



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
January 02, 2024 at 6:00 PM**

1. Presentations

- 1.1. Presentation of LEGISLATIVE CASE RZ-23-07, 200 Stephen Taylor Road, a rezoning filed by Marion Jordan to rezone 1.008 acres located at 200 Stephen Taylor Dr, being Franklin County Tax PIN 1842826404 from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).
[BOC Agenda Summary RZ-23-07.pdf](#)
[RZ-23-07 Staff Report.pdf](#)
[Attachment A - Neighborhood Meeting Information.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Planning Board Recommendation.pdf](#)
- 1.2. Presentation supporting NCDOT's right-of-way abandonment for a portion of Averette Road.
[Averette Rd. Agenda Summary_BoC 010224.pdf](#)
- 1.3. Presentation of LEGISLATIVE CASE RZ-23-08, Farm Road Townhomes, a conditional rezoning filed by Kevin Neshat on behalf of Lofts at South Main, LLC, to rezone 3.06 acres located at 1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road, being Wake County Tax PIN(s) 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841, from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD).
[BOC Agenda Summary RZ-23-08.pdf](#)
[RZ-23-08 Staff Report.pdf](#)
[Attachment A - Neighborhood Meeting Meeting Information.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
[Exhibit 1 - Proposed Farm Road Townhomes Master Plan.pdf](#)

2. Discussion of Monthly Financial Report

- 2.1. Discussion of November Monthly Financial Summaries
[November 30, 2023 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1. Review of Draft Agenda for Upcoming Regular Meeting
[DraftBOCAgenda_Jan202416.pdf](#)

4. Other Business

- 4.1. Discussion of Gateway & Wayfinding Update
[1-2-24_BOCPProjectSummary.pdf](#)

5. Commissioner Reports

6. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2023-325-
Submitted by: Patrick Reidy
Submitting Department: Planning
Meeting Date: January 2, 2024

SUBJECT

Presentation of LEGISLATIVE CASE RZ-23-07, 200 Stephen Taylor Road, a rezoning filed by Marion Jordan to rezone 1.008 acres located at 200 Stephen Taylor Dr, being Franklin County Tax PIN 1842826404 from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).

Recommendation:

Item Summary:

ATTACHMENTS

- [BOC Agenda Summary RZ-23-07.pdf](#)
- [RZ-23-07 Staff Report.pdf](#)
- [Attachment A - Neighborhood Meeting Information.pdf](#)
- [Attachment B - Application.pdf](#)
- [Attachment C - Maps.pdf](#)
- [Attachment D - Planning Board Recommendation.pdf](#)

Agenda Item: Presentation of LEGISLATIVE CASE RZ-23-07, 200 Stephen Taylor Road, a rezoning map amendment filed by Marion Jordan to rezone 1.008 acres located at 200 Stephen Taylor Dr, being Franklin County Tax PIN 1842826404 from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).

Summary: A public comment session was held at the December 12, 2023, Planning Board meeting. The Planning Board voted 7-0 to find the request consistent with the Community Plan and in the public interest and recommended approval of the zoning map amendment (rezoning) request.

Attachments: See Staff Report.



Staff Report

Case RZ-23-07: 200 Stephen Taylor Rezoning

Meeting Date	January 2, 2024
Requested Actions	Consideration of the following items related to the Zoning Map Amendment request for 200 Stephen Taylor Road: 1. Act on Plan Consistency Statement 2. Rezone 1.008 acres on the Town of Wake Forest Zoning Map from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).
Case Manager	Patrick Reidy, Senior Planner - Development Services
Planning Board Recommendation	Recommended approval of the zoning map amendment request by a vote of 7-0. See Attachment D for the Planning Board Recommendation.

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
August 19, 2023 (See Attachment A)	December 12, 2023	January 16 2024

CASE INFORMATION

Applicant	Marion Jordan 302 Porter Hill Drive Youngsville, NC 27596
Property Owners	Louise and Edward Smith 15 Cannady Way Franklinton, NC 27525
Location	Intersection of Stephen Taylor Road and Haltwhistle Street
Addresses	200 Stephen Taylor Road
Franklin County Tax PINs	1842-82-6404 (parent PIN for areas west and east of Stephen Taylor Rd) 1842-82-7362 (secondary PIN for area east of Stephen Taylor Rd)
Acreage	1.008

Zoning	Existing: Franklin County's Residential 30 (R-30) Proposed: General Residential 3 (GR3)
Land Use	Existing: Dwelling - Single-Family on west side of Stephen Taylor Rd Vacant on east side of Stephen Taylor Rd Proposed: Dwelling - Single-Family on both sides of Stephen Taylor Rd
Corporate Limits	This application is outside the Town's corporate limits and within the Town's Merger Agreement Area with Youngsville. An annexation petition has been filed.
Community Plan Designation	Conventional Residential

See Attachment B for a copy of the application and Attachment C for Aerial, Zoning, and Land Use Maps. See Community Plan [page 37](#) for a description of Conventional Residential.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Dwelling – Single-Family (Everly Subdivision) and Vacant	Wake Forest: GR10 CD Youngsville: SFR-3
South	Dwelling – Single-Family (non-subdivision parcels)	Franklin County: R-30
East	Vacant	Youngsville: SFR-3
West	Dwelling – Single-Family (Everly Subdivision)	Wake Forest: GR10 CD

The proposed land use is generally **compatible** with surrounding land uses.

The proposed zoning is generally **compatible** with surrounding zoning.

See Attachment C for associated maps.

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2022)	The proposed zoning map amendment request is generally consistent with the adopted 2022 Community Plan.
Comprehensive Transportation Plan (2021)	The Comprehensive Transportation Plan is not applicable to the proposed zoning map amendment request.

Historic Preservation Plan (2022)	The Historic Preservation Plan is not applicable to the zoning map amendment request.
Northeast Neighborhood Plan (2021)	The Northeast Neighborhood Plan is not applicable to the zoning map amendment request.
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Resources Master Plan is not applicable to the zoning map amendment request.
Public Art Vision Plan (2009)	The Public Art Vision Plan is not applicable to the zoning map amendment request.
Renaissance Plan (2017)	The Renaissance Plan is not applicable to the zoning map amendment request.

There is no detailed Plan Consistency Analysis since the Land Use Map is the only applicable section of the Community Plan.

STAFF RECOMMENDATION

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

ATTACHMENTS

- Attachment A: Neighborhood Meeting Information
- Attachment B: Application
- Attachment C: Maps
- Attachment D: Planning Board Recommendation

Minutes of Rezoning and Annexation Meeting

August 19, 2023

200 Steven Taylor Road Wake Forest NC 27587

Time: 1:00 pm to 2:00 pm

The meeting was called to order by Mr. Edward B. Smith

Explained why a meeting was held by stating a proposal to subdivide the acre and connect to the existing water and sewer lines next to the 200 Stephen Taylor Road Property. A reading of the Town of Wake Forest Unified Development Ordinance 15.3 Public Notification.

1. A question was asked by Mr. Andrew Asewick, why a meeting needed to be held. Answer: Explained to him that we were trying to connect to the current water and sewer lines that run next to our property and that it was required in the Town Ordinance 15.3.
2. Mr. Paul Hicks and Susan Ritnenhacker asked how would this affect them and their property? Answer: It doesn't. We are trying to connect to the town's water and sewer, which will not affect your current well water supply.

Those that attended or responded to letters mailed out had no objections and no concerns.

Number in attendance: (7)

Number of letters mailed out first class (44)

Date mailed out: August 2, 2023

Approval was given from those that attended and those that returned letters. Meeting adjourned.

See sign up sheet attached and copy of letter mailed out.

Edward B. Smith & Louise T Smith

Edward B Smith & Louise T Smith (Owners)
Marion S Jordan
15 Cannady Way
Franklinton NC 27525

July 30, 2023

RE: Neighborhood Meeting Notice

To whom it may concern:

We, the property owners of 200 Stephen Taylor Road, Wake Forest NC 27587, are holding an annexation and rezoning meeting to discuss rezoning and annexation of our property. Wake Forest Town Ordinance states that property owners within 500 ft of the above property must be notified of the request to be reannexed and rezoned. Your property is within 500 ft of our property found at 200 Stephen Taylor Road Wake Forest NC 27587.

We are petitioning for rezoning and annexation of our property so that we may connect to the city water and sewer lines that are found near our property through The Town of Wake Forest. We would also like to subdivide our property found at 200 Stephen Taylor Road Wake Forest NC 27587 into two parcels.

Meeting Date: August 19th, 2023

Meeting Time: 1pm – 2pm

Meeting Location: 200 Stephen Taylor Road Wake Forest NC 27587

Project Name: Rezoning and Annexation of 200 Stephen Taylor Road Wake Forest NC 27587

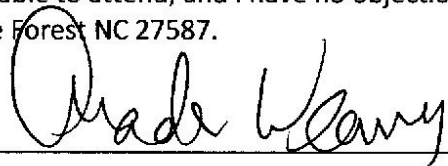
Application Type: Map Amendment (Rezoning & Annexation)

Size of Property: 1.24

If there is no objection and you will not be able to attend the scheduled meeting, you may sign your name and address below and scan and email or place in the enclosed self-address envelope and mail back.

I will be unable to attend, and I have no objection to the annexation or rezoning of 200 Stephen Taylor Road Wake Forest NC 27587.

Signature:



Address:

421 Sunny Fields Drive Wake Forest, NC 27587

Time 1:00 P.M.
PRE 20WE DATE 8-19-23

TOWN OF WAKE FOREST
N.C.

NAME:

DATE

Andrew Asewicz

Paul Hicks

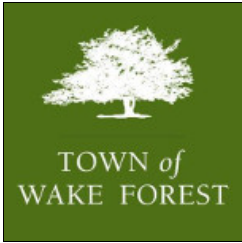
Susan Ritzenthaler

Annette Bullock

Charlton Bull -Shahnb@gmail.com

James Ivey

Wayne Tabron



Map Amendment (Rezoning) Application

(Map Amendment (Rezoning) Workflow)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

Project Overview

#1049738

Project Title: 200 Stephen Taylor Road Rezoning

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Map Amendment (Rezoning)

State: NC

Workflow: Map Amendment (Rezoning)

County: Wake

Checklist - Map Amendment (Rezoning)

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

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

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

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

Pre-Application Meeting

Has a pre-application conference been held?: No

*Note: This type of project requires a pre-application conference be completed prior to official submittal. If this has not been completed, 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:

Staff Member Met With:

Pre-application Conference Project Number:

Address & Basic Site Information

Please Note:

In some cases, a parcel address may not verify. In the event that our system is unable to verify the address you enter, please submit the project as an *Unverified Parcel* and provide zoning and land use information as requested below. For verified addresses, the zoning and land use information will be added to the application automatically (you do not need to provide it below).

Project Address or PIN:

- 1842826404 (Unverified)
- FC 1842-82-6404 (Unverified)

Tax PIN:

- 1842826404 (Unverified)
- FC 1842-82-6404 (Unverified)

Acreage: 1.008

**Name of Existing Development/Subdivision (if applicable--
for reference only):** 200 Steven Taylor RD

For unverified addresses/parcels only, please provide below 1) the current use of the parcel, 2) the zoning district(s) it is in, and 3) any overlay districts that apply. Reference the [zoning map](#) and the [overlay districts map](#) on the town's website.

Current Use & Zoning (required only if address/parcel is unverified):

Franklin County R-30

Single Family and Vacant

Subdivision of acres to connect to city water and sewer lines.

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

GIS Site Information (Automatically Generated - Not Available for Unverified Addresses)

Parcel Area:

Wake Forest (WF):

Base District:

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

Current Use:

Planning and Zoning:

In SH1-O Overlay:

In Water Supply Watershed Protection Overlay:

In SF Overlay:

In MVCP-O Overlay:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

Is there an existing Special Use Permit for the Property?: No **Case Number of related site plan (if applicable):**

Case Numbers of other related approvals (if applicable):

Project Contacts

Please enter all project contacts related to your application.

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

Project Contact - Applicant

Marion Jordan

302 Porter Hill Drive
Youngsville, NC 27596

P:19196966489

marionasmith44@yahoo.com

Project Contact - Property Owner

Louise Smith

15 Cannady Way
Franklinton, NC 27525

P:(919) 696-6489

marionasmith44@yahoo.com

Map Amendment: Rezoning

Proposed Zoning: GR3, General Residential 3

Description of Request:

Subdivide acres to connect to city water and sewer in order to build a single family home.

Justification of Consistency with Comprehensive Plan:
Subdivide acres to connect to city water and sewer in order to build a single family home.

Agent Authorization Form

The Wake Forest Unified Development Ordinance (UDO) states that applications for development approvals may only be made by the landowner, a lessee or person holding an option or contract to purchase or lease the land, or an authorized agent of the landowner (see _____). This agent authorization form must be signed by the landowner and included with any application not submitted by the landowner or lessee as specified above. If more than one landowner is involved, a separate agent authorization form must be submitted by each landowner.

Address(es) and Tax PIN(s) for

which authorization is granted: 200 Steven Taylor Road Wake Forest NC 27587
Pin # 1842-82-6404

Landowner's name*: Louise T Smith & Edward B. Smith

Application(s) for which
authorization is granted (e.g.,
Rezoning, Special Use Permit):

Rezoning & Annexation

Person authorized to submit
application(s) as landowner's
agent (must be the same
person listed as the applicant
on the application form):

Marion S. Jordan

Landowner's Signature:

Louise T Smith & Edward B Smith

Date:

7/25/23

Please provide below the name, address, and other information
of the person signing this form.

Name: Louise T Smith & Edward B Smith

Address: 15 Connady Way Franklinton NC 27521

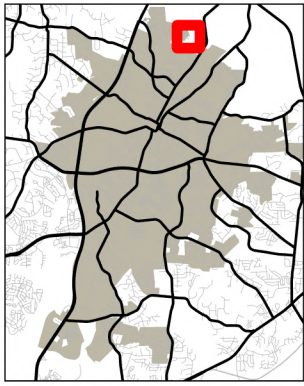
Telephone number: (919) 494-7799

Email address:

marionasmith44@yahoo.com

If signing for a corporation or other entity, please
specify title and/or relationship to the corporation
or other entity (e.g., Member, Executive Officer): _____

*Owner of record as shown on the latest equalized assessment rolls of Wake County, or, if ownership has recently been transferred, the grantee shown on the recorded deed (a copy of the deed must accompany this form).

