



Wake Forest Board of Commissioners Work Session
Meeting Agenda
April 05, 2022 at 6:00 PM

1. Presentations

- 1.1. Stormwater Infrastructure Assessment Update
[Stormwater_infrastructure_Assessment_Summary Update.docx](#)
[Attachment A_SW Infrastructure Assessment and SWU Fee.pdf](#)
[Attachment B_Stormwater Assessment BOC WS_04.05.22.pptx](#)
- 1.2. Presentation of CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)
[BoC Agenda Summary 040522.pdf](#)
[CPA-22-01 Staff Report 040522.pdf](#)
[Attachment A: CPA-22-01 Application.pdf](#)
[Attachment B: Summary of Changes 030222.pdf](#)
[Attachment C: Advisory Committee Comment Responses.pdf](#)
[Attachment D: Planning Board Comment Responses.pdf](#)
[Attachment E: Open House Comment Responses.pdf](#)
[Attachment F: Engage Wake Forest Comment Responses.pdf](#)
[Attachment G: Comments Received Since Planning Board Meeting.pdf](#)
[Exhibit 2 Proposed Draft Community Plan and Future Land Use Map Revisions.pdf](#)

2. Discussion of Monthly Financial Report

- 2.1. Monthly Financial Report
[February 28, 2022 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1. Review of Draft Agenda for Upcoming Regular Meeting
[DraftBOC Agenda April 2022 19.pdf](#)

4. Other Business

- 4.1. Wake County Non-Discrimination Ordinance Interlocal Agreement
[DRAFT NDO ILA for Municipal Parties 2.1.22.pdf](#)

[NDOFinalDraft10-14-21.pdf](#)

5. Commissioner Reports

6. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-535-

Submitted by: Monica Sarna

Submitting Department: Engineering

Meeting Date: April 5, 2022

SUBJECT

Stormwater Infrastructure Assessment Update

Recommendation:

Listen to update on Stormwater Infrastructure Assessment contract with Freese and Nichols.

Item Summary:

ATTACHMENTS

- [Stormwater_infrastructure_Assessment_Summary Update.docx](#)
- [Attachment A_SW Infrastructure Assessment and SWU Fee.pdf](#)
- [Attachment B_Stormwater Assessment BOC WS_04.05.22.pptx](#)

Agenda Item: Stormwater Infrastructure Assessment & Utility Fee Development Contract Update

Summary: The Engineering Department has contracted outside expertise with the consultant, Freese and Nichols, in a Stormwater Infrastructure Assessment comprised of three main tasks. The first task is a desktop analysis that includes a criticality assessment, looking at consequence of failure and likelihood of failure of our stormwater assets. The second task involves a 2D hydraulic study and field assessments to scope stormwater projects that will have a positive impact on water quality and mitigate flooding. As Wake Forest has experienced accelerated growth in the last 10 years, it has expanded the Town's boundaries through voluntary annexations and new development within Town limits, which has increased the amount of public right-of-way dedicated to the Town. With this rapid growth, the Town needs to develop a proactive plan to maintain our ever-growing stormwater infrastructure. To support this, the last task is to develop a stormwater utility fee structure to fund the ongoing maintenance required by the State's MS4 Stormwater permit.

Attachments: Attachment A: Stormwater Infrastructure Assessment & Utility Fee Development Scope and Contract with Freese and Nichols
Attachment B: Stormwater Infrastructure Assessment & Utility Fee Development Update Presentation



TOWN of WAKE FOREST

CONTRACT FOR STORMWATER INFRASTRUCTURE ASSESSMENT AND UTILITY FEE DEVELOPMENT

This contract is made and entered into as of the ____ day of _____, 20____, by the Town of Wake Forest ("Town") and Freese and Nichols, Inc. ("Consultant"), organized and existing under the laws of the State of North Carolina.

Sec. 1. Background and Purpose. *The Town of Wake Forest issued RFQ #21-0004: "Stormwater Infrastructure Assessment & Utility Fee Development" on Wednesday, May 12, 2021 to solicit Statements of Qualifications from qualified firms or teams for assistance in the development of a stormwater infrastructure assessment and proposed management plan. Freese and Nichols submitted a proposal to the Town for consideration. The Town's selection committee selected Freese and Nichols as the top applicant and notified Freese and Nichols on Friday, June 4, 2021.*

Sec. 2. Services and Scope to be Performed. The Consultant shall provide *the services as outlined in the scope of work in Attachment A.* In this contract, "Work" means the services that the Consultant is required to perform pursuant to this contract and all of the Consultant's duties to the Town that arise out of this contract. Any amendments, corrections, or change orders by either party must be made in writing signed in the same manner as the original. (This form may be used for amendments and change orders.) The Town reserves the right to refuse payment for any work outside that authorized herein or pursuant to a duly approved amendment or change order.

Sec. 3. Contract Duration. This duration of this contract shall be 12 months.

Sec. 4. Complete Work without Extra Cost. Unless otherwise provided, the Consultant shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

Sec. 5. Compensation. The Town shall pay the following amount to the Consultant for the Work as described in Section 2: ***not-to-exceed fee of Two Hundred Sixty Nine Thousand Nine Hundred Sixty Six Dollars (\$269,966).*** The Town shall not be obligated to pay the Consultant any payments, fees, expenses, or compensation other than those authorized by this section.

Sec. 6. Consultant's Billings to Town. The Consultant shall submit an invoice once job is completed or at designated times during the course of completing a job. Once the invoice is submitted and approved by the appropriate department the terms will be **Net 30 days**. The terms may only be changed by written consent of the Finance Director.

Sec. 7. Insurance. Consultant shall maintain insurance policies at all times with minimum limits as follows:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory Limits
Employers' Liability	\$ 1,000,000
General Liability	\$1,000,000
Automobile Liability	\$500,000
Professional Liability (E & O) (If Required)	\$1,000,000

Contractor shall provide the Town with a **Certificate of Insurance** for review prior to the issuance of any contract or Purchase Order. All Certificates of Insurance will require thirty (30) days written notice by the insurer or contractor's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Contractor shall provide the Town with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Contractor to provide such notice, Contractor assumes sole responsibility for all losses incurred by the Town for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract. The Town shall be listed as **certificate holder and** named as an **additional insured** under General Liability. It is required that coverage be placed with "A" rated insurance companies acceptable to the Town. Failure to maintain the required insurance in force may be cause for contract termination. In the event that the contractor fails to maintain and keep in force the insurance herein required, the Town has the right to cancel and terminate the contract without notice. Contractor shall provide proof that a **Drug-Free Workplace Program** is in place and that drivers meet **DOT/CDL licensing** requirements, if requested.

Sec. 8. Performance of Work by Town. If the Consultant fails to perform the Work in accordance with the schedule referred to in Sec. 2. above, the Town may, in its discretion, in order to bring the project closer to schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the Town's rights and remedies. Before doing so, the Town shall give the Consultant reasonable notice of its intention. The Consultant shall reimburse the Town for all costs incurred by the Town in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

Sec. 9. Attachments. The following attachments are made a part of this contract and incorporated herein by reference:

- Attachment A: *Scope of Work*
- Attachment B: *Hourly Bill Rates*

Sec. 10. Notice. (a) All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:

To the Town:

Monica Sarna
301 S. Brooks Street
Wake Forest, NC 27587-2901

To the Consultant:

Nadia Mata
1017 Main Campus Drive, Suite 1200
Raleigh, NC 27606

(b) **Change of Address, Date Notice Deemed Given:** A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by US Mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the US Postal Service or upon actual delivery, whichever occurs first.

Sec. 11. Indemnification. To the extent permitted by law, the Consultant agrees to pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Consultant.

Sec. 12. Miscellaneous.

(a) Choice of Law and Forum. This contract shall be deemed made in Wake County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the appropriate division of the North Carolina General Court of Justice, in Wake County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

(b) Waiver. No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out of this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

(c) Performance of Government Functions: Nothing contained in this contract shall be deemed or construed so as to in any way estop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

(d) Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

(e) Assignment, Successors and Assigns. Without the Town's written consent, the Consultant shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out of this contract. Unless the Town otherwise agrees in writing, the Consultant and all assigns shall be subject to all of the Town's defenses and shall be liable for all of the Consultant's duties that arise out of this contract and all of the Town's claims that arise out of this contract. Without granting the Consultant the right to assign, it is agreed that the duties of the Consultant that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

(f) Compliance with Law. In performing all of the Work, the Consultant shall comply with all applicable law.

(g) Town Policy. THE TOWN OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONSULTANTS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONSULTANTS AND VENDORS UNDER CITY CONTRACTS.

(h) EEO Provisions. During the performance of this Contract the Consultant agrees as follows:

(1) The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall post in conspicuous places available to employees and applicants for employment, notices setting forth these EEO provisions. (2) The Consultant in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

(i) No Third Party Right Created. This contract is intended for the benefit of the Town and the Consultant and not any other person.

(j) Principles of Interpretation. In this contract, unless the context requires otherwise: (1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.

(k) Modifications, Entire Agreement. A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the Town unless the Town Manager or other duly authorized official signs it for the Town. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

(l) E-Verify. Consultant shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if Consultant utilizes a subconsultant, Consultant shall require the Subconsultant to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.

(m) Standard Terms and Conditions. The Town of Wake Forest's Standard Terms and Conditions listed at https://www.wakeforestnc.gov/sites/default/files/uploads/towf_standard_terms_and_conditions.pdf will govern all matters related to the goods and/or services provided by you or your company (the "Vendor") to the Town of Wake Forest (the "Town"). Additional Terms and Conditions stated on the face of a Town purchase order shall take precedence over any conflicting Standard Terms and Conditions stated. Any Terms and Conditions not stated, but incorporated by reference therein, shall be binding only if provided or signed by the Town and attached hereto. In the event that a binding written contract signed by both the Vendor and the Town exists, the Terms and Conditions of that contract shall supersede any conflicting Standard Terms and Conditions.

SEC. 13. Pre-Audit.

"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of Finance Officer)
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587

SEC. 14. Contract Monitoring.

Staff member responsible for monitoring the contract performance requirement is:

Name and Title: _____ Department Head Initials _____

IN WITNESS WHEREOF, the Town of Wake Forest and the Consultant have caused this contract to be executed under seal by their respective duly authorized agents or officers.

TOWN OF WAKE FOREST:

CONSULTANT:

By: _____

By: _____

Printed

Printed

Witnessed by:

Witnessed by:

Name

Name

Printed

Printed

(SEAL)

(SEAL)

ATTACHMENT A: Scope of Work - Town of Wake Forest Stormwater Infrastructure Assessment and Utility Fee Development

Task 1: Existing Conditions Analysis

Basic Services

FNI will conduct a kick-off meeting with the Town of Wake Forest to review project team and roles; discuss the project communication plan; review project scope, schedule and budget; discuss document control and sharing method; and discuss any additional information needed and next steps forward.

1. Stormwater Infrastructure Data Verification and Preparation

FNI will verify existing stormwater infrastructure data from the Town. To accomplish this, FNI proposes to:

- a) Conduct a desktop review of available Town information related to the Town's stormwater infrastructure in GIS. This may include infrastructure within both the Town's right-of-way (ROW) as well as private property outside of the Town's ROW and within private utility easements, but will not include infrastructure within the North Carolina Department of Transportation ROW.
- b) Recommend and develop a GIS framework that provides scalable, functional and sustainable workflows for the Town to maintain and utilize its existing GIS data.
- c) Prepare data for Criticality Assessment and Condition Assessment.

Assumptions: The Town will provide FNI with the existing data gap analysis that was recently completed.

2. Criticality Assessment of Stormwater Infrastructure

- a) Based on existing, available data identified in Task 1.1, FNI will develop a draft criticality assessment framework for the Town stormwater pipe system. FNI will select storm pipe parameters, scoring values, and relative parameter weightings from which to base the criticality score.
- b) FNI will meet with Town staff in a workshop setting to evaluate the criticality parameters, scoring values and weightings to finalize the criticality assessment framework.
- c) FNI will rate the Town storm pipe system using the criticality assessment framework to develop rankings of infrastructure criticality for use in prioritizing which pipe system receives focus for condition assessment, as well as what condition assessment approach to conduct for the selected pipe. The criticality assessment is a screening level assessment to estimate the consequence of risk of failure of infrastructure so that the most critical infrastructure gets proper emphasis and focus for condition assessments.
- d) The results of the criticality assessment will be shared with the Town via figures and maps to obtain concurrence with the findings. This criticality assessment approach is intended to maximize the benefit of limited Town financial resources in obtaining information for important storm infrastructure investment decision-making.

- e) FNI will provide up to six (6) hours of training in the field and up to two (2) hours of training in the office related to performing condition assessments. FNI will meet Town staff in the field and perform some pipe inspections together. This approach is intended to provide the Town with a sustainable method moving forward. FNI will develop a technical memorandum that includes instructional guidance on performing graphical/visual condition assessments of pipes in the field, GIS schema map, instructions on using drop cameras, and when CCTV would be recommended.

Assumptions: In addition to the GIS data already provided by the Town, the Town will provide FNI the relevant GIS data related to the criticality assessment, including but not limited to the following layers and associated attribute data:

- critical facilities (e.g., hospitals, schools, emergency facilities, priority industry, etc.)
- land use
- parcels

Additional Services Available (Not Included in Scope)

1. Condition Assessment of Critical Stormwater Infrastructure

- a) Using the results of the criticality assessment, FNI will meet with Town staff to select the assets and approach(es) to conduct the condition assessment. Options for condition data collection may include visual observations, pole-mounted cameras, and CCTV. The preferred storm pipe condition assessment methodologies will factor in assessment cost, assessment value, and criticality considerations. FNI will provide the Town an inventory list of storm pipe infrastructure selected for condition assessment, its criticality values and score, and the selected assessment methodology.
- b) FNI will conduct condition assessments for assets on the inventory list on the critical stormwater infrastructure identified in Task 1.2. Because the pipe segments, lengths and assessment methodologies will be determined during the project, no specific designation of approach is provided. FNI will work with Town staff to identify cost-effective approaches to gain valuable condition data for effective prioritization of needed pipe system improvements. If the length of pipe to be inspected and methodology preferred by the Town is greater than the allocated budget, FNI will alert the Town and work with the Town to determine the length that can be inspected and an acceptable alternative assessment approach under this current budget or will recommend the Town use its pipe inspection resources to conduct the remaining inspection.
- c) The type of stormwater infrastructure to be examined is stormwater conduit and pipe networks. Inlets, manholes and stormwater BMPs (both above and below-ground) are not included in this condition assessment but can be conducted as a separate effort. Data collected will include condition parameters selected by the Town to be considered in the condition assessment based on the selected methodology. Typical factors include:
 - Pipe diameter or dimensions
 - Pipe material
 - Structural integrity (e.g., deformation, cracking, separation, punctures, etc.)
 - Clogging
 - General soil type
 - Rough conveyance capacity
- d) FNI will compile an inspection report summarizing the results of the condition assessment. This will include a summary of problem areas and prioritization of these areas for repair (using the prioritization system developed in Phase I of the Watershed Management Plan project).

Recommendations for additional asset information to collect and develop for future condition and criticality assessments will be provided. A draft report will be submitted to the Town in PDF format.

- e) FNI will incorporate the Town's comments and provide a final inspection report. Three hardcopies and a PDF copy will be provided. FNI will also provide a geodatabase of the inventory data. FNI will provide a draft summary report of initial findings by November 2021 to be incorporated into the presentation that will be developed for the Board of Commissioners in February 2022.

Time of Completion

Task/Milestone	Duration (Calendar Days)	Scheduled Completion (Calendar Days from Notice to Proceed)
Kick-off Meeting	1	4
Perform Existing Data Collection and Verification	14	14
Complete Data Verification	20	34
Recommend Updates to Existing GIS Framework	20	34
Complete Criticality Assessment	20	54
Progress Meeting #2- Workshop Meeting with Town	1	55
Additional Services Available (Not Included in Scope)		
Conduct Condition Assessment Field Work	40	95
Post-Process Data from Field Work	25	120
Compile and Submit Interim Memo of Findings	---	November 2021
Submit Draft Report of Condition Assessment	14	134
Town Reviews Condition Assessment Report	14	148
Submit Final Condition Assessment Report	10	158

Task 2: Stormwater Infrastructure Program

Basic Services

1. Town Wide Rain-on-mesh (ROM) Analysis

To establish a preliminary understanding of flood capital improvement needs, FNI will conduct a high-level flood assessment of the drainage ways within the Town.

- a. FNI will develop a high-level, conceptual HEC-RAS 2D rain-on-mesh model within the Town limits, utilizing existing GIS information to identify hot spot flood locations
 - i. The model will use the latest available LiDAR data from NCEM
 - ii. The model will utilize NOAA Atlas 14 precipitation for four annual chance exceedance probability (AEP) storm events, 10%, 4%, 2%, and 1%
 - iii. USDA Soil Survey and NLCD Land Use data sets will be used to calculate losses
 - iv. The model will be validated using best available data or information that can include FEMA regulatory data, available high water marks, or local knowledge
- b. Secondary system stormwater infrastructure is not included in this analysis

2. Identify and Assess Potential Flood Problem Areas for One Annual Exceedance Probability (AEP) Storm Event

- a. Flood Problem Areas
 - i. FNI will utilize the above ROM analysis in combination with available road and building data to identify potential flood problem areas, in addition to existing Town GIS data for potential high water areas and engineering complaints.
 - ii. Overtopped roads and inundated buildings impacted by one storm event will be used to qualify areas as flood problem areas.
 - iii. FNI will coordinate with the Town before finalizing problem areas.
 - iv. FNI will spend up to twelve (12) hours in the field with Town staff to review the identified problem areas.

3. Identify and Assess Potential Erosion and Water Quality Problem Areas

In order to begin establishing the protocols and framework for proactive identification and prioritization of streambank erosion areas, FNI will conduct an erosion and geomorphic assessment of one watershed within the Town, including up to 20 miles of channel, which will include an evaluation of erosion rates using analysis of exposed roots (dendrogeomorphic assessment). The watershed will be selected based on discussions with the Town as to high priority watershed, or areas of known issues. The long-term goal will be that the Town can use the methods and approaches developed in this initial study to continue to map and assess the erosion condition of the Town's streams, identify erosion problem areas and potential CIP projects, and evaluate potential sediment and nutrient export issues associated with the streambank erosion. The following items will be completed as part of this assessment:

- a. FNI will meet with the Town to discuss and select the watershed which will be studied. FNI will prepare maps to help facilitate this discussion and selection. The maps will include items readily available from Town GIS data such as complaint locations, infrastructure proximity to streams, etc.
- b. FNI will conduct an erosion and geomorphic field assessment of a representative watershed and will collect relevant geomorphic and channel condition information and rate the banks of the tributaries based on the dominant Bank Erosion Hazard Index (BEHI) ratings. For budgetary purposes it is assumed that up to 20 miles of stream channel will be walked and that Town staff will accompany FNI staff, if desired, to learn the processes and methods for evaluating erosion and geomorphic conditions.
- c. FNI will use a standard field form, based on past watershed study experience and other assessment forms used, to collect data in an organized manner. Changes in erosion condition, geomorphic knickpoints, and other pertinent channel condition information will be recorded on the form, through photographs and with the use of a GPS device.
- d. During the site assessment, FNI staff will identify erosion problem areas that can be further evaluated as potential CIP projects. These will be included in the 16 to 20 conceptual projects that will developed in Task 2.4(b).
- e. During the field assessment, FNI will cut samples of exposed tree roots to provide data needed to determine erosion rates along the tributary. FNI will conduct analysis of the root samples determine erosion rates and use this develop an erosion rate curve from the results of the dendrogeomorphic analysis. It is anticipated that this erosion rate curve will be a tool that can be used by the Town for future studies and prioritization efforts.
- f. Based on the erosion rates curve, as well as the field assessment of BEHI ratings, FNI will estimate annual sediment and nutrient loading rates from the watershed.
- g. FNI will develop a technical memorandum summarizing the methods and results of the erosion and geomorphic assessment and recommending next steps for future watershed assessments to be conducted by the Town.

4. Develop High-Level Concept Solutions for Flood and Erosion Problem Areas

- a. Based on the above field assessment, FNI will assess high-level planning project concepts for each area that will include capacity expansion, detention, diversion, structure buyout/elevation/floodproofing, and maintenance projects to present a preferred solution.
- b. Based on the selected project solution above, FNI will develop up to 16-20 conceptual, planning-level project concepts for each area. One-page project sheets for problem areas will include:
 - i. Summary of problem
 - ii. Recommendation of solution
 - iii. Order of magnitude costs of implementation including an estimate of construction costs and professional service fees to implement the project
 - iv. Identification of potential permitting and regulatory constraints and requirements
- c. Up to two (2) meetings will be held between FNI and Town staff for this sub-task.

Additional Services Available (Not Included in Scope)

It is recommended to start the problem area assessment, Task 2.2, using the 10% AEP storm. That will identify the most frequently flooded and at-risk areas. Additional storm events can be evaluated to expand the number of flood problem areas for assessment.

