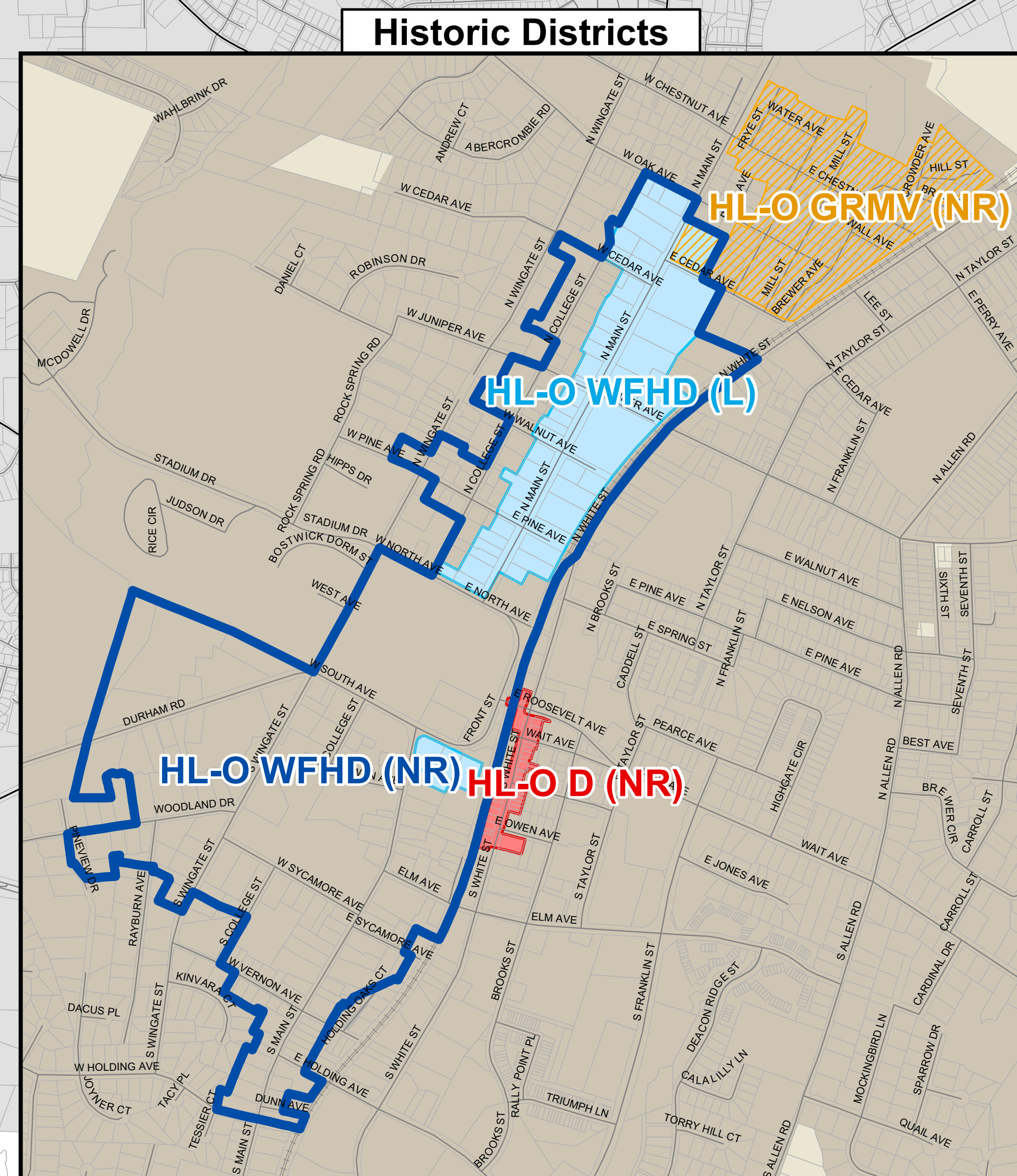
Historic Overlay Districts

Water Supply Watershed Overlay Districts

Other Overlay Districts

Other Information

Not to Scale



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Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-347-
Submitted by: Brad West
Submitting Department: Planning
Meeting Date: November 4, 2021