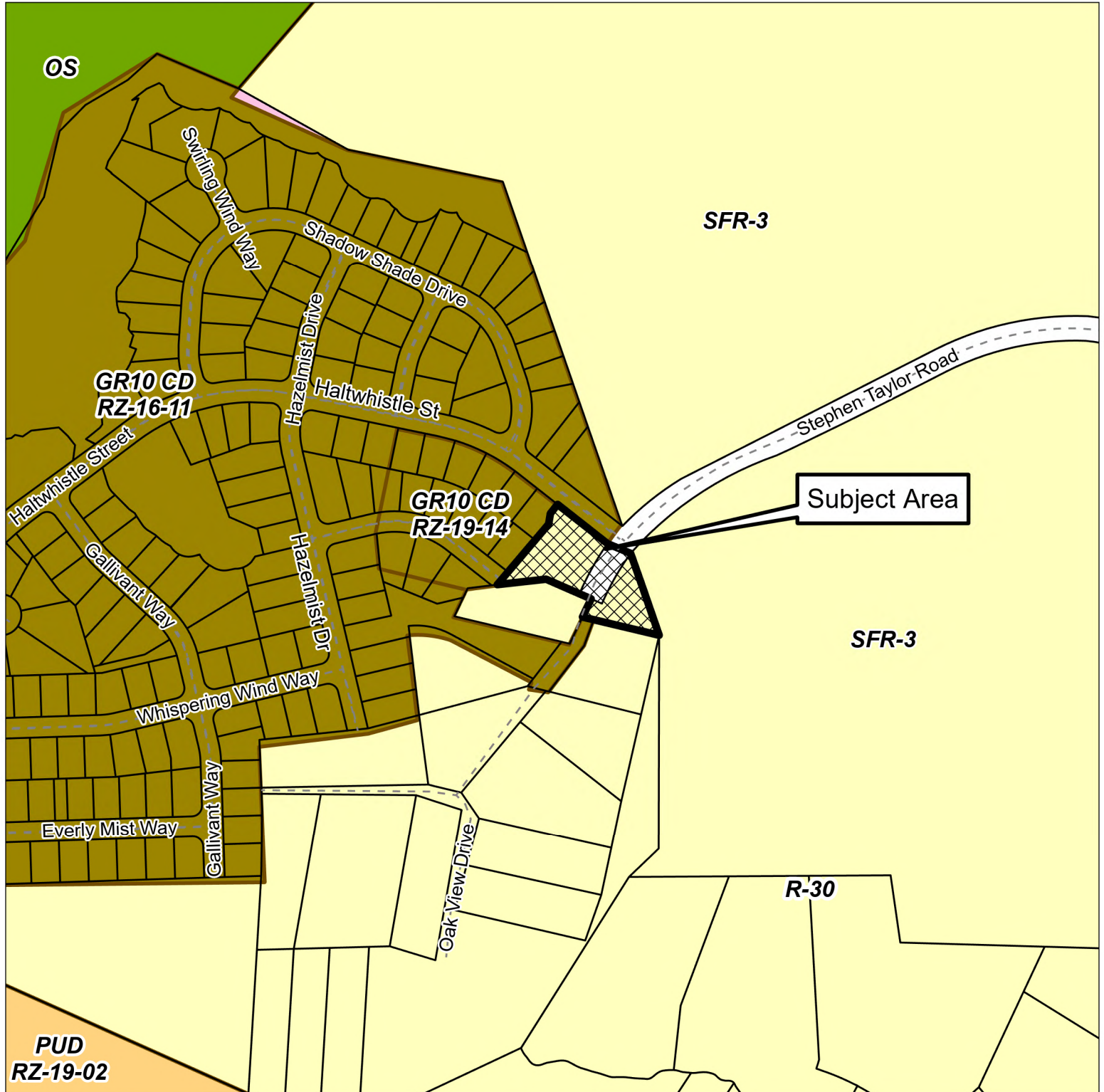


TOWN of
WAKE FOREST

RZ-23-07

200 Stephen Taylor Road Rezoning Franklin County PIN: 1842-82-6404

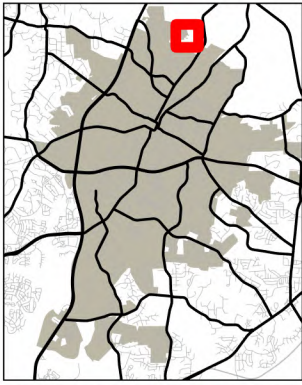
12/6/2023



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

0 500 1,000
Feet





TOWN of
WAKE FOREST

RZ-23-07
200 Stephen Taylor Road Rezoning
PINS: 1842-82-6404

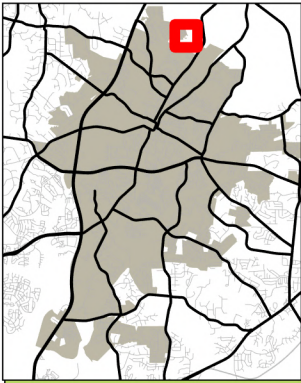
11/22/2023



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0 500 1,000
Feet





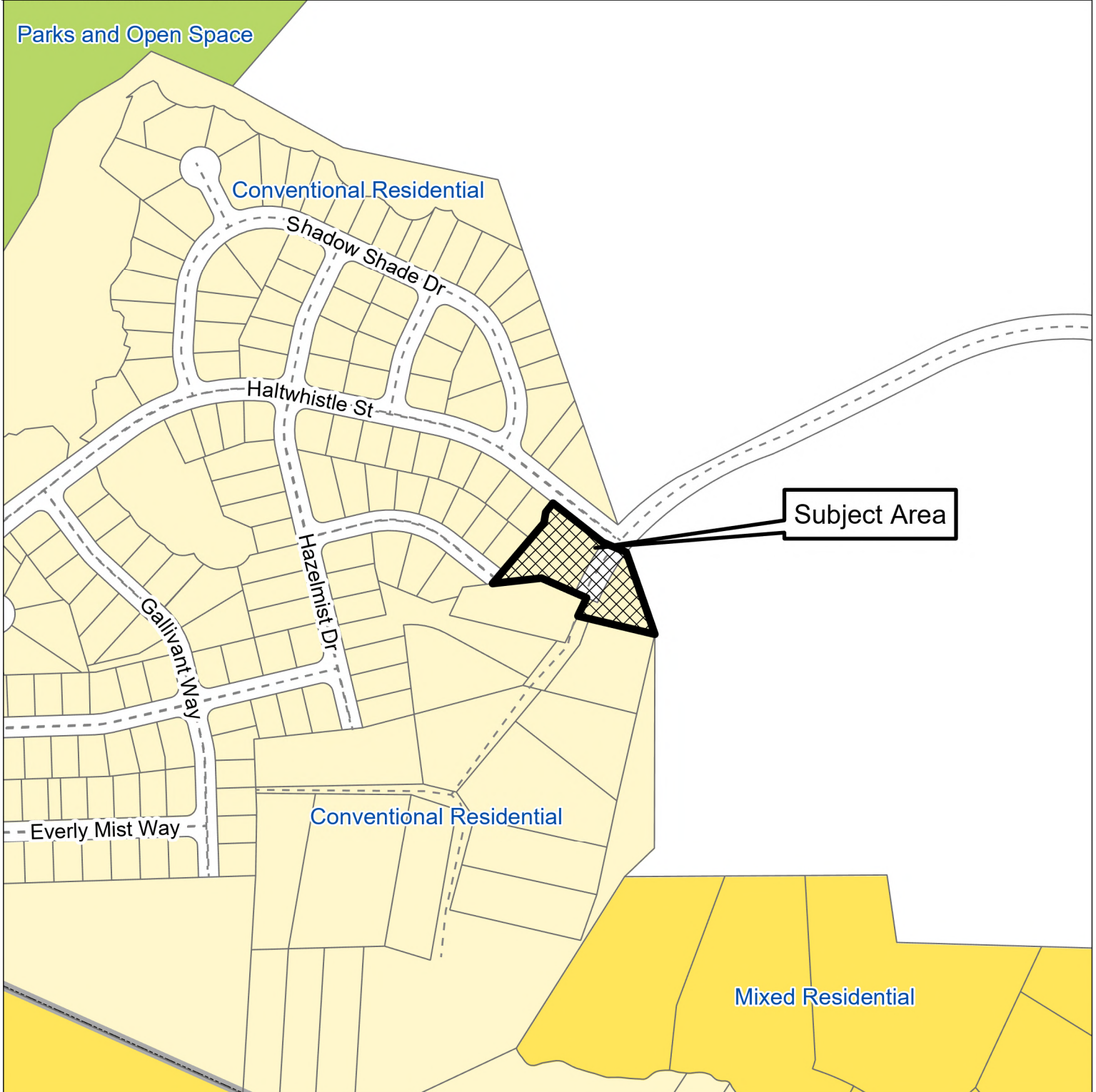
Land Use Plan



TOWN of
WAKE FOREST

RZ-23-07 200 Stephen Taylor Road Rezoning PINS: 1842-82-6404

11/22/2023



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0 500 1,000
Feet





TOWN of WAKE FOREST

Report Requirements:

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

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

GENERAL INFORMATION

Applicant: Marion Jordan

Owner: Louise and Edward Smith

Requested Action: Rezone 1.008 acres on the Town of Wake Forest Zoning Map from Franklin County's Residential 30 (R-30) to General Residential 3 (GR3)

Existing Zoning: Franklin County's Residential 30 (R-30)

Location: 200 Stephen Taylor Road

Size: 1.008 acres

Franklin County Tax PINs: 1842-82-6404 (parent PIN for areas west and east of Stephen Taylor Rd); 1842-82-7362 (secondary PIN for area east of Stephen Taylor Rd)

Existing Land Use: Dwelling - Single-Family on west side of Stephen Taylor Rd; Vacant on east side of Stephen Taylor Rd

Applicable Officially Adopted Plans:

The request is generally Consistent with the relevant policies in the Comprehensive Plan, and Approval of the zoning map request is reasonable and in the public interest. The request is consistent with the Land Use Map in the Community Plan.

This report reflects the recommendation of the Planning Board, this the 12th day of December 2023.

Introduced by Planning Board member:

Michael Hickey

Seconded by Planning Board member:

Sheila Bishop

Attest:

Karin Kuropas
Karin Kuropas, Planning Board Chair

Courtney Tanner
Courtney Tanner, Planning Director



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2023-337-

Submitted by: Nick Nolte

Submitting Department: Engineering

Meeting Date: January 2, 2024

SUBJECT

Presentation supporting NCDOT's right-of-way abandonment for a portion of Averette Road.

Recommendation:

Item Summary:

ATTACHMENTS

- [Averette Rd. Agenda Summary_BoC 010224.pdf](#)

Agenda Item: Presentation supporting NCDOT's right-of-way abandonment for a portion of Averette Road

Summary: One condition of the Rosedale PUD was for the developer to straighten the curve in Averette Road between Matrix Farm Drive and Forever Young Drive. With the realignment of Averette Rd., excess right-of-way exists on the west side of Averette Rd., along the Rosedale subdivision and a property owned by Judy Pearce. For NCDOT to abandon maintenance and the right-of-way of this previous alignment area, a resolution supporting this abandonment from the Town is required.

Attachments: None.



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2023-323-
Submitted by: Tim Richards
Submitting Department: Planning
Meeting Date: January 2, 2024

SUBJECT

Presentation of LEGISLATIVE CASE RZ-23-08, Farm Road Townhomes, a conditional rezoning filed by Kevin Neshat on behalf of Lofts at South Main, LLC, to rezone 3.06 acres located at 1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road, being Wake County Tax PIN(s) 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841, from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD).

Recommendation:

Item Summary:

ATTACHMENTS

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- [Attachment C - Maps.pdf](#)
- [Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
- [Exhibit 1 - Proposed Farm Road Townhomes Master Plan.pdf](#)

Agenda Item: Presentation of LEGISLATIVE CASE RZ-23-08, Farm Road Townhomes, a conditional rezoning filed by Kevin Neshat on behalf of Lofts at South Main, LLC, to rezone 3.06 acres located at 1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road, being Wake County Tax PIN(s) 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841, from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD).

Summary: A public comment session was held at the December 12, 2023, Planning Board meeting. The Planning Board voted 7-0 to find the request consistent with the Community Plan and reasonable and in the public interest and recommended approval of the zoning map amendment (rezoning) request. The Planning Board recommended including a condition to provide all plantings required for a Type B, Option 2 buffer between the NB-CD area and the adjacent park space and townhome lot, and made the following suggestions for the applicant to consider:

- Provide lighting along all public roadways and in parking lots
- Provide a sidewalk connection to South Main Street along the South side of Farm Road
- Notify current residents six-month in advance of the need to vacate
- Provide parking spaces in the new NB-CD spaces for use by townhome residents and guests during off hours
- Provide some affordable townhome units

Since the Planning Board meeting, the applicant has modified the proposed conditions as follows:

- *Condition #2:* Removed a proposed modification of the minimum front setback
- *Condition #13:* Included all required plantings for a Type B, Option 2 buffer in the buffer between the GR10-CD and NB-CD areas
- *Condition #14:* A new condition providing for cross access between South Main Street and Alley 1.
- *Condition #15:* A new condition providing for notification of current residents at least six months prior to their leases ending.
- *Condition #16:* A new condition to extend the sidewalk on Farm Road to the existing paved parking area abutting 1701 South Main Street.

The applicant has also modified the proposed master plan to provide four additional guest parking spaces and to preserve a 40" diameter oak tree in the NB-CD area.

Attachments: See Staff Report.



Staff Report

Case RZ-23-08: Farm Road Townhomes

Meeting Date	January 2, 2024
Requested Actions	Consideration of the following items related to the Conditional Zoning request for 1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road: 1. Act on Plan Consistency Statement 2. Rezone 3.06 acres on the Town of Wake Forest Zoning Map from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD).
Case Manager	Tim Richards, Senior Planner - Development Services
Planning Board Recommendation	Recommended approval by a vote of 7-0 of the zoning map amendment request, with the condition proposed by the applicant at the Public Comment Session to provide all plantings required for a Type B, Option 2 buffer between the NB-CD area and the adjacent park space and townhome lot, and with the following additional proposed considerations: • Provide lighting along all public roadways and in parking lots • Provide a sidewalk connection to South Main Street along the South side of Farm Road • Notify current residents six-month in advance of the need to vacate • Make available parking in the new NB-CD spaces for use by townhome residents and guests during off hours • Provide some affordable townhome units See Attachment D for the Planning Board Recommendation and Plan Consistency Analysis. Since the Planning Board meeting, the applicant has modified the proposed conditions as follows: • Condition #2: Removed a proposed modification of the minimum front setback • Condition #13: Included all required plantings for a Type B, Option 2 buffer in the buffer between the GR10-CD and NB-CD areas • Condition #14: A new condition providing for cross access between South Main Street and Alley 1. • Condition #15: A new condition providing for notification of current residents at least six months prior to their leases ending. • Condition #16: A new condition to extend the sidewalk on Farm Road to the existing paved parking area abutting 1701 South Main Street.

	The applicant has also modified the proposed master plan to provide four additional guest parking spaces and to preserve a 40" diameter oak tree in the NB-CD area.
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PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
3/22/2023 (See Attachment A)	12/12/2023	1/16/2024

CASE INFORMATION

Applicant/Developer/ Property Owner	Kevin Neshat on behalf of Lofts at South Main, LLC 300 Carpathian Way Raleigh, NC 27615
Location	Fronting on Farm Road and Farm Ridge Road, just East of Farm Road's intersection with South Main Street
Addresses	1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road
Wake County Tax PIN(s)	1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841
Acreage	3.06
Zoning	Existing: General Residential 3 (GR3) Proposed: General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD)
Land Use	Existing: Residential (single-family detached) Proposed: Residential (townhome)
Corporate Limits	This application is located in the Town's corporate limits.

See Attachment B for a copy of the application and Attachment C for Aerial, Zoning, and Land Use Maps.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Residential (single-family detached) Personal services (hair salon)	General Residential 3 (GR3), Neighborhood Business Conditional (NB-CD)
South	Utilities – Class 1 (overhead electricity transmission line)	General Residential 3 (GR3)

East	Residential (single-family detached)	General Residential 3 (GR3)
West	Medical clinics (dental) Personal services (spa) Professional services (accountant)	Neighborhood Business (NB), Conditional Use Neighborhood Business (CU-NB)
The proposed land use is generally compatible with surrounding land uses. The proposed zoning is generally compatible with surrounding zoning. <i>See Attachment C for associated maps.</i>		

MASTER PLAN ANALYSIS – GR10-CD AREA

Open Space	Required: 0.29 acres (10%)
	Proposed: 0.66 acres (22.8%)
	<i>Summary: The proposed Master Plan complies with the minimum open space percentage requirement in the UDO.</i>
Park Space	Required: 0.0725 acres (2.5%)
	Proposed: 0.16 acres (5.5%)
	<i>Summary: The proposed Master Plan complies with the minimum park space percentage requirement in the UDO. The proposed park space amenities are outlined in Attachment B, Condition #12.</i>
Parking	Required: 45 spaces (1.8 per unit x 25 units) 6 bicycle spaces (104/40 x 2)
	Proposed: 108 spaces (including 8 guest parking spaces) 10 bicycle spaces (5 inverted U racks)
	<i>Summary: The proposed Master Plan complies with the minimum parking requirements in the UDO.</i>
Public Utilities	Required: Per UDO Section 6.3.1, the developer must connect to the municipal water and sewer systems.
	Proposed: A water line extension serving the development is proposed to connect to an existing 6" line on Farm Road. A sanitary sewer line extension serving the development is proposed to connect to an existing 8" line on Farm Road.
	<i>Summary: The proposed Master Plan complies with the public utility requirements in the UDO.</i>

Roads	Required: Per UDO Section 6.6, development fronting existing streets that are not in compliance with Comprehensive Transportation Plan (CTP) recommended cross sections must provide improvements to increase consistency. In this case, both Farm Road and Farm Ridge Road do not comply with the CTP recommended cross section, which is the 2A cross section consisting of two, 12' travel lanes and frontages on both sides of the street consisting of curb and gutter, 6' verges, 6' sidewalks, and a 1' strip behind the sidewalk. Per UDO Section 6.11, a Transportation Impact Analysis (TIA) is not required for the proposed development because it includes fewer than 100 residential units. Proposed: The proposed development includes the dedication of additional right-of way on Farm Road, as well as the installation of curb and gutter, verge with street trees, and sidewalk, consistent with the 2A cross section, with the sidewalk and curb and gutter extending to the existing paved parking along Farm Road to the West of the site. Farm Ridge Road is proposed to have a minor shift in its alignment, and to be improved to comply with the 2A cross section. The developer's intent is to seek abandonment of the current Farm Ridge Road right-of-way and subsequently dedicate the shifted, enlarged right-of-way during the subdivision process. That street right-of-way will be platted to the property line in the event a future connection becomes desirable and feasible. Such a connection is not currently included in the CTP roadway recommendations. Summary: The proposed Master Plan complies with the minimum roadway infrastructure requirements in the UDO.
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PROPOSED MODIFICATIONS OF UDO STANDARDS

Table 2.2.5, Table of Rural and Suburban District Development Standards:

Proposed: 10' minimum side street/secondary front setback, 6' minimum side setback, 20' minimum rear setback

Required: 20' side minimum street/secondary front setback, 8' minimum side setback, 25' minimum rear setback

Table 2.3.3, Use Table:

Proposed:

- Townhomes (GR10-CD area)
- Parking, as accessory to medical clinic use (NB-CD area)

Required: See Table 2.3.3, Use Table, in the Unified Development Ordinance for a list of uses permitted as of right in the General Residential 10 (GR10) District.

Chapter 5, Building Design Standards:

Proposed: Conditions 3 through 9 establish building design standards for the townhomes (see Attachment B: Application). Those conditions address façade materials and design, colors, raised entries, and roof pitch.

Required: Per UDO Section 5.5.1, townhomes are generally exempt from building design standards, except those regulating driveways on narrow lots. Notwithstanding this exemption, which is required by statute, the UDO does include a number of standards for roofs and eaves, building entrances, garages, façade design, and materials, that would otherwise apply to townhomes. The proposed conditions (see Attachment B) apply some, but not all of these standards. For example, raising front entrances by 1.5 feet above adjacent sidewalk grade is proposed, consistent with UDO Section 5.5.3.B, but building wall materials standards proposed do not include a minimum 50% masonry requirement for street-facing faces, as UDO Section 5.5.6.A would require, if applicable.

Section 8.4, Buffers and Screening:

Proposed: Condition 13 addresses the buffer between the proposed GR10-CD and NB-CD areas. The applicant proposes to provide screening consisting of a 6' tall opaque fence at the property line, and trees and shrubs on the GR10-CD area within the park space. Proposed plantings include all plantings required for a Type B, Option 2 buffer.

Required: UDO Section 8.5 requires a Type B buffer between office/service uses and townhomes. A Type B, Option 2 buffer is a minimum of 15' wide and includes a minimum 4' tall opaque fence and two evergreen trees, two canopy trees, three understory trees, and 12 shrubs per 100 linear feet of buffer length.

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2022)	The proposed zoning map amendment is generally consistent with the adopted 2022 Community Plan. The main Plan policies supporting this conclusion are: • Land Use Plan (page 36): Conventional Residential areas feature a mix of housing types, including townhomes, as primary uses. • TOD & Activity Center Areas (page 48): Activity centers are unique focal points of the community that should comprise a wide variety of uses in a pedestrian-scale environment that enhance the quality of life, create a distinct sense of place, and provide a living experience unique to Wake Forest. Townhomes are identified as a desired residential use in Activity Centers and are particularly appropriate for this site, given its Conventional Residential designation. The proposed sidewalks within and abutting the development will serve to increase the walkability of the neighborhood. • Residential Character (page 64): Through thoughtful design and attention to massing, rhythm, scale, setback, and building materials, new residential development can provide greater housing choice and equity while still complementing the charm of Wake Forest's established neighborhoods. Higher density infill and redevelopment within established neighborhoods should be promoted. The proposed redevelopment increases residential density
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	considerably on the site, from six units to 25 units. The proposed configuration shows townhomes fronting Farm Road, mirroring the building orientation on the North frontage of Farm Road. That is different from the current configuration where the buildings front on Farm Ridge Road and their sides face Farm Road. That change, together with the architectural standards proposed, such as raised entries, and the streetscape improvements will serve to enhance the residential character of the neighborhood.
Housing Affordability Plan (2022)	The Housing Affordability Plan is not applicable to the zoning map amendment request.
Historic Preservation Plan (2022)	The Historic Preservation Plan is not applicable to the zoning map amendment request.
Northeast Community Plan (2021)	The Northeast Community Plan is not applicable to the zoning map amendment request.
Comprehensive Transportation Plan (2019)	The proposed zoning map amendment is generally consistent with the Comprehensive Transportation Plan (see roads discussion under Master Plan Analysis above).
Renaissance Plan (2017)	The Renaissance Plan is not applicable to the zoning map amendment request.
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Recourses Master Plan is not applicable to the zoning map amendment request.
Public Art Vision Plan (2009)	The Public Art Vision Plan is not applicable to the zoning map amendment request.
<i>See Attachment D for detailed Plan Consistency Analysis. Note that Comprehensive Transportation Plan consistency is addressed in the Master Plan Analysis above and not in Attachment D.</i>	

STAFF RECOMMENDATION

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

ATTACHMENTS

Attachment A: Neighborhood Meeting Information
Attachment B: Application
Attachment C: Maps
Attachment D: Planning Board Recommendation and Plan Consistency Analysis

EXHIBITS

Exhibit 1: Proposed Farm Road Townhomes Master Plan

March 8, 2023

**Reference: Farm Rd Townhomes – Rezoning and Master Plans
Neighborhood Meeting Notification**

Dear Neighbor:

We are writing to notify you of a neighborhood meeting to present and discuss the proposed rezoning and master plans for the Farm Rd Townhomes.

The proposed subdivision is comprised of several properties along Farm Road in Wake Forest (shown on the map below). The properties are being requested for rezoning to allow for a townhome community. The proposed site plan is on the reverse side for your reference.