Time of Completion

Task/Milestone	Duration (Calendar Days)	Scheduled Completion (Calendar Days from Notice to Proceed)
ROM Analysis	45	45
Identify Flood Problem and Erosion/WQ Areas	30	75
Assess Flood and Erosion/WQ Issues (Field)	14	89
Develop Concept Solutions	45	134
Develop One Page Project Sheets	14	148

Task 3: Annual Stormwater Budget for the Town

Basic Services

1. Identification of Utility Policies and Goals

FNI will conduct an initial meeting with the Town to discuss key policy issues for the creation of the stormwater utility. The following policy issues will be discussed at the initial meeting to determine the framework for the stormwater utility development process.

- f) Amount and type of stormwater services to be funded by the utility fee
- g) Approach to assessing utility fee to individual properties
- h) Fee structure
- i) Use of bonds backed by stormwater utility for drainage capital improvements
- j) Property owner incentives to minimize their impact on the drainage system
- k) Exemptions for certain property owners, as allowed by law
- l) Public outreach goals

2. Fee Structure Basis

- a) Impervious area delineation

FNI will compile available data necessary to assign an equitable stormwater utility fee based on impervious area for each eligible property. The following data will be evaluated and analyzed, as necessary, for use in determining each developed property's contribution to the drainage system:

- i) Town electronic parcel data
- ii) Recent aerial photography for the Town
- iii) Planimetrics

- b) Residential impervious area determination

Using ESRI GIS analytical tools, including Spatial Analyst, FNI will estimate the impervious area for single-family residences in the Town. The average single-family residential impervious area will be defined as the equivalent residential unit (ERU).

- c) Non-single family impervious area determination

FNI will identify the ERUs for each non-single family residential property existing at the time of project notice to proceed based on delineated impervious area as identified from aerial photography and parcel data available at Notice to Proceed.

3. Stormwater Management Program Cost Evaluation

The stormwater utility fee is required to be based on the Town's cost of providing drainage service. FNI will work with Town staff to develop a five-year program strategy for stormwater management in the Town. Cost projections may be compiled from a variety of sources, including:

a) Infrastructure inventory

Determine the data that the Town has compiled for their stormwater infrastructure and compare it to the data needed to manage the stormwater system, such as two-foot topography, stream studies or master plans, FEMA floodplain data, GIS mapping and inventory of infrastructure, and public complaint databases. The deliverable will identify gaps in available data and our understanding of the Town's stormwater system.

b) Regulatory compliance

- i) Assess the Town's general status with relevant stormwater regulations, including
- ii) Phase II MS4 Stormwater Quality Permit,
- iii) Hazard Mitigation Action Plan,
- iv) NPDES construction site erosion control activities, and
- v) NFIP FEMA floodplain management.
- vi) The assessment will include review of practices, procedures and implementation for each of the available plans.

c) Development reviews and requirements

General review of the Town's drainage ordinances and criteria manuals, as well as the Town's process for reviewing and approving development plans. The deliverable will document gaps or deficiencies in the criteria or processes.

d) Storm system operations and maintenance

General review of maintenance planning and implementation of these maintenance activities. The deliverable will identify gaps in available equipment, staff or procedures for proper maintenance of the stormwater infrastructure.

e) Capital improvement project ranking and implementation

Review previous studies and master plans to identify non-implemented capital improvement projects. Review available CIP ranking spreadsheets, including implemented projects and expected future implementation of CIPs. The deliverable will identify gaps in the process, non-implemented CIPs, lack of identified CIPs, availability of a ranking process or funding for CIP implementation.

4. Revenue Assessment

FNI will input information from Tasks 1-3 into FNI's Stormwater Utility Rate Model to identify optimal fee structure options meeting the Town's goals. Variations to the implementation schedule, rate, residential tier structure, exemptions, growth rate, costs supported by stormwater utility revenues, and other considerations will be evaluated through the rate model.

FNI will meet with the Town to evaluate fee structure options, and based on meeting input from Town staff, FNI will develop up to three (3) fee rate/service level options for the Town's consideration. FNI will meet with the Town's staff to review and discuss the details of each option. After initial coordination with the Town, FNI will provide an interim presentation to the Board of Commissioners in one (1) meeting to discuss purpose and need of a stormwater utility fee. At the end of this task, FNI

will present the stormwater utility fee options, along with staff's recommended selection, to the Board of Commissioners in one (1) meeting.

5. Stormwater Utility Billing Integration

FNI will coordinate with Town staff to integrate the stormwater utility data developed in GIS into the Town's utility billing system. FNI will create unique identifiers for each property assessed a stormwater utility fee to allow for ongoing maintenance of the appropriate stormwater utility fee between the Town's GIS and utility billing system.

a) Methodology and policy workshop

FNI will conduct one (1) meeting with Town staff to provide guidance on billing methodology and policy.

b) Utility billing maintenance methodology workshop

FNI will coordinate with the Town to develop a data integration approach for maintenance of the dataset. This will include maintenance of data through project development to keep dataset current. FNI will develop and deliver an operation and maintenance manual for use by the Town. FNI will conduct on-site training for Town staff on data maintenance procedures.

6. Draft Stormwater Utility Ordinance and Fee Schedule

FNI will develop a draft stormwater utility ordinance and draft fee schedule for Board of Commissioners adoption. FNI will develop a draft public notice for each. The Town will be responsible for publishing the final public notices in a publication of general circulation at least seven (7) days prior to a public hearing. The public hearing must be held prior to the vote by the Board of Commissioners.

7. Public Involvement

Town Hall Meeting

FNI will conduct one (1) town hall meeting at a location selected by Town staff to educate the community about stormwater management services and needs, to present funding recommendations, and to collect public input. The Town will be responsible for securing a location for each meeting and providing seating for attendees. FNI will provide presentation equipment, note boards, comment forms, handouts, and light refreshments.

Stakeholder Committee

FNI will facilitate up to six (6) stakeholder committee meetings at a location selected by Town staff. Through the facilitation, FNI will educate the committee about stormwater management services and needs, present funding options, collect input, and provide technical feedback to assist in the goal of achieving committee consensus for a stormwater funding recommendation for Board of Commissioners consideration. The Town will be responsible for the selection of the stakeholder committee members and coordination of meeting times and location with the committee. FNI will provide presentation equipment, note boards, comment forms, handouts, and light refreshments.

8. Board of Commissioners Meeting for Utility Ordinance and Fee Schedule Adoption

FNI will attend up to two (2) Board of Commissioners meetings when the Stormwater Utility Ordinance and Fee Schedule are scheduled to be considered for adoption. FNI will be available upon request from the Town staff to address Board of Commissioners or community questions about the Ordinance and/or Fee Schedule. Each public hearing can be held immediately prior to the Board of Commissioners vote.

9. Stormwater Utility Report

FNI will deliver a report that documents the basis and approach for the development of the Town's stormwater utility fee. FNI will provide the Town with one (1) electronic file of the draft stormwater utility report upon completion of the project. Upon receipt of the Town's final comments, FNI will finalize the report and deliver three (3) hard copies and one (1) electronic file to the Town.

Additional Services Available (Not Included in Scope)

SWU On-call Assistance: FNI will provide 60 hours of on-call implementation assistance to help the Town initiate billing, proactively address key stakeholder concerns, respond to community questions, and other related activities requested by the Town.

Fee Adjustment Factors: FNI will provide the Town impervious area fee adjustment factors for consideration to include in the calculation basis for each property's use of or impact to the storm system. Such factors may include, but are not limited to, on-site structural controls, percent imperviousness, watershed location, non-structural measures, and land use.

Time of Completion

Task 3 scope time of completion is shown in the table on the next page.

Project Communication

Bi-weekly check-ins between FNI and Town of Wake Forest project managers are included in this scope of work throughout the duration of this project. Additional staff will be included on an as needed basis. In addition to bi-weekly coordination calls, FNI will provide one page status reports with the monthly invoice to the Town.

Overall Anticipated Schedule

Overall Project Schedule	2021				2022											
	S	O	N	D	J	F	M	A	M	J	J	A	S			
Project Kick-off Meeting	◇															
Task 1: Existing Conditions Analysis																
1. Stormwater Infrastructure Data Verification and Preparation																
2. Criticality Assessment of Stormwater Infrastructure																
a) <i>Criticality Assessment Framework Workshop</i>	◇															
b) <i>Criticality Assessment Framework Deliverable</i>			★													
c) <i>Instructional Memo for Conducting Condition Assessments</i>			★													
Task 2: Stormwater Infrastructure Program																
1. Town-wide Rain-on-mesh (ROM) Analysis																
a) <i>ROM Analysis Model & Report Deliverable</i>				★												
2. Identify and Assess Potential Flood Problem Areas																
3. Identify and Assess Potential Erosion and Water Quality Problem Areas																
a) <i>Watershed Selection Meeting</i>				◇												
4. Develop High-Level Concept Solutions for Flood and Erosion Problem Areas																
a) <i>Coordination Meetings (2)</i>				◇		◇										
b) <i>One Page Project Sheets Deliverable</i>						★										
Task 3: Annual Stormwater Budget for the Town																
1. Identification of Utility Policies and Goals																
a) <i>Initial Meeting with Town</i>	◇															
2. Fee Structure Basis																
3. Stormwater Management Program Cost Evaluation																
4. Revenue Assessment																
a) <i>Fee Structure Options Meeting with Town</i>					◇											
b) <i>Interim Board Presentation on SWU Feasibility</i>								★								
c) <i>Board Presentation on Proposed SWU Fee Options</i>												★				
5. Stormwater Utility Billing Integration																
a) <i>Billing Methodology and Policy Meeting</i>												◇				
6. Draft Stormwater Utility Ordinance and Fee Schedule																
7. Public Involvement																
a) Town Hall Meeting (Up to 1) - TBD																
b) Stakeholder Committee Meetings (Up to 6) - TBD																
8. Board of Commissioners Meeting (Up to 2) for Utility Ordinance and Fee Schedule Adoption - TBD																
9. Stormwater Utility Report																
a) <i>Draft Report Submittal</i>												★				
b) <i>Final Report Submittal</i>															★	

ATTACHMENT B**COMPENSATION**

Compensation to FNI for Basic Services in Attachment A shall be computed on the basis of the Schedule of Charges, but shall not exceed Two Hundred Sixty-Nine Thousand Nine Hundred Sixty-Six Dollars (\$269,966.00). If FNI sees the Scope of Services changing so that Additional Services are needed, including but not limited to those services described as Additional Services in Attachment A, FNI will notify TOWN for TOWN's approval before proceeding. Additional Services shall be computed based on the Schedule of Charges.

Schedule of Charges:

<u>Position</u>	<u>Hourly Rate</u>
Professional - 1	110
Professional - 2	135
Professional - 3	150
Professional - 4	180
Professional - 5	210
Professional - 6	225
Construction Manager - 1	87
Construction Manager - 2	115
Construction Manager - 3	140
Construction Manager - 4	185
CAD Technician/Designer - 1	105
CAD Technician/Designer - 2	120
CAD Technician/Designer - 3	145
Corporate Project Support - 1	87
Corporate Project Support - 2	105
Corporate Project Support - 3	139
Intern/ Coop	75
Senior Advisor	200

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.15. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office. For other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members, these services will be billed at a cost times a multiplier of 1.15. For Resident Representative services performed by non-FNI employees and CAD services performed In-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

These rates will be adjusted annually in February.

NC21

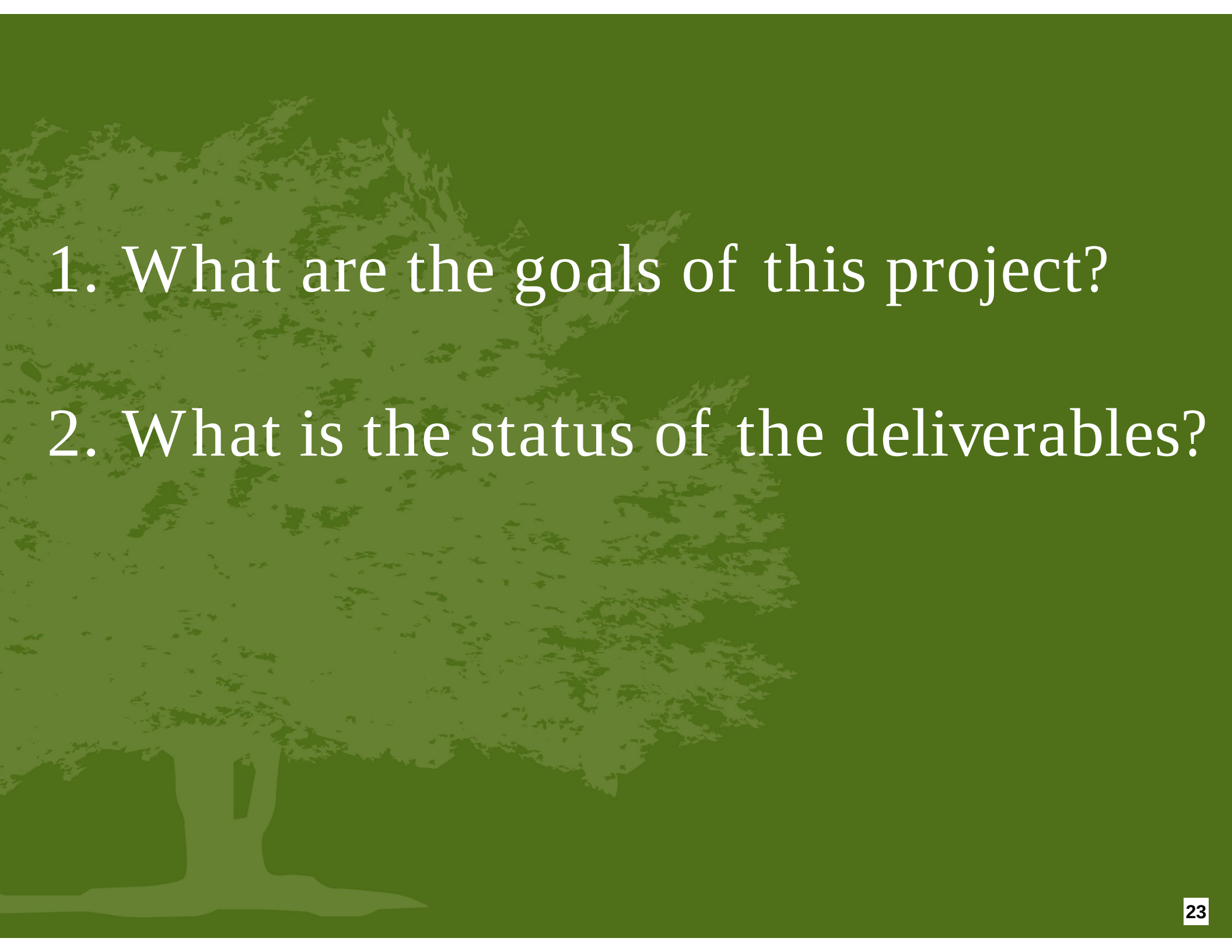
Stormwater Infrastructure Assessment & Utility Fee Development Update

P R E S E N T E D B Y

Monica Sarna, PE



TOWN of
WAKE FOREST

- 
1. What are the goals of this project?
 2. What is the status of the deliverables?

Goals of Contract

- Comprehensive Study of Stormwater Infrastructure
 - Evaluate Existing Infrastructure
 - Prioritize Risk, Cost, and Value
 - Developing a Management Plan



Scope of Contract

- ✓ Task 1 - Existing Conditions Analysis
(nearly complete)
- Task 2 – Stormwater Infrastructure Program
(ongoing)
- Task 3 - Annual Stormwater Budget for Town
(forthcoming)



Task 1 - Criticality Assessment

➤ Consequence of Failure

➤ Diameter

➤ Proximity to roads

➤ Easement status

➤ Depth

➤ Proximity to buildings

➤ Length

➤ Likelihood of Failure

➤ Material

➤ Age

➤ Slope

➤ Soil Type



Task 1 - Criticality Assessment



Task 1 - Criticality Assessment

- What is the best action to mitigate risk?
 - Frequent Inspections
 - Pipe Replacement
 - Alternative Repair (pipe lining?)



Task 2 – Field Data & Hydraulic Modeling

- ✓ Richland Creek Stream Assessment
 - ✓ 20+ miles including tributaries
 - 2D hydraulic model
 - High level scope for stormwater projects



Task 3 – Annual Stormwater Budget

- Identify Utility Policy & Goals
- Program Cost Evaluation
- Revenue Assessment
- Draft Stormwater Utility Ordinance and Fee Schedule





SHOW SOME
L**VE**

#KeepWFClean

WAKE FOREST'S
BEAUTY IS EVERYONE'S DUTY

Questions?



TOWN *of* WAKE FOREST

Contact the Engineering Department with questions:

Monica Sarna, msarna@wakeforestnc.gov

Carrie Mitchell, cmitchell@wakeforestnc.gov



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-494-
Submitted by: Jennifer Currin
Submitting Department: Planning
Meeting Date: April 5, 2022

SUBJECT

Presentation of CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)

Recommendation:

Item Summary:

ATTACHMENTS

- [BoC Agenda Summary 040522.pdf](#)
- [CPA-22-01 Staff Report 040522.pdf](#)
- [Attachment A: CPA-22-01 Application.pdf](#)
- [Attachment B: Summary of Changes 030222.pdf](#)
- [Attachment C: Advisory Committee Comment Responses.pdf](#)
- [Attachment D: Planning Board Comment Responses.pdf](#)
- [Attachment E: Open House Comment Responses.pdf](#)
- [Attachment F: Engage Wake Forest Comment Responses.pdf](#)
- [Attachment G: Comments Received Since Planning Board Meeting.pdf](#)
- [Exhibit 2 Proposed Draft Community Plan and Future Land Use Map Revisions.pdf](#)

Agenda Item: Presentation of CPA-22-01, Revised Draft Community Plan and Land Use Map (March 2, 2022 version)

Agenda Summary: Houseal Lavigne, the Town's consultant for the Community Plan Update and Future Land Use Map, will be presenting the draft Community Plan for Board of Commissioner discussion. The draft Plan establishes a cohesive vision for the Town and how growth should occur over the next 10-20 years. The foundation of the Plan is rooted in community input and data analysis, which was obtained during the initial project phases, which included activities such as key stakeholder meetings, community questionnaire, creation of the existing conditions memo, visioning workshops, and the open house workshops. Several key themes emerged during the community engagement process and are the 9 proposed Plan goals: Balance the Mix of Uses; Encourage Growth & Activity in Downtown; Expand & Maintain Wake Forest's Green Spaces; Establish Safe & Connected Public Transit Options; Maintain the Historic Small-Town Charm; Provide Diverse Housing Opportunities; Support a Pedestrian-/Bicycle-Friendly Community; Support Strategic Growth; and Support Unique, Thriving Businesses.

Attachments: Staff Report



Staff Report

Case CPA-22-01: Community Plan and Land Use Map

Meeting Date	April 5, 2022
Requested Actions	Presentation of CPA-22-01, Revised Draft Community Plan Update and Land Use Map (March 2, 2022 version)
Case Manager	Jennifer Currin, Assistant Planning Director
Planning Board Recommendation	The Planning Board, at their March 8, 2022 meeting, unanimously recommended approval with the following conditions: 1. Correct the spelling of "Country" on page 50. 2. Include an additional action item under Community Facilities. New action item 13-14 would state something like: Work with NCDOT on traffic mitigation, congestion reduction, and roadway improvements. Encourage fast track and/or speed up of existing projects including Rogers Road project.

PUBLIC MEETINGS

Public Comment Session	Public Hearing
January 31, 2022	April 19, 2022

PUBLIC COMMENTS

At the January 31, 2022 public comment session, several individuals spoke about the need for additional open space, particularly on the west side of Capital Boulevard, protection of watersheds, and that they were supportive of conservation subdivisions. Representatives of The Church Initiative, located at 250 S. Allen Rd., noted that classifying this area as mixed residential would lead the parcel being designated as nonconforming.

CASE INFORMATION

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

CASE SUMMARY

In July 2020, the Town contracted with Houseal Lavigne to update the Wake Forest Community Plan, which was adopted in 2009. The draft Plan establishes a cohesive vision for the Town and how growth should occur over the next 10-20 years. The foundation of the Plan is rooted in community input and

data analysis, which was obtained during the initial project phases and included activities such as key stakeholder meetings, community questionnaire, creation of the existing conditions memo, and visioning workshops. Several key themes emerged during the community engagement process and are the 9 proposed Plan goals: Support Strategic Growth; Balance the Mix of Uses; Maintain the Historic Small-Town Charm; Provide Diverse Housing Opportunities; Support a Pedestrian-/Bicycle-Friendly Community; Establish Safe & Connected Public Transit Options; Support Unique, Thriving Businesses; Encourage Growth & Activity in Downtown; and Enhance & Maintain Wake Forest's Green Spaces. An action matrix with the action item, relevant goal and timeline is included to provide step-by step guidance for the Town and the community.

