



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
February 01, 2022 at 6:00 PM**

1. Presentations

- 1.1. Presentation on a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).

[RZ-21-13 Staff Report](#)

[Attachment A: Neighborhood Meeting Information](#)

[Attachment B: RZ-21-13 Application](#)

[Attachment C: RZ-21-13 Maps](#)

[Attachment D: Consistency Analysis - RZ-21-13](#)

[Attachment E: Planning Board Recommendation](#)

- 1.2. Affordable Housing Plan - Housing Tools and Strategies Presentation

[Agenda Summary](#)

- 1.3. Discussion of the 2022 - 2027 Capital Improvements Plan (CIP) Update

2. Discussion of Monthly Financial Report

- 2.1. Monthly Financial Report

[December 31 2021 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1. Review of Draft Agenda for Upcoming Regular Meeting

[2022Feb01WSAgenda_Public.pdf](#)

4. Other Business

5. Commissioner Reports

6. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-404-
Submitted by: Kari Grace
Submitting Department: Planning
Meeting Date: February 1, 2022

SUBJECT

Presentation on a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).

Recommendation:

Item Summary:

ATTACHMENTS

- [RZ-21-13 Staff Report](#)
- [Attachment A: Neighborhood Meeting Information](#)
- [Attachment B: RZ-21-13 Application](#)
- [Attachment C: RZ-21-13 Maps](#)
- [Attachment D: Consistency Analysis - RZ-21-13](#)
- [Attachment E: Planning Board Recommendation](#)



Staff Report

Case RZ-21-13: St. John's Episcopal Church

Meeting Date	February 1, 2022
Requested Actions	Consideration of the Following Items related to the Zoning Map Amendment for 834 Durham Road: 1. Act on Plan Consistency Statement 2. Rezone 5.07 acres on the Town of Wake Forest Zoning Map from General Residential 3 (GR3) to Highway Business (HB).
Case Manager	Kari Grace, Senior Planner
Planning Board Recommendation	The Planning Board unanimously recommended approval of the rezoning request. <i>See Attachment E for Planning Board recommendation.</i>

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
December 2, 2021 <i>(See Attachment A)</i>	January 11, 2022	February 15, 2022

PUBLIC COMMENTS

At the January 11, 2022 public comment session Mr. Hill, a member of the applicant team, spoke in favor of the request, citing the property location, surrounding land uses, and future road and transportation conditions that are appropriate for the requested Highway Business zoning district. One public comment was made by a resident also in support of the request.

CASE INFORMATION

Applicant	Suzanne Hetzel 834 Durham Road Wake Forest, NC 27587
Property Owner	St. John's Episcopal Church 830 Durham Road Wake Forest, NC 27587
Location	Near the northeast corner of Durham Road and Capital Boulevard
Address	834 Durham Road

Wake County Tax PIN(s)	1831721164
Acreage	5.07 acres
Zoning	Existing: General Residential 3 (GR3), US 1 Special Highway Overlay (SH1-O), Richland Creek Watershed Management Area District (RC-WMA)
	Proposed: Highway Business (HB)
Land Use	Existing: Religious Institution
	Proposed: Religious Institution
Corporate Limits	This application is in the Town's corporate limits.
<i>See Attachment B for a copy of the application.</i>	

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Forestry	Highway Business
South	Durham Road (NC98)	N/A
East	Forestry	General Residential 3
West	Forestry; Single Family Detached	Highway Business and Conditional Use Highway Business
The proposed land use is generally compatible with surrounding land uses. The proposed zoning is generally compatible with surrounding zoning. <i>See Attachment C for associated maps.</i>		

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2009)	The proposed zoning map amendment request is generally consistent with the adopted Community Plan.
Comprehensive Transportation Plan (2019)	The Comprehensive Transportation Plan is not applicable to the zoning map amendment request.
Historic Preservation Plan (2012)	The Historic Preservation Plan is not applicable to the zoning map amendment request.

Northeast Neighborhood Plan (2007)	The Northeast Neighborhood Plan is not applicable to the zoning map amendment request.
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Resources Master Plan is not applicable to the zoning map amendment request.
Public Art Vision Plan (2009)	The Public Art Vision Plan is not applicable to the zoning map amendment request.
Renaissance Plan (2017)	The Renaissance Plan is not applicable to the zoning map amendment request.
<i>See Attachment D for detailed Plan Consistency Analysis.</i>	

STAFF RECOMMENDATION

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

ATTACHMENTS

- Attachment A: Neighborhood Meeting Minutes
- Attachment B: Application
- Attachment C: Maps
- Attachment D: Plan Consistency Analysis
- Attachment E: Planning Board Recommendation

RE: 834 Durham Road
Parcel # 1831721164

November 19, 2021

Dear Neighbor,

Saint John's Episcopal Church, at 834 Durham Road, Wake Forest, NC is requesting to be rezoned from our current zoning district of GR3, General Residential 3 to HB, Highway Business. The Town of Wake Forest requires a meeting of the adjoining property owners whose property is within 500'. You are receiving this letter because you own or represent an owner of adjoining property to 834 Durham Road. We have attached an area map showing the property proposed for rezoning.

Saint John's Episcopal Church is requesting to be rezoned in order to place a more visible ground sign on the property in accordance with the signage regulations of the Highway Business zoning district, and because the property is not for residential use.

The rezoning request will go before the Planning Board and the Board of Commissioners at a public comment session and public hearing at a future date. There will be an opportunity for public comment on the rezoning request at that hearing as well.

We are inviting all adjoining property owners to an informal meeting in the church Parish Hall at 834 Durham Rd. on Thursday, December 2, 2021 at 6:00pm. At this time, you can hear a presentation and comment on the rezoning request. The Parish Hall is located to the left of the sanctuary. We look forward to meeting with everyone on December 2nd.