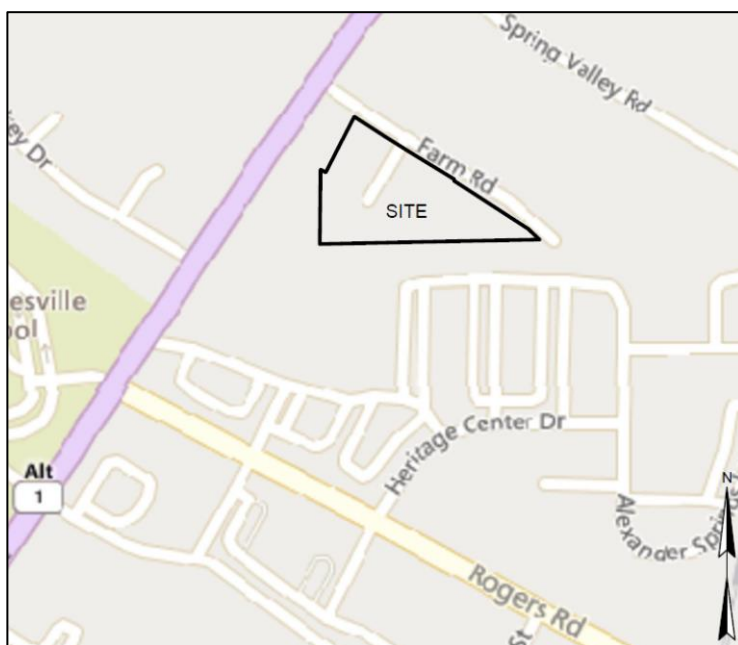
The neighborhood meeting will be held on Wednesday, March 22, 2023, at 6:00 PM in the Maple Room of the Forks Cafeteria, which is located at 339 Brooks Street in Wake Forest.

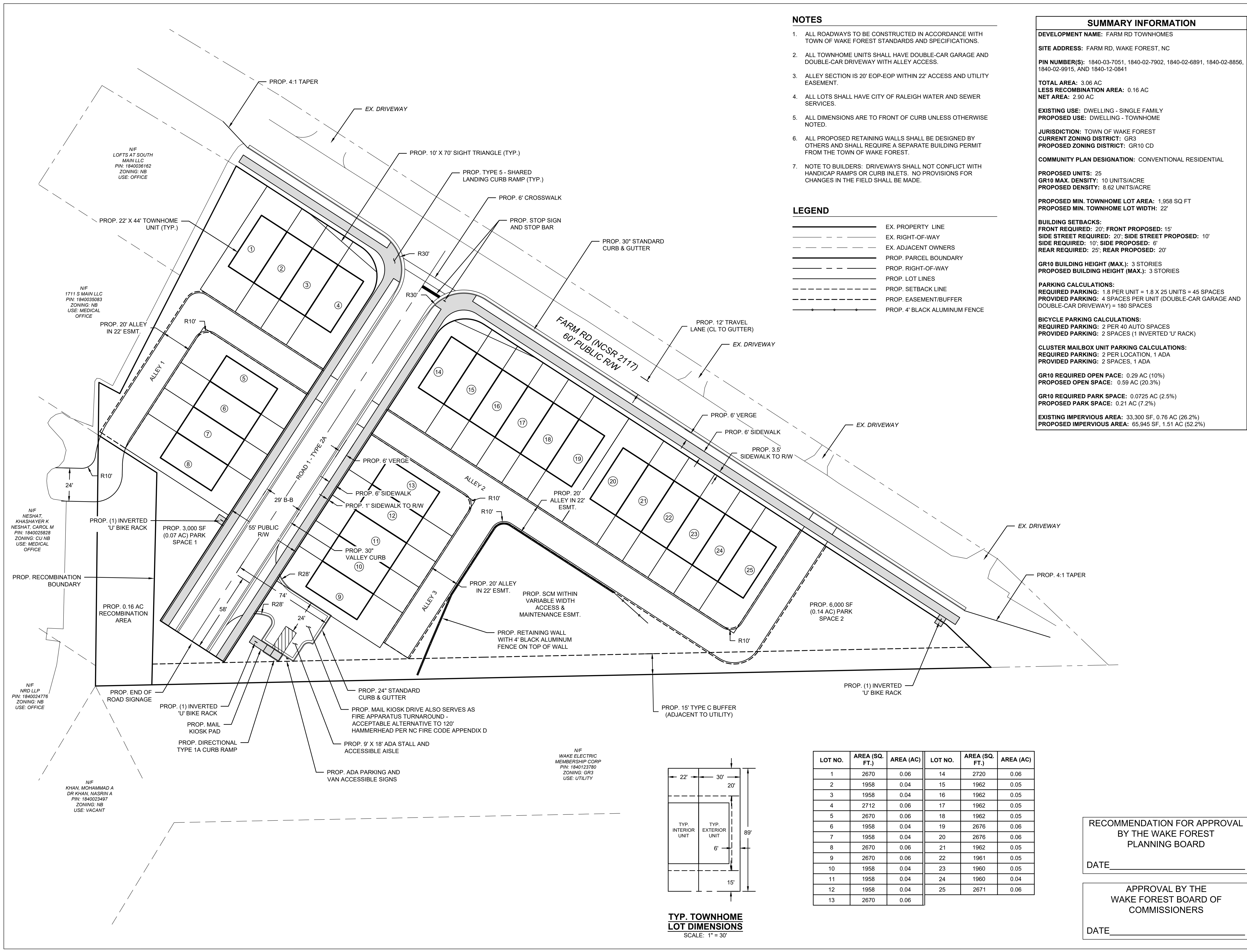
We look forward to seeing you there.

Sincerely,



Jon D. Frazier, PE, LEED AP
Principal
919.610.1051
jfrazier@flmengineering.com





FARM RD TOWNHOMES - NEIGHBOR NOTIFICATION LIST						
REID	PIN_NUM	OWNER	ADDR1	ADDR2	ADDR3	
95250	1840035083	1711 S MAIN LLC	K KEVIN NESHAT	300 CARPATHIAN WAY	RALEIGH NC 27615-1615	
411328	1840126106	1747 ALEXANDER HERITAGE LLC	2020 PONCE DE LEON BLVD STE 1005A	CORAL GABLES FL 33134-4480		
103517	1840124833	AIKENS, MILLARD	161 FARM RD	WAKE FOREST NC 27587-7399		
203051	1840022801	AMH 2015-2 BORROWER LLC	AMERICAN HOMES 4 RENT	30601 AGOURA RD STE 200	AGOURA HILLS CA 91301-2148	
404172	1840029466	AMJ HOLDINGS LLC	1788 HERITAGE CENTER DR STE 204	WAKE FOREST NC 27587-3972		
410079	1840029466	AN ADAPTING LLC	5952 AMBER RIDGE RD	HAYMARKET VA 20169-2621		
463215	1840029466	AN ADAPTING LLC	5952 AMBER RIDGE RD	HAYMARKET VA 20169-2621		
455513	1840029466	ASCENSION PROPERTIES LLC	719 SUFFIELD WAY	CARY NC 27519-6996		
485359	1840029466	ASCOT STREET LLC	1030 KENNICOTT AVE	CARY NC 27513-8450		
463207	1840029466	BAM PROPERTIES OF NC LLC	285 SHIPWASH DR STE 101	GARNER NC 27529-6896		
141604	1840130067	BENNEKIN, NORMA S BENNEKIN, TOMM F	137 FARM RD	WAKE FOREST NC 27587-7399		
463216	1840029466	BONAVITA, FRANK J JR	312 DUNWOODY DR	RALEIGH NC 27615-1441		
27697	1840039445	BROADWAY, JIMMY F BROADWAY, BETH HEMPHILL	1605 S MAIN ST	WAKE FOREST NC 27587-9286		
488384	1840029466	CDM VENTURES LLC	6332 MOUNTAIN GROVE LN	WAKE FOREST NC 27587-9562		
485352	1840029466	CEDAR OAKS PROPERTY LLC	1748 HERITAGE CENTER DR STE 104	WAKE FOREST NC 27587-9855		
485353	1840029466	CEDAR OAKS PROPERTY LLC	1748 HERITAGE CENTER DR STE 104	WAKE FOREST NC 27587-9855		
488386	1840029466	CHAPRIDE LLC	15 GOLETA AVE	SAN FRANCISCO CA 94132-1304		
168202	1840034236	CJN INVESTMENTS LLC	1711 S MAIN ST	WAKE FOREST NC 27587-9287		
87632	1840039182	CLAPPER, TIMOTHY JAY	30435 PGA DR	SORRENTO FL 32776-7113		
422022	1840029466	CONSOLIDATED SYSTEMS AND RESEARCH LLC	1329 DUPLIN RD BLDG A	RALEIGH NC 27607-3720		
488394	1840029466	CRESTONE PEAK, LLC	207 HUNTER HILL RD	CHAPEL HILL NC 27516-1108		
427256	1840029466	DAVIS, RAYMOND C III	4108 WORLEY DR	RALEIGH NC 27613-1559		
449378	1840029466	DELTA COMMERCIAL PROPERTIES, LLC	6300 WESTGATE RD STE A	RALEIGH NC 27617-4754		
449379	1840029466	DRY HOLDINGS, LLC	1772 HERITAGE CENTER DR STE 202	WAKE FOREST NC 27587-9263		
488388	1840029466	ENTEX INC	423 FARINTOSH VALLEY LN	DURHAM NC 27703-8116		
427254	1840029466	ESC PROPERTIES OF WAKE COUNTY LLC	4101 BASHFORD BLUFFS LN	RALEIGH NC 27603-8744		
483155	1840029466	CGG ENTERPRISE LLC	1752 HERITAGE CENTER DR STE 101	WAKE FOREST NC 27587-8790		
410076	1840029466	GLADWELL PROPERTIES, LLC	2424 ROGERS CIR STE 200	WAKE FOREST NC 27587-6368		
203056	1840031067	HAMMOND, JAMES E HAMMOND, NANCY	1735 TILGATE CT	WAKE FOREST NC 27587-4904		
404168	1840029466	HANIGAN PROPERTIES LLC	7133 HIGH POINT LN	CEDAR RAPIDS IA 52411-8165		
404169	1840029466	HANIGAN PROPERTIES, LLC	7133 HIGH POINT LN	CEDAR RAPIDS IA 52411-8165		
488390	1840029466	HERITAGE 18 LLC	176 MINE LAKE CT STE 100	RALEIGH NC 27615-6417		
488391	1840029466	HERITAGE 18 LLC	176 MINE LAKE CT STE 100	RALEIGH NC 27615-6417		
366374	1840029466	HERITAGE OFFICE CENTER CONDO HOA	11010 RAVEN RIDGE RD	RALEIGH NC 27614-8837		
427253	1840029466	HOLMES, JAMES A III	152 MINE LAKE CT STE 100	RALEIGH NC 27615-6417		
44130	1840134085	HOWARD, ERIC GLENN	160 SPRING VALLEY RD	WAKE FOREST NC 27587-9765		
44137	1840130332	HOYLE, MARGARET W	804 QUAIL AVE	WAKE FOREST NC 27587-7627		
366376	1840025273	JACOB FAMILY CAROLINA PARTNERS, LLC	8315 BEVERLY BLVD STE 100	LOS ANGELES CA 90048-2669		
44164	1840038320	KALEIDOSCOPE INVESTMENTS LLC	PO BOX 688	WAKE FOREST NC 27588-0688		
488389	1840029466	KARTHI PROPERTIES LLC	1740 HERITAGE CENTER DR STE 204	WAKE FOREST NC 27587-9849		
53756	1840023670	KHAN, MOHAMMAD A DR KHAN, NASRIN A	5312 POMFRET PT	RALEIGH NC 27612-3683		
177622	1840023497	KHAN, MOHAMMAD A DR KHAN, NASRIN A	5312 POMFRET PT	RALEIGH NC 27612-3683		
77907	1840024618	KHAN, MOHAMMAD A DR KHAN, NASRIN A	5312 POMFRET PT	RALEIGH NC 27612-3683		
203055	1840032010	LAWRENCE, WILLIAM R LAWRENCE, THELMA	1739 TILGATE CT	WAKE FOREST NC 27587-4904		
14706	1840132201	LLERENA, ARIANA	6509 TEALBRIAR DR	RALEIGH NC 27615-7425		
104803	1840120841	LOFTS AT SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
100035	1840036162	LOFTS AT SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
44182	1840029915	LOFTS AT SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
135859	1840028856	LOFTS AT SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
37449	1840028891	LOFTS AT SOUTH MAIN, LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
120782	1840027902	LOFTS OF SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
188743	1840037051	LOFTS OF SOUTH MAIN, LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
1207	1840039106	LUKASH, LIQUDMILA LUKASH, BOGDAN SHEVCHUK	9213 DANSFOSHIRE WAY	WAKE FOREST NC 27587-3402		
463206	1840029466	MANCINI, RAYMOND J TRUSTEE FENEQUITO, LINA J TRUSTEE	7657 RIVER RANCH WAY	SACRAMENTO CA 95831-4410		
31530	1840035482	MARLOWE CAPITAL VENTURES LLC	3700 COMPUTER DR	WAKE FOREST NC 27609-6595		
44134	1840135050	MARTIN, ALBERT R	168 SPRING VALLEY RD	WAKE FOREST NC 27587-9765		
455510	1840029466	MATEO PROPERTIES LLC	1768 CERTIAGE CENTER DR STE 101	WAKE FOREST NC 27587		
33569	1840132194	MCGHEE, DOROTHY B	144 SPRING VALLEY RD	WAKE FOREST NC 27587-9765		
488392	1840029466	MHV MESSIAH, LLC	1744 103 HERITAGE CENTER DR	WAKE FOREST NC 27587-9853		
427255	1840029466	MICHELLE DATTADA LCSW PLLC	1404 LAGERFIELD WAY	WAKE FOREST NC 27587		
404167	1840029466	MILLER, RODERIC J MILLER, CORINNE M	11408 HORSEMANS TRL	RALEIGH NC 27613-6804		
488358	1840029466	MILLER, RODERIC J MILLER, CORINNE M	11408 HORSEMANS TRL	RALEIGH NC 27613-6804		
366375	1840023313	MOORE & SONS REALTY I LLC MOORE, SYLVIA A TRUSTEE	WALGREENS CO	PO BOX 1159	DEERFIELD IL 60015-6002	
404171	1840029466	MOORE, HAROLD GAYLAND MOORE, RHINA SLOAN	6016 SPRING VALLEY DR	RALEIGH NC 27616-5439		
203052	1840021827	MORALES, NICOLE B	108 SE SET 3 RD	WAKE FOREST NC 27587-4908		
410077	1840029466	MORAN PROPERTY HOLDINGS LLC	8612 ONEAL RD	RALEIGH NC 27613-4211		
6705	1840025828	NESHAT, KHASHAYER K NESHAT, CAROL M	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
44146	1840038388	NORTON, DENNIS JAMES NORTON, DENISE RILEY	1615 S MAIN ST	WAKE FOREST NC 27587-9286		
6706	1840024776	NRD LLP	7713 WAKEBROOK DR	RALEIGH NC 27616-9673		
28751	1840037253	OSAGE STATION LLC	1633 S MAIN ST	WAKE FOREST NC 27587-9286		
422027	1840029466	PARKER, LARRY J JR PARKER, NATALIE J	1780 HERITAGE CENTER DR STE 204	WAKE FOREST NC 27587-9234		
203054	1840022944	PARKS, DANIEL BROYHILL JR PARKS, JACLYN HERMAN	1743 TILGATE CT	WAKE FOREST NC 27587-4904		
463214	1840029466	PEZZA PRICE HOLDINGS LLC	8313 SIX FORKS RD STE 109	RALEIGH NC 27615-5099		
488393	1840029466	PEZZA PRICE HOLDINGS LLC	1744 104 HERITAGE CENTER DR	WAKE FOREST NC 27587-9853		
463208	1840029466	PHINA, LLC	1772 HERITAGE CENTER DR STE 204	WAKE FOREST NC 27587-9263		
449380	1840029466	PHINA, LLC	1772 HERITAGE CENTER DR STE 203	WAKE FOREST NC 27587-9263		
449381	1840029466	PHINA, LLC	1772 HERITAGE CENTER DR STE 203	WAKE FOREST NC 27587-9263		
410078	1840029466	RIVERA, MARIA R RIVERA, ROGER A	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
455512	1840029466	RIVERA, ROGER A RIVERA, MARIA R	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
455515	1840029466	RIVERA, ROGER A RIVERA, MARIA R	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
485360	1840029466	RIVERA, ROGER A RIVERA, MARIA R	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
422023	1840029466	RIVERA, ROGER A. RIVERA, MARIA R.	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
483157	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483158	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483159	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483160	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483534	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483535	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483536	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483537	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483563	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401	RALEIGH NC 27615-2126		
483561	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401	RALEIGH NC 27615-2126		
483562	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401	RALEIGH NC 27615-2126		
483564	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401	RALEIGH NC 27615-2126		
87531	1840131060	RS RENTAL LLC	31 HUDSON YARDS	NEW YORK NY 10001-2170		
7741	1840133089	SANDERFORD, JOHN B SANDERFORD, MARTHA	152 SPRING VALLEY RD	WAKE FOREST NC 27587-9765		
463212	1840029466	SKY TOP VACATION RENTALS LLC	1333 MARSHALL FARM ST	WAKE FOREST NC 27587-4342		
463213	1840029466	SKY TOP VACATION RENTALS LLC	1333 MARSHALL FARM ST	WAKE FOREST NC 27587-4342		
422024	1840029466	SPM HOLDINGS LLC	1004 CREEDS HILL CT	WAKE FOREST NC 27587-4571		
422025	1840029466	SPM HOLDINGS LLC	1004 CREEDS HILL CT	WAKE FOREST NC 27587-4571		
455514	1840029466	STOKES, JANE M	PO BOX 19364	RALEIGH NC 27619-9364		
488385	1840029466	STOKES, RICHARD H	PO BOX 19364	RALEIGH NC 27619-9364		
463211	1840029466	STUART LAMM PROPERTIES LLC	12809 RAVEN RIDGE RD	RALEIGH NC 27614-9349		
463209	1840029466	STUART LAMM PROPERTIES LLC	12809 RAVEN RIDGE RD	RALEIGH NC 27614-9349		
463210	1840029466	STUART LAMM PROPERTIES LLC	12809 RAVEN RIDGE RD	RALEIGH NC 27614-9349		
24217	1840131217	SUCCESS AMERICA LLC	15330 BYPASS RDG	SAN ANTONIO TX 78253-4785		
427257	1840029466	TAYGRA LLC	1776 HERITAGE CENTER DR STE 202	WAKE FOREST NC 27587-3977		
427258	1840029466	TAYGRA LLC	1776 HERITAGE CENTER DR STE 202	WAKE FOREST NC 27587-3977		
410080	1840029466	TAYGRA LLC	1784 HERITAGE CENTER DR STE 202	WAKE FOREST NC 27587-3988		
410081	1840029466	TAYGRA, LLC	1784 204 HERITAGE CENTER DR	WAKE FOREST NC 27587-3923		
422021	1840029466	THE PILLAR CHURCH PLANTING NETWORK	1780 101 HERITAGE CENTER DR	WAKE FOREST NC 27587-9234		
455511	1840029466	TVI PROPERTY LLC	508 BRUMBER CIR	WAKE FOREST NC 27587-5576		
404170	1840029466	TORTORICI MASSAGE AND BODYWORK LLC	3321 DONNER TRL	WAKE FOREST NC 27587-8842		
203053	1840021990	TRIANGLE REAL ESTATE NETWORK INC	199 SUITT RD	FRANKLINTON NC 27525-8831		
463217	1840029466	TRIBUNE PROPERTIES LLC	4012 PINEY GAP DR	CARY NC 27519-7507		
422026	1840029466	WICK, JAMES L FTR VICK, PAMELA K FTR	3535 VENABLE RD	KENTS STORE VA 23084-2416		
126403	1840123780	WAKE ELECTRIC MEMBERSHIP CORP	PO BOX 1229	WAKE FOREST NC 27588-1229		
449377	1840029466	WATSON REALTY LLC	PO BOX 51205	DURHAM NC 27717-1205		
449376	1840029466	WATSON REALTY LLC	PO BOX 51205	DURHAM NC 27717-1205		
168201	1840033131	WEATHERS, MARVIN RUPERT WEATHERS, RUBY C	1712 S MAIN ST	WAKE FOREST NC 27587-9317		
488387	1840029466	WILLOW TREE PROPERTIES, LLC	1740 201 HERITAGE CENTER DR	WAKE FOREST NC 27587-9849		
104804	1840122984	ZUNDEL, JORDAN JAMES ZUNDEL, TAYLOR DIXON	151 FARM RD	WAKE FOREST NC 27587-7399		

Farm Rd Townhomes Neighborhood Meeting Summary

On Wednesday, March 22, 2023, a neighborhood meeting was held to inform neighbors of the proposed rezoning and master plans for the Farm Rd Townhomes project and to gain their feedback for consideration in development of the zoning conditions and master plans. The notification sent to the neighbors is attached along with the list of neighbors notified. The neighbors that attended the meeting are shown on the attached sign-in sheet. The attendees that represented the development team included Jon Frazier, FLM Engineering, and Kevin Neshat, Lofts at South Main, LLC (owner/developer). Below is a summarized list of the questions raised at the meeting along with answers provided by the development team.