STAFF RECOMMENDATION

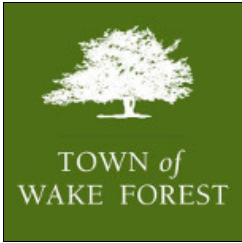
Staff recommends approval of the March 2, 2022 revised draft Community Plan and Land Use Map (Exhibit 1) with changes as proposed (Exhibit 2).

ATTACHMENTS

Attachment A:	Application
Attachment B:	Summary of Revised Draft Changes
Attachment C:	Advisory Committee Comment Responses
Attachment D:	Planning Board Comment Responses
Attachment E:	Open House Comment Responses
Attachment F:	Engage Wake Forest Comment Responses
Attachment G:	Comments Received Since Planning Board Meeting
Attachment H (Link):	January 11, 2022 Draft Community Plan

EXHIBIT

Exhibit 1:	March 2, 2022 Revised Draft Community Plan
Exhibit 2:	Proposed Draft Community Plan and Future Land Use Map Revisions



Comprehensive Plan Amendment

Comp Plan Amendment

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

Project Overview

#693789

Project Title: Town of Wake Forest Community Plan and Land Use Map

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Comprehensive Plan Amendment

State: NC

Workflow: Comp Plan Amendment

County: Wake

Checklist - Comprehensive Plan & UDO Amendment

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

[VIEW COMPREHENSIVE PLAN & UDO AMENDMENT
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?: No

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:

Staff Member Met With:

Project Tracking ID:

Data - Basic Location

If your Comprehensive Plan Amendment is associated with specific property(s) please answer the following questions. If not, proceed to the next page.

Project/Development Name:

Project Address or PIN:

Tax PIN:

Zoning:

Current Zoning Overlay:

Town Limits:

Projects falling outside the limits of the Town or ETJ will be required to submit an annexation petition in conjunction with their project

submission. Please return to the home screen and select **Annexation Petition** from the application type drop down.

Land Use:

Acreage:

GIS Acreage:

Project Contact - Applicant/Owner

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

Jennifer Currin
Town of Wake Forest
401 Elm Avenue
Wake Forest, NC 27587
P:(919) 5546100
jcurrin@wakeforestnc.gov

Amendment Type

Please answer the below questions to provide reviewers an overview of the application. Additional information may also be provided through uploading an attachment.

Plan Being Amended: Community Plan

Type of Amendment: Text,Map

Description of Request:

Update the entire Community Plan to reflect current community conditions

Current Plan Language:

Reference 2009 Community Plan

Applicant Requested Language:

Reference January 2022 Draft Community Plan and Land Use Map

Justification of Amendments:

Update the entire Community Plan to reflect current community conditions

Revised Draft Community Plan
Summary of Changes

Page # 1/11/22 Draft	Page # 3/2/22 Draft	Type of Revision	Revision Summary
Cover	Cover	Graphic	Cover images modified.
ii	ii	Text	Planning Board members alphabetized, Planning staff listed.
3	3	Text	Timeline updated.
4	4	Text	Grammatical corrections.
4 & 5	4 & 5	Graphic	MSA added to map.
8	8	Text	Clarifications.
9	9	Graphic	Revised area from open space to redevelopable/vacant land.
10	10	Text	Grammatical corrections.
11	11	Graphic	Legend Clarification.
14	14	Text	Grammatical correction.
14-21	14-21	Format	Layout modifications.
21	21	Graphic	Table label revised.
22	22	Text	Clarifications.
24	24	Text	Note removal, grammatical clarification, and revision to Community Advisory Panel paragraph.
25	25	Text	Grammatical correction.
24-27	24-27	Text	Updated Open House information.
25-26	25-26	Graphic	Image updates.
28	28	Text	Clarification goals aren't prioritized. Grammatical corrections.
30-31	30-31	Text	Alphabetized goals and revised goal related to green spaces.
32	32	Text	Revised text.
	33	Text	Revised text.
33	34	Graphic	Revised Urban Service Area boundary and revised map legend.
35		Graphic	Removed Growth Areas Map.
35		Text	Revised Text.
37	37	Text	Provided hyperlink and added sentence.
37	37	Graphic	Image to be updated prior to final draft.
38	38	Text	Provided hyperlink and added professional services as supporting use.
38	38	Graphic	Image to be updated prior to final draft.
39	39	Text	Added professional services as supporting use.
39	39	Graphic	Updated images.

Revised Draft Community Plan
Summary of Changes

Page # 1/11/22 Draft	Page # 3/2/22 Draft	Type of Revision	Revision Summary
40	40	Text	Clarified text related to 2-story buildings.
42	42	Graphic	Updated images.
43	43	Graphic	Updated images.
45	45	Graphic	Updated images.
47	47	Graphic	Map revisions and legend updated.
48	50	Text	Text updated to indicate areas are not prioritized. Area #1 revised.
49	51	Text	Grammatical corrections.
50	54	Text	Text updated to include office, biopharma, and life sciences in Tech Park description.
55 & 77	48-49	Format	TOD and Activity Centers Map revised and relocated in document.
59	61	Graphic	Map revised.
60	62	Text	Additional Consideration sections hyperlinked.
62	64	Text	Key consideration revised and added to Residential Character.
64	66	Text	Key consideration revised and added to Commercial Development.
65	67	Text	Clarification to key consideration in Minority & Women-Owned Businesses.
66	68	Text	Key consideration revised in Setbacks.
66	68	Text	Key considerations revised in Parking Lots.
66	68	Graphic	Graphic updated.
67	69	Text	Grammatical clarification in Screening & Buffering.
68	70	Text	Key consideration revised and added to Community Character.
68	70	Text	Key consideration added to Utility Lines.
69	71	Text	Key consideration revised in Historic Preservation.
70	72	Text	Key considerations revised in Community Facilities.
71	73	Graphic	Public Safety facility revised on map and Library color revised.
75	74	Text	Key recommendations added and revised to Public Transit.
75	74	Graphic	Images updated and to be updated prior to final draft.
76	75	Text	Clarification in S-Line text and map legend.
65	76	Text	Revision to text and key recommendations added to Capital Boulevard.
72	77	Graphic	Connectivity index graphic revised and image updated.
73	78	Text	Text revised in Sidwalks & Multi-Use Paths.
73	78	Graphic	Images to be updated prior to final draft.
74	79	Text	Key recommendations added to Bikeways, Greenways & Trails.

Revised Draft Community Plan
Summary of Changes

Page # 1/11/22 Draft	Page # 3/2/22 Draft	Type of Revision	Revision Summary
74	79	Graphic	Map legend to be updated prior to final draft.
	80	Text	Local Food Systems added.
	80	Graphic	Images updated prior to final draft.
	81	Text	Conservation Design added.
76	75	Graphic	Image updated.
78	82	Text	Key considerations revised in Green Space Preservation.
79	83	Text	Key consideration added to Tree Canopy.
80	84	Text	Grammatical corrections.
81	85	Text	Key considerations revised and added to Sustainable Development.
83	87	Text	Key considerations revised and added to Tourism.
84	88	Text	Revised Gateway language.
85	89	Text	Revised Family-Friendly to Attractions for All.
87	91	Text	Grammatical corrections.
88	92	Text	Clarified language in Regular Updates.
89	93	Text	Revised Potential Funding Sources and added Partner information under the Action Matrix paragraph.
90	94	Text	Grammatical corrections in Land Use Plan Action Items.
90	94	Text	Revised goal alignment for Housing Affordability.
90	94	Text	Added action items to Residential Character and revised goal alignment.
90	94-95	Text	Revised goal in Senior Housing.
91	95	Text	Added action items to Commercial Development, revised goal alignment, and revised time frames.
91	96	Text	Revised action item and time frame in Minority & Women-Owned Businesses.
92	96	Text	Grammatical clarification in Parking Lots.
92	97	Text	Revised action item in Screening & Buffering.
93	97	Text	Revised action item in Community Character.
93	98	Text	Added and revised action items to Utility Lines.
93	98	Text	Revised action item in Historic Preservation.
94	98-99	Text	Added and revised action items in Community Facilities.
	99	Text	Added and revised action items in Public Transit.
	99	Text	Added action items for Capital Boulevard.
94	99	Text	Grammatical clarification in Street Connectivity.

Revised Draft Community Plan
Summary of Changes

Page # 1/11/22 Draft	Page # 3/2/22 Draft	Type of Revision	Revision Summary
94	99	Text	Revised action item in Sidewalks & Multi-Use Paths.
	100	Text	Added action items for Bikes, Greenways & Trails.
	100	Text	Added action items for Local Food Systems.
	100	Text	Added action items for Conservation Design.
95	100	Text	Added and revised action items in Green Space Preservation.
95	101	Text	Added and revised action items in Tree Canopy.
95-96	101-102	Text	Added and revised action items in Sustainable Development. Revised goal alignment for an action item.
96	102-103	Text	Added and revised action items in Tourism.
97	103	Text	Added and revised action items in Downtown Wake Forest.
	Cover	Graphic	Added cover to back of document.
Overall		Text	Font updated on section pages.
Overall		Graphic	Map dates revised to Jan. 1, 2022.
Overall		Text	Updated revision date throughout document.

Community Plan Advisory Committee
January 25, 2022 Meeting
Comments on January 11, 2022 Draft

Page	Comment	Response
4	Add MSA outline to the Regional Context map instead of research triangle - accentuate the WF is part of the activity and positivity in this area. Highlight RDU more.	MSA added to map.
35	Growth Areas Map - undeveloped/unincorporated areas have been developed as fast as undeveloped/incorporated areas. Is it valid to prioritize one over the other?	Removed Growth Area Map.
37	Put Land Use Map beforehand on page 37	No revision. Did not relocate due to document consistency.
81	Increase incentives for SolSmart - density bonuses, rainwater rewards, etc. - See EPA incentives.	This recommendation is already listed under Sustainable Development.
81	Should we talk more energy and water incentives? Making sure that the water is clean and people are conserving. Especially with growth.	Under Sustainable Development section, added key recommendation.
90-97	Consider adding partners to action matrix	Additional clarification added to Page 93 under Action Matrix.

Planning Board Comments
January 31, 2022 Meeting
Comments on January 11, 2022 Draft

Page	Comment	Response
9	Existing Land Use Map - update existing land use of Loading Dock	No revision. Site was under construction as of Jan. 1, 2022.
9	Existing Land Use Map - Show parcels currently under construction as a hatch to make it less outdated	No revision. Under construction is not a land use classification.
11	Current Zoning Map - Reorganize zoning districts in map legend to increase in intensity and change in color of the map	No revision. Legend is consistent with standard organization methodology.
31	Goals - The expansion of open space is not accentuated enough in the Plan's goals. Need to make stronger. (No specific change requested)	Placed goals in alphabetical order and revised goal pertaining to open space.
47	250 S Allen Road / The Church Initiative - Rezoned as NMX-CD with personal services. Intended to prevent adjacent multifamily. Concern about it becoming non-conforming with it now becoming labeled as Mixed Residential	Added Professional Services as a supporting use to Mixed Residential and Transit Supportive Residential land use designations. A land use map does not create nonconformities.
48	The Joyner Property / Old Golf Course - Currently an Open Space PUD and in Watershed Protection. Request to change to Parks and Open Space and not a Priority 1 development opportunity. Revise from Residential Area Plan and maps.	Revised future land use designation to Conventional Residential. Updated the Residential Area Plan text and title related to Area #1. Removed the Growth Strategies Map. Added Additional Consideration section, Conservation Design.
57	Renaissance Center - Plan says, "If the strip mall remains.." - take this out as improvements have been made to the facility.	Revised language to "If the owners were to choose to develop, below are alternatives to consider:".
64	Would like to address the proliferation of monolithic retaining walls. Aesthetically not pleasing, reduces commercial character. How can we reduce these in the Town? Add recommendation.	Added a key recommendation in Community Character.
72	Street Connectivity Graphic - Fix the dot placement near the intersection as it looks like it could cause traffic accident	Revised graphic.
78	Green Space Preservation - Unclear what "conservation areas" entails	No revision. Provided comment to UDO project manager so conservation area can be defined in UDO update.
84	Gateway Map - Add a gateway: Highway 98 and Durham Road – western entrance into Town.	Potential gateway added to map.
89	Action Matrix - What does ongoing mean?	Defined ongoing.

Planning Board Comments
January 31, 2022 Meeting
Comments on January 11, 2022 Draft

Page	Comment	Response
	Request by various participants to address expansion of park space and preservation of open space more. Comments include: Like the small-town feel, open space. Fear of losing open space and this beautiful community. Growth is inevitable but must protect open space. Expand green/open space.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Sustainable Growth is not supported in current draft. Global warming is here and Town needs to address it. Various climate change issues are occurring across the world.	No revisions. Draft Plan includes recommendations on Sustainable Development, Tree Canopy, and Green Space Preservation.

February 1, 2022 Open House
Comments on January 11, 2022 Draft

Page	Comment	Response
	Received written comments related to open space, identification of property as mixed residential on pages 48-49, watershed overlay districts, and removing Joyner property as priority area on pages 36-37.	Map revised to Conventional Residential for old golf course property. Growth areas map removed. Goals alphabetized and open space goal revised.
	Received written comments related to 238, 250 and 306 S. Allen Rd.	Professional Services added as a supporting use to Mixed Residential and Transit-Supportive Residential land use descriptions. For 306 S. Allen Rd., map revised to Mixed Residential and Residential Area Plan description #6 states multifamily development should be avoided.
1-1	Update the current UDO to better define Green/Open Space. More specifically include PUDs and private protected properties.	No revision since comment related to the UDO and a zoning classification.
17-1 to 17-4	Green space preservation should be a #1 priority as vocalized by the Wake Forest residents in the Zoom meetings. This item should be moved to the front of this Action Matrix and not "buried" back on page 78. Green space/open space preservation should be listed first out of the 9 items of importance (goals), not listed at the end of this page. Why only 4 action items listed here? List more specific measurable tasks needed to achieve these goals. Example: Create an open/green space such as a conservation area or park located in the northwest quadrant of Wake Forest where non are currently located.	The goals are not ranked/prioritized and are now alphabetized in the Plan. An action item to update the Parks, Recreation, and Cultural Resources Master Plan has been added to the action matrix. When the Parks, Recreation, and Cultural Resources Master Plan is updated, a needs assessment will be conducted that will determine where additional park amenities, if any, are needed throughout Town.
	Handout provided with proposed language updated Residential Area Plan #1.	The proposed language for Area #1 in the Residential Area Plan was revised.
	Received written comments that a individually owned property off Chalk Rd. was improperly designated as future open space.	Map revised to Conventional Residential.
	Received written comments from Urban Forestry Board (UFB) related to tree canopy and green space preservation.	No revision since ordinance related comments. Comments provided to UDO project manager.
6	Add to screening and buffering "The character of our Town includes its trees. Trees are a buffer.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Retain as much natural area as possible. Make natural areas in every small pocket area possible.	The green space goal was modified.

February 1, 2022 Open House
Comments on January 11, 2022 Draft

Page	Comment	Response
	Affordable housing planned in large neighborhoods that take 10 years to build/finish will not be affordable anymore. Also lack of building materials is slowing down all currently approved development projects.	No revision since comment related to the Affordable Housing Plan that is being developed.
	Excellent idea of senior cottage home community with single floor. This is much needed.	No revision. Comment forwarded to Affordable Housing Plan project manager.
	Provide more access for residents of Pineview Estates to access Ligon Mill and Lowes without needing to travel on 98 Bypass.	No revision. Provided comment to Engineering Department.
	Widen 98 to a full 2 lanes past Jones Dairy headed toward Bunn. All the new developments will make this necessary.	No revision. The Comprehensive Transportation Plan (CTP) identifies ultimate roadway cross sections. As development occurs, roadway widening will occur.
	Wider setbacks from the road to preserve trees and landscaping.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Suggest that specific uses within a zoning area have larger setbacks (i.e. urgent care and nursing homes).	No revision since ordinance related comment. Comment provided to UDO project manager.
	Need infrastructure to match growth (roads, schools, fire, police). Growth is outpacing this.	No revision. Action item 13-1 recommends expanding Town's facilities and services concurrently with new growth. As development occurs, roadway widening occurs.
	Current development has allowed too many apartments.	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds. Multifamily development is also identified as a primary use in areas supported by transit.
	More open space, less dense development! Wider setbacks. Keep the Forest in Wake Forest.	Green space goal was modified. Comment related to setbacks provided to UDO project manager.
	There needs to be better integration of land use and transportation planning. Zoning and development approval processes should be required to consider transportation impact, as well as environmental.	No revision. Transportation planning does account for land use designations and including a future land use map in the Community Plan will assist with staff informing the Triangle Regional Model for transportation modeling.
	The roads in Wake Forest need line re-painting. Night time and rain makes it and it is difficult to see where to go. This would cut down and reduce accidents.	No revision. Provided comment to Engineering Department.
	Deeper setbacks.	No revision since ordinance related comment. Comment provided to UDO project manager.

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	Neighborhood Commercial - Needs larger setbacks. We want tree lined boulevards.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Wider setbacks, more open space.	Green space goal was modified. Comment related to setbacks provided to UDO project manager.
	NW corner of Royal Mill Ave. and Traditions- unclear what is being developed. Four unit buildings not wanted with single-family detached to the north.	No revision. Information on accepted development applications in review is available on the Interactive Development Map.
	Make Wake Forest Reservoir a family park (no drug dealers).	No revision. The Capital Improvement Plan (CIP) notes that Parks, Recreation and Cultural Resources will complete a master plan for the Wake Forest Reservoir property.
	Need more open space, need less dense development, need wider setbacks.	Green space goal was modified. Comment related to setbacks provided to UDO project manager.
	More park space, better and longer setbacks, smaller development	Added action item to update Parks, Recreation, and Cultural Resources Master Plan. Comment related to setbacks provided to UDO project manager.
	Former Wake Forest golf club - Please keep as open space; Trees and wildlife are converting this property into its best use-open space.	Map revised to Conventional Residential. The proposed language for Area #1 in the Residential Area Plan was revised. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.
	Acquire land for future parks. We are growing.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Dense housing projects create future issues (crime, etc.).	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds. There is no direct correlation between density and crime.
	Building houses that cost \$350,000 and apartments that cost \$1,500/month is NOT affordable housing.	No revision. Affordable Housing Plan is being developed. Comment forwarded to Affordable Housing Plan project manager.
	Keep the old Wake Forest golf course property natural or add it to the Wake Forest park system. PUD in place already to leave it natural.	Map revised to Conventional Residential. The proposed language for Area #1 in the Residential Area Plan was revised.

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	Don't create more downtowns. Enhance and improve our current Downtown.	No revision. Action items 26-1 through 26-11 (formerly 22-1 through 22-10) address Downtown.
	Keep low income away from senior citizens communities.	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds throughout Wake Forest.
	Try and get road repairs (widen) or help with interchanges to add turn lanes. Work with state to get more funding or add fees to developments.	Paragraph added to page 35 related to infrastructure. The Town actively coordinates with NCDOT; and Wake Forest does not have authority to collect transportation impact fees.
	Your plan does not reflect your goals to maintain small town feeling and green space. The plan needs to be revised.	Green space goal was modified.
	Strengthen and purchase more parks via bond issue, tax overlays, encourage owners to donate to land conservancy.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
	The present roads can't accommodate the heavy traffic on Chalk Rd. & Legacy Greene Ave. Parents picking up children at Franklin Academy park cars on Chalk to pick up their kids thus blocking and making it extremely dangerous to get on and move in any direction between 2-4 pm. Traffic doesn't slow down to let one get out on the main road. Believe me, someone will get into a serious accident or fatality-and it's coming, soon. Lines on the road are needed by NCDOT or Wake Forest maintenance.	No revision. Comment regarding roadway striping provided to Engineering Department.
	Avoid the urban landscape style that takes away from the forest of Wake Forest.	No revision since ordinance related comment. Comment provided to UDO project manager.
	More green space for recreation. Consider what you doing to keep the small town feel. Current construction does not support this goal.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	When is Harris Rd. going to be walkable? Going into town you take your life into harm. The kids like to go to the ice cream place and no sidewalks.	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.
	The vision does not align with Community Plan.	No revision.

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	More parks on NW side of Capital.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Traffic getting worst. What with more apartments where will cars go.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	What about schools, police, fire, water, waste?	No revision. The draft Plan includes key recommendations in the Community Facilities section related to expanding Town facilities concurrently with new growth, in addition to continuing to work with regional educational entities.
	Stop cutting down all the trees in Wake Forest.	No revision. Action item 22-6 (formerly 18-6) included.
	From what I see, I'm in the area where there is going to be a lot of residential building. Traffic is horrendous now, do you really think we will be able to handle it?	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	No more townhomes. The population density is becoming unsustainable for a town the size of Wake Forest.	No revision. The Plan identifies that there is a strong need to increase housing choices and attainability for all income groups, stages of life, and backgrounds.
	The main concern I have right now is the infrastructure is not keeping up with construction. Approval of zoning changes needs to be looked at stopping some construction so the infrastructure is there should come into consideration. Making the current population wait for the catch up is not acceptable.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth. If development proposals complying with CTP, Unified Development Ordinance, and Traffic Impact Analysis recommendations, staff has no legal authority to deny application.
	We are opposed to loss of trees in our adjoining land and especially 4 story apartments. This will create noise, lights and traffic. This is not what aging people look forward to.	No revision. Action item 22-6 (formerly 18-6) included. Multifamily is also only proposed in areas of Town supported by current or future transit.
	This plan ruins the character of Wake Forest and puts us at risk of becoming like the other municipalities that lost their history.	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm.
	Forestville, Burlington Mills, Rogers Rd. all are very congested and getting worse.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.

