Wake Forest Board of Commissioners
Meeting Agenda
October 19, 2021 at 6:00 PM
All items listed are for discussion and possible action.

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator Mickey Rochelle at 919-435-9455 or Town Clerk Deeda Harris at 919-435-9413 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on WFTV 10 beginning at 7 p.m. Meetings are also aired online on the Public Meetings Portal on the Town of Wake Forest website. Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

The Board of Commissioners meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Town Clerk's office at 919-435-9413. Citizens may also receive a copy of each month's agenda via email by enrolling in the free E-Notifier subscription service.

Public Hearings

When an agenda item is denoted as a Public Hearing, persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given five minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the Town website or email Town Clerk Deeda Harris by 9 a.m. the day of the meeting. Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have 3-5 minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

2.A. Approval of Minutes for Meetings held August 26, 2021 (Board of Commissioner Strategic Retreat), September 7, 2021 (Work Session & Joint Public Hearing), meeting held September 21, 2021 (Regular Board of Commissioners Meeting) and Meetings held September 22, 2021, September 23, 2021 , October 4, 2021 and October 6, 2021 (Board of Commissioners Special Meetings)
mins-BOC-8-26-21_Retreat-draft.pdf
mins-9-7-21_WS-draft.pdf
Draft September 7, 2021 JPH Meeting Minutes.pdf
mins-9-21-21-BOC_Agenda-draft.pdf
Minutes-9-22-21-9-23-21-10-4-21-and
10-6-21-Special_Meeting-agenda-Town_Attorney.pdf

3. Presentations

3.A. Proclamation Recognizing the Month of October 2021 as "P.A.N.D.A.S. Month"
PANDAS_Proclamation_October_2021.docx

3.B. Proclamation Recognizing October 2021 As “Dysautonomia Awareness Month”
Dysautonomia_awareness_month-October-2021.docx

3.C. Proclamation Recognizing October 23, 2021 as "Make a Difference Day" in the Town of Wake Forest, NC
Make_a_Difference_Day_proclamation_2021.doc

3.D. Proclamation Recognizing November 2021 as "National Native American Indian Heritage Month"
Native Am. Indian Heritage Month Nov 2021.docx

3.E. Proclamation Recognizing November as Family Court Awareness Month
Family_Court_Awareness_Month-Nov_2021.docx

3.F. Introduction of Candidates for the Board of Adjustment and Planning Board
Introduction of candidates for the BOA,PB-summary.docx

3.G. Presentation of Annual Reports from the Town's Advisory Boards
Adv_Board_Presentations_Agenda_Item-Summary.docx
Final 2021 Annual Report.pdf

4. Public hearings / Public Comment

4.A. Public Hearing and Consideration of a Request by Cooke's Restoration, LLC; James D. Cooke III and Alexis N. Cooke to Designate their Building, and Lot, Known as the A. Jack Medlin Store, 501 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark. HPC Case Number LL 21-01
Summary Sheet - Public Hearing and Consideration of a Request by Cooke Restorations, LLC to Designate their Building and Lot, known as the Medlin Store, as a Local Historic Landmark
Attachment 1: Staff Report - Local Landmark Designation Medlin Store Staff Report including Application, Correspondence from the North Carolina Historic Preservation Office and recommendation from the Wake Forest Historic Preservation Commission
Draft Ordinance Medlin Store Local Historic Landmark.docx

4.B. Public Hearing and Consideration of a Request by Andrew O. Grimmett and Angela M. Wright to Designate their Building and Lot, Known as the Mutschler House, 1320 Country Club Drive, Wake Forest, NC, as a Wake Forest Local Historic Landmark. HPC Case Number LL 21-02
Summary Sheet - Public Hearing and Consideration of a Request by Andrew O. Grimmett and Angela M. Wright to Designate their Building and Lot, Known as the Mutschler House, as a Local Historic Landmark
Attachment 1: Staff Report - Local Landmark Designation Mutschler House. Local Historic Landmark Application, SHPO Correspondence, and Recommendation from Historic Preservation Commission
Draft Ordinance Mutschler House Local Historic Landmark

4.C. Public hearing on and consideration of a petition requesting contiguous annexation submitted by G98 Commercial, LLC for property located at 0 Capital Boulevard, being Wake County Tax PIN 1830-87-2437 and adjacent right-of-way totaling approximately 28.5885 acres.
101921 BOC Agenda Summary (AN-21-07).pdf
Grove 98 Draft Ordinance (AN-21-07).docx
Attachment A Legal Description AN-21-07.pdf
Attachment B Annexation Map AN-21-07.pdf
Attachment C Contiguous Annexation Petition AN-21-07.pdf

4.D. Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2022 - 2027
First CIP Public Hearing FY 2022-2027_summary.pdf

CIP Schedule 2022.pdf

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

5. Consent Agenda

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

5.A. Approval of Budget Ordinance Amendment # 1 for FY 2021 -2022
Budget Ordinance Amendment_summary.pdf
Budget Ordinance Amendment #1.pdf

5.B. Approval of a Resolution Allowing the Town Manager to Accept an Offer from NCDOT to Purchase Town Property for NCDOT Right-of-Way and to Grant Easements for the Ligon Mill Bridge Replacement Project
2021-xx Summary.docx
Ligon Mill Resolution.pdf

5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being Wake County PIN 1840-54-5435.
101921 BOC Agenda Summary.pdf
Attachment A Legal Description AN-21-08.pdf
Attachment B Annexation Map AN-21-08.pdf
Attachment C Annexation Petition AN-21-08.pdf
CERTIFICATE OF SUFFICIENCY.docx
DRAFT PUBLIC HEARING RESOLUTION.docx

5.D. Appointment of Randy Bright and Edward G. (Grif) Bond to the Wake Forest Fireman's Relief Fund Board

Appointment_Firemans_Relief_Fund_2021-Bond_and_Bright-summary.docx
resolution2021-_Firemens_relief_fund_trustee_appointments-Bond_Bright.docx

5.E. Approval of a Resolution to Convert Two Wake Forest Police Department Part-Time Positions to a Full-Time Position
Agenda_Item_Summary_-_Request_to_Combine_Tow_Part-Time_Positions.docx
Resolution2021-TO COMBINE TWO PART-TIME POSITIONS.doc

5.F. Approval of an Ordinance Amending Code - Chapter 30 - Traffic And Vehicles Article I. - In General to Prohibit Trespassing In Or On Motor Vehicles
Ordince_30-20_Summary.docx
Ordinance - Trespass in Motorized Vehicle(3053228.1).docx

5.G. Resolution Approving An Amendment to the FY2021 Pay & Classification Plan to Add a New Renaissance Centre Position and to Re-classify a Renaissance Centre Position.
Agenda Item Summary_AuthorizingNewPosition.docx
Resolution2021-Renaissance_CentreEDITS.doc

6. Legislative Items

6.A. Ordinance Amending Multiple Sections Within Chapter 30 - Traffic & Vehicles, Article VI - Traffic Schedules Of The Code Of Ordinances Of The Town Of Wake Forest, North Carolina
Summary_DTParking_10212021.docx
ORD2021-x_All-DayParking.docx
Downtown Parking Map.pdf

6.B. Appointment of Candidates for the Board of Adjustment and Planning Board
Adv_board_appointment-summary.docx
Revised 2021 Advisory Board Cover Sheet_10.14.2021.docx
BOA Apps 9 30 21.pdf
BOA_waiver_statements.docx
PB_Apps_10_14_21.pdf

7. Planning Items

7.A. Consideration of Legislative Case RZ-21-04 filed by Jones & Cnossen Engineering, PLLC on behalf of the property owner to rezone approximately 6.955 acres located at 0 Ligon Mill Road, being Wake County Tax PIN 1830822645, from Conditional Use Neighborhood Business (CU NB) to General Residential 10 Conditional District (GR10-CD)
101921 BOC Agenda Summary RZ-21-04
Consistency Statement RZ-21-04 0 LIgon Mill Road
Inconsistency Statement for Disapproval RZ-21-04 Ligon Mill Road

Ordinance RZ-21-04 Ligon Mill Road
Attachment A - Legal Description and Survey
Attachment B - RZ-21-04 Application & Condition
RZ-21-04 Planning Board Recommendation

8. Administration and Financial Items

8.A. Consideration of Property Acquisition (Donation) -Front Street and E. North Avenue
Item Summary_Property Acquisition Front Street and E North Avenue.docx
Town Tree Area_Map.pdf

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A. Wake County Tax Releases
WF-TXREP-OCT5-2021.pdf

12.B. Department Monthly Report
September 2021 Monthly Report.pdf

12.C. Quarterly Project Updates
Strategic Plan Working Document_Q1 July_Sept 2021.pdf
CIP Project Tracker Q1_FY2021-2022.pdf

12.D. Commissioner Reports

12.E. Closed Session: N.C.G.S. 143-318.11 (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Closed Session: N.C.G.S. 143-318.11 (3) Consultation with the Attorney: SchoolDev East, LLC vs. Town of Wake Forest

13. Adjournment

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-324-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Approval of Minutes for Meetings held August 26, 2021 (Board of Commissioner Strategic Retreat), September 7, 2021 (Work Session & Joint Public Hearing), meeting held September 21, 2021 (Regular Board of Commissioners Meeting) and Meetings held September 22, 2021, September 23, 2021 , October 4, 2021 and October 6, 2021 (Board of Commissioners Special Meetings)

Recommendation:

Item Summary:

ATTACHMENTS

- mins-BOC-8-26-21_Retreat-draft.pdf
- mins-9-7-21_WS-draft.pdf
- Draft September 7, 2021 JPH Meeting Minutes.pdf
- mins-9-21-21-BOC_Agenda-draft.pdf
- Minutes-9-22-21-9-23-21-10-4-21-and 10-6-21-Special_Meeting-agenda-Town_Attorney.pdf

Draft to be approved 10/19/21

2021 Strategic Planning Retreat
Meeting Minutes

Wake Forest Renaissance Centre,
405 S. Brooks Street, Wake Forest, NC 27587
Thursday, August 26 from 9:00 AM to 4:00 PM

Attendance

Elected Officials: Mayor Vivian Jones, Commissioners Jim Dyer, Chad Sary, Liz Simpers, Bridget Wall-Lennon and Adam Wright

Town Staff: Town Manager Kip Padgett, Assistant Town Manager Candace Davis, Assistant Town Manager Allison Snyder, Town Clerk Deeda Harris, Chief Financial Officer Aileen Staples, Public Works Director Magda Holloway, Human Resources Director Virginia Jones, Strategic Performance Manager Lisa Hayes, Executive Assistant Cathi Pope, Renaissance Centre Director Deborah Dunn, Parks and Recreation Director Ruben Wall, Downtown Development Director Jennifer Herbert, Economic Development Director Jason Cannon, Inspections and Facilities Director JJ Carr, Police Chief Jeff Leonard, Environmental Engineering Manager Carrie Mitchell, Fire Chief, Ron Early, Chief Information Officer Adam Oates, Public Facilities Manager Mickey Rochelle, Planning Director Courtney Tanner, and Electric Systems Division Manager Chris Terrell and Communications Director Bill Crabtree via Zoom

Raftelis Consultants: Facilitators: Michelle Ferguson and Catherine Carter, Visual Facilitator Ms. Julie Gieseke and Consulting Support Jillian Childress.

Introductions

Strategic Performance Manager Hayes opened the meeting at 9:00 a.m. She said the Commissioners had one-on-one meetings with the consultants. The consultants also met with senior leaders of town staff on August 16, 2021. Mayor Jones welcomed everyone in attendance and turned the meeting over to the consultant, Ms. Ferguson. Facilitator Michelle Ferguson introduced those present from Raftelis.

Ms. Ferguson reviewed the meeting norms and expectations of the day from the consultant's perspective. The goals of the day were to establish a strong foundation for effective governance and develop the strategic plan framework. The meeting norms were to listen with respect and letting others finish before you start talking, be attentive to the speaker, and disagree agreeably. She told them to be bold, positive and realistic, candid and honest, patient

and self-aware, engaged and fully present. Ms. Ferguson asked the Board to strive for consensus, look for opportunities to agree and to remember the power of "if" and "and" and to also have fun!

The Board and staff introduced themselves and shared their expectation for the day. Some of the expectations were to hear everyone's passion, have a clear and defined path, get insight into the Board's thoughts and understand the board's vision, see the linkages and foundation, see how the process worked and how everyone interact, pave that path for the 3-5 years, hear the vision and priorities and figure how to pay for it, see where there was overlap of the board, see how to support the vision, find out how to serve the community residents better, see how arts played part of the goals, guidance on where to go, see who leads priorities, how to execute the strategies and vision, get direction and get as much done before retiring, get a consensus moving forward.

"This I Believe…."

The consultants asked the Board before the retreat to think about what they believed about the future of the Wake Forest community. Ms. Ferguson asked the Board to share what brought them to where they were today, what brought them to Wake Forest, why they chose to be an elected official and what they thought was important about the future of Wake Forest. She said in their sharing their stories, the Board may find a few commonalities.

The Board shared their "This I Believe" statements below:

Commissioner Simpers shared her background of serving through her employment with the YMCA and connecting with the Wake Forest community through her membership with the Wake Forest Chamber. Her volunteering with the Chambers Government Affairs Committee led her to run for office.

Commissioner Sary said he had lived in Wake Forest half of his life and had been involved with the town for about nineteen years as an employee. His upbringing was in a small town in Edenton, NC which he felt established his sense of community and his belief in that citizens needed to get involved.

Commissioner Wall-Lennon said she moved from Charlotte to Raleigh then to Wake Forest. She loved the diverse community she lived in. She mentioned the need for affordable housing for the diverse cultures in Wake Forest. She wanted support for small business, and to see minority, woman-owned small businesses promoted and supported.

Commissioner Wright said he grew up in Roanoke Rapids. His stepfather running for office when he was a teenager taught him what public service and serving was about. That gave him the political thirst in what he believed in He felt the town was where one could chase dreams

and believed the town was full of unlimited potential. Those in the room decide what they would do with that potential.

Commissioner Dyer said he believed a simple act of kindness and encouragement could change a life or family, that everyone had a purpose and could contribute to the community. He gave examples of how he was nurtured by teachers as a child in the orphanage. There were issues like affordable housing and poverty in Wake Forest. He felt as a group, they could make a difference in our town.

Mayor Jones said the town had had tremendous growth throughout the years that had changed them in many ways. She still saw aspects of Wake Forest that were here when she moved to Wake Forest over 40 years ago. The town still had the small-town charm "feeling" because everyone had honored the past as the town had grown. Things like partnering with the seminary, keeping a small downtown as the center of the community, having businesses downtown and sponsoring events at the Renaissance Center brought people downtown. Those things made the community feel connected.

Mayor Jones said Wake Forest had not changed a lot. It was still community oriented with caring people who wanted the town to be all it could be. There were several organizations like the Rotary, the WF Woman's Club, Garden Club and citizens who worked together to get things done. Others she mentioned were The Friends of the Library, those that started the Senior Center, those who came together to host the Community Christmas Dinner, the Lighting of Wake Forest, the annual New Year's Dinner, and other events.

Mayor Jones said that was the kind of community we had then. She believed that was the same community today. She wanted Wake Forest to stay that way with lots of citizens volunteering and doing wonderful things for their neighbors. She planned to continue to be a positive leader to try and look at town services from the perspective of the people and make sure everyone was benefitting from what they were doing.

Mayor Jones shared she had seen a sign in the Town of Cary Town Hall that explained what she hoped they could do over the next few years. It said, "Be the Bridge". Problems become opportunities when the right people join together." Mayor Jones wanted the Board and staff to "be the bridge".

Ms. Ferguson said she believed when stories were shared it built the community. With the elected officials sharing their story, they built a community with the ones attending the retreat. They were in a better place to build a community. Their individual thoughts and ideas were powerful and had an influence on how they chose to govern as the leadership for the town, and for the future.

Ms. Ferguson said everyone heard the passion each had for the community, the work they did, and the calling for public service. She thanked the Board for sharing their stories. Their stories led up to the exercise they would be doing next. She took a moment to talk about the Strategic Planning Framework they would be developing.

Ms. Ferguson said strategic planning was designed to answer three questions:

1. Where are you today?
2. Where do you want to go?
3. How are you going to get there?

The elements of the strategic plan included a vision and then determine what must go well for the vision to be realized. Ms. Ferguson said they would honor the past but also look to the new future they wanted to create. Within the strategic goals or critical success factors, they would have priorities and action items the Board expected the town directors to take a leadership role in implementing to achieve that vision. They would also have an organizational mission and values. This would be how the Board expected the staff to interact with the community.

Defining Our Legacy

Facilitator Catherine Carter told the board it was interesting to hear the commissioners' personal histories with the town. When they talked about what they knew to be true today, one had to understand the town's events and people that led to the town today. She led the group in an exercise to look back at the past decades and point out what pivotal people, events, actions, or activities there were during that time that defined and shaped the town's legacy. Each commissioner took a decade and with the help of staff compiled a list of information.

Commissioner Jim Dyer – before 1980's

People: the owners of the Royal Mill Cotton Company William Powell & Tommy Holding, Tommy Byrne, Tony Trentini, and John Lyon. Mayor Jones mentioned Mr. Lyon was Mayor and brought the first Town Administrator to the Town and who was responsible for the Town's transition to the Council/Manager form of government. Before then, it was a Mayor/Council form of government.

Events/activities: the establishment of the Seminary, industry coming to Wake Forest that spearheaded growth- Royal Cotton Mill, Athey, Schrader Bellows, the Seminary and Burlington Industries, the establishment of WF Normal and Industrial Institute school & integration. Wake Forest College leaving to go to Winston Salem was also mentioned.

Commissioner Adam Wright – 1980-1989 Decade

People: Tommy Byrne, Mayor & former baseball player who oversaw the annexation of Forestville, Town Commissioners and Planning Board members John Mills and Al Merritt

Events/Activities: factories closing, annexing Forestville, seminary became more active in the community, large population growth over a 10-year period

Commissioner Liz Simpers - 1990-1999

People: Mark Williams was the Town Manager from 1993-2015, Vivian Jones was a commissioner in 1999 and now longest serving Mayor, the Ammons Brothers Andy and Jeff who started the Heritage development which influenced mixed use, residential, and retail

Events/activities: shift between industry and more retail the Body Shop having their world headquarters in Wake Forest, the conversation of Raleigh or Wake Forest annexing in the area known as Wakefield (annexed into the City of Raleigh because the Town of Wake Forest could not afford the amount of infrastructure needed at the time), shift in the elected officials to a more professional body, more business, Capital Blvd. moved to four lanes

Commissioner Chad Sary - 2000 – 2009

People: Ammon brothers made a huge impact with Heritage Subdivision (overlap of late 90's), E. Carroll Joyner and Arnold Palmer

Events/Activities: celebrated the Town's Centennial, Arnold Palmer made a visit, rebranded to the tree from the town seal, historic district designation, lots of planning and construction began, the opening of Dr. Calvin Jones Highway/98 By-pass, construction of the new town hall, greenways programs started, resurgence of downtown, producing the Renaissance Plan, The Factory reopened, rise of grocery stores, merger with the City of Raleigh for the water and utilities

Commissioner Wall-Lennon - 2010 - present

People: Kip Padgett hired as Town Manager, Wake Forest High Football Coach Reginald Lucas and as a group the Food Insecurity Council and the Northeast Community Coalition

Events/Activities: COVID-19, Friday Night on White, merger of the Fire Department and one year later the Fire Department celebrating their centennial, moving into the new town hall, passage of the town's largest bond referendum $25.1 million in 2014 with $11.1 was construction of the new Joyner Park Community Center and installation of more greenways, road improvements and social media and instant information age in how local governments operates, opening of Wegman's grocery store, the Renaissance Centre, the Traditions development and bus service started.