If you have any questions, please contact:
Stephanie Rogers at 252-431-7142 or Suzanne Hetzel at 847-372-5622

St. John's Episcopal Church
Neighborhood Meeting for Rezoning

Meeting was called to order at 6:00 pm. A sign-in sheet was provided for guests to sign in.

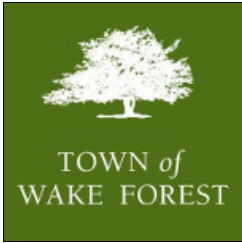
Suzanne welcomed the gentleman who attended at 6:15 pm.

Robert Hill gave a synopsis of the church and the area, sharing his experience on the Zoning Board. He explained the history of the area, and the function of the process of rezoning. He explained how the church was growing, and a more visible presence on Durham Rd. was needed.

Stephanie Rogers explained the goal of the church; to become rezoned so a larger sign can be installed in the near future. There was discussion of the sign itself, and an example of the proposed sign was presented. There was also discussion of why the church needed to be rezoned, and what this would mean to surrounding properties and the church itself. When no concerns were expressed, the meeting was adjourned at 6:45.

Respectfully submitted,
Suzanne Hetzel

NAME	ADDRESS
SUZANNE HETZEL	2505 HAPPY LANE,
Stephanie H. Rogers	6556 Wakefalls Dr. WF
BOB HILL	934 DURHAM RD.
Mark Peck (Clergyman)	801 Tony Franklin Road.
Horse Creek Assoc. (phone)	8120 Diazit Dr. WF



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

#641348

Project Title: St. Johns Episcopal Church

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Map Amendment (Rezoning)

State: NC

Workflow: Map Amendment (Rezoning)

County: Wake

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?: Yes

This type of project requires a pre-application conference be completed prior to official submittal. Please return to the home screen and select **Pre-Application Conference** from the application type drop down list in order to schedule your required meeting.

Pre-Application Conference Date and Time: 10/12/2021 9:00 AM **Staff Member Met With:** Kari Grace

Project Tracking ID:

Project Information

Project/Development Name: St. John's Episcopal Church

Project Address or PIN: 834 DURHAM RD (1831721164)

Tax PIN: 1831721164

Zoning: Zoning

- 834 DURHAM RD: GR3

Current Zoning Overlay: NA, Not Applicable to this Project

Town Limits: Inside corporate limits

Projects falling outside the limits of the Town or ETJ will be required to submit an annexation petition in conjunction with their project submittal. Please return to the home screen and select **Annexation Petition** from the application type drop down.

Land Use: Land Use Development

Acreage: 5

- 834 DURHAM RD: Residential

GIS Acreage: Parcel

- 834 DURHAM RD: 5.07

Zoning Information**Currently a Conditional District?:** No**Currently a Conditional Use?:** No**Is there an existing Special Use Permit for the Property?:** No **Related Town of Wake Forest Case Numbers:****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

Suzanne Hetzel
St. John's Episcopal Church
834 Durham Rd.
Wake Forest, NC 27587
P:8473725622
suzannehetzel@yahoo.com

Project Contact - Property Owner

Suzanne Hetzel
St. John's Episcopal Church
834 Durham Rd.
Wake Forest, NC 27587
P:8473725622
suzannehetzel@yahoo.com

Map Amendment: Rezoning**Proposed Zoning:** HB, Highway Business**Description of Request:**

St. John's Episcopal Church requests to be rezoned from residential to Highway business. There is currently no one residing on this property. It is our wish to be rezoned so we can erect an appropriate sign identifying our church.

Justification of Consistency with Comprehensive Plan:

There are no changes to the building or the property.

WAKE COUNTY, NC 129
 LAURA M RIDDICK
 REGISTER OF DEEDS
 PRESENTED & RECORDED ON
 07/16/2009 AT 11:18:48

BOOK:013627 PAGE:01368 - 01372

PIN: 0088609
 Parcel: 1831721164

Excise Tax: -0-

Brief Description

Prepared by: Edward L. Embree, III (No title Examination)

Mail to: ~~Grantee~~

Prepared by and hold for:
 Kathryn S Drake
 Attorney at Law

THIS DEED, made and entered into this 22nd day of June, 2009, by and between THE TRUSTEES OF THE PROTESTANT EPISCOPAL CHURCH IN THE DIOCESE OF NORTH CAROLINA, authorized under the law and Canons of said Church to hold legal title to its Property and the property of its mission congregations pursuant to the provisions of Chapter 61-2 of the General Statutes of North Carolina, party of the first part (hereinafter referred to as "Grantor") and THE WARDENS AND VESTRY OF ST. JOHN'S EPISCOPAL CHURCH, Wake Forest, North Carolina, a Parish of the Protestant Episcopal Church in the Diocese of North Carolina, in the State of North Carolina, authorized under the law and Canons of said Diocese to hold title to the property of said Parish, as trustees for said Parish and the Church, by virtue of § 61-2 of the General Statutes of North Carolina, party of the second part (hereinafter referred to as "Grantee"), whose address is 830 Durham Road, Wake Forest, NC 27587-8792.

WITNESSETH, that St. John's Episcopal Church having had its status changed from a mission congregation of the Diocese of North Carolina to that of a parish and the Wardens and Vestry being authorized under the Constitution and Canons of the Episcopal Church and the Diocese to hold title to the property of the parish, as trustees for the parish and the Church in the Diocese, the Grantor does grant and convey unto the Grantee in fee simple all that certain lot or parcel of land situated in Wake County, North Carolina and more particularly described as follows:

See attached Exhibit "A"

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the said Wardens and Vestry, their successors in office and assigns, in fee simple forever, in trust for the use and benefit of said Parish and the Protestant Episcopal Church in the Diocese of North Carolina.

BK013627PG01369

This Deed is made without warranties.

IN WITNESS WHEREOF, the Grantor with the written consent of the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee of the Diocese, has caused this instrument to be executed in their name by the Bishop and three of their number on behalf of all of the Trustees as provided by Canon 10, Section 2(e) of the Canons of the Diocese, all as of the day and year first above written.