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	Infrastructure is not keeping up with development. Please think twice about approving zoning changes.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	Suggest "conservation" conventional UDO residential due to open space and zoning to help stormwater runoff.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	Apply Conventional Residential to perimeter of Joyner property. Match existing properties that surround this property.	Map revised to Conventional Residential.
	The Joyner property is not appropriate for mixed residential development, except perhaps to the immediate area of US1/Capital Blvd. Why isn't it designated for conventional residential like Jenkins Rd./Capital Blvd.?	Map revised to Conventional Residential.
	Why is the development of the Joyner property a top priority (1-2 years) when the US1/Capital Blvd. expansion will bring havoc to all development on the perimeter of the property?	Growth Areas Map removed.
	Change designation of Joyner property from mixed residential to conventional residential at least on the perimeter abutting existing lots.	Map revised to Conventional Residential.
	Need for conservation subdivisions in the watershed areas-put in UDO.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	Please keep forest in Wake Forest.	No revision. Action item 22-6 (formerly 18-6) included.
	Too many people moving here too fast. Traffic, schools, the watershed, the clear cutting, loss of natural habitat, even noise pollution is a problem here now.	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm.
	How can we be bicycle/pedestrian friendly? Traffic is heavy and dangerous in most areas.	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.
	We have a very active mountain biking community that want soft trails. Please don't pave a trail around reservoir.	No revision. The Comprehensive Transportation Plan (CTP) provides an action item to "evaluate the use of soft trails and paved surfaces in the development of the Wake Forest Reservoir master plan while ensuring residents with varying ability level access to the reservoir."

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	Any thoughts regarding street legal golf carts?	No revision since this is a Code of Ordinance related item. The Board of Commissioners has previously considered a request to allow golf carts on Town streets and determined it was not permitted. Low Speed Electric Vehicles (LSEV) are permitted and for more information on LSEVs, contact the Police Department.
	Maintaining historic charm is essential to maintaining the character of the town. Traffic is one of the biggest eroders of historic preservation. The traffic on North and South Main needs to be curbed.	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm.
	More schools for our children.	No revision. Key recommendation in "Community Facilities" section states the Town will continue to work with regional educational entities.
	Any thoughts on adding public art space?	Action item 24-11 added.
	Maintain the greenspace around Wake Forest reservoir or turn it into a community park (hiking trails, biking, canoe docks, etc.).	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Stop building.	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm.
	Compassionate development? Don't displace the poor like the debacle of the trailer park. Where is our homeless shelter? We're going to need a big one.	No revision. Affordable Housing Plan is being developed.
	How will all these new subdivisions and apartments get water?	No revision. Town of Wake Forest and City of Raleigh have an approved merger agreement, which includes water and sewer allocation for areas included in Community Plan boundary.
	Larger interactive playgrounds are integral to bringing people together. Our children and families need a central place to meet one another and play. Need to be located in town, not far like Joyner and Flaherty. Look at Cary for inspiration. Also Laurel Hills park in Raleigh and Kids Together.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.

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	Original 10%? Woods as part of every development.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Need more parks identified. Keep forest in Wake Forest. Setbacks need to be bigger (further from street).	Added action item to update Parks, Recreation, and Cultural Resources Master Plan. Comment related to setbacks provided to UDO project manager.
	Affordable housing goals should include all those in need. Equity ie minorities is not Wake Forest. Stop virtue signaling.	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds. The Town is currently developing a new Affordable Housing Plan, which will provide tools and strategies for improving housing affordability in Wake Forest.
6-1 to 6-4	This will support our Town's ESG score. Well done!	No revision.
	When developing, instead of grazing the land, leave trees. A community co-op investment company for residents to collectively buy the land and leave as open space.	No revision. Action item 22-6 (formerly 18-6) included.
	Working with surrounding communities Rolesville and Youngsville would be beneficial to helping Wake Forest maintain our own character. Having these areas grow the residents utilize our infrastructure.	No revision. Agency partners, like Rolesville and Youngsville, were engaged during the Community Plan process to receive input. The Town actively coordinates with different agencies to coordinate.
	I feel that there has been plenty of development in the short time I have lived here. Is there going to be sufficient infrastructure for all this? And what about future traffic?	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	Community service considerations: schools, homeless shelter, expanding greenspace, hospitals, fire dept	Green space goal revised.
	We need more parks.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	There are no waterways marked. Was an environmental plan considered within the scope of the development plan?	No revision. Specific environmental features are evaluated when development plans are submitted for review.
	Please don't strip the land. Build the neighborhood roads but leave some trees (i.e. Camberly Subdivision).	No revision. Action item 22-6 (formerly 18-6) included.

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	Stop building	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm.
	Maintain area around reservoir for public use (hiking, biking, etc.). Also, protects water from runoff.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
	I agree. Make the land developers identify old growth forest and save old trees.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Regulate the land developers to not be able to clear cut land. I agree.	No revision. Action item 22-6 (formerly 18-6) included.
	Revamp vacant strip mall area in downtown near CVS.	No revision. Please reference the Northeast Area Plan for a land use map designation and guidance on this area.
	More walking connections over railroad tracks (behind storage unit) for students from NE community to walk to the high school.	No revision since comment related to the Comprehensive Transportation Plan. Provided comment to Transportation Planner.
	Need more single family or patio homes and less high density housing.	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds.
	Please overlay a topographic map that outlines the waterways. Ensure their protection in the buffering section.	No revision. Specific environmental features are evaluated when development plans are submitted for review.
	With Wake Forest growth and cost of housing, Wake Forest needs a homeless shelter (maybe strip mall area near CVS downtown).	No revision. Housing cost comment forwarded to Affordable Housing Plan project manager.
	Compost food waste program from the town.	Action item 23-10 added.
	Action point to be added: Concentration on environmental and water impact and mitigation thru green infrastructure.	No revision. Action items 23-1 through 23-17 (formerly 19-1 through 19-9) address Sustainable Development.
	Stop building.	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm.
	Take out "redevelopable" from vacant land on map key.	Redevelopable/Vacant Land category text was revised to provide clarification.
	Infrastructure before development! In 4 years a 5 min drive from Heritage to Rt. 1 can now take 20 mins.	Paragraph added to page 35 related to infrastructure.

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	Make it easier for residents and businesses to recycle and compost as many places already do. Copy them.	Action item 23-10 added.
	Soft trails for mountain biking.	No revision. The Comprehensive Transportation Plan (CTP) provides an action item to "evaluate the use of soft trails and paved surfaces in the development of the Wake Forest Reservoir master plan while ensuring residents with varying ability level access to the reservoir."
	We need cleaner bathrooms at campsites.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
	Don't extend Foundation Drive across the 94-acre park.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
	A great amount of energy needs to be invested into creating wildlife spaces, gardens, wildlife foods. We share land with so many creatures. There is many studies on habitat destruction and waning wildlife populations. Pollinator gardens, community gardens-these are essential for the next generation.	Revised Green Space Preservation section to mention wildlife habitat.
	This area's zoning change to GR3. Potentially makes the most adverse impact. It is important to keep open space for animal habitat, traffic flow.	Map revised to Conventional Residential for old golf course property.
	Require preservation of more trees in developments. Stop clearcutting and bulldozing. Require preservation of open space that's not the unbuildable leftovers.	Green space goal revised. Action item 22-6 (formerly 18-6) included.
	Wake Forest is doing a great job of growing the tax base and ruining the allure and attraction that brought your forebearers to this once quaint town.	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm.
	How will infrastructure support this? Ex. Rogers Rd. and Heritage Lake Rd., 98 Bypass at Heritage Lake Rd.	Paragraph added to page 35. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	The reason we moved here "small town feel". This will look like cluster of apts and houses. Also, I think it's a joke "impervious soil" with all the building. I vote and say stop.	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm.

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	Keep old golf course as open space. Do not allow owner to develop it. He knew it could only be a golf course or open space when he bought it for \$350,000. Town should buy it.	No revision. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.
	The section of Rogers Rd. from Forestville Rd. to Rolesville is not pedestrian or bicycle friendly [sic] .	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.
	There are no parks/open spaces west of US1.	An action item to update the Parks, Recreation, and Cultural Resources Master Plan has been added to the action matrix. When the Parks, Recreation, and Cultural Resources Master Plan is updated, a needs assessment will be conducted that will determine where additional park amenities are needed throughout Town.
	Leave Wake Forest golf course open.	No revision. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.
	Planning of bus stops to business walkways.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Under/over road walkways for pedestrians/bikes: RT 1 & 98, 98 & N. Main St., Franklin St. and Rogers Rd., Forestville Rd. and Rogers Rd., etc.	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.
	Heavy traffic from west and north of Wake Forest will make more residential building more of a problem.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	Given the multiple mention of public art, it should be in the goals.	Action item 24-11 added.
	Mention water quality in goal or related objective.	No revision. Water quality mentioned in sections such as Parking Lots and Sustainable Development.
	Increase preserved green space, not just enhance and maintain.	Revise goal to Enhance, Expand and Maintain Wake Forest's Open Spaces.
	Perhaps partner with Youngsville to preserve this special area.	No revision. The Town actively coordinates with area partners, such as Youngsville, Rolesville, and Raleigh.
	Remove Lake Holding (pond) and townhomes from Transit Supportive. Mixed residential is more appropriate.	Revised to Mixed Residential.

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	Let's truly maintain the "small town" charm and feel for all of Wake Forest instead of just the Downtown Area.	No revision. The Community Plan provides a guide for how growth should occur throughout Wake Forest in order to balance the needs of the entire community while preserving its small-town charm.
	Stop building.	No revision. The Community Plan provides a guide for how growth should occur throughout Wake Forest in order to balance the needs of the entire community while preserving its small-town charm.
	Public parking for bus stops needed.	No revision since ordinance related comment. Comment provided to UDO project manager.
15-1 to 15-7	Connect bike trails throughout Wake Forest. Including new trails west of Capital.	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.
15-1	Multi-use trail along Dunn Creek. Complete trail, please.	No revision. Dunn Creek Phases 3 & 4 are included in the Capital Improvement Plan (CIP).
	Need more greenway connectivity - should be able to take Smith Creek to Neuse River Trail.	No revision. Please reference the Future Greenway Network Map in the Comprehensive Transportation Plan.
15-2	Is there any plan to add a bicycle lane when N White Street gets repaved? What is process to request bike lane be added?	No revision. A multi-use path is proposed on N. White Street. Please reference the Future Pedestrian Network Map in the Comprehensive Transportation Plan.
	So many streets/roads in Wake Forest need repaving please.	Added action item 13-13.
	Sidewalks to cross Capital Blvd. at Stadium/Jenkins needed.	No revision. Multi-use paths are proposed on Jenkins Road/Stadium Drive. Please reference the Future Pedestrian Network Map in the Comprehensive Transportation Plan.
	Sidewalk needed on a portion of Rogers Rd. Also needed on Rogers Branch Rd. where the apartments are being built.	No revision. Multi-use paths are proposed on Rogers Road. Please reference the Future Pedestrian Network Map in the Comprehensive Transportation Plan. Sidewalk is being installed along Meridian at Roger Branch's property frontage with their development.
	Open space please. Rt. 95 and other roads can't handle current development.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.

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	Please stop all the apartments- At 98 and Heritage Lake the complex is so huge and will make all the roads too congested.	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds.
	Continue to ensure beautification and landscape plans that keep Wake Forest lush and pretty. It is a hallmark "forest". More replanting needed.	Green space goal revised.
	Interconnect greenways to get to Joyner Park.	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.
	J. Rosenwald School for Colored Children (DuBois) - music arts center and black history taught	No revision. Reference Northeast Area Plan.
	UDO concern - projects are broken into smaller projects to avoid the oversight they would have. This will result in less transparent decision making at lower levels in organization.	No revision since ordinance related comment. Comment provided to UDO project manager.
	The infrastructure should support the population. Roads, sidewalks, bike paths, etc. should be planned and improved before housing and businesses are approved. Traffic in Wake Forest between 3p-6p is very heavy and most roads cannot support it.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	Make more of an effort to keep some of the existing trees on a new development. Clear cutting is an eyesore for 10+ years until newly planted catch up. Keeping a few remaining original trees here and there that are saved is a great idea.	No revision. Action item 22-6 (formerly 18-6) included.
	Make parks and greenways #1 priority.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
16-3	Chapel Hill has a phone app that will tell you how many minutes till next bus arrives at your stop.	No revision. GoRaleigh's website has a function for live real-time bus tracking.
	Please add another color coding to the existing land use map. The new color would designate undeveloped land that has SUP/PUD limitations. i.e. the preexisting Wake Forest golf course.	No revision. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.

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78	Green space preservation: Needs more- "explore incentives" should be "create incentives now".	No revision. This action items are listed as short-term and the incentive evaluations are anticipated to occur with the UDO update process.
	Need more light industrial outside town.	No revision. Industrial land use designation is proposed in One World Way/Unicon Dr. vicinity.
	There should be a land preservation tax imposed on all sales and used by the county to buy or pay for land easements; keep Wake Forest green.	No revision. Town is authorized by the statutes to collect a recreation fee.
	Will aging infrastructure be updated by the Town? Utility lines.	No revision. Action item 13-1 recommends expanding Town's facilities and services concurrently with new growth. Town of Wake Forest is a merger community with the City of Raleigh. Raleigh inspects the utility infrastructure and is responsible for capital utility projects.
	Make sure new developments are consistent with existing adjacent property.	No revision. Action items in Residential Character relate to compatibility in setbacks for infill, design standards for multifamily, etc.
10-8	High intensity uses next to residential is being supported in old WFCC area- poor entry to town from west & north.	No revision. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.
	Update the replacement requirements to require native canopy trees (i.e. oaks) not just bush/trees.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Wake Forest needs to come up with a plan to control littering. There's more and more every day and it will only increase with more people. Start with fines.	No revision. Town has programs, such as the "Show WF Some Love" campaign.
	Re-evaluate open space to consider pastures on Forestville Rd.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
8-8	What will be done about water pollution caused by runoff?	No revision since ordinance related comment. Comment provided to UDO project manager.
	Will low-income residents be protected from rent increases/predatory house buying? Community character.	No revision. Affordable Housing Plan is being developed. Comment forwarded to Plan's project manager.
10-4	New development in northwest is changing community character in a gateway section- money talks.	No revision. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.

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10-1	Planning is not considering the large increase in commuters from outside WF- road implications.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	Golf course should only be partially developable with concentration on environmental conditions and water management.	Residential Area Plan description revised.
	Opposed to future multifamily housing because of road traffic increase, schools overcrowding, strain on utilities, and clear cutting of land will increase water runoff and water quality. General Residential 3 & 5 are much more sustainable for a town the size of Wake Forest.	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds. Action item 13-1 specifies that the Town's municipal facilities and services should concurrently expand with new growth.
	It is assumptive to turn the Joyner property into mixed residential. Is there a way to keep none of this area natural? Conservation development or another park. This is a one time opportunity, then the land is gone.	Map revised to Conventional Residential.
	Include private open space in open space designation.	No revision. Private, HOA owned open space parcels are not being included in the open space land use designation.
	I see no reason to downgrade traditional single family land use areas to mixed residential.	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds.
	UDO requiring true conservation subdivisions in watershed.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	Please link more homes with wider roads and stoplights. Developers should pay impact fees for roads.	Paragraph on page 35 added. Town does not have authority to charge transportation impact fees.
	The transit oriented development is inconsistent with the future transit supportive residential plan.	No revision. Mixed Use Development and specific residential housing options are permitted as supporting uses in Transit-Oriented Development.
	Residential development along Forestville Road should not include high density based on traffic/schools, etc. in area.	No revision. The Comprehensive Transportation Plan (CTP) identifies ultimate roadway cross sections. As development occurs, roadway improvements will occur.

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	Need to lobby general assembly for legislative changes like traffic studies that really capture the overall impact-public facilities initiative.	No revision. Action item 22-6 (formerly 18-6) included.
	Affordable housing is a challenge but needed, so press on.	No revision. Comment forwarded to Affordable Housing Plan project manager.
	Building around Wake Forest needs to be thought about more. Think about the impact it has on the environment, traffic, water, schools. Just a suggestion.	No revision. Additional considerations and action items encompass topics related to environment, traffic, services, etc.
2-1	I was glad to see affordable housing included in the plan and encourage the Town Commissioners to adopt a robust plan so that all that work in the Town have access to safe quality homes.	No revision. Comment forwarded to Affordable Housing Plan project manager.
1-1	Alignment should be only with support of local residents.	No revision. UDO update process will be a legislative process consisting of public input.
2-1	Please consider the very recent rezoning work implemented just a few months ago re: 306 South Allen. Please revise the proposed land use from transit supportive to conventional residential to reflect the wishes of the Board of Commissioners, businesses, and residents. The Board unanimously agreed that apartments/multi-family should not be allowed there. We would appreciate if the land use designation support that position.	Map revised to Mixed Residential. In description of Mixed Residential and Transit Supportive Residential, professional services is listed as a supporting use. Residential Area plan specifies to restrict multifamily development on the site.
	Make proposed developments match or be consistent with adjacent or existing property.	No revision. Action items in Residential Character relate to compatibility in setbacks for infill, design standards for multifamily, etc.
3-3	Removing barriers can overburden traffic and drive more commercial development-suburban sprawl not in Wake Forest.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	How will we supply adequate water to all these high density housing units in the future?	No revision. Town of Wake Forest and City of Raleigh have an approved merger agreement, which includes water and sewer allocation for areas included in Community Plan boundary.

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	There are limited opportunities for parks and open spaces. Once developed those opportunities are gone. Wake Forest needs to stay green. Keep the forest in Wake Forest.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
1-1	Should be fix the infrastructure before any more building occurs.	No revision. If development proposals complies with Comprehensive Transportation Plan, Unified Development Ordinance, and Traffic Impact Analysis recommendations, staff has no legal authority to deny application.
2-1	Yes to affordable housing! Wake Forest should be affordable to all.	No revision. Comment forwarded to Affordable Housing Plan project manager.
5-6	How will transit services be incorporated and expanded?	Added action item to investigate long term transit options such as microtransit.
5-7	How will accessibility for wheel chairs users and limited mobility folks work?	Text revised. Action item 13-4 updated to reference Public Rights of Way Accessibility Guidelines (PROWAG).
	Wake Forest golf course is open space or a golf course. Keep it that way, do not change the PUD.	No revision. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.
	What is the plan to manage the additional traffic on Hwy 98 from all of the development being built off of the highway?	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	Pump the brakes on the development until traffic issues are addressed. Folks from the other areas in the triangle talk badly about the traffic in Wake Forest.	No revision. If development proposals complies with Comprehensive Transportation Plan, Unified Development Ordinance, and Traffic Impact Analysis recommendations, staff has no legal authority to deny application.
	Very concerned about the watershed's viability with all these plans. How many spots will flood easily- in a drought there may not be enough water with so many demands?	Action item 23-13 added.
	Wildlife protection/consideration. Conservation easements for habitat (on vacant land).	Revised Green Space Preservation section to mention wildlife habitat.
	Maintain area around reservoir as public park for hiking/biking.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
	Please do not cut down trees around the reservoir. Keep that area as nature/hiking...do not develop.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.

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	I live in Del Webb. Four story apts approved to be built corner of Royal Mill and Gilcrest. Assisted living to be built next to Del Webb. Three acres remain open unknown behind Calista Drive. We're disappointed with four story apartments being built. What will be built on 3 acres?	No revision. The parcel located west of Mendocino St. extension and the proposed nursing home is zoned RMX.
17-3	Wake Forest has an opportunity to grow green space on Joyner property. Make it a park, please.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Please connect all the bike trails and pave around to reservoir.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
	Too much traffic everywhere.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	UDO requiring conservation subdivision in watershed.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	As Wake Forest grows, tree canopy should grow.	Action item 22-7 added.
	Need to fix Rogers Road- too narrow and congested.	No revision. P-5707 is a proposed grade separated roadway project on Rogers Road over the railroad.
	Someone needs to check the trees at Del Webb @ Traditions. I don't believe they are native to the area, none have done well on Calista Drive.	No revision. Provided comment to Urban Forestry Coordinator to investigate public street trees.
	Keep Wake Forest reservoir a park like setting with safe walking trails for families.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
	Look at keeping trees as a form of SCM. Thicker buffers between neighborhoods.	No revision since ordinance related comment. Comment provided to UDO project manager.
	More condos and townhomes in the downtown area to create a planned urban setting.	No revision. Community Plan discusses Downtown area to provide additional guidance until Renaissance Plan is updated.
	Retain Wake Forest's identity. Pave White Street.	Added action item 13-13.
	We need more: open space, less dense development, bigger setbacks. Some of the ongoing development is ruining Wake Forest. Don't let us be another Cary.	Green space goal revised. Comment related to setbacks provided to UDO project manager.