SUBJECT

Affordable Housing Plan Housing Needs Assessment Presentation

Recommendation:

Item Summary:

ATTACHMENTS

- [Agenda Summary](#)

Agenda Item: Affordable Housing Plan Housing Needs Assessment Presentation

Summary: HR&A Advisors has prepared a Housing Needs Assessment - one of the key deliverables of the Affordable Housing Plan process. The Housing Needs Assessment aims to help shed light on who is most impacted by affordable housing issues in Wake Forest and the extent of that impact. While the Assessment is mainly a quantitative analysis, it is meant to complement the qualitative data received through stakeholder input, survey results, and Advisory Committee guidance.



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-348-

Submitted by: Lisa Hayes

Submitting Department: Administration

Meeting Date: November 4, 2021

SUBJECT

Presentation on American Rescue Plan Local Fiscal Recovery Funds

Recommendation:

Consensus on Recovery Fund Categories

Item Summary:

ATTACHMENTS

-



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-355-
Submitted by: Sherry Scoggins
Submitting Department: Administration
Meeting Date: November 4, 2021

SUBJECT

Draft November 16, 2021, Board of Commissioners Agenda

Recommendation:

Item Summary:

ATTACHMENTS

- [2021Nov16DRAFTAgendaForWS.docx](#)



Wake Forest Board of Commissioners

DRAFT Meeting Agenda

November 16, 2021, at 6:00 PM

All items listed are for discussion and possible action.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

2.A. Approval of Board of Commissioners Meeting Minutes for the following:

- October 5, 2021, work session
- October 5, 2021, joint public hearing
- October 13, 2021, joint meeting between the Towns of Wake Forest and Rolesville
- October 19, 2021, regular meeting

3. Presentations

3.A. Proclamation recognizing November 26, 2021 as "Plaid Friday" and November 27, 2021 as "Small Business Saturday"

[SBS and Plaid Friday Proclamation November 2021.docx](#)

3.B. Presentation of fiscal year ended June 30, 2021 Comprehensive Annual Finance Report

[Presentation of Annual Financial Report for June 30, 2021_summary.pdf](#)

4. Public hearings / Public Comment

4.A. Consideration of and Public Hearing on Legislative Case RZ-21-07 to Clarify and Reaffirm the Town of Wake Forest Zoning Map

[Attachment A - Application.pdf](#)

[Attachment B - Plan Consistency Grid.pdf](#)

[Attachment C - Planning Board Written Recommendation.pdf](#)

[Exhibit 1 - Zoning Map](#)

[Exhibit 2 -Zoning Overlay Map.pdf](#)

4.B. Public hearing on and consideration of a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with

Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being approximately 0.08 acres and being Wake County PIN 1840-54-5435.

[111621 BOC Agenda Summary.pdf](#)

[Attachment A Legal Description AN-21-08.pdf](#)

[Attachment B Annexation Map AN-21-08.pdf](#)

[Attachment C Annexation Petition AN-21-08.pdf](#)

[0 S Franklin Street Ordinance AN-21-08.docx](#)

4.C. Consideration of and Public Hearing on the Northeast Community Plan Update

4.D. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5. Consent Agenda

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

5.A. Approval of the 2022 Board of Commissioners Meeting Schedule
[2022BOCMetingScheduleRes,2021Nov.docx](#)

5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by Hawthorne at Traditions Apartments, LLC for property located at 601 Gilcrest Farm Rd, being Wake County Tax PIN 1851-24-2248 and adjacent right-of-way.