Q1: What will be the sale price of the townhomes?

A: The sale price is unknown, but we anticipate at least \$300,000 to \$500,000.

Q2: Do you have examples of other townhomes you've developed?

A: No, we do not have examples because we are developing for the first time.

Q3: Traffic is a major concern for the neighbors.

A: We have engaged a traffic engineer who is looking at the traffic for us. When their report is available, we will share it with the neighbors.

Q4: Will there be another road connection for Farm Road other than South Main Street?

A: We do not anticipate another connection because we do not own the land behind these properties for connection, and we also understand that any road that could connect behind these properties would have to cross a large, shallow gas line.

Q5: Will the sewer main in Farm Road be replaced?

A: At this time we are unaware of any issues with the sewer main that would require replacement, but we will look into that as part of the construction plan phase of the project.

Q6: What is the timing of this development?

A: We would anticipate that the earliest we would have permits in hand would likely be about a year from (early 2024); infrastructure construction would take another six months after that; and then the townhome construction would likely take another six months after completion of infrastructure. Given that, we'd expect at least two years before the units would be occupied.

Q7: Will there be road improvements to Farm Road?

A: Yes, Farm Road will be widened along the project frontage to meet the town's required cross-section, which will include pavement widening, curb and gutter, and sidewalk.

Q8: Will tree removed be replaced?

A: Yes, we will be required to provide a minimum canopy coverage on the site and to replace any removed specimen trees at a value of four trees or \$1,000 to every specimen tree removed.

Q: There is a significant amount of stormwater runoff that enters the ditch that runs through the property.

A: The runoff on the project side of the road will be collected in a conveyance network, and we will look at appropriately handling the ditch runoff as part of the construction plan phase.

Q: Will there be a retention pond onsite?

A: Yes, we will have a stormwater control measure onsite that will meet the town's requirements for stormwater management.

Q: Will the units be rented or sold?

A: We do not yet know.

Q: Will there be improvements on South Main Street as part of this project?

A: We do not anticipate any improvements on South Main Street as part of this project.

Q: Will cars be parked in front of the units along Farm Road?

A: While parking is allowed on public streets, we are hopeful that visitors will use the townhome driveways for parking as each unit will have a two-car garage and two-car driveway.

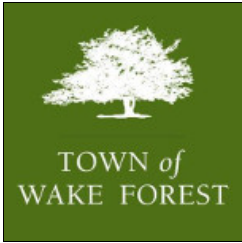
Q: Will there be separate visitor spaces?

A: Visitor parking is anticipated to be provided in the townhome driveways or along the new proposed public road onsite.

Q: Will there be a dog park?

A: There are two planned park spaces where there will be some amenities. However, those amenities are not known at this time.

[illegible]



Conditional District Rezoning Application

(Conditional District Rezoning Workflow)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

Project Overview

#925310

Project Title: Farm Road Townhomes Conditional District Rezoning

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Conditional District Rezoning

State: NC

Workflow: Conditional District Rezoning

County: Wake

Submittal Requirements

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 CONDITIONAL DISTRICT REZONING
SUBMITTAL CHECKLIST](#)

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

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

Pre-Application Meeting

Has a pre-application conference been held?: Yes

*Note: This type of project requires a pre-application conference be completed prior to official submittal. If this has not been completed, 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: 05/23/2022

Staff Member Met With: Tim Richards

Pre-application Conference Project Number: N/A

Address & Basic Site Information

Please Note:

In some cases, a parcel address may not verify. In the event that our system is unable to verify the address you enter, please submit the project as an *Unverified Parcel* and provide zoning and land use information as requested below. For verified addresses, the zoning and land use information will be added to the application automatically (you do not need to provide it below).

Project Address or PIN:

- 1702 FARM RIDGE RD (1840037051)

Tax PIN:

- 1840037051

- 1710 FARM RIDGE RD (1840027902)
- 1715 FARM RIDGE RD (1840026891)
- 1709 FARM RIDGE RD (1840028856)
- 1701 FARM RIDGE RD (1840029915)
- 128 FARM RD (1840120841)
- 1840027902
- 1840026891
- 1840028856
- 1840029915
- 1840120841

Acreage: 2.90

Name of Existing Development/Subdivision (if applicable--for reference only): Farm Rd Townhomes

For unverified addresses/parcels only, please provide below 1) the current use of the parcel, 2) the zoning district(s) it is in, and 3) any overlay districts that apply. Reference the [zoning map](#) and the [overlay districts map](#) on the town's website.

Current Use & Zoning (required only if address/parcel is unverified):

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

GIS Site Information (Automatically Generated - Not Available for Unverified Addresses)

Parcel Area: GIS Acreage

- 1702 FARM RIDGE RD: 0.29
- 1710 FARM RIDGE RD: 0.31
- 1715 FARM RIDGE RD: 0.74
- 1709 FARM RIDGE RD: 0.35
- 1701 FARM RIDGE RD: 0.33
- 128 FARM RD: 0.78

Current Use: Land Use Development

- 1702 FARM RIDGE RD: Residential
- 1710 FARM RIDGE RD: Residential
- 1715 FARM RIDGE RD: Residential
- 1709 FARM RIDGE RD: Residential
- 1701 FARM RIDGE RD: Residential
- 128 FARM RD: Residential

Wake Forest (WF):

Base District: Zoning

- 1702 FARM RIDGE RD: NB
- 1710 FARM RIDGE RD: GR3
- 1715 FARM RIDGE RD: GR3
- 1709 FARM RIDGE RD: GR3
- 1701 FARM RIDGE RD: GR3
- 128 FARM RD: GR3

Planning and Zoning:

In SH1-O Overlay:

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

In Water Supply Watershed Protection Overlay:

In SF Overlay:

In MVCP-O Overlay:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

Is there an existing Special Use Permit for the Property?: No **Case Number of related site plan (if applicable):**

Case Numbers of other related approvals (if applicable):

SP-23-15

Project Contacts

Please enter all project contacts related to your application.

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

members assigned role with the project.

Project Contact - Applicant

Kevin Neshat

300 Carpathian Way
Raleigh, NC 27615
P:9192704270
KNESHAT@BLUESTONEDM.COM

Project Contact - Developer

Kevin Neshat

300 Carpathian Way
Raleigh, NC 27615
P:9192704270
KNESHAT@BLUESTONEDM.COM

Project Contact - Property Owner

Kevin Neshat

300 Carpathian Way
Raleigh, NC 27615
P:9192704270
KNESHAT@BLUESTONEDM.COM

Project Contact - Engineer

Jon Frazier
FLM Engineering, Inc
PO Box 91727
Raleigh, NC 27675
P:9196101051
jfrazier@flmengineering.com

Transportation Impact Analysis

As per Section 6.11.1 of the UDO is the project required to provide a Traffic Impact Analysis (TIA)? No

Project Number:

Was the TIA reviewed in a separate permit prior to this application?:

For projects requiring a TIA, a separate TIA application must be submitted in conjunction with this application. Please review the [TIA submittal checklist](#) and submit a ***Transportation Impact Analysis Review*** application in IDT.

- i** If the request is to a Conditional District (CD), this application should be accompanied by a master plan that includes land use, existing conditions, buildings, lots, etc. per Chapter 15 of the UDO. In addition, please provide a narrative of the proposed use and list any proposed conditions.

Proposed Conditional Zoning District: GR10-CD, General Residential 10,NB-CD, Neighborhood Business

Proposed Number of Lots: 25

Number of Single-Family Lots: 0

Number of Multi-Family Units: 0

Square Footage of All Buildings (non-residential): 0

Proposed Land Use:

Development of 25 townhomes and associated infrastructure

Number of Buildings: 5

Number of Townhome Lots: 25

Number of Stories: 3

Plan Information - Conditional Rezoning

Description of Request:

Development of 25 townhome units and associated infrastructure

Initial Proposed Conditions Offered by Applicant:

See attached list

Justification of Consistency with Comprehensive Plan:

The Town of Wake Forest Community Plan calls for conventional residential, which includes townhomes

Kevin Neshat
Lofts at South Main LLC

December 19, 2023

Tim Richards, AICP, CZO
Senior Planner - Development Services
Town of Wake Forest
301 S Brooks Street
Wake Forest, NC 27587

**Reference: Farm Road Townhomes (RZ-23-08)
Proposed Zoning Conditions**

Dear Mr. Richards:

The proposed zoning conditions for the Farm Road Townhomes project, Town of Wake Forest Case No. RZ-23-08, are listed below:

1. The subdivision master plan is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the Administrator finds the modification to be minor and in keeping with the spirit and intent of the approved subdivision master plan.
2. The following setbacks shall apply:
 - Minimum street side/secondary front setback: 10'
 - Minimum side setback: 6' (applies to townhome end units only)
 - Minimum rear setback: 20'
3. An exterior wall that fronts on a right-of-way including a secondary street side shall contain at least two decorative elements such as, but not limited to, the following elements:
 - Bay window
 - Recessed window
 - Wrap around porch or side porch
 - Two or more building materials
 - Decorative brick or stone
 - Decorative trim
 - Decorative shake
 - Air vents on gable shall have trim to match elevation style
 - Decorative gable
 - Decorative cornice
 - Column
 - Portico
 - Balcony
 - Dormer

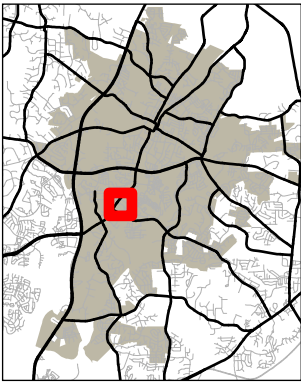
4. A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter, and accent colors complementing the siding color. Where varied siding and trim, shutter, and accent colors are not provided on an individual dwelling, a minimum of three varied materials shall be provided.
5. All elevations of the units that front on a right-of-way including a secondary street side shall have trim around the windows.
6. Raised Entries: All residential entrances within 18 feet of the sidewalk paralleling the front property line shall be raised above the average finished grade of the sidewalk a minimum of 1½ feet.
7. Roofs: Main roofs on residential buildings shall have a minimum pitch of 6:12, and decorative/elevation elements shall have a minimum pitch of 3:12.
8. Vinyl siding shall not be permitted.
9. For townhome dwellings, at least 15% of the area of each façade that faces a street lot line must be windows or main entrance doors, as measured from the finished floor elevation to the eave.
10. The Architectural and Review Guidelines for the community shall include the following language regarding parking:
 - Homeowners are expected to park vehicles in their garage or driveway, not on the street.
 - Street parking is only for short-term situations (e.g. guest parking overflow or maintenance vehicles), should allow for safe and efficient movement of traffic, and not block or hinder a neighbor's access to their driveway.
 - Street parking within 25' of a stop sign or within 15' of a fire hydrant is prohibited.
 - Parking of commercial vehicles or vehicles in disrepair is not permitted except within an enclosed garage.
 - Parking is prohibited on the grass or the medians.
 - Garage doors should be kept in the closed position unless they are in use.
11. All off-street parking, loading areas, and service areas adjacent to and/or visible from a public right-of-way and adjacent properties shall be screened from view by use of one or more of the following:
 - A. A building or buildings;
 - B. A change in topography;
 - C. A planting area a minimum of 5 feet wide planted with evergreen shrubbery placed a maximum of 5 feet on center. All shrubs shall achieve a height of 4 feet within 3 years.
 - D. Fencing, walls, or berms.
12. Park space amenities shall include a minimum of two (2) of the following options: playground, permanent cornhole courts, permanent gaming tables, permanent horseshoe pits, fire pit, community garden, and gazebo.

13. The Type B buffer required between the office and townhome uses along the proposed NB CD and GR10 CD zoning line/parcel line is being modified to include a minimum 8' planting area that includes all required plantings for a Type B, Option 2 buffer, split between both parcels, with a 6' opaque fence as shown on the master plan.
14. At the time the NB-CD portion of the development is recombined with the abutting NB-CD zoned parcel, an easement providing ingress and egress from South Main Street to Alley 1 shall be recorded, or a cross access agreement providing the same rights to ingress and egress shall be recorded.
15. The current residents of the subject parcels shall be notified at least six months prior to their leases ending.
16. The sidewalk along the Farm Road frontage shall be extended beyond the site frontage toward South Main Street to terminate at the existing paved parking area abutting 1701 South Main Street.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Neshat', with a long horizontal flourish extending to the right.

Kevin Neshat
Lofts at South Main LLC



Annotated Aerial Photograph



TOWN of
WAKE FOREST

RZ-23-08

Farm Road Townhomes Conditional District Rezoning

11/20/2023

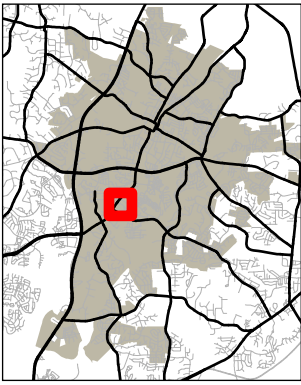


Please note that this map is intended for illustrative purposes only.
For specific inquiries regarding zoning boundaries, contact the
Town Wake Forest Planning Department at 919-435-9510.