THE TRUSTEES OF THE PROTESTANT EPISCOPAL
CHURCH IN THE DIOCESE OF NORTH CAROLINA

Michael B. Curry (SEAL)
The Rt. Rev. Michael B. Curry/Bishop/Trustee

Rebecca K. Gray (SEAL)
Rebecca K. Gray, Trustee

Thomas C. Church (SEAL)
Thomas C. Church, Trustee

David R. Shumate (SEAL)
David R. Shumate Trustee

STATE OF NORTH CAROLINA

COUNTY OF WAKE

I certify that Michael B. Curry, Bishop of the Diocese of North Carolina of the Protestant Episcopal Church in the United States of America, personally appeared before me this day, and I have personal knowledge of the identity of the principal; and acknowledged to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Date: June 22, 2009

Rebecca K. Gray
(Official Signature of Notary)

Rebecca K. Gray, Notary Public
(Printed or Typed Name)

My commission expires 4-23-13

BK013627PG01370

STATE OF NORTH CAROLINA
COUNTY OF Wake

I certify that the following persons personally appeared before me this day, and I have personal knowledge of the identity of the principals; each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Lorraine Ljunggren, Thomas C. Church, David E. Shumate
(Name of Principals)

Date:



Rebecca K. Gray
(Official Signature of Notary)

Rebecca K Gray, Notary Public
(Printed or Typed Name)

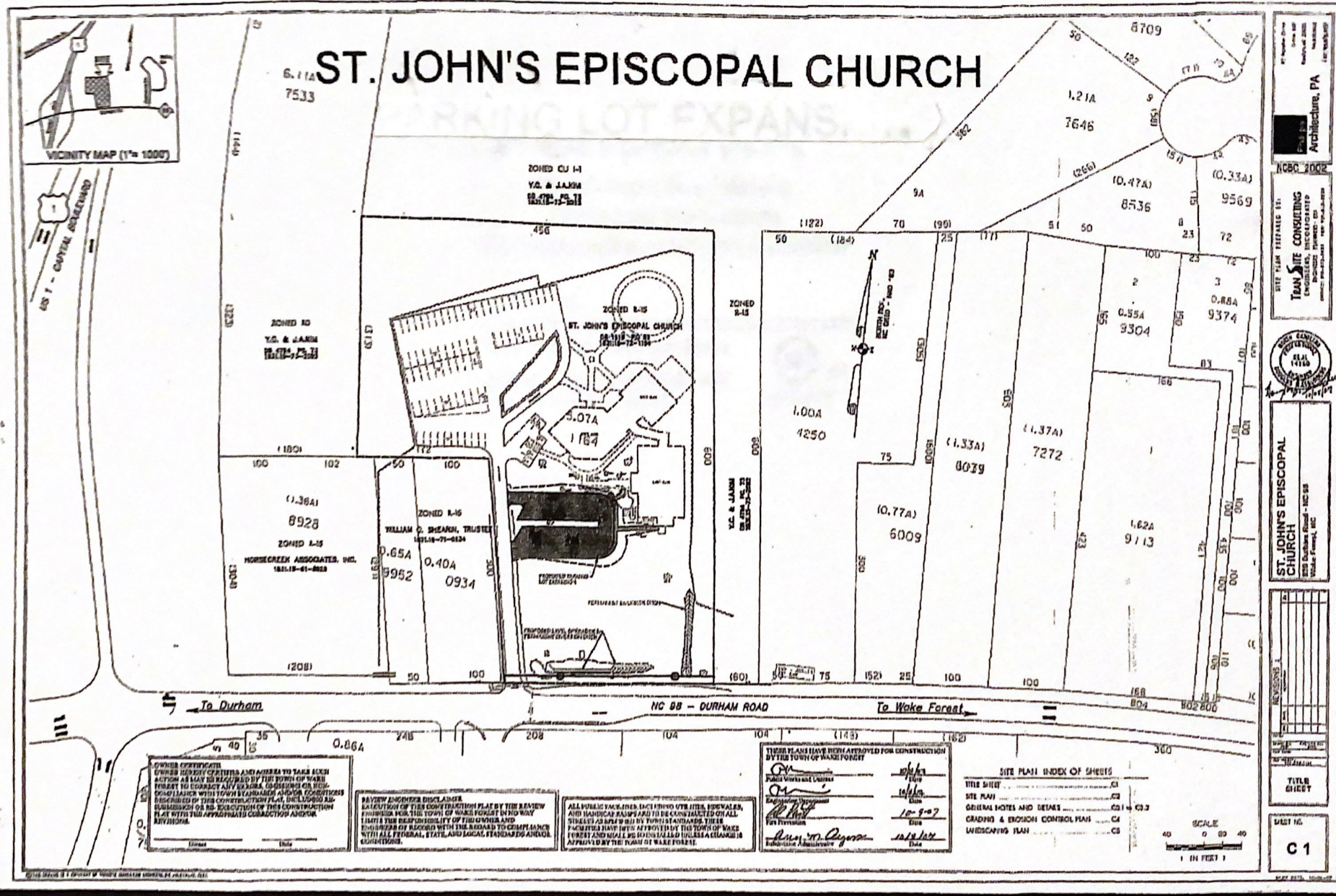
My commission expires: 4/23/13

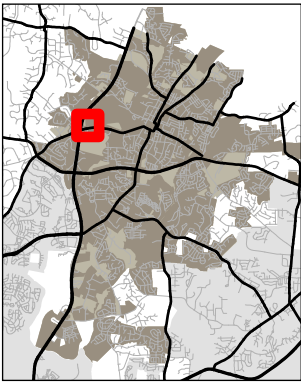
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EXHIBIT A

BEGINNING at an iron pipe on the North side of North Carolina Highway #98, said pipe being located North 64 deg 09 min 29 sec West 118.55 feet from N.C.G.S. Monument "BEEJAY" having coordinates: $N(y)=811,803.62'$ and $E(x)=2,137,488.73'$; thence in a western direction along the North line of the right of way of Highway 98 South 84 deg 29 min 18 sec West 272.96 feet to an iron pipe, corner of Mabel B. Shearin; thence with Shearin's line North 11 deg 15 min 43 sec West 301.93 feet to an iron pipe; and South 88 deg 12 min 52 sec West 172.58 feet to an iron pipe in the line of Horse Creek Associates and Y.C. Kim; thence with Kim's line the following calls and distances: North 04 deg 13 min 49 sec West 307.93 feet to an iron pipe; North 86 deg 52 min 43 sec East 456.13 feet; and South 06 deg 44 min 64 sec East 600.59 feet to the BEGINNING containing 5.229 acres, more or less, according to the survey of Cawthorne, Moss & Panciera, P.C., dated January 6, 2000.