The facilitator had the elected officials come up with one word or phrase to describe or define their specific decade:

- Pre - 1980 – New beginning
- 1980-1989 – Shifting focus
- 1990's – Planning the future
- 2000 – Becoming our future
- 2010 – Emerging into a more progressive city

The next task for the group was to determine how they wanted the next decade to be defined from now to 2031. The commissioners shared they wanted more unity, be welcoming and open, keep the charm, stay green (keep the trees), change the commute with more school bus riders instead of parent carpool and culture and be a SMART city and use technology to improve.

The Environmental Scan

Ms. Jillian Childress with Raftelis reviewed the Environmental Scan. A copy is attached and made part of the record. The commissioners shared what stood out to them in the environmental scan. They commented the decrease in crime was incredible, the challenges in jobs (the need for more robust workforce development), challenges for the community, transportation and technology, affordable housing (the supply and demand and growth) pushback, having options and choice.

The Strategic Planning Framework

Ms. Ferguson asked the elected officials to write down comments on the following:

A. What is true today about this community that you hope will still be true 10 years from now
B. What is something that is not true today that you hope will be true 10 years from now

With that information, the consultants developed the following potential vision statement:

> Wake Forest's vibrant, diverse, and welcoming community fosters its distinct character, thriving economy, and high quality of life.

The next activity was for everyone to break into groups to find the priorities. The results of that activity developed the Strategic Goals:

- **Sustaining Excellent Town Services**
    - › Wake Forest provides exceptional Town services by protecting and serving the community, empowering staff to seek creative solutions, and ensuring financial stability.
- **Creating Accessible Housing Opportunities**
    - › Wake Forest is dedicated to supporting housing opportunities for all persons and across all income levels
- **Fostering a Safe, Diverse, and Welcoming Community**
    - › Wake Forest is a safe and inclusive community with attractive neighborhoods and diverse, engaged residents
- **Investing in Transportation and Infrastructure**
    - › Wake Forest invests in sustainable and connected infrastructure to meet the needs, expectations, and values of the community
- **Advancing Community and Economic Prosperity**
    - › Wake Forest attracts and retains a diverse mix of businesses and employment opportunities

From there, the group brainstormed to explain more about the goals:

- **Sustaining Excellent Town Services**
    - › Being good stewards of taxpayer dollars by providing the most cost-effective solutions
    - › A commitment to timely response by empowering staff to protect and serve our citizens
    - › Maintain the level of excellent service and limit service interruption by forecasting future needs
    - › Workforce development and training and communication of opportunities
- **Creating Accessible Housing Opportunities**
    - › Develop an affordable housing plan
    - › Advocate for the redevelopment of quality public housing
    - › Preserve naturally occurring affordable housing

- **Fostering a Safe, Diverse, and Welcoming Community**
    - › Continue offering events that bring the community together and celebrate the variety of cultures
        - o Celebrate (the unique cultural community honoring the cultural differences/differences of the people)
    - › Continuing offering ways for residents to stay informed about programs, services, and events
    - › Create new and improved gateways and way finding signage
- **Investing in Transportation and Infrastructure**
    - › Explore an annual revenue stream to support growing infrastructure needs
        - o Evaluate the creation of a stormwater utility
    - › Create a long-term growth and revenue sustainability plan for Wake Forest Power
    - › Create a town wide strategic technology plan (maintenance, innovative tech, efficiency, security, SMART City)
    - › Maintain and expand town's technology communication capabilities
    - › Evaluate and develop a path forward for multimodal transportation and micro transit
- **Advancing Community and Economic Prosperity**
    - › Continue public-private development opportunities and attract an anchor/signature employer to the "Live – WORK – Play" Wake Forest Business and Technology Park
    - › Develop a business attraction plan to expand recruitment
        - o Evaluate short- to mid-term business space needs
        - o Encourage small entrepreneurial businesses
        - o Provide quality programming to incubate our local entrepreneurial ecosystem
    - › Develop a business retention plan
    - › Pursue development of the downtown park

- In celebration of the 10th anniversary of the Renaissance Center, pursue public private partnerships for a new performing arts center
- Develop a job creation strategy

Other Strategies

- Mixed use development
- Update development zoning (mixed use single family, etc.)
  - Next level zoning

Next Steps/Closing

Ms. Ferguson closed out the day sharing the next steps were to solicit community and employee input on the draft framework.

Mayor Jones closed the meeting at 4:00 p.m.

Respectfully Submitted,

_____
Town Clerk

_____
Mayor

Draft to be approved 10/19/21

Wake Forest Board of Commissioners Work Session
Meeting Minutes - DRAFT
September 07, 2021 at 6:00 PM

Mayor Jones called the meeting to order at 6:00 p.m.

Council Members Present	**Staff Present**
Mayor Vivian A. Jones	Kip Padgett, Town Manager
Commissioner Jim Dyer	Candace Davis, Assistant Town Manager
Commissioner Chad Sary	Allison Snyder, Assistant Town Manager
Commissioner Liz Simpers	Deeda Harris, Town Clerk
Commissioner Bridget Wall-Lennon	Aileen Staples Chief Financial Officer
Commissioner Adam Wright	Carrie Mitchell, Environmental Engineering Manager
	Courtney Tanner, Planning Director
	Jennifer Currin, Assistant Planning Director
	Brad West, Long Range Planning Manager
	Jeff Leonard, Police Chief
	Brian Mote, Captain, Police Dept.
	Julius Jefferson, Captain, Police Dept.

1. Presentations

1.1. Presentation of Community Plan Update Draft Vision and Goals

Assistant Planning Director Jennifer Currin said Ms. Mika Schweizer and Mr. Nik Davis, Consultants with Housel Lavigne were in attendance to review a presentation on vision and goals. The consultants wanted to receive input from the Board so the Project Team could move forward in providing a draft plan. Assistant Planning Director Jennifer Currin turned the meeting over to the Housel Lavigne consultants.

Principal Nik Davis provided oversight for the Community Plan Update. He said they would be providing information on the plan update, future land use map, what they had worked on over the past few months, and the community outreach workshops being conducted. They also planned to present the vision and goals and talk about the next steps. He introduced the other Project Team Members who were not in attendance but had worked on the project.

Mr. Davis reviewed the tasks in the planning process. They were currently involved in Task 4: Fiscal Analysis and Task 5: Vision Statements and Goals. They would be moving into Stage 6 Drafting Community-wide use and recommendations & Future Land

Use Map after tonight's presentation. He shared the work the consultants and team had completed thus far. They had coordinated with the consultants, Rhodeside Harwell, Inc. (RHI) who was conducting the Northeast Community Plan to integrate their plan recommendations for that specific area.

Mr. Davis provided an overview of the Community Questionnaire. They had 1,316 total respondents over a four-month period. He presented a summary of the survey responses. Three Visioning Workshops were held in April 2021 where 225 participants attended. During the workshop they discussed an existing conditions overview, conducted polling questions and breakout rooms where staff facilitated and held group discussions. Mr. Davis shared with the Board the polling questions and the responses. He mentioned the responses received, which was over 230 different responses, drove the goals and vision statements.

Lead Planner Ms. Mika Schweizer presented the vision and goals. The Vision Statement painted a picture of what Wake Forest should look like in the future, 20 years from the adoption of the Community-Wide Land Use Plan. The Vision Statement incorporated the most central ideas and themes generated during the community outreach and visioning process. It also provided a guiding framework for other elements of the Plan. It was intended to paint the picture of what future Wake Forest would look like incorporating all of the ideas. Next would be the actions to realize the goals. Ms. Schweizer shared the draft Wake Forest's Vision Statement and Goals included in the attached presentation.

Commissioner Wright asked for an explanation of how it may look at a town level. He asked how you could have continued growth in an expanded community while also reducing clear-cutting and preserving the tree canopy. Ms. Schweizer said there would be certain ordinances and regulation to put in place so during the development process the developers would work around the tree canopy or if one tree was cut down the developer would replace it to retain the tree canopy the Town had.

Commissioner Wall-Lennon asked about the charts and the vision breakout rooms. Mr. Davis explained those questions served as primers to conversation. They were not the only polls from the outreach but a smaller poll of what was done at the vision workshops. Those questions were to help the facilitators start the conversation of the visioning workshops.

Commissioner Sary asked when they could expect the draft future land-use map. Mr. Davis said during the fall/winter they would have that for Town Staff. The map would then be presented to the steering committee. The consultants would be summarizing the outcomes of the workshop and provide recommendation as well as the actions. The goals were broad, but they would be goals that would be close to what everyone wanted to be address. Commissioner Wright asked about transportation specifically given technology advances, if the consultants considered how transit may change in 10-15 years. Mr. Davis said they were including what was currently in the transportation plan. Some items were already addressed. Regarding the land use, they were reviewing the other Plans as well. They would be recommending that the Land Use, Infrastructure and Transportation Plans coincide. The recommendations would affect each of those different plans. Mayor

Jones thanked them for their time and the presentation. The Board would be looking forward to the next report.