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Feet



42



Existing Zoning

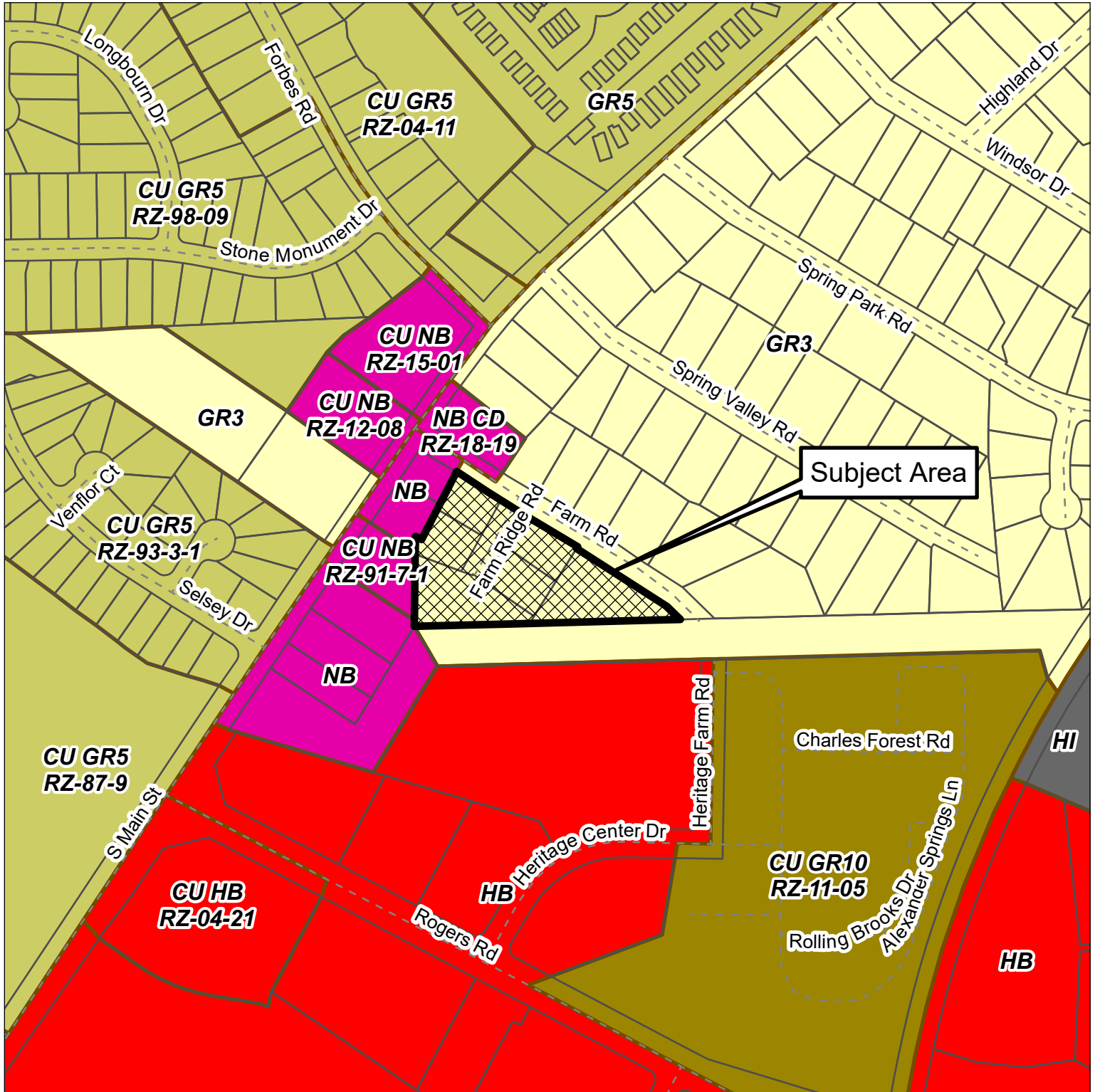


TOWN of
WAKE FOREST

RZ-23-08

Farm Road Townhomes Conditional District Rezoning

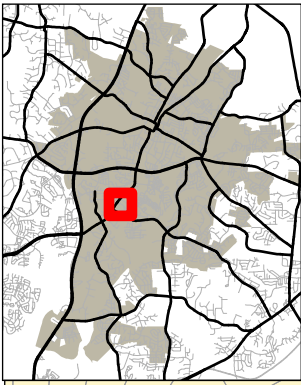
11/20/2023



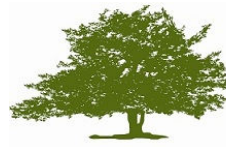
Please note that this map is intended for illustrative purposes only.
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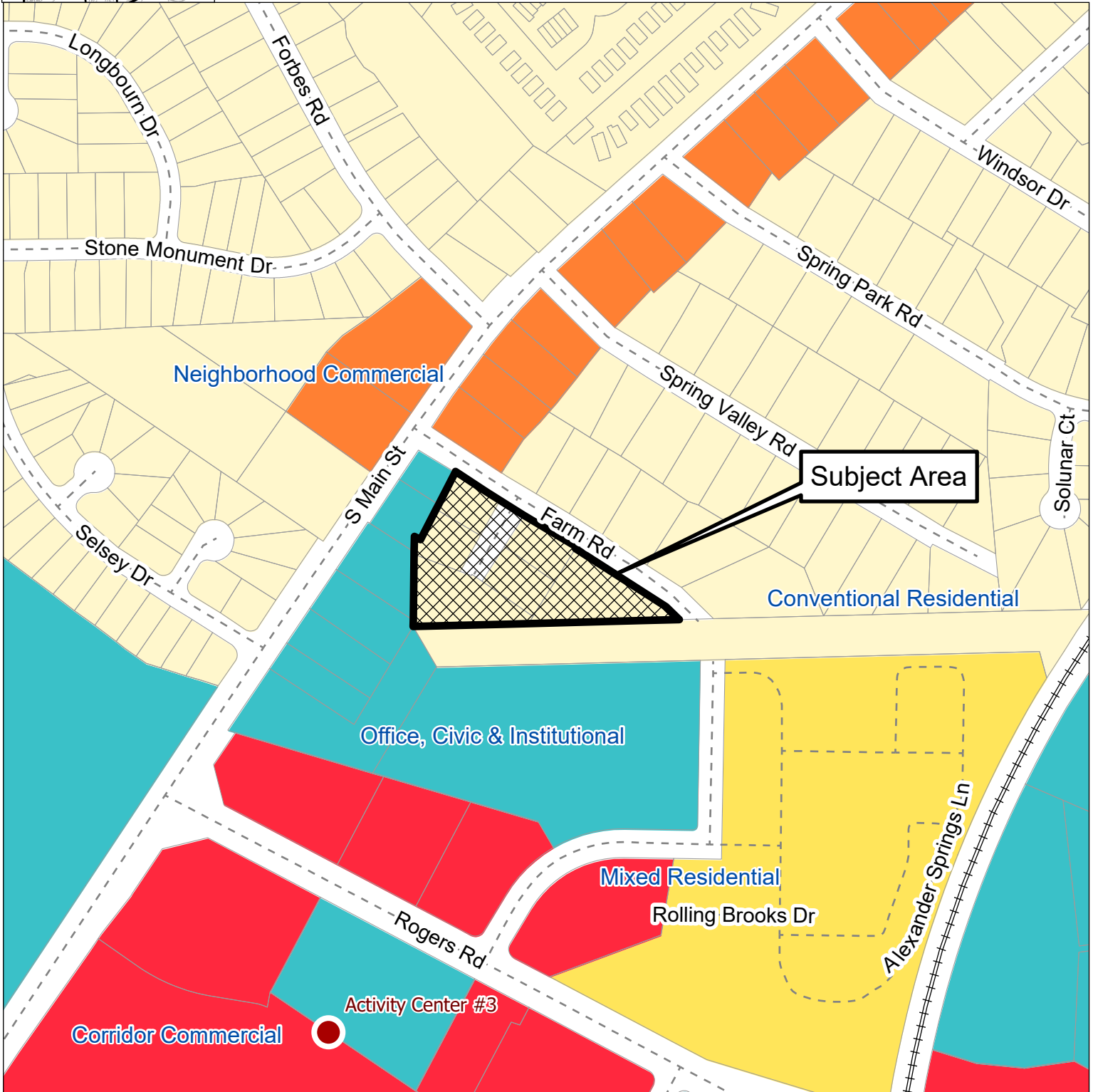
Land Use Plan



TOWN of
WAKE FOREST

RZ-23-08 Farm Road Townhomes Conditional District Rezoning

11/20/2023



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

0 500 1,000
US Feet





TOWN of WAKE FOREST

Report Requirements:

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

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

GENERAL INFORMATION

Applicant/Owner: Kevin Neshat on behalf of Lofts at South Main, LLC

Requested Action: Rezone 3.06 acres on the Town of Wake Forest Zoning Map from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD)

Existing Zoning: General Residential 3 (GR3)

Location: 1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road

Size: 3.06 acres

Tax PINs: 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841

Existing Land Use: Single-family detached dwellings

Applicable Officially Adopted Plans:

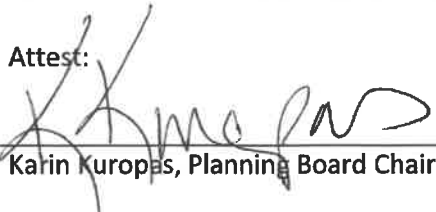
The request is generally Consistent with the relevant policies in the Comprehensive Plan, and Approval of the zoning map request is reasonable and in the public interest. See Attachment.

This report reflects the recommendation of the Planning Board, this the 12th day of December 2023.

Introduced by Planning Board member: Michael Almquist

Seconded by Planning Board member: Michael Hickey

Attest:


Karin Kuropas, Planning Board Chair


Courtney Tanner, Planning Director

Community Plan Consistency Analysis: RZ-23-08				
POLICIES FOR AFFORDABLE HOUSING		YES	NO	NA
AH-1	Implement Affordable Housing Plan			
POLICIES FOR RESIDENTIAL CHARACTER		YES	NO	NA
RC-1	Encourage single-family attached and multifamily development to incorporate varied building frontages and rooflines, front porches, front yards, and balconies to provide visual interest and complement the scale and character of surrounding single-family neighborhoods			
RC-2	Setbacks of infill development should match the existing context as much as possible as uniform setbacks can help foster a pedestrian-friendly environment			
RC-3	Promote higher density infill and redevelopment within older established neighborhoods to provide greater housing choices while matching the scale and character of existing properties			
RC-4	Promote higher density housing along key corridors and surrounding activity centers. This includes near areas designated in the Land Use Plan as Commercial Corridor; Neighborhood Commercial; Light Industrial; and Office, Civic, and Institutional			
RC-5	For larger scale planned subdivisions that provide a mix of housing types, work with private developers to locate lower density housing near existing single-family detached neighborhoods to create appropriate transitions and preserve the character of established neighborhoods			
RC-6	Consider requiring a minimum percentage of housing types in new neighborhood developments to increase housing diversity and affordability (e.g. at least 20% duplexes/townhomes)			
RC-7	Review and update the UDO to align with residential character recommendations within this Community Plan			
POLICIES FOR SENIOR HOUSING		YES	NO	NA
SH-1	Promote senior housing within a quarter mile of transit stops, Downtown, shopping areas, parks, and recreational facilities			
SH-2	Encourage smaller lot, single-story housing types for seniors that are ADA accessible			
SH-3	Encourage age-targeted cooperative housing types for community-oriented senior living, such as co-housing and cottage home courts			
SH-4	Promote the development of continuing care retirement communities (CCRC), or life plan communities, which offer distinct types of housing and care levels based on a senior's needs			
SH-5	Encourage developers of age-targeted housing to include amenities attractive to seniors, such as front porches, back patios, walking paths, and outdoor sports facilities, and activated gathering spaces			
POLICIES FOR COMMERCIAL DEVELOPMENT		YES	NO	NA
CD-1	Enhance established commercial areas by incentivizing redevelopment and/or renovation of existing businesses.			
CD-2	Support small, local businesses within commercial centers to support unique shopping options within Wake Forest			
CD-3	Establish architectural design standards for commercial building facades that promote quality design while allowing for flexibility that encourages creative design			
CD-4	Promote multi-story structures within Commercial Corridor and Neighborhood Commercial areas at appropriate scales that offer residential or office above ground-floor commercial			
CD-5	Encourage pedestrian-oriented shopping environments with sidewalks, attractive storefronts, and buildings facing each other to create a sense of enclosure			
CD-6	Encourage the incorporation of pedestrian/bicyclist/transit-oriented areas in large-scale shopping centers that provide outdoor seating and gathering areas, bicycle parking stations, and access to transit services			
CD-7	Promote cross-access and pedestrian pathways between adjacent parking lots and leading to buildings to promote well-connected, cohesive shopping areas			

Community Plan Consistency Analysis: RZ-23-08				
CD-8	Encourage the consolidation of commercial driveways onto major streets to reduce traffic conflicts			
CD-9	Require “360 degree architecture” (high quality architecture on all sides of the building as opposed to just the front-facing façade), including well-designed or screened service areas			
CD-10	Encourage businesses to replace existing, non-conforming signage with attractive signage that meets Town standards			
CD-11	Promote outparcel development to improve the character along primary roadways and break up views of large parking lots			
CD-12	Review and update the UDO, including the US 1 Special Highway Overlay (SH1-O) and Dr Calvin Jones Highway Overlay (SH2-O) districts, to align with commercial development recommendations within this Community Plan			
CD-13	Support accessory commercial units (ACUs) that allow the ground floor of residential properties or an accessory structure facing the street to contain a commercial use beneficial to the surrounding neighborhood			
CD-14	Establish block standards for commercial areas to break up large tracts into more human scale pieces with streets or street-like features within the development			
POLICIES FOR MINORITY & WOMEN-OWNED BUSINESSES		YES	NO	NA
MWOB-1	Work with organizations, such as the Chamber and the Black Business Alliance, to expand diversity, equity, and inclusion programs that are supported with grassroots community engagement			
MWOB-2	Explore successful programs for supporting minority and women-owned businesses in surrounding communities to implement in Wake Forest			
MWOB-3	Explore regional, state, and federal grants available for minority and women businesses, such as grants from the National Institute of Economic Development and Carolina Community Impact			
MWOB-4	Support informational sessions and/or provide educational resources to employers on how they can establish equitable work environments and policies within their businesses			
POLICIES FOR SETBACKS		YES	NO	NA
SB-1	Incentivize businesses to situate new buildings at or near the property line to improve walkability, such as by requiring more landscaping if parking lots are located in front of buildings rather than to the rear/side			
SB-2	Promote consistency in setbacks within commercial and residential areas to form desirable continuity in the streetwall, or the facades of buildings facing the street			
SB-3	Encourage outparcel development with 360 architecture to “hold the corner” of commercial corridor development			
SB-4	Ensure adequate setbacks of industrial or other high intensity uses to reduce potential sound or visual impacts on adjacent lower intensity uses			
SB-5	Allow for flexibly in setbacks in Downtown where existing conditions prevent a consistent streetwall, while maintaining a close interface with the street (e.g., utility, landscaping, and/or topography challenges)			
POLICIES FOR PARKING LOTS		YES	NO	NA
PL-1	For existing front-loaded surface parking lots, encourage property owners to improve their character with perimeter and interior landscaping, and/or decorative walls and fencing			
PL-2	Require off-street parking to be located to the side or rear of the primary building			
PL-3	Encourage shared parking agreements where neighboring uses with different peak parking demand times can use the same parking lot, reducing the need for additional parking lots			
PL-4	Reevaluate minimum parking standards and consider implementing maximum parking standards to reduce excessive requirements			
PL-5	Monitor parking supply and strategically encourage structured or underground parking in higher density areas if needed, such as in Downtown, TOD, and activity center areas, to reduce the amount of land dedicated to surface parking			

Community Plan Consistency Analysis: RZ-23-08				
PL-6	Consider offering incentives for structured parking, such as density bonuses, allowable lot coverage increases, and height limit increases.			
PL-7	Encourage the integration of structured parking into multifamily buildings to minimize surface parking lots			
PL-8	Encourage North Carolina Department of Environmental Quality's (NCDEQ) Stormwater Nitrogen and Phosphorus (SNAP) nutrient-reducing practices, such as permeable surfaces, that allow water infiltration in parking lots to improve stormwater drainage and water quality			
PL-9	Encourage the provision of pedestrian walkways in parking lots to enhance connectivity and safety to businesses			
POLICIES FOR SCREENING & BUFFERING		YES	NO	NA
SB-1	Ensure sufficient screening and buffering of industrial and commercial uses next to residential uses to minimize potential adverse impacts, such as in the Unicon Drive area			
SB-2	Encourage new development to preserve existing wooded areas along the perimeter of sites to provide natural buffering			
SB-3	Encourage screening of utility, loading, outdoor storage, and trash disposal areas that are visible from the right-of-way and adjacent development			
SB-4	Promote the use of setbacks for walls and fences that allow for plantings between the property line and the right-of-way and adjacent development			
POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Preserve vistas and view corridors that contribute to the economic and aesthetic value of Wake Forest, such as the church steeple at Southeastern Baptist Theological Seminary, S White Street in Downtown, and N Main Street in the Wake Forest Local Historic District			
CC-2	Curate public outdoor spaces for important monuments and artworks to showcase them as anchors and entry points to neighborhoods			
CC-3	Leverage historic structures, events, and people to create a sense of place through placemaking and branding			
CC-4	Ensure new development is contextual to the existing character of the area in terms of scale, massing, setback, fenestration, and design features (porches, storefronts, etc.)			
CC-5	Encourage developers to incorporate landscaping to beautify neighborhoods and commercial areas, such as landscaped medians and roundabouts.			
CC-6	Incorporate landscaping and gateway features into public rights-of-way, such as landscaped streetscapes, green infrastructure, and public promenades			
CC-7	Emphasize quality development along highly visible thoroughfares in the Town to reinforce its positive image			
CC-8	In accordance with the Land Use Plan, ensure incompatible, high intensity uses are directed away from low intensity residential areas			
CC-9	Continue to provide quality municipal services for the maintenance and upkeep of neighborhoods, such as street cleaning, snow removal, and trash disposal services			
CC-10	Work with NCDOT to identify areas for roadway enhancements			
CC-11	Refer to the Public Art Vision Plan for guidance when public art is being proposed in private development			
CC-12	Work with developers to improve the character of retaining walls, such as by incorporating public art or tiering the walls to reduce their visual impact			
POLICIES FOR UTILITY LINES		YES	NO	NA

Community Plan Consistency Analysis: RZ-23-08				
UL-1	Create a master plan for burying utility lines with community involvement to identify priority areas for conversion			
UL-2	Ensure major Town entrances and gateway corridors and highly visible, pedestrian-oriented areas are prioritized for conversion			
UL-3	Consider trenching utilities as capital improvements are made in the right-of-way for all areas of the Town			
UL-4	Investigate partnering with private developers to install conduit for fiber and/or burying utility lines in priority conversion areas			
UL-5	Explore partnerships with private developers for boring and burying additional conduit along main roadways			
UL-6	Consider and install conduit with greenway project construction.			
POLICIES FOR HISTORIC PRESERVATION		YES	NO	NA
HP-1	Work with the Historic Preservation Commission (HPC) and the Planning Department to continue to implement the 2019 Historic Property Handbook and Design Standards and continue to preserve existing and new historic landmarks			
HP-2	Continue to enforce the Historic Preservation Ordinance for the Wake Forest Local Historic District and local historic landmarks			
HP-3	Promote State and Federal Tax Incentives for qualified rehabilitation projects for properties listed individually or as contributing historic properties in the National Register of Historic Places			
HP-4	Ensure development surrounding and within historic districts is sensitive to the historic context of the neighborhood			
HP-5	Encourage adaptive reuse, restoration, and repurposing of historic structures to preserve Wake Forest's history			
HP-6	Continue to enforce the Demolition of Historic Structures Ordinance for the protection of all historic properties in Wake Forest			
HP-7	Investigate the adoption of new local historic districts or character historic overlay districts to preserve Wake Forest's historic character			
POLICIES FOR COMMUNITY FACILITIES		YES	NO	NA
CF-1	Expand Town facilities concurrently with new growth			
CF-2	Annually review the Town's Work Management Plan, Staffing, and Budget section to reflect current needs and priorities			
CF-3	Work with the Wake Forest Parks, Recreation, and Cultural Resources Department to identify strategies to close gaps in park service areas, such as west of Capital Boulevard and the southern and eastern portion of Town			
CF-4	Work with the Wake Forest Parks, Recreation, and Cultural Resources Department to expand equity in the quality of public park facilities and programming			
CF-5	Explore green infrastructure options that also beautify spaces, like bioswales and planters			
CF-6	Continue to work with regional educational entities to provide support as they seek new facility locations or expansion with growth			
CF-7	Coordinate with regional educational entities to ensure increased equity in educational facilities across the community			
CF-8	Coordinate with the Police and Fire Departments to ensure response times are sufficient for all areas of town with growth			