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10-5	Require developers to beautify neighborhoods now. No need to continue evaluating.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Pave Heritage Lake Rd. Way past due.	Added action item 13-13. Town will continue to coordinate with NCDOT on state roadways.
11-3	11-3 is a must. If Wake Forest is going to grow there needs to have fiber and more broadband available. Needs to be a short term item.	Added action item 11-4.
	Business and restaurant areas with a fountain or water feature. Brings people and promotes a relaxing environment.	No revision. Action item 10-2 included.
	Control weeds and overgrowth along sidewalks-especially near Smith Creek soccer and Heritage High School.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
5-1	"Incentivize" means a town give away of \$\$\$\$. Opposed to 5-1.	No revision. All incentives, including nonmonetary, will be evaluated.
	Better playgrounds.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
	Improve Main St. to a quality equal to Heritage and Wakefield.	No revision. Provided comment to Engineering Department.
	Recent minimal setbacks do not allow for any aesthetic. Slow down high density construction.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Pave around the reservoir and connect all the greenways.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
	Forestscape. Streetscape is not appropriate everywhere. Require transitional setbacks and landscape buffers.	No revision since ordinance related comment. Comment provided to UDO project manager.
7-1	Setbacks need to be larger in Neighborhood Commercial.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Setbacks with desirable landscaping a la Heritage are required.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Do not allow Fee in Lieu for trees.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Incentivize maintaining original wooded areas. Not assess, do put in UDO.	No revision. Action items included in Green Space Preservation and Tree Canopy.

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	Include private open space in open space designation.	No revision. Private, HOA owned open space parcels are not being included in the open space land use designation.
	UDO concerns: Too focused on urbanizing the Wake Forest landscape. We need to move back towards encouraging trees, not concrete.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Would be nice if Downtown did not turn into high rises and look like a big city.	No revision. Community Plan discusses Downtown area to provide additional guidance until Renaissance Plan is updated.
19-8	No solar farms. Poor land use.	No revision since ordinance related comment. Comment provided to UDO project manager.
19-1	Do not approve building if not green. Do not incentivize.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Provide more shopping and boutique stores and reasons for people to frequent town. The events are great. It's day to day vibrancy that needs to improve.	No revision.
	Please stop the urban minimal setbacks. Update UDO to allow larger setbacks with tree lined blvds and keep concrete buildings further from the roads.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Accidents Fatal to Happen. Chalk Rd needs to be studied at Mews at Legacy and Heritage. It is difficult to come out when you can't see around curve. Also, Franklin Academy People picking up children are blocking access and lining up their cars on Chalk Road and you cannot see either way to come out.	No revision. Provided comment to Engineering Department.
	In the area east of Mackie Park to 96, just north of 98, existing build out is residential with larger lots, horse farms, etc. It doesn't make sense to make this mixed use, it should just be single family residential.	No revision. Single-family detached residential is a primary use permitted in the Mixed Residential land use designation.
	Not just conventional design. Encourage conservation design on large tracts with sensitive natural features.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	At least 949 mountain bikers represent/use this area.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.

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	You've already built too much in too condensed a space and decimated all the trees. Stop.	No revision. Action item 22-6 (formerly 18-6) included.
	Is there a requirement to keep a percentage of forest before building? If not, you need to require they keep trees.	No revision. Action item 22-6 (formerly 18-6) included.
	Please slow the building. We are losing the forest in Wake Forest. So very sad.	No revision. Action item 22-6 (formerly 18-6) included.
	Walking connectivity. Start by looking at Retail Drive, where there are bus stops and sidewalks and it's not safe to cross the street. Traffic more people+more cars on the road.	No revision. Action items 17-1 through 17-7 (formerly 15-1 through 15-7) address sidewalks and multi-use paths.
	Build more parks and save the trees.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Sight line and noise concern for proposed "S" line.	No revision. These evaluations will occur during the S-line planning and design.
	Keep the forest in Wake Forest. Don't building more housing developments without roads to support.	No revision. Action item 22-6 (formerly 18-6) included.
	Downtown multi-use development needs to have food stores and restaurants within walking distance of the townhomes and apartments. Also doctors offices/Rx in the area	No revision. Community Plan discusses Downtown area to provide additional guidance until Renaissance Plan is updated.
	Important decisions for planning the Town of Wake Forest need to be made by local elders who know what has worked for the town- and what they want to see. Long time residents.	No revision. Draft Community Plan is based on a significant community input process to provide a balanced approach.
	This seems to contradict itself. How can prioritizing infill development ensure the infrastructure is there?	Growth Areas text removed.
18-6	Tree preservation is essential	Green space goal revised.
	Consider: Taxpayers are willing to get behind purchasing land for parks.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
18-3, 18-6	Tree preservation is essential. 18-6 is important, 18-3 will require work up front with developers.	Green space goal revised.
18-3, 18-6	Stop developers from stripping all the trees for their convenience to keep "lush tree canopy" goal.	No revision. Action item 22-6 (formerly 18-6) included.
17-3	Need more conservation areas.	Green space goal revised.

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17-4	Increase more green space.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
17-1	Building townhouses and apartments away from downtown will force more commercial corridor services and traffic.	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds.
16-3	Will transit maps be more widely available?	No revision. Action item 14-1 (formerly 16-1) addresses frequency in service and network expansions.
17-2, 17-3	Maintain the area around the Wake Forest reservoir as green space or develop hiking/biking trails. Avoid runoff into the lake.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
17-1 to 17-4	Yes. Preserve green space.	Green space goal revised.
17-3	Must be changed to "short term" or green space options will disappear e.g. old Wake Forest golf course.	No revision. Action item 17-3 is listed as ongoing.
17-4	Please keep open space as open space. Also please provide detail on how the only non Wake Forest park , land use open space is a P1 housing vs a park or nature park for Wake Forest.	No revision.
16-1 to 16-3	What is goals for S-line railway? Will stops be put in to alleviate traffic? What about a connection to Raleigh?	No revision. Please contact the Planning Department for additional information about the S-line.
	Limit the span and/or height of retaining walls for homes and townhomes adjacent to preserved green space.	Added action item to explore UDO update to reduce visual impact of retaining walls.
15-1 to 15-7	Will more be done about WF accessibility for wheel chair users and folks with mobility issues?	Text revised. Action item 13-4 updated to reference Public Rights of Way Accessibility Guidelines (PROWAG).
	No town property deemed park in NW.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Double town funding for greenways and sidewalks.	No revision. Provided comment to Finance and Administration.

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17-2	Why is this short term? Should be ongoing.	No revision. Following the Community Plan process, the Unified Development Ordinance (UDO) will be updated and conservation subdivision will be established as an option in the UDO.
17-3, 17-4	Old Wake Forest golf course is already declared open space/ golf course by PUD. Do not entertain development. Owner knew it could not be developed. He will sell to town if he can't develop. 185 acres open space.	No revision. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.
14-3	Traffic circles can be very useful at some Wake Forest intersections.	No revision.
	New district park needed south and east of town. Partner with Wake County and Rolesville.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Prioritize expansion and connection of greenways.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
10-2, 10-3	NC state law allows clear cutting. Create incentives now to keep old growth trees.	No revision. Action item 22-6 (formerly 18-6) included.
18-3, 18-5, 18-6	All good short term action plans. Rezoning land use from multi level townhomes to R-3 and R-5 would help to preserve the tree canopy.	No revision. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.
15-1	Great to see proposed greenways west of Main St. on pg 74. It would be great to see connections or additional connections with those in the east.	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.
	Preserve Horse Creek and watershed around it.	Action item 23-13 added.
	Suggest a cluster of conservation development in the UDO.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	Keep the PUD protected, do not build into ponds and watersheds.	No revision. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.
15-6	Will traffic be cut down along side of it?	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.

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17-2 to 17-4	Maintain totally natural areas for hiking and mountain biking. Soft trails. If paved trails are added, also add MTB loop at reservoir.	No revision. The Comprehensive Transportation Plan (CTP) provides an action item to "evaluate the use of soft trails and paved surfaces in the development of the Wake Forest Reservoir master plan while ensuring residents with varying ability level access to the reservoir."
	Need green space/open space on west side of Capital Blvd. including greenways.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Regarding green spaces. Ensure they connect to ensure maximum potential.	No revision since ordinance related comment. Comment provided to UDO project manager.
17-2	Don't allow mass grading for residential development of properties with numerous 3' to 6' diameter trees like they were allowed to do in Holding Village. Preserve some of the natural character.	No revision. Action item 22-6 (formerly 18-6) included.
18-3	Promote tree preservation, higher fees for private developers.	No revision. Action item 22-6 (formerly 18-6) included.
18-1	Are there any plans to incorporate carbon absorbing forestry?	No revision since ordinance related comment. Comment provided to UDO project manager.
15-6	Pedestrian friendly bridges crossing major roadways?	No revision. Provided comment to Transportation Planner.
	Trees for the Triangle will plant spaces with native trees. Awesome organization. Help beautify Wake Forest.	No revision.
	Require dispersed stormwater retention multiple devices (including LID) and do not rely on one BMP that may fail.	No revision since ordinance related comment. Comment provided to UDO project manager.
	Objective of our planning to preserve our environments and wildlife-reduce impact of environment islands.	Revised Green Space Preservation section to mention wildlife habitat.
19	Sustainable, excellent work.	No revision.
	Use permeable pavement to manage stormwater.	No revision. Action item 8-8 addresses permeable pavement.
19-1	Will the public be able to access/know which companies are being used for green development?	No revision. If company information is provided on plan applications and building permit applications, information may be accessed online.
	Develop more townhomes downtown to support the downtown small businesses.	No revision. Community Plan discusses Downtown area to provide additional guidance until Renaissance Plan is updated.

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20-1	What will be done to offset greenhouse emission from tourism?	No revision. Sections included on Sustainable Development, Sidewalks & Multi-use Paths, Public Transit, etc.
	What is going to happen to the too small and too packed roads? Are we going to widen the roads?	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
22-6	People leave downtown Wake Forest and go elsewhere when they can't find a place to park.	No revision. Action item 26-6 (formerly 22-6) addresses downtown parking.
22-6	Why an attention to mass parking? Why not push for more accessible public transit?	No revision. Action items 14-1 through 14-5 (formerly 16-1 through 16-3) addresses public transit.
	Create conservation subdivision.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	Stop building.	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm.
	Are there going to be more industrial zones in Wake Forest and Youngsville?	No revision. Industrial land use designation is proposed in One World Way/Unicon Dr. vicinity.
	Where is the "lush tree canopy" located?	Action item 22-7 added.
	Keep this open space to provide natural habitat.	No revision. Property is privately owned.
	Why is this being done again at Renaissance?	No revision. Community Plan discusses Downtown area to provide additional guidance until Renaissance Plan is updated.
	Will there be new park coming to Wake Forest?	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Office Uses & Police Station.	Map revised to Office, Civic & Institutional.
	Image with text. I wish I could go hug that tree but the wall is too big.	Added action item to explore UDO update to reduce visual impact of retaining walls.
	This second sentence to key to whole process.	No revision.
	Office space & police substation. Why not office/institutional?	Map revised to Office, Civic & Institutional.
	Currently zoned open space. Fix.	Map revised to Conventional Residential.

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	Please get forest in Wake Forest. More park space, better/larger setbacks and smaller dense development.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan. Comment related to setbacks provided to UDO project manager.
	Redeveloped/Vacant? This a "multi-family" high rise development.	No revision. Project had not received Certificate of Occupancy as of the map creation date.
	Police shooting range is noisy for adjacent residents	No revision. Provided comment to Police Department.
	How will US-1 conversion be coordinated with existing businesses?	No revision. Staff will continue to coordinate with NCDOT on U-5307.
70	Community facilities need to be planned with existing businesses	No revision. Action item 13-1 recommends expanding Town's facilities and services concurrently with new growth.
51	About 12 acres of vacant land near Del Webb at Royall Mill and Gilchrest – unknown what is going there. Adjacent resident does not want four-story complexes.	No revision. The parcel located west of Mendocino St. extension and the proposed nursing home is zoned RMX.
75	Need places to park cars at bus stations – park and ride. Not everyone can walk to transit	No revision since ordinance related comment. Comment provided to UDO project manager.
	Address how to ensure new development respects open space	Action items added to Green Space Preservation and Tree Canopy.
	Promote cluster development to preserve open space.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	Figure out strategies to mitigate clear cutting.	No revision. Action item 22-6 (formerly 18-6) included.
	Protect wildlife areas and natural area.	Revised Green Space Preservation section to mention wildlife habitat.
	Lower densities, greater open space, greater setbacks.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan. Comment related to setbacks provided to UDO project manager.
	Add information about Conservation Design - Add examples of conservation design to Additional Considerations.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	Would like a dress shop, perhaps in Downtown.	No revision.

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85	Fill vacancies in Downtown.	No revision. Action item 26-3 (formerly 22-3) recommends identifying strategies to fill vacant buildings Downtown.
	Desire for Trader Joe's.	No revision.
	Desire for more park acquisitions by the Town to actively expand open space.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
50	Add to Residential Area #8: ensure roadway capacity is improved with growth with major residential development proposed	Text revised.
57	Upgrade the Renaissance Center to be a more permanent facility (Liked the idea of the Mixed Use block).	Revised language to "If the owners were to choose to develop, below are alternatives to consider:".
70	Add recommendation for updating Parks and Recreation Plan for new playground facilities.	Added action item to update Parks, Recreation, and Cultural Resources Master Plan.
	Add explanation of why growth is necessary in the Town.	Provided clarification on page 33.
62	Add recommendation for grants/financial support for upgrading historic homes in Historic Districts.	No revision. Key recommendation in Historic Preservation section already notes promotion of State and Federal Tax Incentives.
	Reduce height of retention walls to allow for access to open space, even if it means a larger area is needed for the pond. Acts as a barrier to residents and other natural features.	Added a key recommendation in Community Character.
	Diversify stormwater management systems so if one fails all do not.	No revision since ordinance related comment. Comment provided to UDO project manager.
34	Support infrastructure before growth	Text revised on page 35.
34	Coordinate with private developers on traffic impact.	Text revised on page 35.
	Address traffic congestion, particularly along Rogers Road by the High School.	No revision. P-5707 is a proposed grade separated roadway project on Rogers Road over the railroad.
70	Add recommendation to plan for soft trails for mountain biking.	No revision. Provided comment to Parks, Recreation & Cultural Resources Department.
47	Club Villas Drive/US 1 - There are townhomes there now - should this be Corridor Commercial?	No revision. Area along US-1 and proposed service road identified as Corridor Commercial on land use map. A land use map does not create nonconformities.

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33	Planning Jurisdiction Map + Annexation Agreements - Are there agreements to the Northwest? Should we expand to the Northwest?	No revision. Town of Wake Forest and City of Raleigh have an approved merger agreement, which includes water and sewer allocation for areas included in Community Plan boundary.
33	Sustainable Growth—Title says Sustainable Growth - Are the annexation boundaries misleading? They look like growth areas.	Revised formatting.
70	Prioritize parks in the NW. Add as a goal.	An action item to update the Parks, Recreation, and Cultural Resources Master Plan has been added to the action matrix. When the Parks, Recreation, and Cultural Resources Master Plan is updated, a needs assessment will be conducted that will determine where additional park amenities, if any, are needed throughout Town.
3	Unclear how the Land Use Plan connects to other documents.	No revision. References provided on pages 22-23.
	Interested in knowing whether there is an over-arching Plan for the road infrastructure to accommodate the projected population increase over the next decade and beyond.	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	Is it going to be hard to breathe with masks and there are like no trees?	No revision. Action item 22-6 (formerly 18-6) included.

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86	Two recommendations for the action plan: 1. Under section 5, commercial development, I would like to see a short-term plan that requires developers to leave more open space and prevent them from clear cutting land. In the 7 years I have lived here the tree canopy has been decimated. Planting a handful of 6 foot trees...half of which may die and not be replaced...is just not enough. 2. Section 20-4, Tourism: I travel globally and almost every town trying to attract tourists has one or more sets of strategically located public restrooms. I would add this to the plan.	No revision. Action item 22-6 (formerly 18-6) included. Provided comment about bathrooms to Parks, Recreation & Cultural Resources Department.
	I can tell that a great deal of effort and thought has been put into this plan. My biggest concern, with all new planned home developments, is the devastation to the wildlife as well as our canopy. Even developing greenways and parks disrupts the homes of our local wildlife. I live in Wall Ridge and the natural, untouched areas for wildlife continues to be destroyed and minimized by development. I think that taking into account the constant reduction and destruction of these areas with further development in the same area needs to be addressed. Animals adapt and can survive to some extent in smaller areas, but if we keep shrinking them to non-existence, where is the wildlife supposed to go? I am sure I'm not the only person who moved to Wake Forest for the untouched areas, quaint small town feel, etc. This draw is becoming non existent as we move forward to a more populace and crowded city. The traffic into and out of Wake Forest, any area, is as bad as being in downtown Raleigh. The perks that made Wake Forest so desirable for my young family and those families looking to move here are swiftly disappearing.	Revised Green Space Preservation section to mention wildlife habitat.

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	Our first thought in reading through the plan is why does beautiful Wake Forest have to turn into another Raleigh or Cary? We moved to Wake Forest from Raleigh to get away from the massive congestion of housing and roads to what we thought would stay a beautiful area to reside in. Would like to know bottom line what Wake Forest is trying to accomplish with all the growth plans: 1) maintain the "historic, small town charm" or 2) grow and develop to the point of massive congestion of housing and traffic. Please clarify the "historic, small town charm" - does this apply to only the downtown and closely surrounding area? Number 1 priority in all of the planning must be the current and future road congestion due to excess growth (residential). If we do not fix this situation now as the first item on all lists, Wake Forest cannot accommodate all the high density housing currently in process and future. Please give the residents an easy to read detailed plan for the Wake Forest roads. A example of the development/congestion is the Rogers Road and Forestville Road areas behind Harris Teeter. This high density residential apartment buildings, town homes, and houses is not what we envisioned for our Wake Forest area. And, they want to connect a road within this entire development that will go through Heritage and cause road congestion within our development and homes. Where is our quality of life going. In reference to details in the Action Plan, Item 10-10 Community Character reads "work with DOT to identify areas for roadway enhancements (i.e.)	

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	more frequent grass cutting and landscaping." Please don't put the focus on beautifying until the roads can accommodate the added traffic! Action Plan, Street Connectivity 14-1 through 14-3: there is no answer to future road congestion nor does it address existing traffic congestion. Traffic circles are not the answer. In summary, what locality is Wake Forest looking to mirror WF after? Is it the Raleigh plan or Cary or otherwise? We respectfully ask that another long look is taken at these congested areas and come up with a unique, charming small town answer to adding more residential areas when they are needed. Not now. We believe there is a lot of undeveloped land within WF that could thoughtfully be used. Everything does not have to be on top of one another.	No revision. The Community Plan provides a guide for how growth should occur in order to balance the needs of the entire community while preserving its small-town charm. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.

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	My takeaway from reading this plan is that it is all about the addition of housing developments. I do not see any plans to preserve or provide natural areas for the town's communities to enjoy. Isn't this town called Wake Forest? Although people make comments that the town should change its name due to the continuous development of subdivisions, it is not a joke. The town is missing a huge opportunity, as far as I am concerned, to differentiate itself from every other town in Wake County. With every development, comes the loss of habitat which was the reason I chose to move here. Isn't preserving natural space or creating new open space important to the town that has "forest" in its name and refers to itself as "Tree City"? From what I see in the development plan, the town is only interested in the business of adding more homes, as if it is a real estate holding company. Another huge concern is where is all the water coming from for the future development of these subdivisions? The town's growth to date has been explosive in the past 30 years. Ok, that is to be expected, but is this the rate we need to continue at? In 10 years, the ability to drive from one side of town has changed dramatically and I cannot imagine how adding all the proposed homesites will affect the character, what's left of the open space, and the "forest-ness" here in the years ahead. Stop and take a good look at what is proposed. This pace is not sustainable in my opinion.... for what it's worth.	No revision. Action items for Green Space Preservation and Tree Canopy included.
	I'm also curious how a smoke and vape shop was allowed to set up shop directly across the street from Heritage High School? Aren't there zoning laws restricting these type of businesses in relation to schools? If not, there should be!	No revision. Provided comment to UDO project manager.

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	I noticed there are a lot of spaces slated for apartments/condo type housing, despite a seemingly strong community opposition to such buildings. I live close to the Harris Teeter on Rogers Rd and am already dreading the additional traffic once those unsightly buildings are completed. How can the city justify squeezing all these additional residents into such a tight spot without addressing traffic flow?	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds.
	All growth must stop! We need a moratorium on all construction. Stop destroying the reasons we moved here just two years ago! All of the forest on Wake Forest is being destroyed at a head-spinnin rate. Let's just wait and see how the needs develop and revisit in ten years. No new construction no matter what except as required for roads and policing or for the fire department.	No revision. North Carolina General Statutues limit the authority of municipalities to establish a temporary moratorium particularly governing residential uses.