1.2. Discussion of Wake Forest Housing Rehabilitation Grant Program

Assistant Town Manager Snyder provided an overview of the grant program. This program reinvests in the northeast area with the goal to keep residents in that area. In 2007 a need for a housing rehabilitation program was identified in the Northeast Area Plan. It was again identified in the 2021 update to the plan. In July 2021, the Board set aside funding for housing rehabilitation program. Staff researched how to implement funding during January 2021-April 2021. Staff released a request for qualifications in May 2021. In July and August 2021, the contractors were identified as Rebuilding Together of the Triangle and the Northeast Community Coalition.

Assistant Town Manager Snyder said representatives were in attendance from those organizations. Mr. Dan Sergeant, Executive Director with Rebuilding Together of the Triangle would be performing the construction of the program. Attending on the behalf of the Northeast Community Coalition were Ms. Tilda Caudle and Ms. Enjanet Joseph. The Northeast Community Coalition who would provide community outreach and education for the program. Staff would finalize the contracts after tonight's meeting.

Assistant Town Manager Snyder explained the Northeast Community Coalition would lead the effort in informing the applicants about the program and how they could apply. Rebuilding Together of the Triangle would review the applications and then meet with the homeowner to perform a site visit. During the visit they would determine if there was any other priority item that needed to be addressed, than was noted in the application.

The grant program partners, the Town of Wake Forest, the Northeast Community Coalition, and Rebuilding Together of the Triangle, would review the applications for eligibility. The contract included eligibility requirements which were the home be owner occupied, income requirements and applicant must have lived in the home for five years. The goal was to reinvest in the community and keep owners in the community.

Assistant Town Manager Snyder said the project manager from the Town would be Long Range Planning Manager Brad West. Long Range Planning Manager West would make sure the home repairs were eligible to be completed. Eligible repairs were safety items. Goal is to make homes safe and livable; the focus is not on aesthetics. Planning staff would keep track of the construction warranties and documentation.

Staff wanted to engage the community around this effort. The first would be a Community Information Session to be held during the virtual Northeast Community Coalition meeting at the end of September. Next would be a Kick-Off Event the "Northeast Make-A-Difference-Day" planned for October 23, 2021. This would be a day of gathering the community together and have a day of cleaning up. This would be an opportunity to take care of aesthetic repairs, painting, litter and leave pickup, and gather

support for the program.

Assistant Town Manager Snyder asked for the approval of the Commissioners to authorize the Town Manager to execute the contract so they could move forward in publicizing the event. The housing rehabilitation program was currently budgeted for one year. Staff recommended this be a recurring line item in the Planning Department to be reviewed during the budget process.

Mayor Jones appreciated the work being done and thanked all the partners working together to achieve this. She hoped the program would be funded continuously and that community partners would help. People were always asking what they could do to help.

Commissioner Dyer asked the amount of funding. Assistant Town Manager Snyder replied unless directed otherwise, staff would continue with $50,000 each year.

Commissioner Simpers commented it was good to get investments on the front end.

Commissioner Wall-Lennon asked about the HUD income requirement. Assistant Town Manager Snyder replied it was 85% of the medium income. It would be based on the chart included in the contract. Commissioner Wall-Lennon said she felt the community partners would do a good job with the community engagement. Commissioner Wall-Lennon asked about firms listed on the Minority Participation Form. Mr. Dan Sergeant confirmed Blakeney Inc LLC, and C&L Sales Consultant LLC were two different companies. He stated he would make the correction of the phone numbers. Mayor Jones thanked Mrs. Tilda Caudle for her work on this from the Northeast Community Coalition. She had been involved from the beginning.

Town Manager Padgett commented at the October Kick-Off Day, staff were looking to have the Fire Department there to provide wellness checks and the solid waste provider to have a truck there and assist in the liter pickup. Town staff was trying to have all partners involved in the initial effort. Mayor Jones stated anyone that wanted to come, and help would be welcomed.

1.3. Consideration of an Ordinance Establishing an Annexation Agreement Between the Town of Rolesville, North Carolina and the Town of Wake Forest, North Carolina

Long Range Planning Manager West presented the proposed annexation agreement with the Town of Rolesville. He explained North Carolina General Statutes allowed for municipalities to enter into annexation agreements. The agreements defined the territory that each participating municipality could annex within the life of the agreement. The agreement also served as a conceptional boundary between the two municipalities. He said the benefit of an annexation agreement was to provide logical interfaces between the two municipalities, which improved planning for services and infrastructure.

Long Range Planning Manager West stated the Town of Rolesville and Town of Wake entered into an annexation agreement in 2001. The agreement had a 20-year life span

which expired March 5, 2021. Staff from both municipalities had met and determined even though the land between the two were developed and spoken for, there were parcels not developed between the two jurisdictions. This was a good time to reestablish an agreement after this one expired. Staff recommended the agreement have a shorter life-span of 10 years even though the maximum by law was 20 years.

Long Range Planning Manager West explained the proposed boundary was very similar to the 2001 boundary, but there was some adjustment needed around the properties along Jones Dairy Rd. and near the intersection of Highways 98 and 96. He stated the Town of Rolesville reached out to some of the property owners along Jones Dairy Rd. specifically the elementary school. Long Range Planning Manager West pointed out on the map he provided was a dotted gray line that was essentially the annexation boundary line. The Town of Rolesville area was purple in color; the Town of Wake Forest was the area in green. The area northwest of the dotted gray line the Town of Wake Forest could annex up to. The areas southeast of the dotted gray line was the area the Town of Rolesville could annex into. The two municipalities could not cross the dotted gray boundary line. Long Range Planning Manager West also showed a map of the boundary line in 2001 overlapped with what was being proposed. The pink area on the map was formally potentially to be annexed into the Town of Wake Forest but now to be switching to the Town of Rolesville. The area in green was originally potentially to be annexed into the Town of Rolesville but would be switching to the Town of Wake Forest. The gray line was the proposed annexation line. The main reason for the edits to the 2001 annexation agreement was to better align boundaries with the roadways and natural features.

Long Range Planning Manager West said staff recommended approval of the proposed Annexation Agreement between the Town of Rolesville and Town of Wake Forest. The agreement would provide clarity to property owners on where the Town of Rolesville and the Town of Wake Forest intended to expand. It also provided a more intuitive interface between the two municipalities by better accounting for road rights-of-way, subdivisions, and natural features. It would improve planning for future growth and the services and infrastructure that supported it.

Mayor Jones thought they did a great job putting this together. Commissioner Sary agreed. Commissioner Sary asked if there was any dialogue of the three large parcels north of Highway 98 being annexed into the Town of Wake Forest. Long Range Planning Manager West said if there was dialogue, it was before he was assigned to the project. He said official notice was given to property owners. There was specific outreach to the property owners of Jones Dairy, but he did not know of any other dialogue of those properties. There may have been, but he was not aware of any. Commissioner Sary said from a geographical standpoint, having them annexed into the Town of Wake Forest would be more feasible.

Long Range Planning Manager West clarified the boundary lines for Commissioner Wall-Lennon. He also mentioned there would be some minor changes in the road right-of-way. Town staff wanted to be proactive in making sure the rights-of-way were not split between jurisdictions especially for emergency services.

Commissioner Dyer asked about the Little River. Long Range Planning Manager West said there was no change in the Little River plans. Planning Director Tanner further explained there would not be any impact to current regulation of the Little River. It would follow the old line. The Town would not be able to have water and sewer there per the agreement with the City of Raleigh.

Long Range Planning Manager West said a public hearing would be scheduled.

1.4. Stormwater Infrastructure Assessment & Utility Fee Development Contract

Before the presentation, Mayor Jones thanked Environmental Engineering Manager Carrie Mitchell on a job well done with Congressman Price's visit to the Town of Wake Forest.

Environmental Engineering Manager Mitchell shared the goal of the contract was to provide a comprehensive study of stormwater infrastructure. The consultant would evaluate existing infrastructure, prioritize risk, cost, and value, and develop a management plan.

She reviewed the scope of the contract noting the first task would be to evaluate the current conditions. From there, the consultant would complete a critical assessment. The second task would be to provide a stormwater and infrastructure program. The consultant would do a watershed study, identify potential flood problem areas, identify potential erosion/water quality areas, and develop solutions as part of a 5-year plan. The third task would be to possibly provide a stormwater utility fee budget for the Town. This would identify utility policy & goals, evaluation program cost, and provide a revenue assessment and draft stormwater utility ordinance and fee schedule if needed. The fee would be provided to the Board of Commissioners.

Environmental Engineering Manager Mitchell noted completing the assessment aligned with the Town's strategic goal by providing a proactive approach to managing the stormwater system. She ended her presentation with a quote from Leigh Deforest, a graduate fellow in the 2019 Leaders in Environmental and Finance (LEAF Program): "Forming a stormwater utility fee creates a dedicated revenue source that can be used to support long-term planning for the control of urban stormwater runoff that benefits both the community's functionality and the surrounding environment."

Commissioner Dyer asked what the fee would be. Environmental Engineering Manager Mitchell said staff and the consultants would determine that after review of projects, project costs, the cost to meet the regulatory compliance and other factors. She said the cost could be a flat rate or tiered approach. The utility fee would be a dedicated fund for stormwater.