[111621 BOC Agenda Summary \(AN-21-09\).docx](#)

[Attachment A Legal Description AN-21-09.pdf](#)

[Attachment B Annexation Map AN-21-09.pdf](#)

[Attachment C Contiguous Annexation Petition AN-21-09.pdf](#)

[Certificate of Sufficiency.docx](#)

[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

5.C. Approval of Contract with Franklin County for Solid Waste Billing Services

5.D. Approval of resolution amending check and purchase order signing procedures

5.E. Renaissance Area Noise Ordinance Waiver Extension

5.F. Approval of Advisory Board Ordinance Amendments

6. Legislative Items

6.A. Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2022 Series dates: April 8, May 13, June 10, July 15, August 12, and September 9.
[Item_Summary_2022_Friday_Night_On_White_Alcohol_Ordinance_Waiver.docx](#)
[Resolution_for_Open_Container_Waiver_FNOW_Series_2022.docx](#)
[Attachment_A_FNOW_2022_VENUE_MAP_.jpg](#)
[Attachment_B_2022_Series_Friday_Night_on_White_Alcohol_Ordinance_Waiver_Request.docx](#)
[Sec._20_2.____Public_consumption__possession__etc.__of_alcohol.docx](#)

7. Planning Items

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

13. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-368-

Submitted by: Cathi Pope

Submitting Department: Administration

Meeting Date: November 4, 2021

SUBJECT

Appointment of Candidates for the Board of Adjustment

Recommendation:

At the October 19, 2019, Board of Commissioners meeting, there was a glitch in the software used for voting for the Board of Adjustment applicants.

Item Summary:

ATTACHMENTS

- [Adv_board_appointment-summary,2021Nov04.docx](#)
- [Revised_2021_Advisory_Board_Cover_Sheet_11-4-21.docx](#)
- [BOA_Apps_9_30_21.pdf](#)
- [BOA_waiver_statements.docx](#)

Agenda Item: Appointment of Members to the Board of Adjustment for the Town of Wake Forest

Summary: During the vote for candidates to the Board of Adjustment, there was a glitch in the software.

The Board of Commissioners is requested to re-do the vote.

Elected officials will be provided a ballot at the November 4, 2021, meeting to vote on candidates.

A list of candidates and application packets were provided before the October 5, 2021, Work Session. At that time, staff had not received any applications from a candidate residing in the town's Extra-territorial Jurisdiction (ETJ). Current ETJ Member Chris Joyner has decided to reapply.

An updated coversheet and application packet for the Board of Adjustment candidates is included in this agenda packet. The attachments are the same as from the Work Session.

Attachments: Coversheet and full application packets for candidates for the Board of Adjustment and Board of Adjustment waiver statements

Board of Adjustment – 2 Regular Seats and 1 Alternate ETJ Seat (No ETJ candidates so will readvertise)

All Candidates:

Candidate	Town Limits	Planning Board Academy
Jonathan Bivens*	Yes	
Nicholas Kentopp	Yes	2016-attended 3 of 4 sessions
Bryan Lange*	Yes	2014
Scott Olsen	Yes	

Returning Candidate

*Requesting a waiver

Planning Board – 2 Regular Seats and 1 ETJ

All Candidates:

Candidate	Town Limits	Planning Board Academy
Richard Bailey	Yes	2021-Richard had a funeral the 1st night of the PBA, then had too many work responsibilities and withdrew.
Sheila J Bishop	Yes	
Karin Kuropas	Yes	2017-attended 3 of 4 sessions
Phillip Martin	Yes	
David Soper	Yes	2021-attended 3 of 4 sessions
David Weisser	Yes	
Chris Joyner	ETJ	

Returning Candidate

Profile

Jonathan

First Name

Bivens

Last Name

1100 Front Gate Dr.

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

jonathan@stwcorp.com

Email Address

Home: (919) 669-9193

Primary Phone

Home:

Alternate Phone

Do you live within the town's limits?☒ Yes ☐ No

Occupation**Length of residency in Wake County****Which Boards would you like to apply for?**