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	We are under contract for the property at (PINs 1831537516, 1831644698, 1831646036, 1831751080) known as the Wake Union Development, roughly 65 acres. We envision our development as a pedestrian mixed-use community with new residential capacity - apartments and townhomes. The legalese is below, and we welcome the time and discussion to walk through our proposal given this property has been vacant for 20+ years - feel free to call or email - 704-905-0215, swhitworth@marettllc.com(External link). Thank you for taking the time to read, review and respond. Steven This property is currently under review for rezoning from HB to NMX and RMX. The Future Land Use in the draft community plan shows the property as Corridor Commercial. This is in line with the current HB zoning, but would not accommodate the mixed use center currently envisioned on the property. While a portion of this property will accommodate the Commercial land use currently proposed, the northern and southern ends of the property would be better suited as multi-family and townhome developments. Marett LLC has had many conversations with the neighbors and town staff in regards to this property, and we believe that the rezoning proposal of multi-family and townhomes along with the mixed used master plan design is more in line with the character of the area, and what is desired by the members of the community. Marett LLC is requesting that the Future Land Use classification be more suited to accommodate for the proposed rezoning with townhomes and multi-family as the current proposed master plan has shown.	No revise. This area is located in an activity center and the land use for activity centers would allow mixed use buildings and supporting residential uses.
	No to strategic growth or growth of any kind. We need a moratorium on all growth for the next ten years.	No revision. North Carolina General Statutues limit the authority of municipalities to establish a temporary moratorium particularly governing residential uses.

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	There is no more tree Canopy. It is all destroyed in just the last 2 years. Stop the destruction or WF will be just another ugly suburban disaster. Remove "strategic growth" immediately from the goals. All of my neighbor friends agree.	Growth Strategies Map removed.
	Thank you for a well thought-out and insightful Draft Community Plan. My concerns deal with the current large development in progress and the committed development on the books. How will this impact our current in place infrastructure? Will we be able to keep pace with the demand? One of the goals mentioned in the plan is to "Enhance & Maintain Wake Forest's Green Spaces". I am all for this but no mention was made of the identity of potential large land tracts that may be acquired by the Town for land conservation and preservation . These parcels should be part of the master plan. Question 2 deals with future land use and doe a wonderful job in its presentation. However there is no mention of potential farms and forest for conservation and preservation. Question 3 I believe deals with the identity of Wake Forest. It is my belief that Wake Forest is known for its down town, its historical treasure and its small town feel. This is the character and charm of our community. It is important that energies be directed to the maintenance, repair, and improvement of Wake Down Town. Perhaps this can be accomplished in part through commercial and private partnership. I look forward to listening and learning on Tuesday	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.

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	Appreciate the thoughtfulness put into this draft community plan as it's clear the town is trying to address community concerns around infrastructure. I appreciate more emphasis on pedestrian/bike friendly access to existing areas. As development along 98 continues, I don't see where town is addressing in community plan improving pedestrian/bike friendly crossing from South to North across 98 - such as S. Main Street across 98 or the new Grove 98 areas as well as other areas along 98 to provide easy pedestrian/bike friendly crossing from residential to commercial areas.	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.
	Regarding Question #3: Interesting that E. Spring area and S. Allen Rd area seem to be left out of Residential and Commercial plans other than mention of Senior Housing in S. Allen area. Is there opportunity to provide amenities in these locations/link these areas better to downtown?	No revision. Please reference the Northeast Area Plan.
	The draft Community Plan is well thought out and well written. Mungo Homes has a 10 acre piece of property under contract to develop on Shearon Farms Ave (PIN 1738472008). Currently the property is outside of Town limits but in the Towns planning area. The Future Land Use in the draft community plan calls for the property to be Transit Supportive Residential which encourages high density multi-family apartments or condos. Due to the proximity of the adjacent Single-Family homes to the east it is our opinion that townhomes would be a smoother transition to the adjoining commercial property to the west. Mungo Homes is requesting that the Future Land Use classification be more suited for townhomes as the primary use.	Revised to Mixed Residential.

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	Clearly, we need to preserve our Canopy and open spaces. It is unsettling to see the town seem to default to supporting dense development at every turn. Here is one concept that can help preserve our open spaces conserve our watersheds and still allow development. https://www.ncufc.org/uploads/Conservation_subdivision.pdf(External link) There is no "need" to look like New Jersey or Manhattan. Some people have referred to Cary and I agree. Drive through Cary and see the multiplicity of Townhouse and apartment buildings. It is NOT attractive. This town can live fine and maintain a high quality of life by NOT growing for the next 10 years. Business should be welcomed in the primary transit corridors. We need business. We just don't need excessive high density housing.	Added action item to add cluster developments to UDO. Added section on conservation design/cluster development.
	Less forest, too many people and too much traffic is making Wake Forest an undesirable place to live. Bad planning causes massive traffic backups on main street, a disaster. Does not have the infrastructure. Will there be enough water for such a large population during a drought. Why is massive growth so important (profitable) and to who? Very Disheartened	No revision. Town of Wake Forest and City of Raleigh have an approved merger agreement, which includes water and sewer allocation for areas included in Community Plan boundary.
	WF needs a moratorium on most growth and development! An example is multi-family housing like apartment complexes. We have so many already,	

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	with several being built right now. The infrastructure just isn't there. I know the infrastructure won't completely "catch-up", but it's barely even in this century. Transit-supportive residential and urban zoning are not appropriate for WF. People don't move here for that; if they want that, they can live in Raleigh or Cary. There's a reason that WF residents are now moving out to Youngsville and other smaller towns. Need to have more creative ideas for traffic control. For instance, the area on Roger's Road where Culver's, etc. is located is a death trap. But kudos for improving the section of Forestville Road between Harris Teeter and Publix. Limit clear-cutting! If Heritage could do it, so can other developments. We need more control over what is allowed. Town commissioners and the planning board need to have the power to say no. WF is a high-demand area for developers - why are we letting them do whatever they want? We can be more picky! We can require more trees, more green space and parks, more small playgrounds and dog parks. My understanding is that there is currently a maximum 20 foot buffer from the street to where new development begins. That should be a minimum of 20 feet. 20 feet doesn't allow for the preservation of some existing, mature trees. Planting new trees is nice, but it's not the same as preserving the tree canopy we already have. I agree that we should cultivate and grow the cultural and arts community in WF.	No revision. North Carolina General Statutes limit the authority of municipalities to establish a temporary moratorium particularly governing residential uses. Provided comment related to buffers to UDO project manager.

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	Wake Forest is FULL! this area does not have the infrastructure to keep building massive condo's or apartment complexes . just look at 98 bypass area you just added a 2nd turn lane onto south main st creating a bottle neck on an already crowed street. I live on south main and it's already hard enough to get in or out of my neighborhood. your soon going to have to put up stop lights just so folks CAN get out of their neighborhood.stop creating more problems for this area!! but I know these words fall on deaf ears cause no one down at city hall cares about the folks around here just padding their wallet.then on top of all that you want to raise fee's on us to pay for the added services!! enough is enough.	No revision. North Carolina General Statutues limit the authority of municipalities to establish a temporary moratorium particularly governing residential uses. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth.
	Please stop the building of apartments and townhouses as the volumes of people are very high and traffic is already very high, especially in the area around Traditions. We prefer to maintain the character of the small town and not overcrowd it. We are losing character by adding so many massive buildings. Also the schools are struggling to keep up as it is. Thank you.	No revision. The Plan identifies that there is a strong need to increasing housing choices and attainability for all income groups, stages of life, and backgrounds.
	I moved here from Cary due to the insane growth. I am concerned Wake Forest will repeat many of the same missteps, all for the sake of more tax revenue, sacrificing many of the characteristics that make this a unique and appealing community. A freeze on much of the growth for the next decade, as many have stated, is logical. Our current focus should be on connecting all greenways, preventing any further loss of trees within reason, revitalizing downtown, establishing a park on the east side of the city limits (do something with the reservoir!), and expanding roads and infrastructure to support anticipated future development. Rogers, 98, and the Averette corridor are my primary areas of concern.	Added action item to update Parks, Recreation, & Cultural Resources Master Plan.

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	Growth is inevitable, and I support "strategic" such growth. I agree with others that far too many developments have been allowed to clear all the trees from developments far too often, no doubt in the name of expediency and feel that should be addressed. I further agree with others re Rogers Rd being a very busy artery that should be widened all the way to Rolesville to alleviate congestion. I've since moved from Heritage to Tryon and hope that as developments grow along Averitt and eventually Oak Grove Church that smart development, including road widening, is addressed before it gets too far. I particularly liked the citing of North Hills in the plan as an ideal example of neighborhood with its vibrant mix of shops, restaurants, condos, and housing for walkable/bikeable living. Lastly, I support the notion mentioned of improving building facades and enforcing new developments to have such. I've long felt that Main Street along the area of Walmart to be rather unattractive, especially that shopping center itself. Hopefully that can be improved.	No revision. Action item 22-6 (formerly 18-6) included. The Comprehensive Transportation Plan (CTP) identifies ultimate roadway cross sections. As development occurs, roadway widening occurs.
	Our concern is the lack of adequate infrastructure to support past and current growth in the Rogers Road area. The area is already very congested with the existing schools and shopping. Now a large apartment complex is under construction next to Harris Teeter! Will the new community plan ensure that in the future adequate infrastructure is in place at the time of new construction? We would like to see no more construction in the vicinity of Rogers Road and Forestville Road. Leave whatever trees remain in place!	No revision. The Comprehensive Transportation Plan (CTP) models the infrastructure needed based on projected growth. Action item 22-6 (formerly 18-6) included.

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	We are fully on the path to ugly suburbia. The difference in just the 15 years I have been a resident is astounding. No concern for trees or green spaces. It's all about cars, shopping, and housing. We need a moratorium on growth until we can fully realize the impact of what has already been done. I ask each and every person reading this to consider if they love Wake Forest or do they want Cary 2.0? Stop the unbridled growth and keep the Forest. We already joke "where the college used to be" do we also want to add: and also the trees?	No revision. North Carolina General Statutes limit the authority of municipalities to establish a temporary moratorium particularly governing residential uses.
	Growth is inevitable, but high-traffic roads such as Rogers Rd in particular, desperately need to have a fully connected sidewalk, and to be widened fully to four lanes. There are four+ schools on Rogers and the sidewalks are not complete. This should absolutely be a priority.	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.
	The statement about no more tree canopy is correct. There seems to be more focus on incorporating and developing new spaces instead of looking at existing developed sites that can be used for a new purpose. Growth is important for the town for revenue generation but the current plan does not take into consideration protecting the surrounding environment. Question - In reviewing the draft plan, pages 14 and 15 indicated 725% increase in population between 1990 and 2020. Is the increase in population impacted by any change in annexation or incorporation i.e. expansion of the town limits? Looking at the number for Wake County and the State, this number for the Town seems inflated.	Action items added to Green Space Preservation and Tree Canopy.

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	Please consider the recent rezoning for the three commercial properties on South Allen Rd in your land use designations for those properties. The rezoning was unanimously approved by the BOC at the end of 2021 in order to remove the possibility of large multi-family (apartments) being built in the middle of an established community. Conversely, the proposed land use in the current draft of the community plan paves the way for a future UDO to support rezoning those properties right BACK to a category that would allow (and actively encourage) apartments. Specifically, the “Transit Supportive” designation, which is what is currently proposed for 306 South Allen, calls for “higher intensity housing” and “taller building heights,” which is in direct opposition to the wishes of the BOC, community members and businesses, expressed through unanimous vote, just weeks ago. Please revise the proposed land use for those unique properties in such a way that it reflects the spirit and supports the intention behind the recent rezoning. Changing 306 South Allen to Conventional Residential would allow for the property to be earmarked for senior- supportive housing, while at the same time discouraging future rezoning that would allow 4-6 story apartments to be built there.	Professional Services added as a supporting use to Mixed Residential and Transit-Supportive Residential land use descriptions. For 306 S. Allen Rd., map revised to Mixed Residential and Residential Area Plan description #6 states multifamily development should be avoided.

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	My first question that should be answered in the plan would be "Why do we need or want to grow our town?" It's not a forgone conclusion that we have to grow so what are the incentives for this much expansion so quickly? The benefits of the concept of different land use categories is that you can visualize how the city will support our population whatever their stage of life or configuration of family. I like the case studies but I've not seen you show a case study for the overall feel of the town showing success for this strategy in other areas of the country. For instance, what other towns of our size that have grown this fast have had success in keeping their small town feel? I feel that should have been researched and used as a model for what would work well here. That's the "best in class" idea. Your second question refers to the goals section of the plan and I believe that a lot of our community's goals are covered here but there is an elephant in the room surrounding the transportation plan to support this growth. It would have been helpful to show how that will play out. We have so many new lights, crossroads, housing developments that it seems like a huge uphill battle to get the transportation done correctly.	

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	The goal of multi mode transportation is in line with what I heard and expressed at the visioning meetings. The current bike trail map needs some improvement. for instance to get from the east side of town to downtown its a bit out of the way. There needs to be some connecting east/west trails so that we can walk or commute by bike to the industrial/commercial areas from the residential areas easily. For an example if you live in Traditions and followed the bike routes you would cross over 98 going south, cut over to smith creek trail then go back north under 98 to pop out near downtown. There should be a straight shot up Wait ave to downtown from Traditions.	

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	There are other issues like this with neighborhoods all over town. So the emphasis is on the new developments having multi use trails but we need to connect the existing houses. I see a significant area that is not addressed at all. Wildlife conservation and protection. In this day and age we should be taking this into consideration right from the beginning. Anecdotally the birds are disappearing from our back yards. Is this due to the removal of the tree canopy? As we divide up the land into islands our wildlife will be unable to live within the town for us to enjoy. This will hurt our quality of life as well as tourism. Why is this not being addressed? The sentiment from those I have spoken with is a general feeling of "it's too late to change anything now". Is that the case? I hope it isn't the case. I hope that those of us who are invested in this community can bring our concerns and have them addressed. I think a campaign that makes it clear that people do have a say will increase input tremendously. I'd like to see in the draft land use plan the future schools, grocery stores and gas stations needed. I believe we need another high school and many middle and elementary schools but I'm not seeing them built out on the east side of town. The community live work play goal is great but there aren't many commercial areas on the east sides of towns. There are food deserts all over this town where there are no groceries or corner stores or restaurants. That means that many people are driving long distances in town. I'd like to see a plan to place more amenities on the east side where all the new developments are going in on 98, Jones Dairy and Forestville. If we have to	

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	drive to Rogers road or Main street or Capital for gas and groceries and schools it is going to be very congested. How does the plan address these issues? Is there a part of the community plan that can work with the neighboring towns for amenities and transportation? I would like to see discussion of cooperation with all our neighboring cities showing how they plan to integrate with us for traffic management to downtown Raleigh, suburban sprawl, amenities etc. Additional school districts and educational opportunities for our residents.	Text revised on pg. 33. Green Space Preservation additional considerations revised to mention wildlife habitat. Provided comment regarding greenways to Transportation Planner.
	Lots that has been done and is currently developing is great to see. I'm proud of all the work the town is doing. After viewing the plan for the Suntrust buildings I'm certainly happy to see it not become a CVS or Walgreens and happy that the town was able to step in to (hopefully) develop things in a way that is more in keeping with a healthy urban downtown (not that	

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	generous sidewalks as the presenter noted are what I'd call a selling point to the public). Please always do this if the need arises. A few things I was hoping to see more of a concrete plan around is the development of the greenway in the downtown renaissance area. The plan outlined in that original 2017 document certainly echos what I see on page 74, but progress for this hasn't actually came to fruition over this 5 year period. I don't see these on the action matrix at all! My concern is developments around the area will only further complicate and reduce the likelihood of these things actually happening. Holding Village, Franklin street townhomes, Forest on Franklin,Grove 98, and the currently planned White st Townhomes all were or are developments that take away greenspace, but havent offered the public (Seeing the page 78 concerns along with mine) anything in return (aside from a tax base) to expand the greenway in these areas. I would feel much better if this was addressed in a more concrete way. What do we need to get this done? Will a person living in downtown Wake Forest ever have safe easy access to the greenway system? For example Could perhaps the pond west of Kiwanis park and the proposed loop in the development (currently planned halfway around it) be made into a greenway space in addition to the townhomes planned? This type of idea is in keeping with both goals of increasing access the greenspace, serving the desired density, and not strictly getting rid of trees. I'd also love to see the Holding Village development get pedestrian access to franklin st, given this would give access to downtown to so many people! On Page 57 the concept of redeveloping the Renaissance Centre is a long overdue and great idea! Currently the level of talent/lack of higher level musical acts certainly suppresses the potential of the space/ requires more subsidy than a venue should (given it was a repurposed space in the 1st place there is only so much that can currently be done. Plus I know covid didn't	

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	neip). The note about improving the government facilities is also nice to see given the post office and surrounding land could certainly use some love, though it is great to have pedestrian access wise! On page 58 mention of ADU's is something I am interested in seeing added in, knowing Raleigh is developing standards for. It also is a smart way to deal with increased housing prices/ need for affordable spaces. On page 62 the recommendation to require a minimum mix of housing I think is necessary for larger developments. Page 65 Capitol Blvd improvements are 1000% needed, I know the town has a list of concerns. My only comment would be that the interest in the greater public vs any individual business should take priority. Given the total number of people that would benefits greatly outweighing those concerns. Page 68 the Burying of utility lines and partnering in any new developments in the renaissance area I am very supportive of, power house row looks great much in due part to the towns work on the utilities. I appreciate public power and the linemen! Page 71 Equity in park development. I'd certainly love to see the more aged/older parks in the area get a face lift, knowing these are the places where green space will actually survive long term I want to see these grow and be accessible. Page 76-77 I am highly supportive of the S line and a station downtown! That area is the exact part of downtown that would be served and offer a great impression to visitors on arrival! One note would be what that experience looks like as they arrive is something I'm not sure the UDO covers aside from	

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	developing so all 4 sides of a building look good. A tree buffer or consideration of green space along the rail line would be smart to consider. New developments along the future S-line are also a concern of mine, PLEASE make sure we keep this in mind that all future buffer zones are not affected today. Page 95 Point 17-3 Is there a place where we can propose or see the land purchased by the town over time without hunting through maps? I'd love for there to be more of this knowing how much development is occurring. Given there is no easy way of going back, I think the public would love to know what this looks like. Page 96 points 19-6&7 Both really great to see! Would love for the adaptive reuse maps to be publicly viewable online. Love what's been done at Loading dock and see adaptive reuse as a great way to maintain the town's character. Page 97 point 22-4 Supporting younger families would be great from a retail and parks standpoint. We love Lumpy's and playing at town hall, as well as going to HL Miller park (though it really needs some love). Improving Kiwanis park or expanding it along the southern parking lot would be great to see! point 20-1 and 20-9 I'd love to see renovating the Renaissance Centre advanced even if it meant a public private partnership. The Renaissance Centre currently is a weakness. This is coming from a person who highly supports the arts! point 20-2 Could the town elaborate on what a recreation facility that has regional draw means? Like the sound but not sure what this means Thank you for all the hard work put into this document!	No revision. Please reference the Future Pedestrian and Greenway Network Maps in the Comprehensive Transportation Plan.

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	Would like to see The Corner become an ice cream parlor again. I don't know how the town could do this maybe involve the Chamber & have them target business owners that wish to do this. It was an ice cream parlor up until we merged with the City of Raleigh water.	Town does not have ability to regulate specific retail uses.
	Idea for a community Forest / nature preserve on the property that the Town of Wake Forest owns north of envision science academy	The land is not owned by the Town of Wake Forest and is privately owned. Land is located in Wake County's planning jurisdiction and cannot be included in our draft Community Plan.
	Underpass for heritage high students to safely cross the street so they can access the shopping center down the street.	Pedestrian signals are located at the intersection of Foundation Dr. and Forestville for students to safely cross the street and access the shopping center.
	Request from development team to revise Residential Area #1 text: Once the Wake Forest County Club, this large property at Capital Boulevard and Country Club Drive now sits abandoned and requires a balanced perspective for redevelopment which respects established neighborhoods while accommodating the Town's growth. Ultimately, this will require a mix of housing ranging from single family homes to multifamily development to achieve a higher density. To preserve and protect environmentally sensitive areas such as Horse Creek, existing ponds, and floodplains; a clustered development is desirable. Additionally, thoughtful site design including stream crossings that minimize environmental impacts should be employed. Development west of Horse Creek should be contextually similar to adjacent Town land use patterns. Pedestrian and bicycle connections should be provided within the site to accommodate future connectivity to nearby commercial areas along Capital Boulevard and east towards E. Carrol Joyner Park.	No revision.
	Revise Church Initiative land use designation to Office, Civic, & Institutional	Professional Services added as a supporting use to Mixed Residential and Transit-Supportive Residential land use descriptions in March 2 draft.