Commissioner Wall-Lennon asked what the fee would cover. Environmental Engineering Manager Mitchell gave examples of capital improvement projects such as a repairing a section of stream eroding, pipes, system failing, maintaining public easements, regulatory inventory, and outreach.

Commissioner Wright asked was there a way this fee could be paid by the developers instead of the residents. Environmental Engineering Manager Mitchell said she would have to research that. Commissioner Sary commented there was an impact fee, but this would be an enterprise fund for maintenance. Environmental Engineering Manager Mitchell said these funds would also help with monitoring and educational outreach. Commissioner Wall-Lennon asked if a resident had an issue on their property could the person call the town for assistance. Environmental Engineering Manager Mitchell replied it would depend on if the person had a public or private easement and where the water was coming from. There were no further questions.

2. Discussion of Monthly Financial Report

There were no questions on the financial report.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for the Sept 21, 2021 Meeting

The Board reviewed the upcoming agenda. Town Manager Padgett explained the Crown Castle item was referring to the cell tower behind the police station. Town Attorney Vernon would provide details. This would renew the lease that had been in place for years.

4. Other Business

5. Commissioner Reports

Commissioner Simpers mentioned the Wake Forest Downtown Spirits of Wake Forest Tour would take place again this year. It was an event kids might enjoy as it was not a scary event but more haunting. Registration was on town's website. She said she attended the Wake Forest Community Table event hosted by local churches. There was great dialogue.

Commissioner Sary attended the TJCOG board meeting. It was interesting to hear how communities were using the American Rescue Plan funds.

Commissioner Wright said he enjoyed the strategic planning retreat. The Technology Advisory Board would be meeting to discuss upcoming projects and the STEM event. The event would take place May 2022. He also mentioned the COVID Vaccine Awareness Webinar with staff from WakeMed. There was information shared and questions answered. After the webinar citizens were given the opportunity to submit questions. He asked if there were any other questions those could be emailed to him. He would forward to WakeMed staff for responses.

Commissioner Dyer enjoyed the town's strategic planning retreat looking at long-range goals. He enjoyed hearing the "This I believe" statements given by the Commissioners. He shared from his "This I Believe" statement "a word of encouragement to someone in need could change their lives or next generation". The Human Relations Council meeting was postponed due to not

having a quorum. He attended the meeting with Congressman Price. He noted the Historic Preservation meeting would be held September 8, 2021.

Commissioner Wall-Lennon had the opportunity to work with staff during the "How to do Business with the Town of Wake Forest" event. There were approximately 80 business owners in attendance. She participated in the Strategic Planning Retreat and Community Table Talk. Community Table Talk was a good event to meet others from the community and have a conversation and talk about race relations. There were some challenges understanding others when there were differences in their upbringing and cultures. Commissioner Wall-Lennon also participated in the tour with Congressman Price of the Wake Forest Reservoir and Northeast community. She would be attending the upcoming Urban Forestry Board meeting.

Mayor Jones recognized the Finance Department on earning the financial reporting award. She appreciated staff doing such a good job on producing it. She attended the ElectriCities Annual Conference. It was good hearing their strategic plan. She said there would be some challenges over the next few years in the electric industry. She also thanked the downtown businesses who donated items for ElectriCities silent auction which benefited fallen linemen. This year ElectriCities silent auction raised $7,190. Mayor Jones shared she attended the Dubois Alumni Association Annual Meeting and Dinner.

Town Manager Padgett said the eleven public power staff who went to Louisiana to help after the storm would be returning on Friday. Mayor Jones thanked them for their service. The electric lines in Louisiana had to be rebuilt. The repairs were not like this area experienced with just lines being downed. They were having to repair their entire system. It was great to be able to have staff assist.

6. Adjournment

Mayor Jones adjourned the meeting at 7:15 p.m.

Respectfully Submitted,

_____
Town Clerk

_____
Mayor

Joint Public Hearing
Meeting Minutes
September 7, 2021
7:30 PM

Board of Commissioners Present: Mayor Jones, Commissioners Simpers, Sary, Wright, Dyer, and Wall-Lennon

Board of Commissioners Absent: None

Planning Board Members Present: Joe Kimray, Karin Kuropas, Michael Hickey, Thomas Ballman, Colleen Sharpe, Chris Joyner, and Michael Siderio

Planning Board Members Absent: None

Town Staff Present:
Courtney Tanner, Planning Director
Jennifer Currin, Assistant Planning Director
Terry Savary, Deputy Town Clerk
Patrick Reidy, Senior Planner
Sam Slater, Town Attorney

7:30 P.M. – Joint Public Hearing Begins (Planning Board & Board of Commissioners)

Mayor Jones turned the meeting over to Chair Kimray.

1. Joint Public Hearing

1.A. Consideration of LEGISLATIVE ITEM TA-21-09, Text Amendment to the Unified Development Ordinance for the purpose of amending Chapter 16 - Violations & Penalties (open and table)

Discussion: Chair Kimray stated they've been instructed by Staff that they'd like to table Item TA-21-09, Text Amendment to the Unified Development Ordinance. He said if there's no opposition from the Planning Board he'd turn it back over to Mayor Jones.

Motion: Commissioner Wright moved to table Item TA-21-09, Text Amendment to the Unified Development Ordinance. Commissioner Wall-Lennon seconded the motion.

Action: The motion passed unanimously (5-0) to table Item TA-21-09, Text Amendment to the Unified Development Ordinance.

1.B. Consideration of LEGISLATIVE CASE RZ-21-02, Quail Crossing: Request filed by McAdams Company to rezone from the existing Rural Holding District (RD) to General Residential 10 Conditional District (GR10-CD) and associated master plan for 36± acres located at 1423 Deerfield Crossing being Wake County Tax PIN: 1850-26-8976 (portion) and adjacent right-of-way to centerlines.

Patrick Reidy, Senior Planner provided an overview of the staff report (see attached).

Comments in Favor

Jason Pfister with Middleburg Communities provided an overview of the project stating it's a 36-acre tract and the density is approximately 7.31, which is consistent with the comprehensive plan. Mr. Pfister stated there's approximately 260 units with a collection of cottage style units. He said there'll be a focus on green space and walkability. Every home will face either an activated streetscape or an internal community garden. Below are a few highlights of the proposed development:

- Each unit will have its own yard
- Community space
- All the amenities of a traditional multi-family community
- In-house management
- Efficient construction
- Long term owners
- Thoughtful design
- Consistent with requirements of the Community Plan
- First of its kind in the triangle
- 1, 2, and 3-bedroom units
- 900 to 1700 sf

Planning Board member Mr. Joyner asked the square footage of the units. Mr. Pfister replied they are 1, 2, and 3-bedroom units. He stated the one-bedroom units are duplexes and approximately 900 sq. ft. and the largest is a 3-story, 3-bedroom unit with a two-car garage built into the unit and are approximately 1700 sq. ft.

Commissioner Wright asked what median income is being targeted. Mr. Pfister said they're projecting a rental range of approximately $1300 to $2200.

Commissioner Wall-Lennon had a question regarding the condition of $250,000 being offered to residents of the mobile home park. Commissioner Wall-Lennon thought it was $250,000 directly and not contingent upon $125,000 coming from recreational fees. Mr. Pfister explained they'd offer $250,000 to be divided amongst the residents of the mobile home park to assist with relocation. Middleburg Communities would be seeking credit for $125,000 upon issuance of the building permit. Mr. Pfister commented that they had contracted with Triangle Family Services to assist with the fund disbursement.

Chair Kimray asked for more detail on how the residents will be reimbursed and what they will be reimbursed for. Mr. Pfister replied they plan to provide the funds directly to Triangle Family

Services, which will be reserved for the Wellington Park residents. Triangle Family Services will be working with the individual families and will assist with the logistics. Mr. Pfister said if the expense is related to the relocation they intend to reimburse the residents directly or will pay the vendor directly.

Commissioner Wall-Lennon asked if the $250,000 will be divided amongst all the residents. Mr. Pfister replied it's his understanding the residents would split the funds equally between the residents who still reside in the mobile home park. Mr. Pfister said if there are residents that don't need the full allotment, we're happy to work with them to reallocate those funds within the pool. Commissioner Wall-Lennon asked if this is retroactive for residents who have already moved out. Mr. Pfister said, if the residents want to include those folks who have already moved out, they're happy to do so. He said they're not going to penalize or exclude anybody who has already left, but feels he owes it to the residents to make that decision.

Commissioner Wright asked if they're stipulating that funds only be distributed based off of a receipt basis. Mr. Pfister stated Triangle Family Services advised that it's the best practice.

Commissioner Wright stated, for the record, the full need for the assistance is because of the eviction of the tenants. Commissioner Wright asked who is doing the evicting. Mr. Pfister stated that George Mackey is the current owner of Wellington Park. Mr. Pfister remarked that Mr. Mackey made a decision to no longer operate the family business. Mr. Pfister said that decision is completely independent of the rezoning and really doesn't involve Middleburg. Mr. Pfister said the January 19, 2022 deadline is completely independent of this rezoning process. Commissioner Wright asked, will the residents still be evicted regardless of tonight's outcome. Mr. Pfister replied yes, Mr. Mackey has decided to close the park and will proceed with evictions on January 19, 2022.

Chair Kimray asked what the typical timeline is for construction drawings. Ryan Akers, Civil Engineer with McAdams, 2905 Meridian Parkway, Durham, NC stated the construction drawing approval process is 3 to 4 months. Chair Kimray asked what if some of the residents are having trouble finding somewhere to go. Mr. Pfister stated they intend to work with the residents and don't want to create any hardship, so they're committed to work individually with them. Mr. Pfister said they can't control the process until they own the land, but once it's under their control so long as it fits within the anticipated construction schedule, they're willing to work with people individually to find additional time.