Board of Adjustment: Submitted

Interests & Experiences

Question applies to multiple boards

Please list any experience and/or other factors supporting your candidacy

Question applies to multiple boards

[Bivens_Resume.docx](#)

Upload Resume

Question applies to multiple boards

[Bivens_Statement.docx](#)Upload a Personal Statement (no more than 100 words)
outlining why you wish to serve of the board(s) or
council you indicated

Ethics Guidelines for Town Advisory Boards and Councils

Please Agree with the Following Statement

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If the advisory board or council member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or council should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or council establishes a conflict of interest, then the advisory board or council member shall remove themselves from the voting area.

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What date did you attend a meeting?

Please Agree with the Following Statement

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

☒ I Agree

I understand that by agreeing to the above statement and typing my name below, that I am signing this applicaiton electronically.

JB

How did you learn about the town's advisory board openings?

None Selected

Resume

**Jonathan
Karl
Bivens
P.E.**

Name:
Present Position : Vice President-Engineering and Design Build Group
Personal History : Born 6/12/1962 Memphis,Tn.
Married,No Children
Currently Reside in Wake Forest, NC

Educational Background : Graduated From Harding Academy,Memphis,Tn.,1980
Graduated From University of Tennessee,Knoxville,Tn.,1984;BSCE w/ Honors
North Carolina Registered Professional Engineer

Employment Experience : North Carolina Department of Transportation - July,1984 to August,1987
-Engineering Trainee
-Assistant Resident Engineer
S.T.Wooten Corporation - August,1987 to Present

Project Experience: Vice President-Engineering and Design Build Group-responsible for tracking upcoming work,pursuing design build projects,estimating work for heavy highway group (earthwork,structures,pipe,misc.concrete),Coordinating design build projects, preliminary schedules,monitor project costs
-NCDOT-Wake/Johnston Co. I-40 Widening-\$360,175,000(Design/Build)
-NCDOT-Vance/Warren Co. I-85 Rehabilitation-\$137,353,711
-NCDOT-Brunswick/New Hanover Co. US 74/76 Widening-\$55,551,252(Design/Build)
-NCDOT-Hertford Co. US 158 Widening-\$32,818,830(Design/Build)
-NCDOT-Wake Co.-I-40 Widening-\$49,100,000(Design/Build)
-NCTA-Wake/Durham Co.-Triangle Parkway-\$137,446,000(Design/Build-Toll)
-NCDOT-Craven Co.-NC 43 Connector-\$35,420,690(Design/Build)
-NCDOT-Beaufort Co.-US 17 Washington Bypass-\$38,000,000-Sub(Design/Build)
-NCDOT-Johnston/Wake Co.-US 70 Clayton Bypass-\$124,844,302
-NCDOT-Wake Co.-NC 98 Wake Forest Bypass-\$21,299,577
-NCDOT-Wayne/Wilson Co.-US 117-\$26,607,694
-NCDOT-Lee Co.-US 421 Sanford Bypass-\$29,881,040
-NCDOT-Lee/Moore Co.-US 1 New Location-\$47,200,000
-NCDOT-Vance Co.-Ruin Creek Rd.Widening-\$9,125,000(Design Build)
-NCDOT-Tyrrell Co.-US 64 New Location-\$22,250,000
Highway Heavy Division Manager-responsible for estimating,scheduling, and management of division
-Richard E. Jacobs Group-Triangle Towne Center Mall, Raleigh-\$30,000,000
-NCDOT-Wilson Co. -NC 42 Widening-\$13,800,000
-NCDOT-Cumberland Co.-Fayetteville Outer Loop-\$12,200,000
-NCDOT-Lenior Co.-NC 11 Deep Run Bypass-\$8,700,000
-NCDOT-Wilson Co.-US 264 Wilson Bypass-2 Sections-\$28,200,000 & \$27,100,000
-NCDOT-Wake Co.-US 401 Widening-2 Sections-\$10,300,000 & \$4,300,000
-NCDOT-Pitt Co.-NC 33 Widening-\$7,900,000
Senior Estimating Engineer-responsible for estimating and scheduling
-NCDOT-Wake County-I-540 Northern Wake Expressway-\$20,200,000
-NCDOT-Wake Co.-Cary Parkway-\$9,560,000
Project Engineer-responsible for estimating,scheduling,and project management
-NCDOT-Wake Co.-US 401 Widening-\$6,000,000
-City of Raleigh-Western Blvd.Extn.-\$16,000,000
-NCDOT-Vance Co.-US 1 Widening-\$8,000,000
-NCDOT-Franklin/Vance Co.-US 1 Widening-\$8,000,000
-NCDOT-Alamance Co.-I-85/I-40 Widening-2 Sections-\$15,000,000 & \$12,000,000
-NCDOT-Wake Co.-Evans Road Extn.-\$3,000,000
-NCDOT-Wake/Franklin Co.-US 1 Widening-\$9,000,000
-NCDOT-Granville Co.-Oxford Outer Loop-\$2,000,000
-NCDOT-Vance Co.-US 1 Widening-\$7,000,000
-NCDOT-Durham Co.-East-West Freeway-\$2,500,000
-City of Raleigh-Millbrook Rd.Widening-\$4,000,000