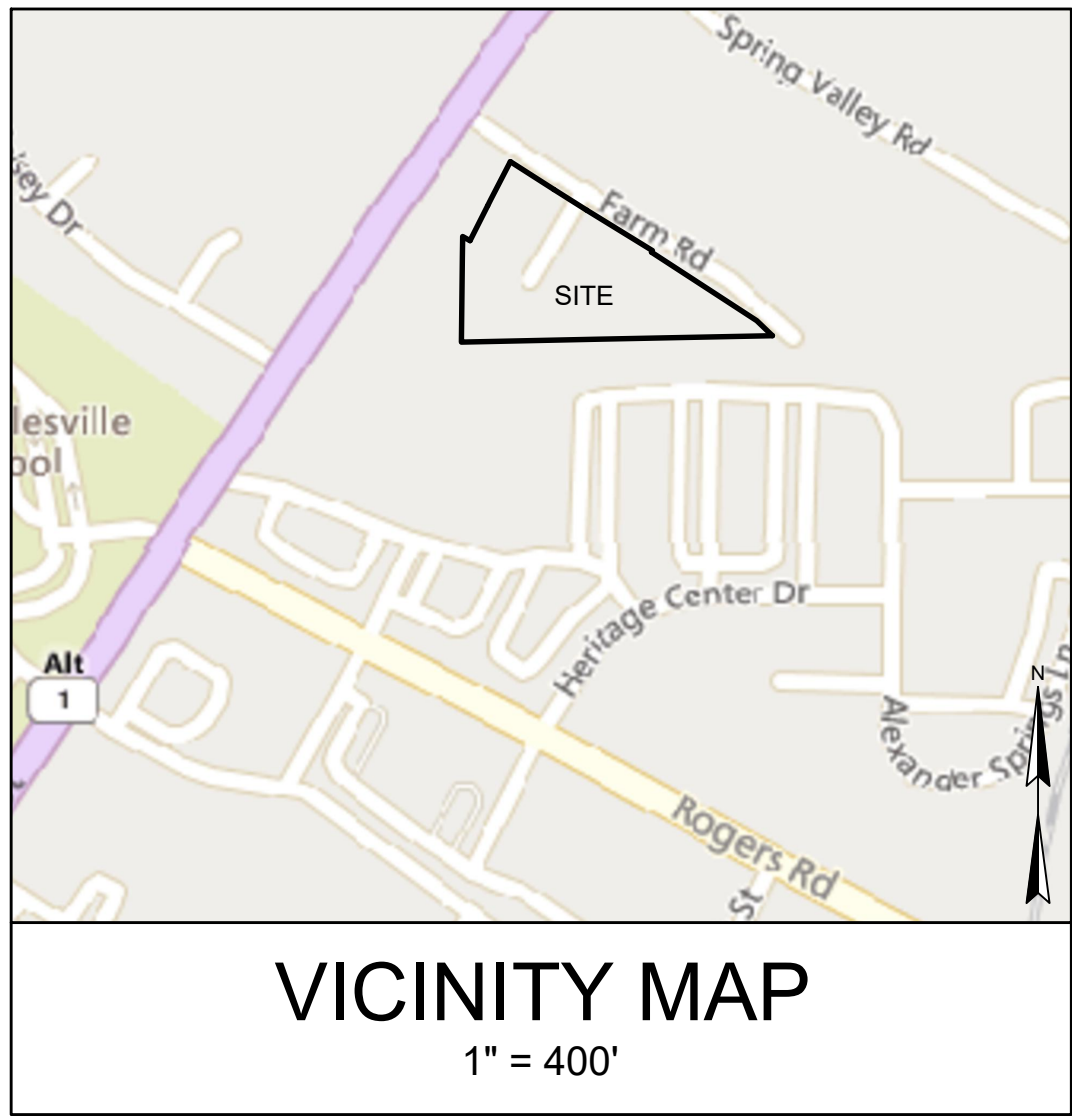
Community Plan Consistency Analysis: RZ-23-08				
CF-9	Consider emerging best practices for community safety, such as mental health crisis response teams			
CF-10	Promote and incorporate sustainable building practices into community facilities, setting a precedent for private developers to implement			
CF-11	Coordinate with regional healthcare providers to explore opportunities to locate a full service hospital or regional medical facilities in the Town			
CF-12	Evaluate existing streets and explore UDO updates to address traffic congestion, traffic speed, reduce collisions, and improve safety conditions for all modes of transportation			
CF-13	Regularly update the Town Pavement Management System program			
POLICIES FOR PUBLIC TRANSIT		YES	NO	NA
PT-1	Continue to work with transit partners to consider more frequent service and route network expansions to key locations to improve rider experience and attract more usage of mass transit			
PT-2	Coordinate with property owners, private developers, and transit partners to set aside land for transit stops at appropriate locations. The Town should obtain a transit easement for these locations and construct and maintain quality bus shelter infrastructure			
PT-3	Work with GoRaleigh and GoTriangle to construct smart bus shelters, or sustainable shelters that incorporate elements like interactive screens with live timetables, smart lighting, solar panels, and bike lock stations			
PT-4	Explore incorporating public art into bus shelters			
PT-5	Continue to evaluate and coordinate Park and Ride locations with transit partners			
PT-6	Explore best long term transit options such as fixed or microtransit			
POLICIES FOR CAPITAL BOULEVARD		YES	NO	NA
CB-1	Continue to work closely with NCDOT to implement the project and promote commercial growth in accordance with the Land Use Plan			
CB-2	Continue advocating for improvements along the corridor to assist in improving the quality of life for Wake Forest residents, businesses, and property owners			
POLICIES FOR STREET CONNECTIVITY		YES	NO	NA
SC-1	Promote short blocks of less than 600 linear feet between intersections of local roads to improve walkability			
SC-2	Avoid dead-ends, cul-de-sacs, and T-intersections in places where four-way intersections can be aligned			
SC-3	Study the appropriateness of traffic circles at four-way intersections to ease congestion and improve safety			
POLICIES FOR SIDEWALKS & MULTI-USE PATHS		YES	NO	NA
SP-1	Update the CTP to include an inventory of sidewalks in addition to multi-use paths and establish project priorities, private-public funding, and time frames for closing gaps in the network			
SP-2	Update the CTP to identify priority areas for high visibility crosswalks, bulb outs, refuge islands, rectangular rapid flashing beacons, and other pedestrian improvements			
SP-3	Work with Public Works to identify crosswalk ramps that are not ADA compliant and prioritize upgrades			

Community Plan Consistency Analysis: RZ-23-08				
SP-4	In coordination with roadway improvements, upgrade aging sidewalks or install new sidewalks if none exist			
SP-5	Promote sidewalk, multi-use path, or trail connectivity between residential subdivisions and nonresidential development to improve pedestrian and bicycle connectivity			
SP-6	Continue to ensure all new residential development provides sidewalks on both sides of the street			
SP-7	Encourage multi-use paths to be provided along the main road in developments			
SP-8	Ensure multifamily and commercial developments include strong pedestrian networks within and between their sites			
POLICIES FOR BIKEWAYS, GREENWAYS & TRAILS		YES	NO	NA
BGT-1	Identify trail head locations as the greenway and trail network continues to expand			
BGT-2	Explore opportunities along greenways to add amenities (i.e. water fountains, seating /rest areas, pocket parks, public art, and fix it stations) and programming with the Parks, Recreation, and Cultural Resources Department or other organizations like StoryWalks			
BGT-3	Encourage development along greenways to incorporate greenway access into the site, particularly for uses attractive to trail users (i.e. restaurant, cafes, and bars)			
POLICIES FOR LOCAL FOOD SYSTEMS		YES	NO	NA
LFS-1	Continue to support the Northern Community Food Security Team and together explore other locations for community food hubs within the Town			
LFS-2	Partner with local food cooperatives and regional food networks, such as the Capital Area Food Network, to address food insecurity in the community			
LFS-3	Encourage regenerative practices, such as use of organic fertilizers, crop rotation, and crop variation for healthy soil			
LFS-4	Conduct a meal gap survey to better assess the immediate and long term needs in the community			
LFS-5	Evaluate the economic impact of local food systems in the community to encourage localized marketplaces for food producers			
LFS-6	Explore updates to the UDO that would promote urban agriculture and repurposing of vacant or underutilized lots for such uses			
POLICIES FOR CONSERVATION DESIGN		YES	NO	NA
CD-1	Encourage conservation design in the UDO's subdivision development regulations, particularly for areas within watershed protection areas			
CD-2	Explore incentives for promoting conservation design, such as density bonuses to allow for comparable number of housing units but greater preserved green space within the site			
CD-3	Encourage developers to enhance preserved green spaces as accessible amenities for residents, such as trails and outdoor seating			
POLICIES FOR GREEN SPACE PRESERVATION		YES	NO	NA
GSP-1	Prioritize higher density redevelopment and infill development within already developed areas to avoid premature development in long term growth areas and reduce greenfield development			

Community Plan Consistency Analysis: RZ-23-08				
GSP-2	Work with private developers to preserve significant natural assets within sites, such as streams, steep slopes, unique geological formations, wetlands, and mature stands of trees, which can be incorporated as development amenities			
GSP-3	Continue to identify and strategically acquire environmentally sensitive land to preserve as dedicated conservation areas and publicly accessible open space			
GSP-4	Explore incentives to promote conservation design in future development, such as density bonuses, to promote clusters of taller structures that preserve natural areas of the site			
GSP-5	Explore strategies to further promote green space preservation within the updated UDO, such as increasing set aside requirements, and evaluate what is credited as open space			
GSP-6	Explore strategies to further protect wildlife and environmentally sensitive areas in the UDO			
POLICIES FOR TREE CANOPY		YES	NO	NA
TC-1	Continue to support the Town in administering the Urban Forestry Program and planting, preserving, and maintaining trees on public properties and rights-of-way			
TC-2	Explore updates to the UDO that could further promote tree preservation and replacement in new developments			
TC-3	Review existing incentives and consider additional incentives for private developers to promote tree preservation above what is required by the UDO			
TC-4	Explore ways to increase the number of trees required in parking lots during the update to the UDO, such as requiring an island every 20 parking spaces or decreasing the minimum distance a parking space can be from a tree			
TC-5	Ensure public and private tree plantings and xeriscaping are made up of native plant species that are adapted to local environmental conditions and require less irrigation			
TC-6	Coordinate efforts to influence State regulations related to the expansion of tree preservation standards			
POLICIES FOR SUSTAINABLE DEVELOPMENT		YES	NO	NA
SD-1	Encourage private developers to incorporate green building, LID, and green infrastructure practices in future developments			
SD-2	Incorporate green infrastructure into public streetscapes, prioritizing pedestrian-oriented areas like Downtown, TOD, and Neighborhood Commercial areas			
SD-3	Continue to incorporate sustainable design best practices into Town-owned infrastructure and community facilities, striving to incorporate LEED practices into future facilities			
SD-4	Use the Environmental Protection Agency's (EPA) "Revising Local Codes to Facilitate Low Impact Development" guide to help identify regulations within the UDO that discourage LID practices			
SD-5	Evaluate potential rainwater collection programs and composting programs			
SD-6	Explore an incentive program to encourage development to provide stormwater when lots are exempt from stormwater requirements			
SD-7	Update the Manual of Specifications, Standards and Design to reference green infrastructure design			
SD-8	Explore decommissioned rights-of-way as potential stormwater routes			
SD-9	Support the use of attractive, safe, and sustainable street furniture and infrastructure, such as solar streetlights, and LED traffic lights			

Community Plan Consistency Analysis: RZ-23-08				
SD-10	Expand the electric vehicle (EV) charging network by requiring the installation of charging stations, or the infrastructure needed to accommodate future charging stations, in all new parking lots, especially parking lots of multifamily and large scale developments, and increasing supply of public charging stations			
SD-11	Promote adaptive reuse over redevelopment for structures that are structurally sound, feature desirable built form, and/or are historically significant. This includes creating an online inventory of buildings available for adaptive reuse			
SD-12	Investigate developing a solar energy ordinance and enrolling in the SolSmart program, a national designation program funded by the US Department of Energy charged with making solar power faster, easier, and more affordable			
SD-13	Explore ways to incentivize renewable energy and passive solar design in the Town's development standards. SolSmart's Solar Energy Toolkit can be used as resource for better promoting solar panels within the code			
SD-14	Continue partnership with Raleigh to encourage homeowners to incorporate practices for water conservation			
POLICIES FOR TOURISM		YES	NO	NA
T-1	Grow the Town's art community and reputation as a regional arts destination with a Downtown focus			
T-2	Explore the potential of constructing a recreational destination facility with a regional draw			
T-3	Develop annual Tourism Economic Impact Reports to help quantify progress made in Wake Forest's tourism sector and identify trends, issues, and opportunities that can help Town staff prioritize future investments			
T-4	Support the Wake Forest Area Chamber to create and market a local visitor's center as a public resource hub for the Town's attractions, events, and businesses for visitors			
T-5	Leverage Wake County's Room Occupancy Tax to build, finance, and create new establishments or run events related to tourism, allowing the Town to capitalize on its success in drawing hotel occupants			
T-6	Create a community-wide wayfinding plan to improve sense of place and signage that directs visitors and residents to Town destinations			
T-7	Continue to support Wake Forest Downtown Inc. (a Main Street America accredited program) in meeting the National Accreditation Standards of Performance as outlined by the National Main Street Center			
T-8	Continue to participate in the NC Main to Main Trail program, a network that connects the State's Main Street America communities, and leverage this designation in the Town's marketing strategy			
T-9	Investigate hiring consultants to provide a comprehensive evaluation of Town events and provide recommendations for improved programs			
T-10	Explore the creation of a social district, where customers can carry and consume food and drinks purchased from businesses outside in a designated zone			
POLICIES FOR GATEWAYS		YES	NO	NA
GW-1	Create a Gateway Plan to identify and prioritize sites for gateway features and establish design standards. Ensure the Plan works in synergy with the Town's Wayfinding Plan.			
GW-2	Improve roadway infrastructure along key gateway routes to enhance their character and multimodal connectivity.			
POLICIES FOR DOWNTOWN WAKE FOREST		YES	NO	NA

Community Plan Consistency Analysis: RZ-23-08				
DWF-1	Evaluate existing zoning regulations around density in appropriate locations to balance Downtown's development potential with preserving its historic character			
DWF-2	Identify strategies to fill vacant buildings Downtown that promote an entrepreneurial and small-business culture			
DWF-3	Identify strategies to attract families and younger populations to Downtown with inviting public spaces, entertainment, and destinations for all ages			
DWF-4	Provide guidelines for how buildings should be orientated to support pedestrian-friendly environments			
DWF-5	Reassess parking demand and supply with consideration for a new parking garage(s) to minimize surface parking lots			
DWF-6	Identify strategies to create an "experience-based" Downtown retail environment with unique local businesses and a pedestrian-oriented environment			
DWF-7	Reassess strategies to improve gateways and wayfinding to and within Downtown to better direct people and create a distinct sense of place			
DWF-8	Identify opportunities for Downtown events and public gathering spaces to bring the community together, such as live outdoor events and festivals			



FARM RD TOWNHOMES SITE MASTER PLAN RZ-23-08

PROPOSED ZONING CONDITIONS:

- THE SUBDIVISION MASTER PLAN IS A CONDITION OF THE REZONING REQUEST. AMENDMENTS OF THE MASTER PLAN SHALL REQUIRE A REZONING AMENDMENT UNLESS THE ADMINISTRATOR FINDS THE MODIFICATION TO BE MINOR AND IN KEEPING WITH THE SPIRIT AND INTENT OF THE APPROVED SUBDIVISION MASTER PLAN.
- THE FOLLOWING SETBACKS SHALL APPLY:
 - MINIMUM STREET SIDE/SECONDARY FRONT SETBACK: 10'
 - MINIMUM SIDE SETBACK: 6' (APPLIES TO TOWNHOME END UNITS ONLY)
 - MINIMUM REAR SETBACK: 20'
- AN EXTERIOR WALL THAT FRONTS ON A RIGHT-OF-WAY INCLUDING A SECONDARY STREET SIDE SHALL CONTAIN AT LEAST TWO DECORATIVE ELEMENTS SUCH AS, BUT NOT LIMITED TO, THE FOLLOWING ELEMENTS:
 - BAY WINDOW
 - RECESSED WINDOW
 - WRAP AROUND PORCH OR SIDE PORCH
 - TWO OR MORE BUILDING MATERIALS
 - DECORATIVE BRICK OR STONE
 - DECORATIVE TRIM
 - DECORATIVE SHAKE
 - AIR VENTS ON GABLE SHALL HAVE TRIM TO MATCH ELEVATION STYLE
 - DECORATIVE GABLE
 - DECORATIVE CORNICE
 - COLUMN
 - PORTICO
 - BALCONY
 - DORMER
- A VARIED COLOR PALETTE SHALL BE UTILIZED ON HOMES THROUGHOUT THE SUBDIVISION TO INCLUDE A MINIMUM OF THREE COLOR FAMILIES FOR SIDING AND SHALL INCLUDE VARIED TRIM, SHUTTER, AND ACCENT COLORS COMPLEMENTING THE SIDING COLOR. WHERE VARIED SIDING AND TRIM, SHUTTER, AND ACCENT COLORS ARE NOT PROVIDED ON AN INDIVIDUAL DWELLING, A MINIMUM OF THREE VARIED MATERIALS SHALL BE PROVIDED.
- ALL ELEVATIONS OF THE UNITS THAT FRONT ON A RIGHT-OF-WAY INCLUDING A SECONDARY STREET SIDE SHALL HAVE TRIM AROUND THE WINDOWS.
- RAISED ENTRIES: ALL RESIDENTIAL ENTRANCES WITHIN 18 FEET OF THE SIDEWALK PARALLELING THE FRONT PROPERTY LINE SHALL BE RAISED ABOVE THE AVERAGE FINISHED GRADE OF THE SIDEWALK A MINIMUM OF 1½ FEET.
- ROOFS: MAIN ROOFS ON RESIDENTIAL BUILDINGS SHALL HAVE A MINIMUM PITCH OF 6:12, AND DECORATIVE/ELEVATION ELEMENTS SHALL HAVE A MINIMUM PITCH OF 3:12.
- VINYL SIDING SHALL NOT BE PERMITTED.
- FOR TOWNHOME DWELLINGS, AT LEAST 15% OF THE AREA OF EACH FAÇADE THAT FACES A STREET LOT LINE MUST BE WINDOWS OR MAIN ENTRANCE DOORS, AS MEASURED FROM THE FINISHED FLOOR ELEVATION TO THE EAVE.
- THE ARCHITECTURAL AND REVIEW GUIDELINES FOR THE COMMUNITY SHALL INCLUDE THE FOLLOWING LANGUAGE REGARDING PARKING:
 - HOMEOWNERS ARE EXPECTED TO PARK VEHICLES IN THEIR GARAGE OR DRIVEWAY, NOT ON THE STREET
 - STREET PARKING IS ONLY FOR SHORT-TERM SITUATIONS (E.G. GUEST PARKING OVERFLOW OR MAINTENANCE VEHICLES), SHOULD ALLOW FOR SAFE AND EFFICIENT MOVEMENT OF TRAFFIC, AND NOT BLOCK OR HINDER A NEIGHBOR'S ACCESS TO THEIR DRIVEWAY.
 - STREET PARKING WITHIN 25' OF A STOP SIGN OR WITHIN 15' OF A FIRE HYDRANT IS PROHIBITED.
 - PARKING OF COMMERCIAL VEHICLES OR VEHICLES IN DISREPAIR IS NOT PERMITTED EXCEPT WITHIN AN ENCLOSED GARAGE.
 - PARKING IS PROHIBITED ON THE GRASS OR THE MEDIANS.
 - GARAGE DOORS SHOULD BE KEPT IN THE CLOSED POSITION UNLESS THEY ARE IN USE.
- ALL OFF-STREET PARKING, LOADING AREAS, AND SERVICE AREAS ADJACENT TO AND/OR VISIBLE FROM A PUBLIC RIGHT-OF-WAY AND ADJACENT PROPERTIES SHALL BE SCREENED FROM VIEW BY USE OF ONE OR MORE OF THE FOLLOWING:
 - A BUILDING OR BUILDINGS;
 - A CHANGE IN TOPOGRAPHY;
 - A PLANTING AREA A MINIMUM OF 5 FEET WIDE PLANTED WITH EVERGREEN SHRUBBERY PLACED A MAXIMUM OF 5 FEET ON CENTER. ALL SHRUBS SHALL ACHIEVE A HEIGHT OF 4 FEET WITHIN 3 YEARS.
 - FENCING, WALLS, OR BERMS.
- PARK SPACE AMENITIES SHALL INCLUDE A MINIMUM OF TWO (2) OF THE FOLLOWING OPTIONS: PLAYGROUND, PERMANENT CORNHOLE COURTS, PERMANENT GAMING TABLES, PERMANENT HORSESHOE PITS, FIRE PIT, COMMUNITY GARDEN, AND GAZEBO.
- THE TYPE B BUFFER REQUIRED BETWEEN THE OFFICE AND TOWNHOME USES ALONG THE PROPOSED NB CD AND GR10 CD ZONING LINE/PARCEL LINE IS BEING MODIFIED TO INCLUDE A MINIMUM 8' PLANTING AREA THAT INCLUDES ALL REQUIRED PLANTINGS FOR A TYPE B, OPTION 2 BUFFER, SPLIT BETWEEN BOTH PARCELS, WITH A 6' OPAQUE FENCE AS SHOWN ON THE MASTER PLAN.
- AT THE TIME THE NB-CD PORTION OF THE DEVELOPMENT IS RECOMBINED WITH THE ABUTTING NB-CD ZONED PARCEL, AN EASEMENT PROVIDING INGRESS AND EGRESS FROM SOUTH MAIN STREET TO ALLEY 1 SHALL BE RECORDED, OR A CROSS ACCESS AGREEMENT PROVIDING THE SAME RIGHTS TO INGRESS AND EGRESS SHALL BE RECORDED.
- THE CURRENT RESIDENTS OF THE SUBJECT PARCELS SHALL BE NOTIFIED AT LEAST SIX MONTHS PRIOR TO THEIR LEASES ENDING.
- THE SIDEWALK ALONG THE FARM ROAD FRONTAGE SHALL BE EXTENDED BEYOND THE SITE FRONTAGE TOWARD SOUTH MAIN STREET TO TERMINATE AT THE EXISTING PAVED PARKING AREA ABUTTING 1701 SOUTH MAIN STREET.