This is the same property previously conveyed to the Granator by deed dated August 24, 1962, and recorded in Book 1519 at page 59, Wake County Registry.





12/2/2021



TOWN of
WAKE FOREST

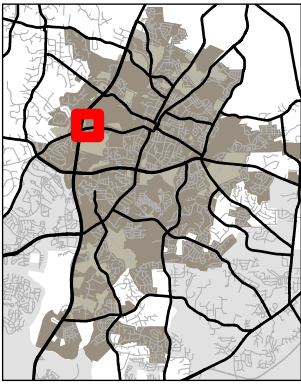
RZ-21-13
834 Durham Road
PIN: 1831-72-1164



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

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Feet



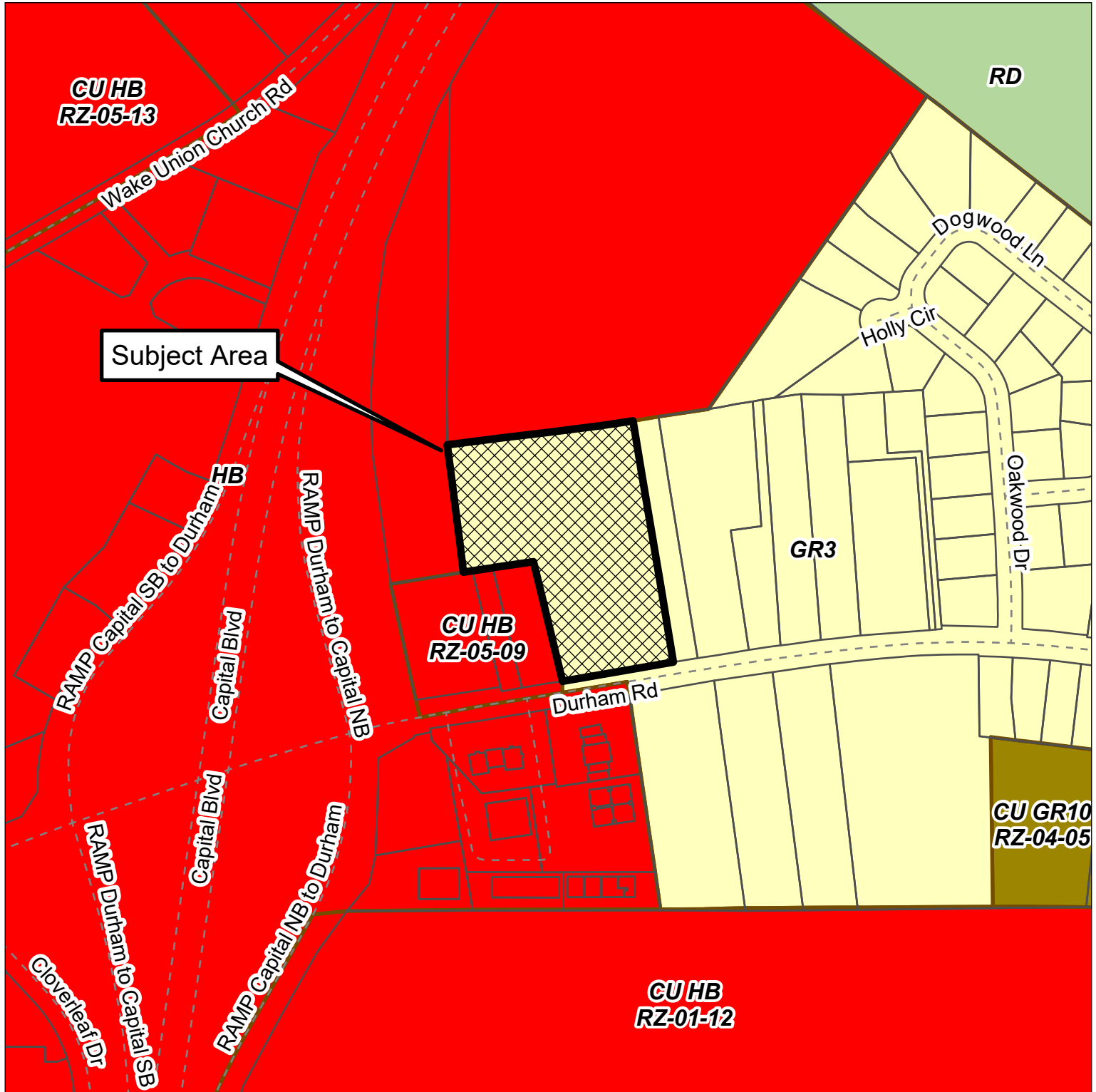


12/2/2021



TOWN of
WAKE FOREST

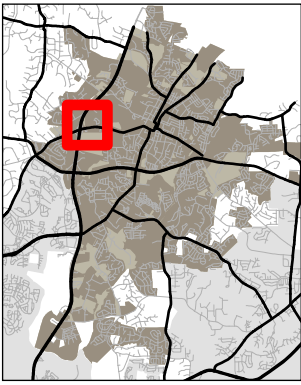
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0 500 1,000 Feet