I would like to continue being a member of the Board of Adjustment. I have served two separate terms on the board during the twenty years that Paige and I have lived in Wake Forest. We live on S. Main St. in the historic district and appreciate the quality of life of our community. I have served on homeowner boards for multiple terms in two communities and along with my engineering background have a unique set qualifications and understanding that should continue to be beneficial on the Board of Adjustment. Please find attached my resume. I would appreciate your consideration. Thanks.

Jonathan Bivens

Profile

Bryan

First Name

Lange

Last Name

1032 Prairie Smoke St.

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

bryanlange17@gmail.com

Email Address

919-662-2374

Primary Phone

Alternate Phone

Do you live within the town's limits?☐ Yes ☐ No

Occupation**Length of residency in Wake County****Which Boards would you like to apply for?**

Board of Adjustment: Submitted

Interests & Experiences

Question applies to multiple boards

Please list any experience and/or other factors supporting your candidacy

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

[lange_statement.docx](#)

Upload a Personal Statement (no more than 100 words)
outlining why you wish to serve of the board(s) or
council you indicated

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How did you learn about the town's advisory board openings?

None Selected

I would like to continue to server on the board of adjustment. I believe my engineering background and attention to detail add value to each public hearing. Each year I serve, I gain a stronger appreciation for the two goals of the board: 1) fairness and 2) listening to the unique circumstances of citizens.

Becasue I plan a small part in town governance I have an awareness and an appreciation for:

- * hard working staff,
- * structure provided by the UDO, and
- * future direction of Wake Forest.

Bottom line, I feel more connected to when I volunteer and I feel more informed when I vote for commissioners.

Profile

Scott

First Name

M

Middle Initial

Olsen

Last Name

1747 Tilgate Court

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

scotto1136@aol.com

Email Address

Home: (910) 633-6025

Primary Phone

Alternate Phone

Do you live within the town's limits or ETJ?☒ Yes ☐ No

Teacher

Occupation

Length of residency in Wake County

10

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Interests & Experiences

Question applies to multiple boards

Please list any experience and/or other factors supporting your candidacy

I previously served on the CAB-my last role was Vice-Chair

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

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Scott M. Olsen

How did you learn about the town's advisory board openings?