OWNER/DEVELOPER:

LOFTS AT SOUTH MAIN LLC
CONTACT: KEVIN NESHAT
300 CARPATHIAN WAY
RALEIGH, NC 27615
919.270.4270
KNESHAT@BLUESTONEDM.COM

ENGINEER OF RECORD:

FLM ENGINEERING, INC
CONTACT: JON FRAZIER, PE
PO BOX 91727
RALEIGH, NC 27675
919.610.1051
JFRAZIER@FLMENGINEERING.COM

SHEET	TITLE
C-1	COVER
C-2	EXISTING CONDITIONS & DEMOLITION PLAN
C-3	SITE PLAN
C-4	UTILITY PLAN
C-5	GRADING & DRAINAGE PLAN
C-6	LANDSCAPING PLAN
C-7	LIGHTING PLAN

SUMMARY INFORMATION
DEVELOPMENT NAME: FARM RD TOWNHOMES
SITE ADDRESS: FARM RD, WAKE FOREST, NC
PIN NUMBER(S): 1840-03-7051, 1840-02-7902, 1840-02-6891, 1840-02-8856, 1840-02-9915, AND 1840-12-0841
TOTAL AREA: 3.06 AC
EXISTING USE: DWELLING - SINGLE FAMILY PROPOSED USE: DWELLING - TOWNHOME
JURISDICTION: TOWN OF WAKE FOREST CURRENT ZONING DISTRICT: GR3 PROPOSED ZONING DISTRICT: GR10 CD AND NB CD
COMMUNITY PLAN DESIGNATION: CONVENTIONAL RESIDENTIAL
GR10 CD ZONING
GR10 CD AREA: 2.90 AC
PROPOSED UNITS: 25 GR10 MAX. DENSITY: 10 UNITS/ACRE PROPOSED DENSITY: 8.62 UNITS/ACRE
PROPOSED MIN. TOWNHOME LOT AREA: 1,958 SQ.FT PROPOSED MIN. TOWNHOME LOT WIDTH: 22'
BUILDING SETBACKS: FRONT REQUIRED: 20'; FRONT PROPOSED: 20' SIDE STREET REQUIRED: 20'; SIDE STREET PROPOSED: 10' SIDE REQUIRED: 8'; SIDE PROPOSED: 6' REAR REQUIRED: 25'; REAR PROPOSED: 20'
GR10 BUILDING HEIGHT (MAX.): 3 STORIES PROPOSED BUILDING HEIGHT (MAX.): 3 STORIES
PARKING CALCULATIONS: REQUIRED PARKING: 1.8 PER UNIT = 1.8 X 25 UNITS = 45 SPACES PROVIDED PARKING: 4 SPACES PER UNIT (DOUBLE-CAR GARAGE AND DOUBLE-CAR DRIVEWAY) + 8 GUEST PARKING SPACES = 108 SPACES
BICYCLE PARKING CALCULATIONS: REQUIRED PARKING: 2 PER 40 AUTO SPACES = 108 / 40 X 2 = 6 SPACES PROVIDED PARKING: 10 SPACES (5 INVERTED 'U' RACKS)
CLUSTER MAILBOX UNIT PARKING CALCULATIONS: REQUIRED PARKING: 2 PER LOCATION, 1 ADA PROVIDED PARKING: 2 SPACES, 1 ADA
GR10 REQUIRED OPEN PACE: 0.29 AC (10%) PROPOSED OPEN SPACE: 0.66 AC (22.8%)
GR10 REQUIRED PARK SPACE: 0.0725 AC (2.5%) PROPOSED PARK SPACE: 0.16 AC (5.5%)
EXISTING IMPERVIOUS AREA: 33,300 SF, 0.76 AC (26.2%) PROPOSED IMPERVIOUS AREA: 67,550 SF, 1.55 AC (53.4%)
NB CD ZONING
NB CD AREA: 0.16 AC (TO BE COMBINED WITH ADJACENT NB PARCEL)



POST OFFICE BOX 91727
RALEIGH, NORTH CAROLINA 27675
PHONE: 919.610.1051
FIRM NC LICENSE NUMBER C-4222

REVISION HISTORY			
REV #	DESCRIPTION	DATE	BY
1	TOWF COMMENTS	3/6/2023	FLM
2	TOWF COMMENTS	8/8/2023	FLM
3	TOWF COMMENTS	10/4/2023	FLM
4	TOWF COMMENTS	11/13/2023	FLM
5	PLANNING BOARD COMMENTS	12/18/2023	FLM

ORIGINAL PLAN SIZE: 24" X 36"

SCALE ADJUSTMENT
THIS BAR IS 1 INCH IN LENGTH
ON ORIGINAL DRAWING
0 1"
IF IT IS NOT 1 INCH ON THIS
SHEET, ADJUST YOUR SCALE
ACCORDINGLY

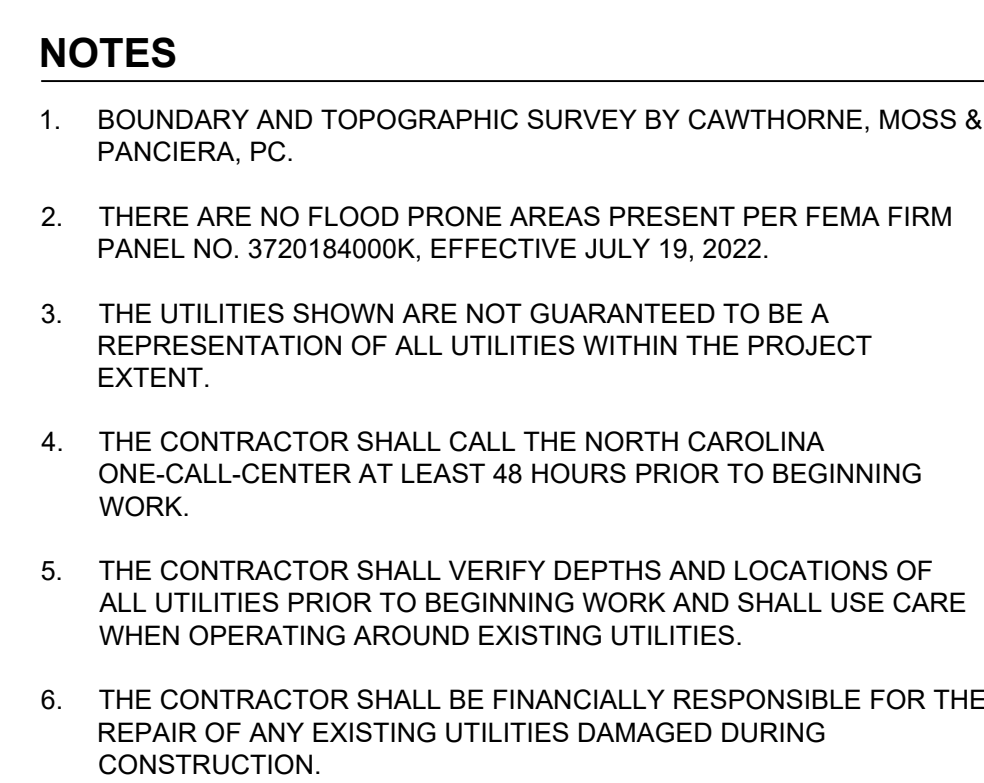
FARM RD TOWNHOMES
SITE MASTER PLAN
RZ-23-08

FARM RD
WAKE FOREST, NC

DATE:	09-26-2021
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	22031

COVER

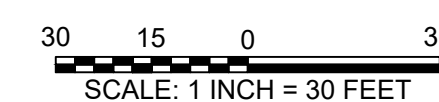
C-1
SHEET 1 OF 7



	EX. PROPERTY LINE
	EX. RIGHT-OF-WAY
	EX. ADJACENT OWNERS
	EX. SUBDIVISION LINE
	EX. CHAIN LINK FENCE
	EX. OVERHEAD ELECTRIC LINE
	EX. WATER LINE
	EX. GAS LINE
	EX. SANITARY SEWER
	EX. STORM SEWER
	EX. MAJOR CONTOUR (5')
	EX. MINOR CONTOUR (1')
	EX. SPECIMEN TREE
	EX. SPECIMEN TREE TO BE REMOVED

ALL ONSITE SOILS ARE CfC, CECIL-URBAN LAND COMPLEX, 2 TO 10 PERCENT SLOPES (HSG A).

LINE TABLE		
LINE	BEARING	DISTANCE
L-4	S 46°13'42" E	45.04'
L-5	S 61°59'50" E	17.10'



SCALE ADJUSTMENT

THIS BAR IS 1 INCH IN LENGTH
ON ORIGINAL DRAWING

0 1"

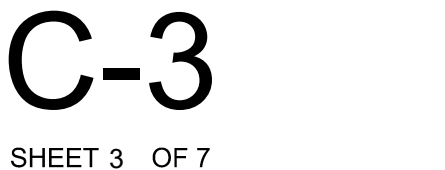
IF IT IS NOT 1 INCH ON THIS
SHEET, ADJUST YOUR SCALE
ACCORDINGLY

FARM RD
WAKE FOREST, NC

DATE:	09-26-2021
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	22031

C-2

SHEET 2 OF 2



DATE _____



- ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUD HANDBOOK, CURRENT EDITION)
2. UTILITY SEPARATION REQUIREMENTS:
- A) A DISTANCE OF 100' SHALL BE MAINTAINED BETWEEN SANITARY SEWER AND ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED RESERVOIR OR STREAM. SOURCE OF SANITARY SEWERAGE WATER IF ADEQUATE LATERAL SEPARATION CANNOT BE ACHIEVED, FERROUS SANITARY SEWER PIPE SHALL BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS. HOWEVER, THE MINIMUM SEPARATION SHALL NOT BE LESS THAN 25' FROM A PRIVATE WELL, OR 50' FROM A PUBLIC WELL.
- B) FOR INSTALLING WATER & RCP SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10'. IF THIS SEPARATION CANNOT BE MAINTAINED DUE TO EXISTING CONDITIONS, THE VARIATION ALLOWED IS THE WATER MAIN IN A SEPARATE TRENCH WITH THE ELEVATION OF THE WATER MAIN AT LEAST 18" ABOVE THE TOP OF THE SEWER. THE SEPARATION SHALL BE APPROVED BY THE PUBLIC UTILITIES DIRECTOR. ALL DISTANCES ARE MEASURED FROM OUTSIDE DIAMETER TO OUTSIDE DIAMETER
- C) WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SEWER OR WATER SEWER CROSSES OVER A WATERMAIN, THE MATERIALS OR STEEL ENCASEMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS
- D) 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWERS & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER
- E) MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS; MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS. WHERE ADEQUATE SEPARATIONS CANNOT BE ACHIEVED, SPECIFY DIP MATERIALS & A CONCRETE CRADLE HAVING 6" MIN. CLEARANCE (PER CORPUD DETAILS W-41 & S-49)
- F) ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES AT 18" MIN. VERTICAL SEPARATION REQUIRED
3. ANY NECESSARY FIELD REVISIONS ARE SUBJECT TO REVIEW & APPROVAL OF AN AMENDED PLAN &/OR PROFILE BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION
4. DEVELOPER SHALL PROVIDE 30 DAYS ADVANCE WRITTEN NOTICE TO OWNER FOR ANY WORK REQUIRED WITHIN AN EXISTING CITY OF RALEIGH UTILITY EASEMENT TRAVERSING PRIVATE PROPERTY
5. CONTRACTOR SHALL MAINTAIN CONTINUOUS WATER & SEWER SERVICE TO EXISTING RESIDENCES & BUSINESSES THROUGHOUT CONSTRUCTION OF PROJECT. ANY NEED FOR SERVICE IN EXISTING RESIDENCES OR BUSINESSES MUST BE 24 HOUR ADVANCE NOTICE TO THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT
6. 3.0' MINIMUM COVER IS REQUIRED ON ALL WATER MAINS & SEWER FORCEMAINS. 4.0' MINIMUM COVER IS REQUIRED ON ALL REUSE MAINS
7. IT IS THE DEVELOPER'S RESPONSIBILITY TO ABANDON OR REMOVE EXISTING WATER & SEWER SERVICES NOT BEING USED IN REDEVELOPMENT OF A SITE UNLESS ABANDONED AND DIRECTED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT. THIS INCLUDES ABANDONING TAP AT MAIN & REMOVAL OF SERVICE FROM ROW OR EASEMENT PER CORPUD HANDBOOK PROCEDURE
8. INSTALL 1/2" COPPER WATER SERVICES WITH METERS LOCATED AT ROW OR WITHIN A 2'X2' WATERLINE EASEMENT IMMEDIATELY ADJACENT. NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO PROPERLY SIZE THE WATER SERVICE FOR EACH CONNECTION TO PROVIDE ADEQUATE FLOW & PRESSURE
9. INSTALL 4" PVC SEWER SERVICES AT 1.0% MINIMUM GRADE WITH CLEANOUTS LOCATED AT ROW OR EASEMENT LINE & SPACED EVERY 75 LINEAR FEET MAXIMUM
10. PRESSURE REDUCING VALVES ARE REQUIRED ON ALL WATER SERVICES EXCEEDING 80 PSI; BACKFLOW VALVES ARE REQUIRED ON ALL SANITARY SEWER SERVICES HAVING BUILDING DRAINS LOWER THAN 1.0' ABOVE THE NEXT UPSTREAM MANHOLE
11. ALL ENVIRONMENTAL PERMITS APPLICABLE TO THE PROJECT MUST BE OBTAINED FROM NCDDQ, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION
12. NCDDOT /RAILROAD ENCROACHMENT AGREEMENTS ARE REQUIRED FOR ANY UTILITY WORK (INCLUDING MAIN EXTENSIONS & SERVICE TAPS) WITHIN STATE OR RAILROAD ROW PRIOR TO CONSTRUCTION
13. GREASE INTERCEPTOR /OI WATER SEPARATOR SIZING CALCULATIONS & INSTALLATION SPECIFICATIONS SHALL BE APPROVED BY THE CORPUD FOG PROGRAM COORDINATOR PRIOR TO ISSUANCE OF A BUILDING PERMIT. CONTACT STEPHEN CALVERLEY AT (919) 996-2334 OR STEPHEN.CALVERLEY@RALEIGHNC.GOV FOR MORE INFORMATION
14. CROSS-CONNECTION CONTROL PROTECTION DEVICES ARE REQUIRED BASED ON DEGREE OF HEALTH HAZARD INVOLVED AS LISTED IN APPENDIX-B OF THE RULES OF THE PUBLIC WORKS AND CONSTRUCTION DIVISION OF THE STATE OF NORTH CAROLINA. THESE GUIDELINES ARE THE MINIMUM REQUIREMENTS. THE DEVICES SHALL MEET AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE) STANDARDS OR BE ON THE UNIVERSITY OF SOUTHERN CALIFORNIA APPROVAL LIST. THE DEVICES SHALL BE INSTALLED AND TESTED (BOTH INITIAL AND PERIODIC TESTING THE GREATER) IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE LOCAL CROSS-CONNECTION CONTROL PROGRAM, WHICHEVER IS MORE STRINGENT. A CERTIFICATE OF COMPLIANCE SHALL ALSO BE OBTAINED FOR EACH DEVICE PRIOR TO ISSUANCE OF A BUILDING PERMIT. CONTACT JOANIE KUTLEY AT (919) 996-5323 OR JOANIE.KUTLEY@RALEIGHNC.GOV FOR MORE INFORMATION

RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE _____

APPROVAL BY THE
WAKE FOREST BOARD OF
COMMISSIONERS

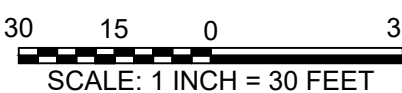
DATE _____

POST OFFICE BOX 91727
RALEIGH, NORTH CAROLINA 27675
PHONE: 919.610.1051
FIRM NC LICENSE NUMBER C-4222

REVISION HISTORY

REV #	DESCRIPTION	DATE
1	TOWF COMMENTS	3/6/2023
2	TOWF COMMENTS	8/8/2023
3	TOWF COMMENTS	10/4/2023
4	TOWF COMMENTS	11/13/2023
5	PLANNING BOARD COMMENTS	12/18/2023

ORIGINAL PLAN SIZE: 24" X 36'



SCALE ADJUSTMENT

THIS BAR IS 1 INCH IN LENGTH
ON ORIGINAL DRAWING

IF IT IS NOT 1 INCH ON THIS SHEET, ADJUST YOUR SCALE ACCORDINGLY

FARM RD TOWNHOMES
SITE MASTER PLAN
RZ-23-08

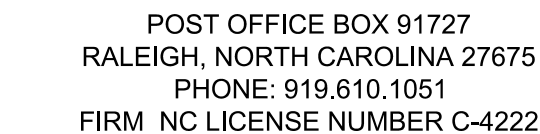
FARM RD
WAKE FOREST, NC

DATE:	09-26-2021
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	22031

UTILITY PLAN

C-4

SHEET 4 OF 7



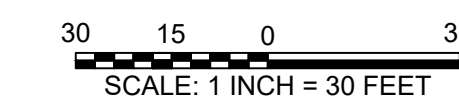
POST OFFICE BOX 91727
RALEIGH, NORTH CAROLINA 27675
PHONE: 919.610.1051
FIRM NC LICENSE NUMBER C-4222

1. PRELIMINARY GRADES SHOWN REPRESENT FINISHED GRADES.
2. CUT/FILL SLOPES ARE 3H:1V UNLESS OTHERWISE NOTED.
3. SCMS SHALL BE PRIVATE AND MAINTAINED BY THE HOME OWNERS' ASSOCIATION.
4. ALL STORMWATER INFRASTRUCTURE OUTSIDE OF THE PUBLIC RIGHT-OF-WAY SHALL BE PRIVATELY MAINTAINED WITHIN PRIVATE DRAINAGE EASEMENTS.