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	Topic #1. The town has split my property into two sides an eastern and western side - and has labeled the western commercial and the eastern residential. Obviously, this was done without any consideration of the property- only the location of where they want certain development. The property should have been divided north and south with the residential to the north of Lowes Avenue extended and the commercial to the south of Lowes Avenue extended/ My whole property is zoned commercial. On the current map, the elevation makes it impossible for the commercial development to have public access. The road would be a private commercial road that the town would not take over because of the 11% grade. I have previously had this confirmed by the town. A few years ago the town verbally accepted a traffic study and other necessary considerations for an apartment development on this western site. But when the builder's representative came to see them, they denied these approvals. And they made up several additional unfounded and inaccurate reasons to deny the application. I had spent 2 years working directly with the builder. I asked to meet with the planning department to discuss their denial. It was a week before I was allowed to speak to them in person. They were very apologetic for all their "errors." I wasn't surprised at what they had done. I had been told behind closed doors a year before that if I made an application for apartments, it would not be allowed to go through. Now the town wants me to build apartments on the eastern edge of the property - an area negatively affected by - a place that has about 1 (one) acre available for development. The towns refusal to let me put detention ponds in the buffers, the proposed Ligon Mill Rd, the existing power line, the state and town watershed rules, and the Richland Creek restraints have constricted my development in this area.	No revision. The Plan identifies the portion along US-1 as Corridor Commercial and the eastern portion as transit supportive residential. The area is also within an activity center which would allow for a unique, pedestrian oriented developments. The Community Plan is a guiding document and is not proposing to amend any zoning entitlements.

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	The town is requesting commercial development in the place I had designated for the apartments to be located - the ones they turned down. It will be difficult to have commercial development here, because the access will be a private commercial road with 11% grade. No one down town has examined the property. They just have just made sketches of what they want - not what is possible or practical. They have made a colored picture showing how much developable property I have. It includes mostly flood planes and power lines. So the actual developable area has been extremely overstated. Topic #2. The idea of turning a building so that you cannot see the parking lot is terrible as well as covering the front of the building with trees. It is an easy decision for the town but an irresponsible design for commercial development. Businesses pay top dollar to be seen by the public. Even Wegmans spent a fortune to be high enough to be seen from the bypass. But I can take you to developments in our area and in Chapel Hill that have failed, because they were hidden from view by such rules. Years ago I presented this same argument before the commissioners when the designer had been asked by the planning board to use the McGregor shopping area on highway 64 as a model for Wake Forest. They wanted commercial development on US1 to be covered up by trees. That shopping center was already failing. Only 2 store remained - a tobacco shop and a bakery. It had already been flipped twice. Most	

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	stores were closed. It was completely covered from view by dense trees. I went to see that shopping center a few months ago. It has been torn down and replaced by an office building and a small hotel. In the rear there are a few restaurants. There are very strong design covenants on the US1 property to the north of Lowes Home Improvement right along the service road on US 1 and beside the old Verizon store. The covenants include hidden parking for trucks with signage, trash compactors, etc. The Verizon store was built to those standards. But the town covered that property with trees so that it could not be seen from US1. Eventually Verizon had to abandon their building and move to another site. You cannot see the Target store or the Staples store from US1, yet we all saw them clearly as they were being constructed. On the other hand the Seminary property on US1 has very few trees, and you can actually see many of their stores from the street. Looks fine to me. Must be good for business. There are always a lot of cars there. Have you ever tried to make a left hand turn out of Home Depot onto Retail Drive. It is very dangerous because of the over planting of bushes meant to hide the Home Depot parking lot. My property behind the Lowes Home Improvement has very strong recorded covenants required by Lowes. There is a long list of unacceptable commercial businesses which Lowes does not allow on my property. And there is a provision which allows a business to clean up another business that becomes an eyesore as well as a method to be reimbursed for the expense. Surely with some modifications I could keep my property looking nice instead of having the roads (like Ligon Mill Rd) covered up.	No revision since ordinance related comment. Comment provided to UDO project manager.

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	Topic 3 In June 2021 I contacted Brandon Jones about Ligon Mill Rd. when I noticed neither Ligon Mill Rd nor the bridge over Richland Creek was on the map at their website. He replied, On June 12, 2021 He wrote : Ms. Rolls, I have sent your message to our U-5307 (US 1) project team for review. Once I here back I can provide better information to you. Thanks, Brandon Jones, PE June 16, 2021 Mrs. Rolls, I will follow up by email. At this point our US 1 project will not have any impacts to your property and does not include any portion of the Ligon Mill Road extension. We are following up with Town staff and I will let you know once that conversation has taken place. Brandon Jones, PE I have also spoken with a NCDOT representative regarding the NCDOT guidelines for taking over a an existing road or having a road built by NCDOT. I was told that the NCDOT does not take over roads that have a bridge or will need a bridge. Ligon Mill cannot come north unless there is a bridge across	

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Comments on March 2, 2022 Draft

Page	Comment	Response
	Richland Creek. It is too expensive for me to build Ligon Mill Rd and the bridge. I have a collector street, Lowes Avenue, that satisfied my development needs. It is a public road that has been taken over by the town. I paid for a collector street, Lowes Avenue, in my negotiations with Lowes. There is a town policy that states that the party that creates the need for infrastructure must pay for it. Yet the town made a rule that directly offends that policy. It said if the town wants a road the developer has to build it. This needs to be addressed. When the Mountaineer property was purchased they built a cul de sac on their property. I offered to connect that street to my internal roads in my next land plan. They were delighted, because they didn't like the cul de sac. When the plan expired, I offered to connect them to a parking lot next to their property. They said - fine. Now the town has drawn a second collector street from Mountaineer across my valuable development area to Ligon Mill Rd. The town claims there was always a collector street there. This is not true. There was a collector street planned for the Druey property north of the Mountaineer property. You can see a small apron for this road on Galaxy. It clearly is not on the Mountaineer property. When Lowes Home Improvement was built, the the town was asked to accept Lowes Avenue as a collector street to replace of the one north of the Mountaineer Property. The town agreed. I suggest that the town start a new policy and follow the requirement they would put on any developer. They must approach the landowner and have a meeting with the that owner before making changes or additions to the rules or restrictions that would affect their property. I understand most people downtown do not know all the facts. The town needs to consult directly with the land owner.	The Town included in their U-5307 Resolution of Support with Recommended Changes to NCDOT that Ligon Mill Road should be included in their study area as it is serving as a primary north/south service road in Wake Forest on the east side of US-1. Comments related to Comprehensive Transportation Plan provided to Transportation Planner.

Proposed Draft Community Plan and Future Land Use Map Revisions

Page # 3/2/22 Draft	Type of Revision	Revision Summary
ii	Text	Revise spelling of Shiela Bishop to Sheila Bishop.
37	Graphic	Image to be updated prior to final draft.
38	Graphic	Image to be updated prior to final draft.
39	Graphic	Image to be updated prior to final draft.
47	Map	Reclassify private property (PINs 1841213763 and 1841225196) incorrectly designated as open space to office, civic and institutional.
50	Text	Update spelling of "enivornments" in the Transit-Oriented Development paragraph.
52	Text	Revise spelling of "County" to "Country".
54	Text	Revise "medium" to "median".
72	Text	Revise key recommendation from "Explore revising the street calming policy or Udo updates related to traffic calming consideration when reviewing development proposals" to "Evaluate existing streets and explore UDO updates to address traffic congestion, traffic speed, reduce collisions, and improve safety conditions for all modes of transportation."
74	Graphic	Image to be updated prior to final draft.
78	Graphic	Image to be updated prior to final draft.
80	Graphic	Image to be updated prior to final draft.
85	Text	Revise "Manual of Standard Specifications and Details" to "Manual of Specifications, Standards and Design"
93	Text	Revise "four" to "three" in the sentence above the Action Item heading.
99	Text	Add action item 13-14 related to coordination with NCDOT. Action Item 13-14: Continue to identify congestion management and infrastructure improvement opportunities on state maintained roadways in coordination with NCDOT.



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-542-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: April 5, 2022

SUBJECT

Monthly Financial Report

Recommendation:

Item Summary:

ATTACHMENTS

- [February 28, 2022 Financial Summaries.pdf](#)

Town of Wake Forest

February 28, 2022

GENERAL FUND HIGHLIGHTS:

- o Total year-to-date revenues are at 78.68% of annual budgeted amounts.
- o Current year ad valorem tax collections are ahead of prior YTD by over \$1.7 million
- o Total year-to-date expenditures are at 67.23% of appropriations (includes encumbrances).
- o Net increase YTD (*increase* in fund balance) is **\$12.5 million**
 - o **Please keep in mind that this will level out over the remainder of the year**
 - Capital purchases and transfers to debt service fund will occur March - June

DEBT SERVICE FUND HIGHLIGHTS:

- o \$569,983 in debt service payments made in January
- o Net increase YTD (increase in fund balance) is **\$1,860,943**
 - o This will level out the remainder of the year as the most of the significant debt service payments are made in April and June

WF BIP:

- o Other financing sources represents transfer from General Fund.
- o Other revenue reflects funds received from SEBTS and ElectriCities for support of the tech sector analysis.
- o Expenditures are at 28.52% which is below the guideline (67%).

DMSD HIGHLIGHTS:

- o \$65,303 collected in DMSD taxes during January.

WFRC HIGHLIGHTS:

- o Expenditures are at 56.33% which is below the guideline (67%).
- o Revenues are up over previous fiscal year due to increased rentals of the facility and programs/events.
- o Other financing sources represents transfer from General Fund for personnel costs.

ELECTRIC FUND HIGHLIGHTS:

- o Total year-to-date revenues are at 67.66%% of budgeted amounts.
- o Total expenses are at 66.56% (includes encumbrances)
 - o Purchase for resale – power for February (**\$940,213**) is paid in March and not reflected in the attached.
- o Net gain YTD is **\$1,243,665**

GENERAL FUND
February 28, 2022

Monthly Target Percentage

67.00%

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	\$ 33,828,083	-	\$ 501,497	98.54%	\$ 32,108,874
Other Taxes		51,000	33,351	-	17,649	65.39%	25,657
Unrestricted Intergovernmental		12,599,475	6,258,223	-	6,341,252	49.67%	4,683,540
Restricted Governmental		1,921,375	1,115,862	-	805,513	58.08%	2,097,403
Permits and Fees		2,433,500	2,496,855	-	(63,355)	102.60%	1,949,412
Other Revenue		1,318,355	767,490	-	550,865	58.22%	771,378
Sales and Services		4,269,000	1,981,166	-	2,287,834	46.41%	362,111
Investment Earnings		28,500	8,419	-	20,081	29.54%	15,509
Other Financing Sources		4,052,155	1,510,321	-	2,541,834	37.27%	1,641,175
General Fund Total	\$	61,002,940	47,999,771	-	13,003,169	78.68%	\$ 43,655,058

Department		Amended	YTD		Remaining Budget	% Budget Used	PY
Department		Budget	Actual	Encumbrances	(including encumbrances)	(includes encumbrances)	YTD Actuals
EXPENDITURES							
410 Board of Commissioners	\$	476,570	\$ 369,804	\$ -	\$ 106,766	77.60%	\$ 455,224
412 Legal Services		475,310	333,179	653	141,478	70.23%	-
420 Administration		979,665	590,908	52,843	335,914	65.71%	366,057
425 Communications		994,560	609,080	115,662	269,818	72.87%	513,065
430 Human Resources		834,685	512,298	4,119	318,268	61.87%	386,359
435 Downtown Development		458,175	259,515	933	197,727	56.84%	165,563
440 Finance		1,369,625	942,698	5,329	421,598	69.22%	719,252
445 Information Technology		1,585,360	874,896	214,671	495,794	68.73%	723,642
480 Building Inspections		1,848,265	1,146,284	30,962	671,019	63.69%	1,050,868
490 Planning		3,070,635	1,513,822	196,739	1,360,073	55.71%	1,149,805
500 Public Facilities		2,983,470	1,516,828	631,772	834,870	72.02%	1,528,466
510 Police		14,242,867	8,545,994	2,369,148	3,327,725	76.64%	7,262,963
520 Fire		9,830,914	5,994,782	790,876	3,045,256	69.02%	6,892,505
530 Public Works Administration		291,575	153,350		138,225	52.59%	166,451
535 Urban Forestry		237,030	135,736	532	100,761	57.49%	148,244
540 Engineering		1,580,270	632,252	342,287	605,730	61.67%	648,202
550 Fleet Maintenance		601,525	315,193	72,964	213,368	64.53%	284,234
560 Streets		3,078,319	1,732,541	213,352	1,132,426	63.21%	1,468,267
580 Solid Waste		4,833,620	2,542,841	172,911	2,117,868	56.18%	2,357,667
620 Parks and Recreation		4,403,530	2,191,386	302,533	1,909,611	56.63%	1,992,708
999 Transfers		6,826,970	4,582,049	-	2,244,921	67.12%	4,490,785
General Fund Total	\$	61,002,940	35,495,436	5,518,287	19,989,217	67.23%	\$ 32,770,326

General Fund - Net Gain (Loss)

\$

- \$

12,504,335

\$

10,884,732

Debt Service Fund
February 28, 2022

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,282,385	1,282,385	(0)	100.00%	909,619
Permits and Fees	724,000	425,162	298,838	58.72%	445,662
Investment Earnings	1,000	147	853	14.74%	142
Other Financing Sources	5,070,365	3,639,767	1,430,598	71.79%	3,417,457
General Fund Total	\$ 7,077,750	5,347,461	1,730,289	75.55%	\$ 4,772,880

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	409,104	3,681	99.11%	205,696
480 Building Inspections	106,410	102,739	3,671	96.55%	101,740
500 Public Facilities	844,775	719,943	124,832	85.22%	735,990
510 Police	380,365	189,784	190,581	49.90%	330,559
520 Fire	406,265	333,551	72,714	82.10%	152,724
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	561,016	1,324,664	29.75%	427,289
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	646,899	1,351,741	32.37%	663,751
General Fund Total	\$ 7,077,750	3,486,518	3,591,232	49.26%	\$ 3,319,505

Debt Service Fund - Net Gain (Loss)

\$ 1,860,944

\$ 1,453,375

Wake Forest Business and Industry Partnership Fund (BIP)
February 28, 2022

Monthly Target Percentage

67.00%

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	-	-	100.00%	-
Other Financing Sources	330,275	235,261	-	95,014	71.23%	195,700
WFRC Fund Total	\$ 338,275	243,261	-	95,014	71.91%	\$ 195,700

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 338,275	\$ 96,476	\$ -	\$ 241,799	28.52%	\$ 123,876
WFRC Fund Total	\$ 338,275	96,476	-	241,799	28.52%	\$ 123,876

WF BIP Fund - Net Gain (Loss) **\$ 146,785** **\$ 71,824**

DMSD Special Revenue Fund
February 28, 2022

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 132,050	\$ 136,547	-	\$ (4,497)	103.41%	\$ 122,261
Investment Earnings	300	53	-	247	17.72%	81
Other Financing Sources	30,150	105	-	30,045	0.35%	2,608
DMSD Special Revenue Fund Total	\$ 162,500	136,705	-	25,795	84.13%	\$ 124,950

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 162,500	\$ 73,334	\$ -	\$ 89,166	45.13%	\$ -
DMSD Special Revenue Fund Total	\$ 162,500	73,334	-	89,166	45.13%	\$ -

Downtown District - Net Gain (Loss)

63,371

124,950

Wake Forest Renaissance Centre
February 28, 2022

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 141,000	\$ 69,262	\$ -	\$ 71,738	49.12%	\$ 10,645
Other Revenue	116,340	68,730	-	47,610	59.08%	2,837
Other Financing Sources	421,710	288,464	-	133,246	68.40%	213,538
WFRC Fund Total	\$ 679,050	426,457	-	252,593	62.80%	\$ 227,021

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	\$ 380,827	\$ 1,699	\$ 296,523	56.33%	\$ 279,789
WFRC Fund Total	\$ 679,050	380,827	1,699	296,523	56.33%	\$ 279,789

WFRC Fund - Net Gain (Loss) **\$ 45,629** **\$ (52,769)**

ELECTRIC FUND
February 28, 2022

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 21,373,800	\$ 14,212,851	-	\$ 7,160,949	66.50%	\$ 13,439,756
Sales Tax - Utility	1,452,865	987,828	-	465,037	67.99%	934,810
Other Revenue	194,500	477,961	-	(283,461)	245.74%	237,466
Investment Earnings	2,000	434	-	1,566	21.71%	1,065
Other Financing Sources	250,000	67,290	-	182,710	0.00%	407,125
Electric Fund Total	\$ 23,273,165	15,746,364	-	7,526,801	67.66%	\$ 15,020,222

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
850 Electric - Operations	\$ 22,764,810	\$ 14,199,597	\$ 987,411	\$ 7,577,802	66.71%	\$ 13,149,868
860 Electric - Tree Trimming	508,355	303,103	774	204,478	59.78%	282,572
Electric Fund Total	\$ 23,273,165	14,502,700	988,185	7,782,280	66.56%	\$ 13,432,441

Electric Fund - Net Gain (Loss)

1,243,665

1,587,782



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-426-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: April 5, 2022

SUBJECT

Review of Draft Agenda for Upcoming Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCAgendaApril202219.pdf](#)



Wake Forest Board of Commissioners
Draft Meeting Agenda
April 19, 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. March 1, 2022 Work Session
March 15, 2022 Regular Meeting

3. Presentations

- 3.A. Resolution Recognizing Virginia H. Jones on her Retirement
- 3.B. Proclamation Recognizing May as "Building Safety Month"
- 3.C. Proclamation Recognizing May 1, 2022 as "Global Love Day" in the Town of Wake Forest, NC
- 3.D. Proclamation Recognizing May 5, 2022 as "National Day of Prayer"
- 3.E. Proclamation Recognizing May 2022 as "Mental Health Month"
- 3.F. Proclamation Recognizing May 14, 2022 as "St. Baldrick's Day"
- 3.G. Proclamation Recognizing May 1 through 7, 2022 as the "53rd Annual Professional Municipal Clerks Week"
- 3.H. Proclamation Recognizing "National Public Works Week" May 15-21, 2022

4. Public hearings / Public Comment

- 4.A. Public Hearing on CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)

- 4.B. Public Hearing on an annexation petition submitted by George C. Mackie Jr. and Martha Mackie for property associated with Hamlet at Quail Crossing located at 1423 Deerfield Crossing Drive, being Wake County Tax PIN 1850-26-8976 (portion) and adjacent rights-of-way.
- 4.C. Public Hearing on a petition requesting contiguous annexation submitted by Ammons Property Two LLC for property associated with Traditions Townhomes located at 0 Traditions Grande Boulevard being Wake County PIN 1851-12-8142 and adjacent rights-of-way being approximately 7.5617 acres.
- 4.D. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5. Consent Agenda

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

- 5.A. Updates to the Town of Wake Forest Record Retention Policy to incorporate Program Records.

6. Legislative Items

7. Planning Items

- 7.A. Consideration of CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)
- 7.B. Consideration of a petition requesting annexation submitted by George C. Mackie Jr. and Martha Mackie for property associated with Hamlet at Quail Crossing located at 1423 Deerfield Crossing Drive, being Wake County Tax PIN 1850-26-8976 (portion) and adjacent rights-of-way.
- 7.C. Consideration of a petition requesting contiguous annexation submitted by Ammons Property Two LLC for property associated with Traditions Townhomes

located at 0 Traditions Grande Boulevard being Wake County PIN 1851-12-8142
and adjacent rights-of-way being approximately 7.5617 acres.

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A. Department Monthly Report

12.B. CIP Project Tracker

12.C. Strategic Plan

12.D. Wake County Tax Release

12.E. Commissioner Reports

13. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2021-537-

Submitted by: Hassan Kingsberry

Submitting Department: Administration

Meeting Date: April 5, 2022

SUBJECT

Wake County Non-Discrimination Ordinance Interlocal Agreement

Recommendation:

Item Summary:

ATTACHMENTS

- [DRAFT NDO ILA for Municipal Parties 2.1.22.pdf](#)
- [NDOFinalDraft10-14-21.pdf](#)

INTERLOCAL AGREEMENT

This Interlocal Agreement is dated as of February 1, 2022, among the _____; all of the above being municipal corporations organized under the laws of the State of North Carolina (collectively "Municipal Parties"); and **WAKE COUNTY, NORTH CAROLINA** (the "County" or "Wake"), a public body politic and corporate of the State of North Carolina (individually a "Party" and collectively "Parties").