Planning Board member Siderio asked, if the rezoning does not get approved would there be no assistance to the residents. Mr. Pfister replied yes, if the rezoning isn't approved there would be no source of assistance for them.

Planning Board member Siderio asked, what is the recreation fee and what does it cover. Mr. Reidy said it wouldn't be out of our funds it would be $125,000 less collected at building permit time. Mr. Siderio asked, as a Town can we afford to give that up. Mr. Reidy said Staff did talk about the proposed condition with the Town Manager and Finance Director and nobody expressed a concern of it not being able to be afforded but it's the discretion of the Town Board in what they would approve. Mr. Siderio asked Mr. Pfister if his firm is committed to giving the $250,000 and hoping the Town credits the $125,000. Mr. Pfister replied yes, they're committed to the $250,000 with the understanding there would be the corresponding credit.

Vice-Chair Kuropas asked about roundabouts and traffic calming devices. She's concerned that parking spaces appear distant from the units. Mr. Pfister replied there is street parking and the units that do not show street parking have garages. Vice-Chair Kuropas said it doesn't appear there's enough parking for the houses that are there. She expressed concern about the fire hoses not being able to reach the houses because they're not near a street. Mr. Pfister replied that emergency services have looked at that. Mayor Jones stated that they're proposing more parking spaces than required.

Chair Kimray said, per the UDO, multi-family housing is required to have fire sprinklers. Mr. Reidy replied that the Building Inspections Department reviewed the plans and from a use standpoint it's multi-family, from a building code standpoint it's not considered a multi-family, so they are not required to have sprinklers.

Chair Kimray asked if the stormwater ponds will have fencing around them. Mr. Pfister said if required it will be looked at. Chair Kimray said it's not required by the ordinance but asked if that could be a condition proposed. Mr. Pfister said that wouldn't be a problem.

Vice-Chair Kuropas inquired about the vertical sight distance at the frontage on Jones Dairy. Mr. Akers said both intersections have been analyzed and are compliant with the speed limit posted on the roads.

Planning Board member Siderio asked if there were plans for a traffic light on Wait Ave. Mr. Pfister replied, no.

Planning Board member Ballman asked about connection to adjacent communities. He said the proposal is not showing connectivity to neighboring subdivision Radford Glen. Mr. Pfister said there are two connections. Laura Holloman with McAdams said she worked with Patrick Reidy, Senior Planner and Jonathan Jacobs, Transportation Engineering Manager on the connectivity. The stubs will line up with the Radford Glen stubs. Mr. Pfister said with the traditional neighborhood design they want to create a live, work, play community.

Planning Board member Chris Joyner asked about the stub on the west boundary and why they're adding a stub to a privately owned lot. Mr. Reidy replied that the UDO requires a stub based on the size of the parcel so if that parcel ever developed there'd be a potential connection. Mr. Joyner asked the size of the buffer along the boundary. Planning Board member Joyner asked if there'll be a fence along the west boundary. Planning Director Tanner stated stubs are built to the property line so there would be no landscaping between the end of the pavement outside of what would be natural vegetation She said there's no buffer that would go between a stubbed road and adjoining property.

Planning Board member Siderio asked how many mail kiosks are proposed. Chair Kimray replied the kiosk is built into the clubhouse as shown on the plans. Mr. Siderio asked if there's any opportunity of a mail kiosk being at both entrances. Mr. Akers replied they have to go through USPS, and they typically allow two kiosks of something this large and because we already have the parking and the amenity it made sense to do one collection point, which USPS preferred.

Commissioner Wall-Lennon expressed concern about residents of the park being homeless. Alicia Arnold with the Wake County Department of Housing Affordability and Community Revitalization stated that Wake County currently does not have assistance for individuals who may own mobile homes. She said unfortunately this is a gap in the community. Ms. Arnold said they do not have resources to relocate the mobile homes. Commissioner Wall-Lennon asked how many residents this will impact and how many residents have you identified that own their mobile homes that would not be considered homeless and would not meet the criteria for the additional assistance from the county. Ms. Arnold stated she does not know the number of mobile homes that are currently in the park. She said resources for those that may be experiencing homelessness would have resources available to them from the county. Commissioner Wall-Lennon asked if the mortgage on the home is a reimbursable expense. Mr. Pfister said they're being as flexible as possible. Commissioner Wall-Lennon asked how many residents own mobile homes. Mr. Pfister said the tenants all own the homes. Mr. Mackey is the property owner and rents the lots. Mr. Pfister said there are 27 units left on site. Mr. Siderio asked if this has been done in another state. Mr. Pfister can't speak for the history of Middleburg and is not aware of a mobile home relocation like this. Mr. Mackey is closing the park whether the rezoning occurs or not.

Public Comments

Alex Tomek, a resident at 1125 Litchborough Way expressed concern with the growth in Wake Forest and is hoping the Board has a plan for the growth. Mr. Tomek said he owns rental property in the area and his rentals are affordable housing and would like to put in an affordable housing mobile home park.

Bill Klose, a resident at 1300 Wait Ave. said the proposed project is next door to him. He said the property all around him has been annexed. He expressed that he'd like to see the trailers gone and the property redeveloped and would like to have an alternative to turning on to Wait Ave.

Joy Shillingsburg, a resident at 1329 Colonial Club Dr. stated she's the leader of the Wake Forest Community Meal Program. She said since the start of Covid she's led a program that's served over 10,000 meals in Town. She said since March she's been attending meetings with the residents at Wellington Mobile Home Park. She said this summer their program has served dinners, produce, and shelf stable foods to the residents at their meetings they had attended. She is able to serve food with the generous donations from 16 churches and specific civic groups in Wake Forest. She said these organizations care deeply about what happens to these residents. What she knows about this proposal is that it's a low-density affordable housing area that will become a high-density residential area.

Mayra Pompa, a resident at 119 Deerfield Crossing Dr. spoke on behalf of Wellington Mobile Home Park. She began speaking in Spanish and transitioned into English stating she's been a resident of Wellington for 13 years. Ms. Pompa said after careful consideration the park residents have decided not to speak against the rezoning because there's not an alternative. The developer has offered $250,000 to help families relocate. They've also presented residents with some potential relocation sites. During the most recent meetings, the park residents had agreed to accept the $250,000, which amounts to approximately $5,300 per family. She requested assistance with additional funds for relocation. She did not oppose the rezoning and asked the residents of the mobile home park to stand in show of support. Ms. Pompa asked the Commissioners to please help them locate additional funds.

Ronnie Jackson, a resident at 127 Deerfield Crossing Dr. said he's working with One Wake. Mr. Jackson stated it was understood by the developer that Mr. Mackey indicated he owned other property and would develop it into a mobile home park and would compensate the residents to move there. Mr. Jackson stated that was found to be not true and Mr. Mackey was not going to do anything to help the residents. Mr. Jackson said the residents did a community survey amongst themselves and found out that if the sale happens at least 20 families would be homeless. The outpouring of support from the Town of Wake Forest churches, organizations, and citizens has been amazing. Some of the families do not speak English and rely on children to translate. He asks that the Town of Wake Forest consider helping them in relocating expenses. Mr. Jackson said the residents of Wellington Park greatly appreciate the partial relocation funding. Mr. Jackson said in this situation obtaining funding to relocate is just the beginning of the suffering. Mr. Jackson said there are at least 12 homes that cannot be moved.

Commissioner Wall-Lennon asked if Middleburg Communities would consider the $250,000 that was originally stated. Commissioner Wall-Lennon said if Mr. Pfister wants the Town to consider the $125,000 it must be in addition to the $250,000 that was originally proposed Mr. Pfister stated he's not in a position to commit to that today and would have to discuss that internally. Mr. Pfister said he could have an answer by September 21, 2021. He said, with respect to the new information, the first instance they proposed any condition it had always been a corresponding credit. He apologized that it didn't come through in their discussions and said it wasn't something that was recently added. Commissioner Simpers said it's a big discrepancy.

Commissioner Dyer said the rental range is from $1,300 to $2,200 a month and you're asking the Town to give up $481.00 per unit for recreation fees before you get started. Mr. Pfister explained that they chose that fee based on what they were doing from a design perspective.

Commissioner Simpers said they have an opportunity to do something great together and believes they are on the way to doing that, but the miscommunication is what's frustrating to the Board. She said they'll need more clarity on what can be done to assist the residents.

Planning Board member Siderio asked if residents would have access to the full $250,000. Mr. Pfister replied, yes. Commissioner Wall-Lennon asked how many families are currently at the mobile home park. Mr. Pfister believes the number is 27 families. Commissioner Wall-Lennon said she'll go back to what she initially put on the table. She would like Middleburg Communities to consider donating $250,000 and the Town reimburse $125,000 in parks and recreational fees. Planning Board Chair said, if we'd like them to come back with another plan, we would need to continue this until the October 2021 meeting so Middleburg Communities could have enough time to come up with a plan for what they'd be willing to contribute and what the Town would be willing to contribute. Commissioner Dyer asked if the reimbursement of the recreation fee is the only way the Town can contribute. Town Manager Padgett replied yes, in speaking with the Town Attorney, because it's not within the Town limits it would be the most efficient way to do that. Planning Director Tanner advised to continue the case to the October 2021 meeting. Mr. Pfister asked, if they were able to contribute $250,000, would the Town still be willing to put in the $125,000. Chair Kimray replied, what was suggested is that Middleburg Communities would provide $375,000 up front and the Town would reimburse $125,000 through the parks and recreational fees.