	EX. PROPERTY LINE
	EX. RIGHT-OF-WAY
	EX. ADJACENT OWNERS
	EX. OVERHEAD ELECTRIC LINE
	EX. WATER LINE
	EX. GAS LINE
	EX. SANITARY SEWER
	EX. STORM SEWER
	EX. MAJOR CONTOUR (5')
	EX. MINOR CONTOUR (1')
	PROP. PARCEL BOUNDARY
	PROP. RIGHT-OF-WAY
	PROP. LOT LINES
	PROP. SETBACK LINE
	PROP. EASEMENT/BUFFER
	PROP. 6' OPAQUE FENCE
	PROP. WATER LINE
	PROP. SANITARY SEWER
	PROP. STORM SEWER
	PROP. MAJOR CONTOUR (5')
	PROP. MINOR CONTOUR (1')

[illegible]

ORIGINAL PLAN SIZE: 24" X 36'



SCALE ADJUSTMENT

THIS BAR IS 1 INCH IN LENGTH
ON ORIGINAL DRAWING

0 1"

IF IT IS NOT 1 INCH ON THIS
SHEET, ADJUST YOUR SCALE
ACCORDINGLY

FARM RD
WAKE FOREST, NC

DATE:	09-26-2021
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	22031

C-5

SHEET 5 OF 7

DATE _____

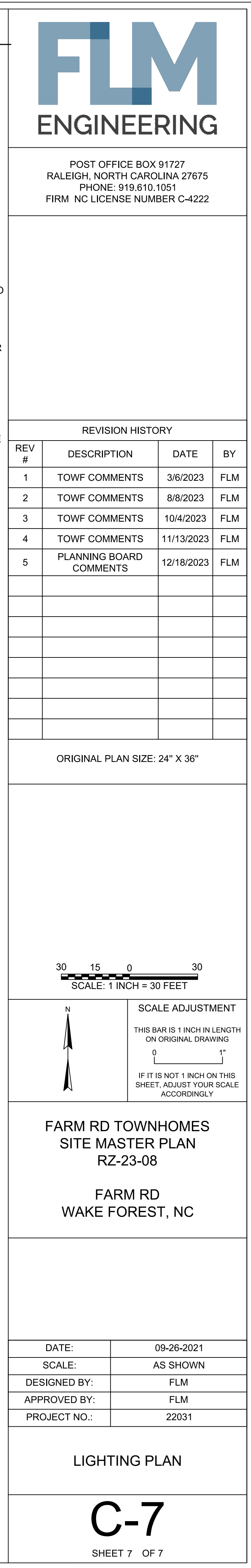
DATE _____

RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE _____

APPROVAL BY THE
WAKE FOREST BOARD OF
COMMISSIONERS

DATE _____





Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2023-379-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 2, 2024

SUBJECT

Discussion of November Monthly Financial Summaries

Recommendation:

Item Summary:

ATTACHMENTS

- [November 30, 2023 Financial Summaries.pdf](#)

Town of Wake Forest

November 30, 2023

GENERAL FUND HIGHLIGHTS:

- Total year-to-date revenues are at 43.05% of annual budgeted amounts.
- Ad valorem taxes represent over 50% of the general fund revenues – they are due September 1. Penalties and interest do not accrue until January 2024. Majority of this revenue source comes in towards the end of December and before January 6.
- Unrestricted intergovernmental revenues (sales and utility franchise tax) represent over 20% of general fund revenues. The first two distributions of these revenues received in October and November - **\$2.8 million**.
- Other financing sources include installment purchase proceeds, interfund transfers and appropriated fund balance – reflective later in the fiscal year.
- Total year-to-date expenditures are at 42.55% of appropriations (includes encumbrances).
 - Departments that are above the guideline results from blanket purchase orders that are issued in July for services that cover the fiscal year, purchase orders carried forward (items not received in FY 23) and capital equipment being ordered earlier due to delayed delivery times.
- Net increase YTD (*increase in fund balance*) is **\$6.1 million**.
 - Increased collections in current year ad valorem taxes - \$17.3 million for the month.

DEBT SERVICE FUND HIGHLIGHTS:

- \$596,602 in debt service payments made in November.
- Net increase YTD (*increase in fund balance*) is **\$1,422,241**.

WF BIP:

- Other financing sources represents transfer from General Fund.
- Expenditures are below expected guideline (42%).

DMSD HIGHLIGHTS:

- Majority of DMSD tax revenue will come in December and early January.
- Transfers out to Debt Service and General Fund will occur in December.

WFRC HIGHLIGHTS:

- Expenditures are at 38.96% which is below the guideline (42%).
- Other financing sources represents transfer from General Fund for personnel costs.

November 30, 2023 - Financial Summaries – page 2

ELECTRIC FUND HIGHLIGHTS:

- Total year-to-date revenues are at 45.86% of budgeted amounts.
- Total expenses are at 72.58% (includes encumbrances) – without inventory encumbrance – 42.8%.
 - Purchase for resale – power for November (**\$967,174**) is paid in December and not reflected in the attached.
 - **Purchase order for \$4,383,350 was issued in April 2022 per bids received for transformers (inventory) – based on updated information – at this time, we do not have a delivery date. Staff will determine in early 2024 if these are needed and may consider cancelling this order.**
 - Purchases for inventory are accounted for on a cash basis during the fiscal year then reconciled to the balance sheet at year end.
 - Purchase orders for transformers carried forward from FY 22 and FY 23.
 - Shipment of transformers arrived in October and November.
- Net gain YTD is **\$767,219**

Rate adjustments approved on March 21, 2023, with respective effective dates of April 1, 2023, and September 1, 2023.

AMERICAN RESCUE PLAN ACT (ARPA):

- Report is a “life to date” (LTD) meaning everything reported is cumulative from the beginning – July 2021.
- Due to reporting and accounting requirements, funds received to date are shown as “deferred revenue” and is recorded as revenue as we incur expenditures over the next few years. For monthly reporting purposes, it is shown that all funds have been received.

GENERAL FUND
November 30, 2023

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 38,078,440	\$ 25,016,147	-	\$ 13,062,293	65.70%	\$ 24,147,057
Other Taxes	55,000	20,623	-	34,377	37.50%	18,439
Unrestricted Intergovernmental	18,435,300	2,810,680	-	15,624,620	15.25%	2,620,158
Restricted Governmental	2,297,540	1,153,316	-	1,144,224	50.20%	898,299
Permits and Fees	2,514,750	1,249,719	-	1,265,031	49.70%	1,168,410
Other Revenue	1,903,470	763,519	-	1,139,951	40.11%	676,828
Sales and Services	5,096,750	1,399,879	-	3,696,871	27.47%	1,222,914
Investment Earnings	650,000	556,901	-	93,099	85.68%	215,247
Other Financing Sources	7,659,660	48,296	-	7,611,364	0.63%	-
General Fund Total	\$ 76,690,910	33,019,080	-	43,671,830	43.05%	\$ 30,967,354

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	\$ 417,500	\$ 108,133	\$ -	\$ 309,367	25.90%	\$ 135,273
412 Legal Services	396,200	130,713	-	265,487	32.99%	156,736
420 Town Manager's Office	895,650	357,066	20,590	517,994	42.17%	306,541
421 Town Clerk	250,500	94,291	-	156,209	37.64%	-
422 Organizational Performance	474,180	175,950	1,131	297,099	37.34%	-
423 Budget Management	232,785	57,040	384	175,362	24.67%	-
425 Communications	1,288,400	481,499	104,976	701,924	45.52%	437,472
430 Human Resources	1,162,910	446,901	57,768	658,241	43.40%	486,274
431 Risk Management	467,730	331,746	400	135,585	71.01%	-
435 Downtown Development	510,500	217,196	-	293,304	42.55%	171,102
440 Financial Services	1,275,635	464,981	3,189	807,465	36.70%	664,214
445 Information Technology	2,281,575	1,070,012	63,307	1,148,256	49.67%	614,305
480 Inspections	2,408,475	827,057	53,038	1,528,380	36.54%	738,600
490 Planning	4,265,250	1,100,439	912,632	2,252,179	47.20%	868,530
500 Public Facilities	3,082,000	1,285,401	827,425	969,174	68.55%	1,227,247
510 Police	16,328,175	6,354,589	732,248	9,241,338	43.40%	5,438,988
520 Fire	12,668,250	4,209,536	291,874	8,166,840	35.53%	4,037,777
530 Public Works Administration	313,115	123,237	-	189,878	39.36%	96,831
535 Urban Forestry	529,400	187,551	29,025	312,824	40.91%	147,285
540 Engineering	1,697,290	601,568	300,739	794,983	53.16%	585,710
545 Stormwater Management	796,560	173,571	5,670	617,319	22.50%	-
550 Fleet Maintenance	651,295	232,885	4,219	414,191	36.41%	149,051
560 Streets	3,901,430	1,195,583	787,692	1,918,154	50.83%	952,464
580 Solid Waste	5,985,500	1,480,152	305,487	4,199,860	29.83%	1,278,695
620 Parks and Recreation	6,208,965	1,888,436	1,204,443	3,116,087	49.81%	1,596,579
999 Transfers	8,201,640	3,334,020	-	4,867,620	40.65%	2,956,610
General Fund Total	\$ 76,690,910	26,929,553	5,706,238	44,055,119	42.55%	\$ 23,046,282

General Fund - Net Gain (Loss)

\$ 6,089,527

\$ 7,921,071

Debt Service Fund
November 30, 2023

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,290,595	682,961	607,634	0.00%	642,845
Permits and Fees	707,610	273,672	433,938	0.00%	240,788
Investment Earnings	30,520	8,288	22,232	0.00%	7,039
Other Financing Sources	6,078,775	2,505,740	3,573,035	41.22%	2,132,221
General Fund Total	\$ 8,107,500	3,470,660	4,636,840	42.81%	\$ 3,022,893

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	\$ 762,870	\$ -	\$ 762,870	\$ -	-
445 Information Technology	397,135	196,009	201,126	49.36%	199,884
480 Building Inspections	54,455	47,397	7,058	87.04%	48,605
490 Planning	12,595	-	12,595	0.00%	-
500 Public Facilities	617,190	346,574	270,616	56.15%	421,366
510 Police	673,215	342,891	330,324	50.93%	364,448
520 Fire	290,355	134,543	155,812	46.34%	134,543
535 Urban Forestry Division	8,555	4,273	4,282	49.95%	4,272
540 Engineering	6,985	-	6,985	0.00%	-
550 Fleet Maintenance	20,715	4,273	16,442	0.00%	4,273
560 Streets	1,620,525	176,743	1,443,782	10.91%	354,150
570 Powell Bill	1,522,590	585,034	937,556	38.42%	436,034
580 Solid Waste	235,605	26,360	209,245	11.19%	26,360
620 Parks and Recreation	1,884,710	184,321	1,700,389	9.78%	191,917
General Fund Total	\$ 8,107,500	2,048,419	6,059,081	25.27%	\$ 2,185,851

Debt Service Fund - Net Gain (Loss)

\$ 1,422,241

\$ 837,042

DMSD Special Revenue Fund
November 30, 2023

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 155,570	\$ 59,179	-	\$ 96,391	38.04%	\$ 62,019
Investment Earnings	9,430	8,086	-	1,344	85.75%	2,735
Other Financing Sources	-	-	-	-	0.00%	-
DMSD Special Revenue Fund Total	\$ 165,000	67,265	-	97,735	40.77%	\$ 64,755

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 165,000	\$ -	\$ -	\$ 165,000	0.00%	\$ -
DMSD Special Revenue Fund Total	\$ 165,000	-	-	165,000	0.00%	\$ -

Downtown District - Net Gain (Loss)

67,265

64,755

Wake Forest Renaissance Centre
November 30, 2023

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 249,710	\$ 44,265	\$ -	\$ 205,445	17.73%	\$ 61,494
Other Revenue	140,700	43,966	-	96,734	31.25%	41,137
Other Financing Sources	757,785	301,577	-	456,208	39.80%	215,291
WFRC Fund Total	\$ 1,148,195	389,809	-	758,386	33.95%	\$ 317,923

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 1,148,195	\$ 419,110	\$ 28,253	\$ 700,831	38.96%	\$ 338,528
WFRC Fund Total	\$ 1,148,195	419,110	28,253	700,831	38.96%	\$ 338,528

WFRC Fund - Net Gain (Loss) **\$ (29,302)** **\$ (20,606)**

Wake Forest Business and Industry Partnership Fund (BIP)
November 30, 2023

Monthly Target Percentage

42.00%

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	2,500	5,984	-	(3,484)	239.37%	-
Other Financing Sources	550,700	198,000	-	352,700	35.95%	152,194
WFRC Fund Total	\$ 553,200	203,984	-	349,216	36.87%	\$ 152,194

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 553,200	\$ 121,819	\$ -	\$ 431,381	22.02%	\$ 37,077
WFRC Fund Total	\$ 553,200	121,819	-	431,381	22.02%	\$ 37,077

WFBIP Fund - Net Gain (Loss) **\$ 82,166** **\$ 115,117**

WAKE FOREST POWER (ELECTRIC FUND)
November 30, 2023

Monthly Target Percentage

42.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 22,616,900	\$ 10,566,124	-	\$ 12,050,776	46.72%	\$ 9,123,532
Sales Tax - Utility	1,567,350	735,414	-	831,936	46.92%	632,444
Other Revenue	287,500	169,861	-	117,639	59.08%	136,333
Investment Earnings	31,250	31,433	-	(183)	100.58%	17,820
Other Financing Sources	582,000	-	-	582,000	0.00%	-
Electric Fund Total	\$ 25,085,000	11,502,832	-	13,582,168	45.86%	\$ 9,910,128

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	\$ 575,820	\$ 233,679	\$ 1,247	\$ 340,894	40.80%	\$ -
850 Electric - Operations	\$ 23,890,635	10,381,380	7,263,096	6,246,160	73.86%	8,858,596
860 Electric - Tree Trimming	618,545	120,554	207,952	290,039	53.11%	158,000
Electric Fund Total	\$ 25,085,000	10,735,613	7,472,294	6,877,093	72.58%	\$ 9,016,596

Electric Fund - Net Gain (Loss) \$ - **767,219** **893,532**

AMERICAN RESCUE PLAN ACT (ARPA)
11/30/2023 (Cumulative - Life to Date)

Monthly Target Percentage

N/A

N/A						
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals
REVENUES						
Restricted Governmental	\$ 14,541,000	14,541,846	-	(846)	100.01%	-
Investment Earnings	-	570,444	-	(570,444)	0.00%	-
Other Financing Sources	-	-	-	-	0.00%	-
General Fund Total	\$ 14,541,000	15,112,290	-	(571,290)	103.93%	\$ -
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals
EXPENDITURES						
445 Information Technology	\$ 1,030,000	\$ 166,929	\$ 260,162	\$ 602,910	41.47%	\$ -
525 Public Safety (ARPA)	2,800,000	1,284,047	1,654,000	(138,047)	104.93%	-
540 Engineering	6,325,000	652,125	432,550	5,240,325	17.15%	-
638 Other Improvements	4,386,000	1,895,946	1,049,434	1,440,620	67.15%	-
General Fund Total	\$ 14,541,000	3,999,047	3,396,146	7,145,808	50.86%	\$ -
ARPA Fund - Net Gain (Loss)		\$ 11,113,244				\$ -



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2023-376-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 2, 2024

SUBJECT

Review of Draft Agenda for Upcoming Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCAgenda_Jan202416.pdf](#)



Wake Forest Board of Commissioners

Draft Meeting Agenda

January 16, 2024 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

3.Presentations

- 3.A. Resolution of Appreciation for the Service of the Wake Forest Garden Club
- 3.B. Resolution Recognizing Lieutenant Trent Gamber on his Retirement

4.Public hearings / Public Comment

- 4.A. Public Hearing on LEGISLATIVE CASE RZ-23-07, 200 Stephen Taylor Road, a rezoning filed by Marion Jordan to rezone 1.008 acres located at 200 Stephen Taylor Dr, being Franklin County Tax PIN 1842826404 from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).
- 4.B. Public Hearing to receive public comment on the five (5) year Capital Improvement Plan (CIP) for FY 2024-2029
- 4.C. Public hearing on LEGISLATIVE CASE RZ-23-08, Farm Road Townhomes, a conditional rezoning filed by Kevin Neshat on behalf of Lofts at South Main, LLC, to rezone 3.06 acres located at 1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road, being Wake County Tax PIN(s) 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841, from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD).
- 4.D. Public hearing on a petition requesting contiguous annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres

5.Consent Agenda

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

- 5.A. Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Trent Gamber
- 5.B. Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2024 Series dates from 5 PM to 9 PM. The FNOW 2024 series dates are April 12, May 10, June 14, July 12, August 9, and September 13.
- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by WithersRavenel C/O John W McAdams for property associated with the rezoning request RZ-23-01, located at 1950 Friendship Chapel Road being Wake County PIN 1850-06-6925 being approximately 4.653 acres.

6.Legislative Items

- 6.A. Consideration of Appointment of Commissioners and Individuals to Various Committees for 2024 - 2025

7.Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-23-07, 200 Stephen Taylor Road, a rezoning filed by Marion Jordan to rezone 1.008 acres located at 200 Stephen Taylor Dr, being Franklin County Tax PIN 1842826404 from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).
- 7.B. Consideration of LEGISLATIVE CASE RZ-23-08, Farm Road Townhomes, a conditional rezoning filed by Kevin Neshat on behalf of Lofts at South Main, LLC, to rezone 3.06 acres located at 1701 Farm Ridge Road, 1702 Farm Ridge Road, 1709 Farm Ridge Road, 1710 Farm Ridge Road, 1715 Farm Ridge Road, and 128 Farm Road, being Wake County Tax PIN(s) 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841, from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD).
- 7.C. Public hearing on a petition requesting contiguous annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being

approximately 1.008 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. Wake County Tax Release

12.C. Commissioner Reports

13.Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2023-355-

Submitted by: Bill Crabtree

Submitting Department: Communications

Meeting Date: January 2, 2024

SUBJECT

Discussion of Gateway & Wayfinding Update

Recommendation:

Item Summary:

ATTACHMENTS

- [1-2-24_BOCPProjectSummary.pdf](#)

Agenda Item: Wayfinding Plan Update

Summary:

Wake Forest Wayfinding Program Project

In July 2022, the Town contracted with MERJE Design to develop a comprehensive wayfinding program. MERJE (West Chester, PA) is a nationally recognized design firm with specific expertise in Community Wayfinding. MERJE has worked with more than 90 communities of all sizes and aspirations throughout the US in the development of similar regional programs. A few of their NC clients include Asheville, Durham, Cary, and Greenville.

Once implemented, our new wayfinding system will help people find their way around Wake Forest and encourage visitors to discover local attractions and community assets.

The following information provides an overview of tasks completed to date.

Work Completed to Date

- Community Stakeholders Meetings & Wayfinding Plan Visioning Workshop
- Wayfinding Analysis and Schematic Design Options: Reviewed and Approved by Board of Commissioners during January 2023 Board Retreat
- Sign Location Planning
- Field Surveys of Sign Locations with Town Staff
- Design Development (Final Design)

Under Current Review (January 2024)

- Gateway Designs
- Phasing Discussion
 - Group 1: Downtown Wayfinding, Information & Gateway
 - Group 2: Townwide Vehicular Wayfinding
 - Group 3: Town Gateways

Next Steps – 2024

- Documentation (January - March)
- NCDOT Submission (February)
- Bidding (April / May)
- Award (May / June)
- Implementation (July - December)

Attachments: MERJE Presentation