RECITALS:

WHEREAS, Wake County welcomes all people and recognizes the importance of diversity and the importance of all people being free from discrimination based on race, natural hair or hairstyles, ethnicity, creed, color, sex, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability; and

WHEREAS, invidious discrimination and the tolerance of invidious discrimination is detrimental to the health, safety, and welfare of the citizens of Wake County and the peace and dignity which Wake County seeks to promote for all of its residents; and

WHEREAS, on October 18, 2021, in accordance with G.S. 153A-121, the Wake County Board of Commissioners enacted a Non-Discrimination Ordinance ("Wake NDO" or "NDO") effective within the jurisdictional limits of Wake County to promote principles of diversity, inclusion, harmony, and equal treatment for all and thereby the health, safety, and welfare of those who live in, work in, and visit Wake County as well as to promote the peace and dignity of Wake County; and

WHEREAS, the Wake NDO authorizes municipalities located within Wake County to adopt the Wake NDO provided they enter into an interlocal agreement that establishes uniform enforcement procedures and guidelines; and

WHEREAS, pursuant to N.C.G.S. § 153A-122, the respective governing bodies of the Municipal Parties have enacted resolutions adopting the Wake NDO within their territorial jurisdictions; and

WHEREAS, the Parties desire to centralize the non-discrimination complaint process and procedure for improved consistency and accountability; and

WHEREAS, the Parties desire to enter into this Agreement pursuant to the statutory authority authorizing interlocal agreements, N.C.G.S §§ 160A-460 to 160A-464, in order to pursue the above stated goals.

NOW THEREFORE, for and in consideration of the premises and covenants contained in the Agreement, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

ARTICLE I

Definitions

1.01. Definitions: For all purposes of this Agreement, unless the context requires otherwise, the following terms shall have the following meanings:

Agreement means this Interlocal Agreement.

Complaint means a written allegation of discrimination filed on the County's adopted complaint form in accordance with the Wake NDO.

Complainant means a Person as defined under the Wake NDO who files a Complaint.

Conciliation means attempted resolution of issues raised by a complainant through informal means not involving court process.

Discrimination means any difference in treatment based on a Protected Class as defined herein.

Employer means any person employing one or more persons within the Wake County and any person acting in the interest of an employer, directly or indirectly, including an employment agency. "Employer" shall include Wake County and any Wake County Contractor.

Gender identity or expression means having or being perceived as having gender-related identity, expression, appearance, or behavior, whether or not that identity, expression, appearance, or behavior is different from that traditionally associated with the sex assigned to that individual at birth.

Municipalities means the Municipal Parties named in this Agreement.

Party means a municipality or Wake County, as the context or the usage of such term may require, which is a signatory to this Interlocal Agreement.

Person means a natural person, a corporation, company, partnership, firm, association or other entity with a separate legal existence.

Protected class means race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability.

Protected hairstyle means any hairstyle, hair type, or hair texture historically associated with race such as, but not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, and afros.

Public accommodation means any place, facility, store or other establishment which supplies accommodations, goods, or services to the public or which solicits or accepts the patronage or trade of the general public. A public accommodation shall not

include a Religious Organization and all of the activities of the Religious Organization, or a non-profit fraternal or social organization which restricts use of facilities and services to members and their guests.

Religious Organization means a church, mosque, synagogue, temple, non-denominational ministry, faith-based mission or faith-based entity that is primarily devoted to the study, practice, or advancement of religion.

Respondent means a Person as defined under the Wake NDO against whom a compliant has been filed pursuant to the Wake NDO.

ARTICLE II

Purpose, Process & Responsibilities

2.01. Recitals; Purpose: The Recitals are incorporated herein. The Parties agree to centralize all non-discrimination complaints received in their respective jurisdictions in one online portal system managed by Wake County.

2.02. Roles and Responsibilities of the Parties:

- (A) The County shall:
 - Provide a Complaint form available to persons and members of the public.
 - 1. Establish and maintain an online portal for the intake of Complaints filed within the jurisdictional limits of the County and the jurisdictional limits of the Municipal Parties.
 - 2. Perform jurisdictional review of all Complaints received in accordance with the Wake NDO and issue letters of referral and.
 - 3. Provide administrative personnel to perform all necessary work under this Agreement.
 - 4. Contract with third parties for the administration of the investigatory and conciliation process established in the Wake NDO.
 - 5. Collect fees from the Municipal Parties in accordance with the terms and conditions of this Agreement.
- (B) The Municipal Parties shall:
 - 1. Coordinate with the County following the receipt of any Complaint by the County falling within the jurisdictional limits of the Municipal Party.
 - 2. Be responsible for enforcing ordinances and regulations that are not covered by the Wake NDO.
 - 3. Compensate the County for administrative costs and fees in accordance with the terms and conditions of this Agreement.

2.03. Process: All Complaints regarding alleged violations of the Wake NDO must be filed with the County Manager's Office within ninety (90) days of the alleged discriminatory act on the Complaint form provided by the County in accordance with the criteria set forth therein. Upon review of the Complaint, the County Manager, or his

designee, shall determine if the Complaint falls within the jurisdiction of the County or the Municipal Parties and make a recommendation for one or more of the following actions: 1) No further action based on lack of jurisdiction, whether territorial or subject matter jurisdiction, or 2) An opportunity for the Complainant and the Respondent to participate in Conciliation to resolve the dispute. The County shall be responsible for communicating the recommended action to the Complainant upon intake and review of the Complaint.

In all cases where the County recommends Conciliation, the County shall offer the Complainant and the Respondent an opportunity to participate in a conciliation process, free of charge. The Complainant and Respondent may, but are not required, to be represented by counsel, but shall be responsible for their own fees or expenses related to representation, preparation or attendance. The Conciliation session shall be a closed, informal and confidential process. All resolutions of Complaints shall be reduced to writing, signed by the Complainant and Respondent, acknowledged by the facilitator of the Conciliation. The memo of conciliation shall be enforceable as a binding contract.

All jurisdictional determinations and Conciliations facilitated by the County are final, with no right to appeal by the Complainant, Respondent, or the Municipal Party.

The County shall not be responsible for advising Complainant or Respondent of available alternatives to Conciliation.

2.04. Limitations of the County: Nothing herein shall require the County to initiate judicial action by or on behalf of any Complainant or the Municipal Parties, including but not limited to injunctive relief or any other equitable remedy under law. The Parties understand that the conciliation process established by the Wake NDO is voluntary and non-penal in nature. The County's role under the Wake NDO is to encourage and facilitate resolution of Discrimination among Protected Classes occurring in Employment or Places of Accommodation. Nothing in this Agreement shall be interpreted or applied so as to create any requirement, power, or duty in conflict with the Wake NDO or compel the County to seek relief on behalf of a Municipal Parties and the Complainants. The Wake NDO does not create any individual right, privilege, or benefit, whether substantive or procedural, enforceable at law or in equity by any party against Wake County, its agencies, departments or any other officers, elected officials, or employees or any other person or entity, including respondents. If the Complainant wishes to file a court action, he or she must do so through his or her own attorney or on his or her own through the court's pro se clerk's office.

2.06. Special Provisions Regarding Public Records: Nothing herein shall require the County to accept responsibility for responding to any public records request filed with a Municipal Party in association with this Agreement. Notwithstanding the above, Wake County shall respond to all public records requests filed with the County for documents or materials in its possession. All electronic or written communication related to the Complaint or Conciliation in the custody of the County or any Municipal Party shall be considered public record. The Conciliation session shall not be recorded and shall remain confidential.

ARTICLE III

Administrative Fees, Costs, & Personnel

3.01. Collection of Fees: For the initial term of this Agreement as set forth in Section 4.02, below, Wake County will not assess an administrative fee for the services provided to the Municipal Parties. Beginning July 1, 2022, Wake County shall assess and collect from the Municipal Parties an administrative fee, to be separately negotiated and determined by written addendum to this Agreement.

3.02. Responsibility for Costs: Wake County agrees to provide all personnel, resources, and equipment to carry out the Purpose of this Agreement. Costs associated with these resources will be paid by Wake County.

3.03. Attorneys Fees: There is no right to representation by an attorney in the Complaint process. If Complainant or Respondent choose to be represented by counsel, each shall be responsible for payment of attorney fees incurred.

ARTICLE IV

Effective Date, Term, Termination, and Addition of Parties

4.01. Effective Date: This Agreement shall become effective on February 1, 2022, subject to approval by the governing boards of each Party on or before this date.

4.02. Initial Term: The term of this Agreement shall commence on February 1, 2022 and terminate on June 30, 2022 unless earlier terminated in accordance with Section 4.03. If the Parties desire to extend the initial term, they must execute a separate written agreement to align with the local government fiscal years beginning July 1, 2022.

4.03. Termination: Any Party shall have the right to withdraw or terminate participation in this Agreement upon 30-day notice to the County. To the extent that any Party withdraws from this Agreement, it shall remain in force and effect as to the remaining Parties.

4.04. Addition of Parties: The County shall have the right, but not the obligation, to add any municipal party within Wake County enacting a resolution adopting the Wake NDO to this Agreement by amendment. Such amendment shall not require the approval of the governing authority of the Municipal Parties already parties to this Agreement.

ARTICLE V

Notice

5.01. Notice: Any written or electronic notice required by this Agreement shall be delivered to the Parties at the following addresses:

For Wake County:

Wake County Manager
Wake County Justice Center
301 S. McDowell St.
Raleigh, NC 27601

For City of _____:

For Town of _____:

ARTICLE VI Miscellaneous

6.01. Governing Law and Venue: The Parties agree that North Carolina law shall govern this Agreement. Venue for any disputes arising under this Agreement shall be in the courts of Wake County, North Carolina.

6.02. Severability: If any provision of this Agreement shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Agreement.

6.03. Entire Agreement, Amendments: This Agreement constitutes the entire Agreement between the Parties. This Agreement shall not be modified or amended except in writing signed by all the Parties.

6.05. Liability of Officers and Agents: No officer, agent or employee of any Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

6.06. Counterparts: This Agreement may be executed in several counterparts, each of which shall be an original. Alternatively, each Party may execute an original of this Agreement and all individually executed originals shall constitute a single Interlocal Agreement.

6.07. Assignment: No Party shall sell or assign or subcontract any interest in or obligation under this Agreement without the prior written consent of all the Parties.

6.08. No Waiver Of Sovereign Immunity: Nothing in this Agreement shall be construed to mandate purchase of insurance by Wake County pursuant to N.C.G.S. 153A-435 or by any municipality pursuant to N.C.G.S. 160A-485; or to be inconsistent

with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted October 6, 2003; or to in any other way waive any Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against a Party for any reason if otherwise available as a matter of law.

6.09. Indemnity: If allowed by North Carolina law and to the extent it does not operate as a waiver of sovereign immunity and is not inconsistent with County's "Resolution Regarding Limited Waiver of Sovereign Immunity", County shall indemnify and hold harmless the Municipal Parties from and against all claims, demand, costs and expenses arising out of or relating to County's obligations under this Agreement caused by the negligence or willful misconduct of the County. Likewise, a Municipal Party shall indemnify and hold harmless the County from and against all claims, demand, costs and expenses arising out of or relating to the Municipal Party's obligations under this Agreement caused by the negligence or willful misconduct of the Municipal Party. Provided, however, that in the event any such claim, suit, or cause of action is made against any Party hereto who believes they are entitled to indemnification, notice shall be given to the indemnitor within five (5) business days after that Party's first notice of any such claim, suit, or cause of action.

Notwithstanding the above, by entering into this Agreement, the Municipal Parties hereby agree to indemnify and hold the County harmless from any damages, awards, administrative and legal costs associated with the defense of any lawsuit or legal action initiated by a Complainant in association with the Wake NDO. In the event Wake County is named a party to any lawsuit or legal action arising under the Wake NDO falling within the jurisdiction of the Municipal Party, the County it is entitled to recover from the Municipal Party, any and all administrative and legal costs, including, but not limited to, attorney's fees and damages.

6.10. Real Property: This Agreement does not involve the acquisition or ownership of real property.

6.11. Breach and Default: In the event of breach of this Agreement, the Parties shall be entitled to such legal or equitable remedy as may be available, including specific performance.

6.12 Representations and Warranties: The Parties each represent, covenant and warrant for the other's benefit as follows:

(a) Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and this Agreement has been authorized by Resolution spread upon the minutes of each Party's governing body. This Agreement is a valid and binding obligation of each Party.

(b) To the knowledge of each party, neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation of the transactions contemplated by this Agreement, results in a breach

of the terms, conditions and provisions of any agreement or instrument to which either Party is now a party or by which either is bound, or constitutes a default under any of the foregoing.

(c) To the knowledge of each Party, there is no litigation or other court or administrative proceeding pending or threatened against such Party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.

6.13 Verification of Work Authorization; Iran Divestment Act Certification:

The Parties, and all subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes. The Parties hereby certify that they, and all subcontractors, are not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

IN WITNESS WHEREOF, the parties, pursuant to resolutions of their respective governing boards spread upon their minutes, have caused this Agreement to be executed in their corporate names by their duly authorized officers, all as of the date first above written.

{INSERT SIGNATURE PAGES}

DRAFT

A RESOLUTION TO ENACT AN ORDINANCE PROHIBITING DISCRIMINATION IN
PUBLIC ACCOMMODATIONS AND EMPLOYMENT

WHEREAS, Wake County welcomes all people and recognizes the importance of diversity and the importance of all people being free from discrimination based on race, natural hair or hairstyles, ethnicity, creed, color, sex, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability; and

WHEREAS, Wake County desires to safeguard the rights and opportunities of all persons to be free from discrimination in public accommodations and employment; and

WHEREAS, on March 30, 2017, Section 3 of S.L. 2017-4 went in effect, preempting local governments from enacting and amending ordinances regulating public accommodations and private employment practices; and

WHEREAS, Section 3 of S.L. 2017-4 expired on December 1, 2020; and

WHEREAS, invidious discrimination and the tolerance of invidious discrimination is detrimental to the health, safety, and welfare of the citizens of Wake County and the peace and dignity which Wake County seeks to promote for all of its residents; and

WHEREAS, pursuant to North Carolina General Statute § 153A-121(a), “[a] county may by ordinance define, prohibit, regulate, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and

WHEREAS, pursuant to North Carolina General Statute § 153A-4, “[i]t is the policy of the General Assembly that the counties of this State should have adequate authority to exercise the powers, rights, duties, functions, privileges, and immunities conferred upon them by law. To this end, the provisions of this Chapter . . . shall be broadly construed and grants of power shall be construed to include any powers that are reasonably expedient to the exercise of the power”; and

WHEREAS, the purpose and intent in enacting this Ordinance is to promote the principles of diversity, inclusion, harmony, and equal treatment for all and thereby the health, safety, and welfare of those who live in, work in, and visit Wake County as well as to promote the peace and dignity of Wake County; and

WHEREAS, the Wake County Board of Commissioners hereby finds and determines that it is in the best interest of the citizens and residents of Wake County to enact this Ordinance.

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED by the Board of Commissioners (the “Board”) for the County of Wake, North Carolina (the “County”) as follows:

The foregoing ordinance is hereby added to Title III ADMINISTRATION of the Wake County Code of Ordinances:

Chapter 34. AN ORDINANCE PROHIBITING DISCRIMINATION IN PUBLIC ACCOMMODATIONS AND EMPLOYMENT

§ 34.01 DEFINITIONS

For the purpose of this subchapter, the following definitions shall apply:

Conciliation means attempted resolution of issues raised by a complainant through informal means not involving court process.

Discrimination means any difference in treatment based on a Protected Class as defined herein.

Employer means any person employing one or more persons within the Wake County and any person acting in the interest of an employer, directly or indirectly, including an employment agency. “Employer” shall include Wake County and any Wake County Contractor.

Gender identity or expression means having or being perceived as having gender-related identity, expression, appearance, or behavior, whether or not that identity, expression, appearance, or behavior is different from that traditionally associated with the sex assigned to that individual at birth.

Person means a natural person, a corporation, company, partnership, firm, association or other entity with a separate legal existence.

Protected class means race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non-belief, age, or disability.

Protected hairstyle means any hairstyle, hair type, or hair texture historically associated with race such as, but not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, and afros.

Public accommodation means any place, facility, store or other establishment which supplies accommodations, goods, or services to the public or which solicits or accepts the patronage or trade of the general public. A public accommodation shall not include a Religious Organization and all of the activities of the Religious Organization, or a non-profit fraternal or social organization which restricts use of facilities and services to members and their guests.

Religious Organization means a church, mosque, synagogue, temple, non-denominational ministry, faith-based mission or faith-based entity that is primarily devoted to the study, practice, or advancement of religion.

§ 34.02 PUBLIC ACCOMMODATIONS

It shall be unlawful for any owner, proprietor, employer, employee, agent, keeper, or manager in a place of public accommodation to deny any person the full and equal enjoyment of the accommodations, advantages, facilities, or privileges thereof because of that person's inclusion within one or more Protected Class.

§ 34.03 EMPLOYMENT AND CONTRACTING

A. It shall be unlawful for any employer, because of the Protected Class of any person, to fail or refuse to hire, discharge, or otherwise discriminate against that person with respect to tenure, promotion, transfer, compensation, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment.

B. As a condition of submitting a bid or proposal to Wake County, the bidder or proposer shall submit a certification of compliance with this Ordinance. Failure to submit this certification or falsification of this certification shall be grounds for rejection of the bid or termination of the contract without fault to Wake County.

C. An unlawful employment practice is established when the complaining party demonstrates by clear, cogent and convincing evidence that a personal characteristic or the status of the complaining party as a member of a Protected Class was a motivating factor for the employment practice. An employment practice shall not be considered unlawful if it is based upon a neutral classification, job related for the position in question and consistent with business necessity or an exception recognized by Title VII of the Civil Rights Act of 1964.

§ 34.04. INCLUSIVE INTERPRETATION OF SEX AND RACE DISCRIMINATION

A. Wake County interprets all legal prohibitions on sex discrimination to include discrimination on the basis of sexual orientation, gender identity, and gender expression.

B. Wake County interprets all legal prohibitions on race discrimination to include discrimination on the basis of protected hairstyles.

§ 34.05. PENALTIES AND ENFORCEMENT

A. Complaints regarding alleged violations of this ordinance should be filed with the County Manager's Office within ninety (90) days of the alleged discriminatory act on the complaint form provided by the County. The County Manager shall determine if the complaint falls within the jurisdiction of the County, and if so, with the help of the County Attorney shall investigate the complaint and seek information from the respondent (party complained of). If a

complaint is factually validated, then the County will offer voluntary conciliation to resolve the dispute between the complainant and the respondent.

B. In addition to or in lieu of other remedies available by law, any person violating any provision of this Article may be subject to an enforcement action brought by the County under G.S. 153A-123(d) and (e) for an appropriate equitable remedy, including but not limited to a mandatory or prohibitory injunction commanding the defendant to correct the conduct prohibited under this Article.

C. This Article does not create and is not intended to create any individual right, privilege, or benefit, whether substantive or procedural, enforceable at law or in equity by any party against Wake County, its agencies, departments or any other officers, elected officials, or employees or any other person or entity, including respondents.

D. This Article shall not limit the remedies available to any person under state or federal law.

E. Violation of this ordinance does not constitute a criminal offense in accordance with G.S.14-4.

§ 34.06. APPLICABILITY; COMPLIANCE WITH LAWS

A. Pursuant to N.C.G.S. 153A-122, this ordinance shall apply within the jurisdictional limits of Wake County and is not applicable within the territorial limits of a city or town, unless a municipal governing board opts in, provided there is agreement to enforcement procedures through an interlocal agreement.

B. Nothing in this Ordinance shall be interpreted or applied so as to create any requirement, power, or duty in conflict with any existing federal, state, or local law or either the federal or North Carolina constitutions, including but not limited to the Free Exercise Clause of the First Amendment.

§ 34.07. SEVERABILITY CLAUSE

In the event any portion of this Ordinance, or the application thereof to any person is declared or adjudged to be invalid or unconstitutional, then such declaration or adjudication shall not affect the remaining provisions of this Ordinance, or its application to other persons; and the Ordinance shall remain in full force and effect as if the portion so declared or adjudged invalid or unconstitutional was not originally a part of this Ordinance.

§ 34.08. EFFECTIVE DATE; EXPIRATION DATE

This ordinance shall take effect on February 1, 2022.

The County Clerk is hereby authorized to make any needed formatting revisions, so long as such revisions do not change the content of the Ordinance, and to file this Ordinance in an appropriately indexed ordinance book subject to public inspection in the Clerk's office.

The County Finance Director and County Attorney are hereby instructed to incorporate the provisions of this Ordinance into County contracts and procurement documents where applicable.

Upon motion of Commissioner _____, seconded by Commissioner _____, the foregoing resolution entitled A RESOLUTION ENACTING AN ORDINANCE PROHIBITING DISCRIMINATION IN PUBLIC ACCOMMODATIONS AND EMPLOYMENT was passed by the following vote:

Ayes: _____

Noes: _____

* * * * *

I, _____, _____ Clerk to the Board of Commissioners for the County of Wake, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of said Board for said County at a regular meeting held on _____ as it relates to the passage of a new ordinance for Wake County PROHIBITING DISCRIMINATION IN PUBLIC ACCOMMODATIONS, AND EMPLOYMENT and that said proceedings are recorded in the minutes of said Board for said County.

I DO HEREBY FURTHER CERTIFY that proper notice of such regular meeting was given as required by North Carolina law.

WITNESS my hand and official seal of said County this _____ day of _____, 2021.

Clerk to the Board

[SEAL]