☒ Town website

Profile

Nicholas

First Name

Kentopp

Middle Initial

Last Name

937 Richland Ridge Dr.

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

nkentopp@hotmail.com

Email Address

Home: (919) 562-9453

Primary Phone

Mobile: (919) 671-5396

Alternate Phone

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Grocer

Occupation

Do you live within the town's limits or ETJ?☒ Yes ☐ No**Length of residency in Wake County**

19 years

Interests & Experiences

Question applies to multiple boards

Please list any experience and/or other factors supporting your candidacy

Served on the Design Review Board since Dec 2016. I feel that I have supported the UDO and the Town of Wake Forest through thorough review of each application and findings of fact. My attendance and participation added value to the process as we discussed each submission to the board.

Question applies to multiple boards

[Kentopp_Nicholas_C.docx](#)

Upload Resume

Question applies to multiple boards

Upload a Personal Statement (no more than 100 words)
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council you indicated

List the name of your school, grade level next year and GPA

Question applies to Planning Board,Joint Public Hearing and Planning Board,Board of Adjustment

I participated in the following:

☒ Citizen's Planning Academy

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Please Agree with the Following Statement

Per NCGS 160C-109, members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. A member of any board exercising quasi-judicial functions shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. A "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

☒ I Agree

Please Agree with the Following Statement

Code of Conduct: When participating in a meeting or conducting Town business (whether in person, via email, or other communication method), board and commission members shall conduct themselves in an ethical and professional manner. Any board or commission member who engages in inflammatory, hostile or threatening language or behavior toward others, including but not limited to elected officials, staff or another board or commission member, will be removed from the meeting. Any member who engages in the aforementioned behavior is also subject to dismissal from the Board. I understand that that board and commission appointments serve at the pleasure of Board of Commissioners and may be removed from an appointed board or commission at the discretion of Board of Commissioners. Meeting Preparedness to successfully prepare for a meeting, then you will be provided agenda materials in advance. An unprepared board or commission member reflects poorly on the Town of Wake Forest as well as fellow board or commission members since questions asked are often found in the staff report. Any member who continually comes unprepared to meetings is subject to dismissal from the Board. Dress Code Board members are expected to be well groomed, cleaned, and dressed in business casual attire. Shorts, t-shirts, and jeans are not permitted. If a Planning Board member is dressed or groomed inappropriately for a meeting, work session, or a Comprehensive Plan workshop, they will be prevented from participating and counted as absent

☒ I Agree

Have you attended a meeting for the board in which you are applying?

☐ Yes ☒ No

If so, what date did you attend a meeting?

Please Agree with the Following Statement

I understand this application, including any information provided therein, may be considered a public record and as such portions may be subject to release under North Carolina General Statute Chapter 132, Public Records.

☒ I Agree

I understand that by agreeing to the above statement and typing my name below, that I am signing this applicaiton electronically.

Nicholas Kentopp

How did you learn about the town's advisory board openings?

☒ Town website

NICHOLAS C. KENTOPP

937 Richland Ridge Drive
Wake Forest, North Carolina 27587
(919) 671-5396
nkentopp@hotmail.com

PROFESSIONAL SUMMARY

Professional candidate focused, organizational leadership, strategic growth, strategic revenue/sales development and training. Proven leader with track record of taking ideas from concept to profitable initiatives, management and business improvements in the food/grocery industry. Achievement background based on integrity, trust, and commitment to success.

SKILLS SUMMARY

* Business Development/Marketing/Sales	* Public Affairs/Contract Development
* Sales Initiatives/Marketing/Promotions	* Store Operations/Technology In-Depth Knowledge
* Management Mentor/Trainer/Leader	* Hiring/Training/Workplace Diversity
* Marketing Campaign Development	* Human Resources/People Development
* Recruiting Resources/Human Resources	* Purchasing/Buying/Vendor Interaction/Inventory
* Strategic/Operational Planning	* Profit/Growth Strategies/Planning/Integration
* Marketing/Sales	* New Market Integration/Opportunity Development
* Training Developer/Public Speaker	* P&L/Budgeting Responsibility
* Contract Development/Enforcement	* Customer Service Focus