Community Plan Zones



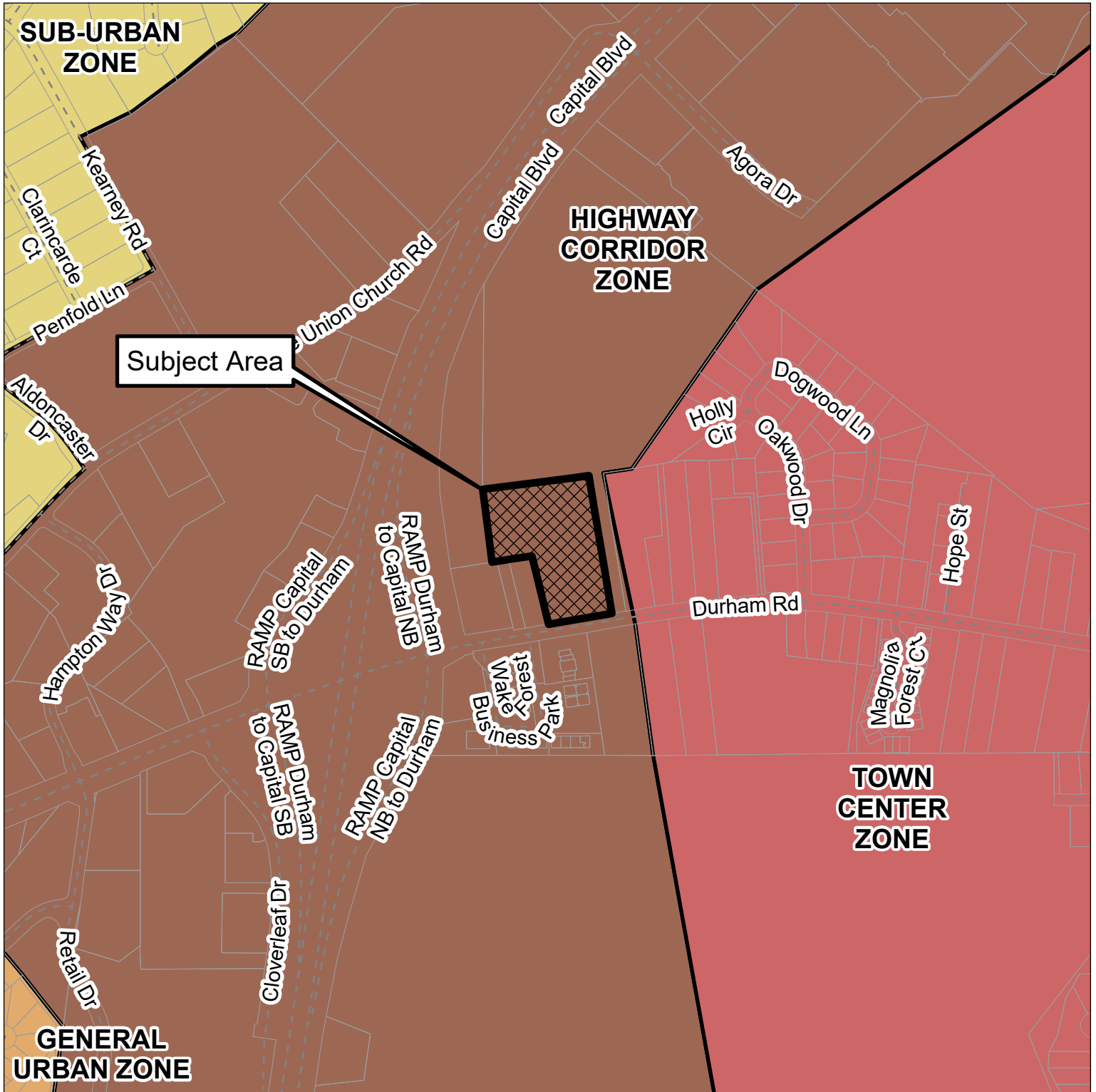
TOWN of
WAKE FOREST

RZ-21-13

834 Durham Road

PIN: 1831-72-1164

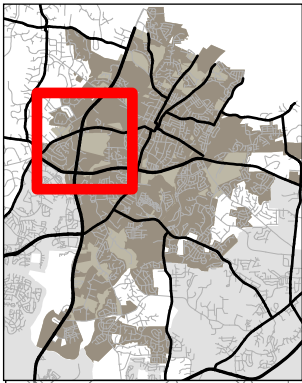
12/2/2021



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Miles





Neighborhood Planning Areas



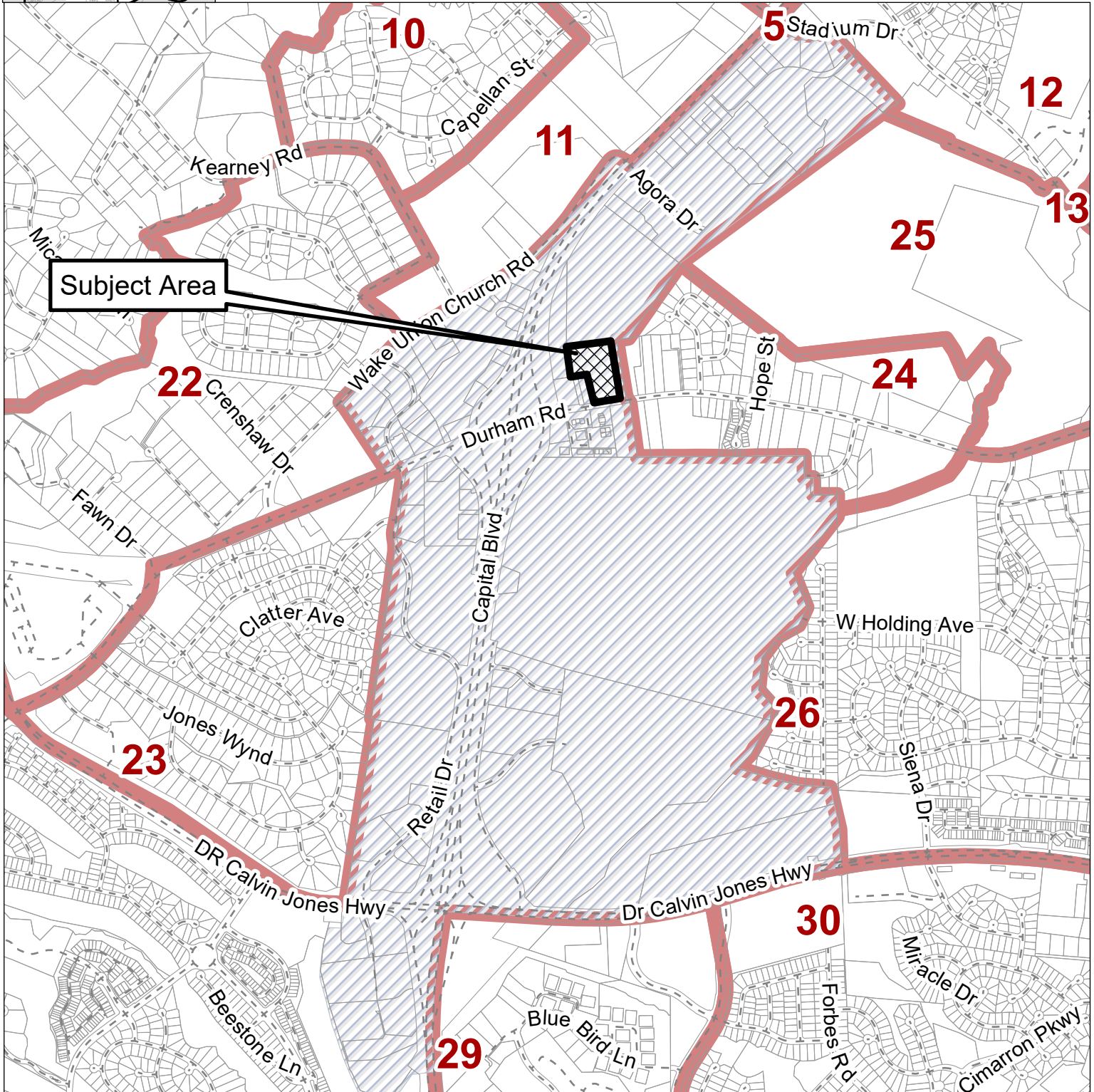
TOWN of
WAKE FOREST

RZ-21-13

834 Durham Road

PIN: 1831-72-1164

12/2/2021



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Town Wake Forest Planning Department at 919-435-9510.

0 0.25 0.5 0.75 1 Miles



18

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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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
SIG-1	Encourage and support the rehabilitation, improvement, and re-occupancy of viable business and industrial properties that have become vacant.			
SIG-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			
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			

Community Plan Consistency Grid				
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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			



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: Suzanne Hetzel

Owner: St. John's Episcopal Church

Requested Action: Review and approval of a general rezoning request to Highway Business (HB)

Existing Zoning: General Residential 3 (GR3)

Location: 834 Durham Road

Size: 5.07 acres

Tax PINs: 1831-72-1164

Existing Land Use: Religious Institution and Daycare

Applicable Officially Adopted Plans:

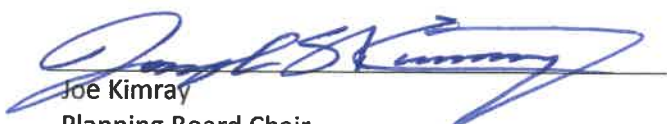
The request is generally Consistent with the relevant policies in the Comprehensive Plan, and Approval of the zoning map amendment request is reasonable and in the public interest. See Attachment.

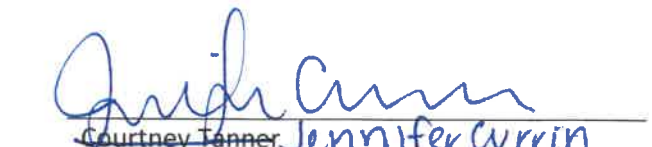