Chair Kimray asked Mr. Pfister if he's still amenable to adding the following condition:

- Condition #18: Fencing around stormwater ponds. Mr. Pfister replied, yes.

Planning Board member Sharpe does not agree with Condition #18. She asked, how do we know if it's going to be a wet stormwater pond. Mr. Akers said they can condition it to say, if it's a wet pond it will have a fence.

Comments in Opposition
None.

Mayor Jones declared the public hearing closed at 9:31 p.m.

1.C. Consideration of Action on LEGISLATIVE CASE RZ-21-05, Mason Oaks Parcel 3: Request filed by The Nau Company to rezone from the existing Franklin County - General Business (GB) to General Residential 10 Conditional District (GR10-CD) for 4.52± acres located at 0 Capital Boulevard being Franklin County Tax PIN: 1842-34-7743 (portion).

Patrick Reidy, Senior Planner provided an overview of the staff report (see attached).

Applicant, David Arnold stated they're proposing 21 townhomes on the parcel. He said they've tried to get access out to Capital Blvd. and explored access out to Wall Rd. and weren't successful with getting any additional frontage. Mr. Arnold stated residential seemed to make the most sense with this parcel. He said they didn't want vehicles from a commercial or retail business going through Richland Hills or Glen Oaks and didn't want trucks coming in through the neighborhood, so since they were landlocked it made the most sense to extend residential from Mason Oaks onto the parcel. Mr. Arnold stated that townhomes seem to work well as a transition between what could be commercial along Capital Blvd. to the single-family homes that are a part of Mason Oaks. He stated that a Traffic Impact Analysis (TIA) was done for Mason Oaks for 298 total homes and only 268 homes were built so that left them additional units that could be part of that existing TIA that was put together. Mr. Arnold stated there was a neighborhood meeting, and they didn't receive any opposition from what is being proposed.

Planning Board member Hickey said it was mentioned that the easement at Capital Blvd. would be extinguished, so why would there be a stub. Mr. Arnold stated Planning Staff wanted the stub in case any kind of development took place. Mr. Reidy said even though the easement is being extinguished, if this part of the property were to be developed, that could be an option for those homeowners to get to Capital Blvd. more directly.

Commissioner Sary asked if there was any thought given to stubbing to the south. Mr. Reidy believes it's owned by the church that's there. Mr. Reidy stated they looked at the possibilities of stubbing to the north but felt the benefit of putting in a road didn't outweigh the environmental impact of that when they had another alternative access through Mason Oaks.

Chair Kimray asked if the residents would have access to any of the amenities at Mason Oaks. Mr. Arnold replied no, it'll be a separate standalone community. Mr. Arnold explained that a builder has not been chosen for the community and the front runner would most likely be part of Mason Oaks

who still controls the association, so if they wanted to bring that in they would have the option to, but there's no guarantee they would choose to do that.
Chair Kimray asked if it was their intention to face the townhomes towards the courtyard. Mr. Arnold replied, yes.

Chair Kimray said Condition #2 states "shall" front the greenspace. He'd like to see it changed to: "will" front the greenspace. Mr. Arnold said he's fine with that change.

Comments in Favor
None.

Comments in Opposition
None.

Mayor Jones declared the public hearing closed at 9:46 p.m.

_____
Deputy Town Clerk

_____
Mayor

Draft to be approved 10/19/21

Wake Forest Board of Commissioners
Meeting Minutes - DRAFT
September 21, 2021 at 6:00 PM

Mayor Jones called the meeting to order at 6:00 p.m. She led everyone in the Pledge of Allegiance.

Council Members Present	**Staff Present**
Mayor Vivian A. Jones	Kip Padgett, Town Manager
Commissioner Jim Dyer	Candace Davis, Assistant Town Manager
Commissioner Chad Sary	Allison Snyder, Assistant Town Manager
Commissioner Liz Simpers	Deeda Harris, Town Clerk
Commissioner Bridget Wall-Lennon	Aileen Staples, Chief Financial Officer
Commissioner Adam Wright	Joseph Guckavan, Director of Engineering
	Courtney Tanner, Planning Director
	Jennifer Currin, Assistant Planning Director
	Emma Linn, Planner I-Development Services
	Ron Early, Fire Chief
	Brian Mote, Captain, Police Dept.
	Julius Jefferson, Captain, Police Dept.
	Adam Oates, Chief Information Officer
	Deborah Dunn, Centre Manager, Renaissance Centre

1. Approval of Agenda

ACTION: Commissioner Wrightmade a motion to approve the agenda.
Commissioner Simpers seconded the motion, which carried (5,0).

2. Approval of Minutes

2.A. Approval of Minutes for Meetings held August 3, 2021 (Work Session & Joint Public Hearing) and meeting held August 17, 2021 (Regular Board of Commissioners Meeting)

ACTION: Commissioner Wall-Lennon made a motion to approve the minutes for meetings held July 6, 2021 (Joint Public Hearing) and meeting held July 20, 2021 (Regular Board of Commissioners Meeting)
Commissioner Wright seconded the motion, which carried (5,0).

3. Presentations

Mayor Jones said the proclamation recognizing Good Neighbor Day was sent to the Human Relations Council. The Town Clerk would send the Police Department the proclamation for National Night Out.

3.A. Proclamation Recognizing September 18, 2021 as "Good Neighbor Day"

3.B. Proclamation Recognizing "Public Power Week" October 3-9, 2021

Mayor Jones presented the proclamation to Chris Terrell Electric Department Supervisor with Wake Forest Power and Kiel Ortez Customer Service Representative with the Finance Department.

3.C. Proclamation Recognizing "National Night Out" – October 4, 2021

3.D. Proclamation Recognizing October 2021 as "Community Planning Month"

Mayor Jones presented the Community Planning Month to Planning Director Tanner and Planning Board Chair Joe Kimray. Mayor Jones said the Board appreciated the hard work of the Planning Board.

4. Public hearings / Public Comment

4.A. Public Comment: There was no one to speak.

5. Consent Agenda

5.A. Resolution to Amend Resolution No. 2021-92 to Accept Streets into the Town of Wake Forest Street System for Maintenance
5.B. Acceptance of Streets for Maintenance - Stonegate Phase 3B and 7
5.C. Acceptance of Streets for Maintenance - Heritage Fairview
5.D. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by G98 Commercial, LLC for property located at 0 Capital Boulevard, being Wake County Tax PIN 1830-87-2437 and adjacent right-of-way
5.E. Resolution Recognizing Todd M. Howe on his Retirement
5.F. Approval of resolution authorizing second amendment to land lease agreement with Crown Castle
5.G. Approval of resolution designating Deputy Finance Officer
5.H. Approval of resolution to reschedule the public hearing for a petition requesting contiguous annexation submitted by Greenpointe, LLC for property associated with proposed Mason Oaks Subdivision Phase 3 being Franklin County Tax PIN 1842-34-7743 (portion) which is approximately 4.518 acres

ACTION: Commissioner Dyer made a motion to approve the items above on the Consent Agenda.
Commissioner Sary seconded the motion, which carried (5,0).

6. Legislative Items

6.A. Consideration of an Ordinance Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules; Sec. 30-253. - Schedule VIII, One-Way Streets (S. College Street and W. Owen Ave)

Mayor Jones said Engineering, Public Works, and Parks and Recreation reviewed options to increase access to the Holding Park Pool at the request of the Board of Commissioners. After providing options to the Board of Commissioners at their meeting on August 17, 2021, the Board recommended to reverse the existing one-way conditions from south and east to west and north.

ACTION: Commissioner Wright made a motion to approve Ordinance Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules; Sec. 30-253. - Schedule VIII, One-Way Streets (S. College Street and W. Owen Ave) to reverse the existing one-way conditions from south and east to west and north (S. College Street and W. Owen Ave.).
Commissioner Simpers seconded the motion, which carried (5,0).

7. Planning Items

7.A. Continuation of Action on LEGISLATIVE CASE RZ-21-05, Mason Oaks Parcel 3: Request filed by The Nau Company to rezone from the existing Franklin County -General Business (GB) to General Residential 10 Conditional District (GR10-CD) for 4.52± acres located at 0 Capital Boulevard being Franklin County Tax PIN: 1842-34-7743 (portion)

Mayor Jones stated the Board needed to continue this item to the October 5, 2021 meeting.

ACTION: Commissioner Sary made a motion to continue Action on LEGISLATIVE CASE RZ-21-05, Mason Oaks Parcel 3: Request filed by The Nau Company to rezone from the existing Franklin County -General Business (GB) to General Residential 10 Conditional District (GR10-CD) for 4.52± acres located at 0 Capital Boulevard being Franklin County Tax PIN: 1842-34-7743 (portion).
Commissioner Wright seconded the motion, which carried (5,0).