SUMMARY OF QUALIFICATIONS

- Business and personnel development leader whose talent and achievements will translate easily from the food industry management positions with Harris-Teeter and other organizations into a growth oriented retail management opportunity.
- Capable of customizing target marketing proposals, advertising plans and implementing new business plans with conventional and unconventional methods to achieve positive results.
- Proven ability to successfully define gross profit and market penetration goals, direct management teams, coordinate new unit openings/development, retain quality personnel, ensure innovations in technology drive revenue/reduce cost, and create quality product/service development for all areas, including purchasing, financial management functions set up, and strategic planning for new retail initiatives.
- Outstanding ability to establish strategic business changes that have led to dramatic turnarounds and immediate profitability; increased operating efficiencies in locations, net income increases over time, return on investment as well as building strong vendor relationships, sales and operational improvements.
- Regarded as an innovative, competitive problem-solver who successfully leads store plans and executes sales focused activities into highly effective operations through proven people development philosophies and advanced understanding of operational solutions.
- Highly regarded for developing managers to utilize talent, retain and to develop the most promising employees into leadership level personnel. Expertise to lead others in continuing unit growth achievements and goals.
- Known in the sales and marketing industry as an organized leader who complete projects on time and under budget, works with diverse groups of people and cross-functional teams. Maintains flexibility, a commitment to success and 100% dedication to complete the job and bring out the best performance with all team members.

PROFESSIONAL EXPERIENCE**HARRIS TEETER****Operations Manager, 2020 – present**

Currently as the Central Region Operations Manager my responsibilities cover 80 locations in Central and Eastern North Carolina. Sales exceed \$2.4B annually.

~Responsibilities include:

- Store Labor- annual budgeting, monthly and weekly execution of the forecasted sales and labor for stores. Review and advise on labor performance to the district managers and store management. Review attainment by department working with underperforming stores.
- Expense Control- review, monitor and approve equipment purchases for the stores. Verify remodels and resets are completed per the plan and on budget.
- Waste- lead regional waste team and conduct high waste investigations. Manage month perishable waste results and solicit explanations and plans of action for poor performing locations.
- Warehouse Liaison- work with warehouse and transportation to achieve a mutually beneficial delivery schedule. Facilitate changes, communicate delays in scheduled deliveries and request additional deliveries to react to emergency situations such as hurricanes and snow events.
- Grand Opening and Remodels- Validate the location is completed on time and to the plan.
- Vendor Community- Establish relationships with our vendor partners to ensure we receive expected products and service level. Verify execution of our merchandising plan and selling promotions.

Store Manager/Director, 1997 – 2020

Multi-Location; Charleston & Hilton Head, SC, Lexington, Va., Chapel Hill, Cary, Durham & Raleigh, NC;

Profile: Professional with over 30 years of grocery management experience. Managed multiple store operations for a grocery store with 140 employees and gross annual sales exceeding \$32 million.

~ Selected Achievements Highlights:

- Promoted to Store Manager in 1997 and managed store losing over \$200k per year to the break-even point with weekly sales revenue of \$225k.
- Awarded \$1 million club winner with weekly sales of \$400k in Pisgah Church.
- Brought weekly sales of University Mall, Chapel Hill location to over \$550k in sales and achieved the \$2 million and \$3 million club level
- Assigned to Store Director position at Martin Luther King Parkway, Durham store and produced \$32 million in annual sales with an inventory of \$3 million while maintaining membership in the \$3 million club.
- Grand Opened Morrisville and Wakefield locations building sales in excess of \$400k.
- Certified Training Store in 2008 responsible for developing salaried managers.
- Member of the Central Region High Waste Investigation Team.
- Completes certification walks for department managers and salaried managers in the Grocery and Dairy/Frozen Departments.