This report reflects the recommendation of the Planning Board, this the 11th day of January 2022.

Introduced by Planning Board member: JOYNER

Seconded by Planning Board member: HICKEY

Attest:


Joe Kimray
Planning Board Chair


Courtney Tanner
Asst. 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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			
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			

Community Plan Consistency Grid				
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			



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-476-
Submitted by: Brad West
Submitting Department: Planning
Meeting Date: February 1, 2022

SUBJECT

Affordable Housing Plan - Housing Tools and Strategies Presentation

Recommendation:

Item Summary:

ATTACHMENTS

- [Agenda Summary](#)

Agenda Item: Affordable Housing Plan - Housing Tools and Strategies Presentation

Summary: The Town's Affordable Housing Plan consultants, HR&A Advisors, presented a Housing Needs Assessment at the November 4, 2021 Board of Commissioners meeting. The Housing Needs Assessment aimed to help shed light on who is most impacted by affordable housing issues in Wake Forest and the extent of that impact.

Since the November 4, 2021 meeting, the consultants have shifted their focus towards housing policy tools to help better address some of the issues identified in the Housing Needs Assessment. HR&A Advisors will give a second presentation identifying possible housing tools and strategies that are likely feasible for Wake Forest. These identified tools and strategies are for information purposes only and will be included in the Draft Affordable Housing Plan to merit further analysis. HR&A Advisors is not requesting a commitment by the Town for any of the identified tools and strategies at this time.



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-501-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: February 1, 2022

SUBJECT

Discussion of the 2022 - 2027 Capital Improvements Plan (CIP) Update

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-499-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: February 1, 2022

SUBJECT

Monthly Financial Report

Recommendation:

Item Summary:

ATTACHMENTS

- [December 31 2021 Financial Summaries.pdf](#)

Town of Wake Forest

December 31, 2021

GENERAL FUND HIGHLIGHTS:

- Total year-to-date revenues are at 59.84% of annual budgeted amounts.
- Ad valorem taxes represent over 57% of the general fund revenues – they are due September 1. Penalties and interest do not accrue until January 2022. Majority of this revenue source comes in towards the end of December and before January 6.
- Other financing sources included installment purchase proceeds, interfund transfers and appropriated fund balance – reflective later in the fiscal year.
- Total year-to-date expenditures are at 53.05% of appropriations (includes encumbrances).
- Net increase YTD (*increase* in fund balance) is **\$9.1 million**
 - Collections in current year ad valorem taxes - \$ 6 million for December

DEBT SERVICE FUND HIGHLIGHTS:

- \$456,588 in debt service payments made in December
- Final Powell Bill distribution received in December - \$744,742 (\$357,000 over budget)
 - These funds are used for transportation debt service (GO and installment debt service payments)
- Net increase YTD (increase in fund balance) is **\$1,234,763**

WF BIP:

- Other financing sources represents transfer from General Fund.
- Other revenue reflects funds received from SEBTS and ElectriCities for support of the tech sector analysis.
- Expenditures are at 20.46% which is below the guideline.

DMSD HIGHLIGHTS:

- Majority of DMSD tax revenue will come in December and early January.
- Transfers to be made later in the year for debt service and façade improvements.

WFRS HIGHLIGHTS:

- Expenditures are at 41.36% which is below the guideline.
- Revenues are up over previous fiscal year due to increased rentals of the facility and programs/events.
- Other financing sources represents transfer from General Fund for personnel costs.

Page 2 – Monthly Financial Summaries

December 31, 2021

ELECTRIC FUND HIGHLIGHTS:

- Total year-to-date revenues are at 51.04%% of budgeted amounts.
- Total expenses are at 49.50% (includes encumbrances)
 - Purchase for resale – power for December **(\$1,065,449)** is paid in January and not reflected in the attached.
 - Rate increase went into effect on September 1. Increase along with growth will provide cushion and support cost of service delivery over the remainder of the fiscal year.
- Net gain YTD is **\$1,203,717**

GENERAL FUND
December 31, 2021

Monthly Target Percentage

50.00%

Department		Amended	YTD		Remaining Budget	% Budget Used	PY
Department		Budget	Actual	Encumbrances	(including encumbrances)	(includes encumbrances)	YTD Actuals
REVENUES							
Ad Valorem Taxes	\$	34,329,580	\$ 27,764,558	-	\$ 6,565,022	80.88%	\$ 26,093,386
Other Taxes		51,000	23,299	-	27,701	45.69%	17,897
Unrestricted Intergovernmental		12,434,475	3,943,644	-	8,490,831	31.72%	3,058,270
Restricted Governmental		1,921,375	968,945	-	952,430	50.43%	766,537
Permits and Fees		2,315,000	1,990,076	-	324,924	85.96%	1,420,375
Other Revenue		1,273,355	461,179	-	812,176	36.22%	482,100
Sales and Services		4,269,000	1,221,344	-	3,047,656	28.61%	266,589
Investment Earnings		28,500	2,350	-	26,150	8.25%	14,594
Other Financing Sources		4,168,395	-	-	4,168,395	0.00%	331,663
General Fund Total	\$	60,790,680	36,375,396	-	24,415,284	59.84%	\$ 32,451,412

Department		Amended	YTD		Remaining Budget	% Budget Used	PY
Department		Budget	Actual	Encumbrances	(including encumbrances)	(includes encumbrances)	YTD Actuals
EXPENDITURES							
410 Board of Commissioners	\$	470,020	\$ 163,462	\$ -	\$ 306,558	34.78%	\$ 354,509
412 Legal Services		310,310	248,506	653	61,151	80.29%	-
420 Administration		932,370	462,006	53,121	417,242	55.25%	245,343
425 Communications		994,560	495,943	118,065	380,552	61.74%	416,332
430 Human Resources		834,685	411,457	-	423,228	49.29%	301,306
435 Downtown Development		458,175	199,175	10,200	248,800	45.70%	145,786
440 Finance		1,369,625	690,711	-	678,914	50.43%	573,742
445 Information Technology		1,585,360	687,491	225,451	672,418	57.59%	515,331
480 Building Inspections		1,838,265	870,163	29,255	938,847	48.93%	791,050
490 Planning		3,065,135	1,147,735	237,012	1,680,388	45.18%	907,478
500 Public Facilities		2,983,470	1,194,192	366,400	1,422,878	52.31%	1,216,637
510 Police		14,239,867	6,702,811	2,117,479	5,419,576	61.94%	5,527,898
520 Fire		9,830,914	4,575,769	783,662	4,471,483	54.52%	4,229,076
530 Public Works Administration		291,575	133,494	-	158,081	45.78%	142,353
535 Urban Forestry		229,820	90,276	7,208	132,336	42.42%	123,020
540 Engineering		1,580,270	503,676	349,888	726,705	54.01%	489,725
550 Fleet Maintenance		601,525	240,938	-	360,587	40.05%	224,401
560 Streets		3,078,319	1,242,353	163,381	1,672,586	45.67%	1,122,434
580 Solid Waste		4,833,620	2,072,791	172,911	2,587,918	46.46%	1,871,689
620 Parks and Recreation		4,403,530	1,703,748	342,387	2,357,394	46.47%	1,534,479
999 Transfers		6,859,265	3,434,300	-	3,424,965	50.07%	3,344,186
General Fund Total	\$	60,790,680	27,270,997	4,977,074	28,542,608	53.05%	\$ 24,076,776

General Fund - Net Gain (Loss)