~Selected Responsibilities:

- Direct store to ensure an effectiveness and profitability while maintaining a customer friendly atmosphere.
- Oversee store hiring, budgeting, scheduling, and payroll work. In charge of forecasting and recruitment of new associates to fill future needs of the store. Supervise 140 employees directly and indirectly.
- Comprehensive direction, management team building and identification of program directives to drive incremental sales and to fully execute the store sales plan, focusing on increasing gross sales and profits.
- Develop and maintain sound financial controls for store. Employed innovative fiscal/operating standards. Communicate information from all operational reports and SOPs; devised and developed means to improve sales and profits through upgrading operational reporting and control procedures. Ultimate responsibility for compliance issues regarding company, federal and state rules, regulations and guidelines as it relates to merchandising.
- Ensure all corporate standards for store operating practices and procedures, safety programs, career path programs, statistical marketing analysis work, and vendor plans were implemented.
- Analyze purchasing, sales/merchandising, training, human resources, P&L statements and managed entire store, ensuring compliance with company policies and procedures as well as state, local and federal regulations. Maintained DSD pricing systems.
- Communicate with dozens of vendors on a daily basis in the coordination of daily deliveries.

Co-Manager, 1995 – 1997

PIGGLY WIGGLY, Charleston, SC; ***Co-Manager, 1991 - 1995***

- Assisted store manager in obtaining financial goals, merchandising, operational controls, customer relations, and inventory management.

WINN DIXIE, Conover, NC; ***Stocker, 1985 - 1987***

UNITED STATES NAVY (multiple locations);

Operations Specialist; Combat Information Center Watch Supervisor (Air Detector Tracker & Track Supervisor); Officer of the Deck In-Port, 1987 - 1991

- Highly technical assignment work focused on electronic detection and tracking, radar operations and communications. Completed multiple intensive training assignments. Won numerous awards: Navy Achievement Medal, Armed Forces Expeditionary Medal; Humanitarian Service Medal; Meritorious Unit Commendation; Sea Service Ribbon; Coast Guard Law Enforcement Ribbon.

References Available Upon Request

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Please accept my credentials for an opportunity with your organization. I am looking for a career opportunity where I can utilize my customer service, sales and marketing expertise in the retail field. These skills along with my strong overall business management background would benefit your company immediately.

My record as a manager in the grocery industry for Harris Teeter shows consistent ability to improve operations, build sales and marketing incentives, solve operational problems, and exceed set operations management goals for the region. My knowledge and experience in with Business Plan Development, Sales Strategies, Promotions Campaign Development, Hiring/Recruiting, Operational Analysis, Operations Management, Advertising and Marketing, Strategic Planning, Management Development, Prototype Concept Development, Vendor Negotiations, Compensation Plan Analysis will surely be an asset to your company.

Throughout my career, I have effectively developed business solutions to problems while working closely with personnel and projects, building a reputation of quality with overall results.

Thank you for your consideration. I look forward to speaking to you soon.

Sincerely,

Nicholas C. Kentopp

Enclosure

Board of Adjustment Waiver Statements

Jonathan Bivens waiver

To whom it may concern,

I would like to continue being a member of the Board of Adjustment. I have served two separate terms on the board during the twenty two years that Paige and I have lived in Wake Forest. We live on S. Main St. in the historic district and appreciate the quality of life of our community. I have served on homeowner boards for multiple terms in two communities and along with my engineering background have a unique set qualifications and understanding that should continue to be beneficial on the Board of Adjustment. Please find attached my resume. I would appreciate your consideration. Thanks.

Jonathan Bivens

Bryan Lange Waiver

I believe the board of adjustment plays an important role in the town's unified building code. I personally enjoy participating in the quasi-judicial process where we listen to both the concerns of the community and builders in a single evening. Serving a small role in the workings of town government makes me feel connected to Wake Forest.

-Bryan



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-372-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: November 4, 2021

SUBJECT

Approval of Employment Agreement for Town Attorney (added 11/04/2021)

Recommendation:

Approval

Item Summary:

ATTACHMENTS

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