\$ - \$ 9,104,399

\$ 8,374,637

Debt Service Fund
December 31, 2021

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 925,600	1,282,385	(356,785)	138.55%	909,619
Permits and Fees	724,000	318,142	405,858	43.94%	323,839
Investment Earnings	1,000	78	922	7.80%	96
Other Financing Sources	5,427,150	2,681,075	2,746,075	49.40%	2,563,092
General Fund Total	\$ 7,077,750	4,281,680	2,796,070	60.49%	\$ 3,796,647

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Finance	\$ 4,400	\$ -	\$ 4,400	\$ -	\$ 4,540
445 Information Technology	412,785	207,282	205,503	50.22%	-
480 Building Inspections	106,410	53,447	52,963	50.23%	51,185
500 Public Facilities	844,775	424,929	419,846	50.30%	433,418
510 Police	380,365	189,784	190,581	49.90%	330,559
520 Fire	406,265	177,520	228,745	43.70%	114,543
535 Urban Forestry Division	8,550	4,273	4,277	49.98%	-
540 Engineering	17,645	8,288	9,357	46.97%	5,223
550 Fleet Maintenance	8,550	4,273	4,277	0.00%	-
560 Streets	1,885,680	339,958	1,545,722	18.03%	205,955
570 Powell Bill	887,980	446,738	441,242	50.31%	632,094
580 Solid Waste	115,705	59,908	55,797	51.78%	59,898
620 Parks and Recreation	1,998,640	443,261	1,555,379	22.18%	459,881
General Fund Total	\$ 7,077,750	2,359,662	4,718,088	33.34%	\$ 2,297,296

General Fund - Net Gain (Loss)

\$ 1,922,018

\$ 1,499,351

Wake Forest Business and Industry Partnership Fund (BIP)
December 31, 2021

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Other Revenue	-	8,000	-	(8,000)	0.00%	-
Other Financing Sources	362,570	181,290	-	181,280	50.00%	122,388
WFRC Fund Total	\$ 362,570	189,290	-	173,280	52.21%	\$ 122,388

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 362,570	\$ 74,166	\$ -	\$ 288,404	20.46%	\$ 91,423
WFRC Fund Total	\$ 362,570	74,166	-	288,404	20.46%	\$ 91,423

WFRC Fund - Net Gain (Loss) **\$ 115,124** **\$ 30,964**

DMSD Special Revenue Fund
December 31, 2021

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 132,050	\$ 65,778	-	\$ 66,272	49.81%	\$ 80,277
Investment Earnings	300	37	-	263	12.45%	69
Other Financing Sources	30,150	105	-	30,045	0.35%	865
DMSD Special Revenue Fund Total	\$ 162,500	65,920	-	96,580	40.57%	\$ 81,211

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 162,500	\$ -	\$ -	\$ 162,500	0.00%	\$ -
DMSD Special Revenue Fund Total	\$ 162,500	-	-	162,500	0.00%	\$ -

Downtown District - Net Gain (Loss)

65,920

81,211

Wake Forest Renaissance Centre
December 31, 2021

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 141,000	\$ 53,281	\$ -	\$ 87,719	37.79%	\$ 4,115
Other Revenue	116,340	34,650	-	81,690	29.78%	431
Other Financing Sources	421,710	203,017	-	218,693	48.14%	160,639
WFRC Fund Total	\$ 679,050	290,948	-	388,102	42.85%	\$ 165,185

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 679,050	\$ 280,342	\$ 500	\$ 398,208	41.36%	\$ 216,457
WFRC Fund Total	\$ 679,050	280,342	500	398,208	41.36%	\$ 216,457

WFRC Fund - Net Gain (Loss) **\$ 10,605** **\$ (51,272)**

ELECTRIC FUND
December 31, 2021

Monthly Target Percentage

50.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 21,373,800	\$ 10,715,500	-	\$ 10,658,300	50.13%	\$ 10,152,624
Sales Tax - Utility	1,452,865	745,213	-	707,652	51.29%	705,961
Other Revenue	194,500	417,436	-	(222,936)	214.62%	217,693
Investment Earnings	2,000	331	-	1,669	16.53%	932
Other Financing Sources	250,000	-	-	250,000	0.00%	407,125
Electric Fund Total	\$ 23,273,165	11,878,479	-	11,394,686	51.04%	\$ 11,484,335

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
850 Electric - Operations	\$ 22,764,810	\$ 10,421,745	\$ 844,212	\$ 11,498,853	49.49%	\$ 9,799,258
860 Electric - Tree Trimming	508,355	253,017	774	254,564	49.92%	207,822
Electric Fund Total	\$ 23,273,165	10,674,762	844,986	11,753,417	49.50%	\$ 10,007,080

Electric Fund - Net Gain (Loss)

1,203,717

1,477,255



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-505-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: February 1, 2022

SUBJECT

Review of Draft Agenda for Upcoming Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [2022Feb01WSAgenda_Public.pdf](#)



Wake Forest Board of Commissioners
DRAFT Meeting Agenda
February 15, 2022 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 the meeting minutes from:
 - January 4, 2022, work session
 - January 18, 2022, regular meeting

3. Presentations

- 3.A. Presentation of Proclamation Proclaiming March 2022 as Developmental Disabilities Awareness Month

4. Public hearings / Public Comment

- 4.A. 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
- 4.B. Public hearing of a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).

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. Authorization to Waive Wake Forest Town Ordinance 20-2.
(Public Consumption, Possession, etc. of Alcohol)
(Amend RESOLUTION 2021-140; previously adopted 11/16/2021)
- 5.B. Approval of Budget Ordinance Amendment # 2 - FY 2021-2022
- 5.C. Appointment of an Alternate Member to CAMPO Executive Committee

6. Legislative Items

7. Planning Items

- 7.A. Consideration of a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).

8. Administration and Financial Items

- 8.A. Consideration of approval of FY 2022 - 2027 Capital Improvements Plan Update

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

- 12.A. Department Monthly Report
- 12.B. Wake County Tax Release
- 12.C. Commissioner Reports

13. Adjournment