7.B. Consideration of Action on LEGISLATIVE CASE RZ-21-02, Quail Crossing: Request filed by McAdams Company to rezone from the existing Rural Holding District (RD) to General Residential 10 Conditional District (GR10-CD) and associated master plan for 36.48± acres located at 1423 Deerfield Crossing being Wake County Tax PIN: 1850-26-8976 (portion) and adjacent right-of-way to centerlines

The Planning Board, at their September 7, 2021 meeting, tabled action to their September 14, 2021 meeting. At their September 14, 2021 meeting, the Planning Board voted 7-0 to find the request consistent with the Community Plan and recommend approval of the zoning map amendment (rezoning) request with the conditions. The conditions proposed were as listed below:

1. Major Site Master Plan (SP-21-06) 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 adopted subdivision master plan.
2. All development will comply will all requirements of the Town of Wake Forest Unified Development Ordinance (UDO) unless expressly stated as an exception and will comply with approved Master Plan as submitted with this rezoning application.
3. The development shall have a maximum number of 260 units.
4. Vinyl siding shall not be permitted; however, vinyl windows, decorative elements, and trim are permitted.
5. Any exterior wall of a unit visible from a street shall contain at least two decorative elements such as, but not limited to, the following elements:
    a. Bay window;
    b. Recessed window;
    c. Decorative window;
    d. Trim around windows;
    e. Side porch;
    f. Two or more building materials;
    g. Decorative brick or stone;
    h. Decorative trim;
    i. Decorative shake;
    j. Decorative gable;
    k. Decorative cornice;
    l. Portico;
    m. Dormer.
6. A varied color palette shall be utilized on buildings throughout the development to include a minimum of three-color families for siding and shall include varied trim, shutter, and accent colors complimenting the siding color.

7. Developed open space and park space shall contain, a minimum of three of the following elements, but not limited to, the following: walking trails; swimming pool; clubhouse; butterfly gardens; fitness center; dog park; community garden; hammock lounge; firepits.
8. The development shall provide a clubhouse a minimum of 1,000 square feet and a pool.
9. All buildings shall have a minimum separation of six feet.
10. Alternative street section designs as shown on Sheet 2.00 of the master plan shall apply instead of the cross sections shown in Section 6.7.2 of the UDO.
11. Buildings shall be permitted to be erected on the master lot within this development and will front on a private right-of-way or common open space (Section 4.3.1.B.).
12. The park spaces provided in the development shall be a minimum of 2,000 square feet and a minimum of four (4) such parks shall be provided throughout the development (Section 7.5.1).
13. No units of the same floor plan and exterior color will be located immediately adjacent to each other or directly across the street of one another.
14. At least 15% of the area of each façade that faces a street/parking area must be windows or main entrance doors.
15. The development shall provide a minimum of three (3) electric vehicle (EV) charging stations. Final locations to be determined at construction drawing submittal.
16. Upon establishment, tree reforestation areas shall follow the same UDO requirements as tree save areas.
17. Prior to the approval of Construction Drawings, the developer shall collaborate with the Wellington Park residents and provide financial assistance towards the relocation of the residents in an amount up to $375,000. Any relocation administration costs incurred by the developer for the relocation shall be in addition to the $375,000 of relocation assistance provided by the developer. No relocation assistance funds may be used to remove an abandoned structure. Once all residents have been relocated, tracking of assistance disbursement and paid invoices accounting for the funds shall be provided to the Town of Wake Forest Planning Department. Once all invoices have been provided showing expended relocation funds (excluding administration and demolition costs), the Town shall reduce the recreation facility fee due equal to 1/3rd of the funds used towards relocation up to a maximum of $125,000. The recreation fee reduction shall be applied on a per unit reduction. (For example, using the current recreation fee of $2,202 (the recreation fee is subject to change each fiscal year), if 260 units are built and the full $375k is used towards relocation, the new recreation facility fee per unit would be $1,721.23).

18. At the time of Construction Drawings, Engineering staff shall determine if any fencing is required around the perimeter of proposed stormwater control measures.

Commissioner Sary shared some comments. He said this item was two processes that were tied together. One process was the eviction; the other was the rezoning the Commissioners were considering. They were two separate issues but tied together. Commissioner Sary stressed the vote the Board would be taking was not about forcing an eviction and closing Wellington Park. He stated the decision to close Wellington Park was decided by Mr. Mackie the property owner months ago, not the Town of Wake Forest. He said he and others on the Board had tried to find ways for the residents to be able to stay and unfortunately that was to no avail. He said there were some conditions as part of the approval of the rezoning that would provide some assistance to the residents.

Commissioner Wall-Lennon said as she understood it, the owner had served notice that he wanted to close the mobile home park, but evictions had not started. Commissioner Wall-Lennon had tried to find a solution that both parties could agree upon. She stated over the last three months, she had spent time in meetings with residents in Southeast Raleigh our local area that was undergoing the same process. She like the other Commissioners had tried to find a reasonable solution. She had met with County Commissioners, county staff, DHIC formerly Downtown Housing Improvement Corporation) the developer, and attended the weekly meetings of the residents and others.

Commissioner Wall-Lennon said the developer had proposed in Condition #17 a sum of $250,000 for a fund to be used for relocation assistance for the residents. She reminded everyone that at the Joint Public Hearing the Board was agreeable to consider $125,000 of fees waived for Parks and Recreation Fees. Since that meeting, she wanted to be sure the residents understood how they could spend the funds. She said there was a Memorandum of Understanding in place between Middleburg Communities, the developer, and Triangle Family Services.

Commissioner Wall-Lennon said there was a Statement of Work that would be added to the Memorandum of Understanding. She listed moving expenses that could be considered for reimbursement to the twenty-five or so residents currently living at Wellington Park or just recently moved out from at Wellington Park.

She also stated the developer could not get construction drawings until Condition 17 was met.

Commissioner Wright said this was an unfortunate situation but appreciated the efforts of Jason Middleburg.

Commissioner Dyer stated he did read everything that everyone submitted and that he did care. He felt this was the best solution. He shared he had lived in government housing and a mobile home, so he related to their situation.

Mayor Jones commented the project was distressing for all of us. She said the person getting the most benefit was the property owner. She said he owned the property and therefore had the right to do what he wanted to do on his property. She said no one knew if the owner had participated in helping the residents or not. She commended Jason with Middleburg Properties for working hard to put the condition together to affect the residents as little as possible. She said she hoped everyone could put this behind them and move forward.

ACTION: Commissioner Sary made a motion to approve LEGISLATIVE CASE RZ-21-02, Quail Crossing: Request filed by McAdams Company to rezone from the existing Rural Holding District (RD) to General Residential 10 Conditional District (GR10-CD) and associated master plan for 36.48± acres located at 1423 Deerfield Crossing being Wake County Tax PIN: 1850-26-8976 (portion) and adjacent right-of-way to centerlines.
Commissioner Wall-Lennon seconded the motion, which carried (5,0).

8. Administration and Financial Items

8.A. Consideration of acceptance of a supplemental grant award for the Renaissance Centre in the amount of $53,688.66 from the 2021 American Rescue Plan Act administered by Small Business Administration

Renaissance Center Manager Dunn said the town had been awarded an additional grant from the 2021 American Rescue Plan Act administered by Small Business Administration in the amount up to $53,688.66. This grant required no matching funds. As with the previous grant awarded, staff would use funds to support main stage programming, cultural arts educational classes, administrative costs, and ordinary and necessary business expenses of the Renaissance Centre. The period to use the funds had also been extended to June 30, 2022.

cs, to accept jd 5,0

ACTION: Commissioner Sary made a motion to approve the acceptance of a supplemental grant award for the Renaissance Centre in the amount of $53,688.66 from the 2021 American Rescue Plan Act administered by Small Business Administration.
Commissioner Dyer seconded the motion, which carried (5,0).

8.B. Consideration of Approval of a Stormwater Infrastructure Assessment & Utility Fee Development Contract

Mr. Joseph Guckavan introduced himself as the new Director of Engineering. At the last meeting, the Board was presented information regarding entering a contract to provide a feasibility study of the stormwater infrastructure. This item was authorizing the Town Manager to sign the contract.

ACTION: Commissioner Dyer made a motion to approve the items above on the Consent Agenda with Item 5B moved to Item 8B.
Commissioner Wright seconded the motion, which carried (5,0).

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A. Wake Co. Tax Releases
12.B. Monthly Report
12.C. Commissioner Reports

Commissioner Sary did not have a report.

Commissioner Wall-Lennon said she attended Friday Night on White and thought the turnout was great. She said next week she would be attending the Northeast Community Plan Open House as well as the Urban Forest Board meeting.

Commissioner Dyer shared the Historic Preservation Commissioner meeting was held last week. Members were in the process of taking online classes for certification. He said he would not be attending the Human Relations Council meeting on September 23, 2021. That meeting conflicted with the Board of Commissioners Special Meeting.

Commissioner Wright said they were planning a webinar to address Adult Daycare to inform the community of the various resources available to them.

Commissioner Simpers said she attended the Pastoral Installation Service for Pastor Wilder of Olive Branch Baptist Church and the Wake Forest Downtown Board Meeting. She mentioned there may be a few tickets for the Spirits of Wake Forest Tour. She said citizens could view the Wake Forest Downtown Instagram page for updates and information on downtown events.

Mayor Jones said she planned to attend the Northeast Community Plan Update. She mentioned the follow up meeting would be September 28, 2021, for further discussion. She said everyone seemed happy to attend Friday Night on White. She had received comments where citizens appreciated the September 11th Remembrance. She also attended the Fire Department the September 11th Ceremony and the Optimist Club Car Show. She stated the art shows she attended were great.

Mayor Jones attended the first night of the Citizen's Academy hosted by the Planning Department. She was interviewed by a Boy Scout who was working on the community badge. Mayor Jones attended several chamber events and the ribbon cutting of Seekers Cove.

She attended the meeting of the Black Business Alliance to speak with them. She enjoyed learning about the different businesses. She mentioned Wake Transit had set up a tracker system to see the service investments completed. It would be updated a couple times a year (https://waketransittracker.com/).

Mayor Jones noted today was World Gratitude Day. She expressed appreciation to residents and employees because they took care of each other and worked to make the community the best it could be. The Town of Wake Forest was a wonderful place to live and appreciated everyone.

Town Manager Padgett introduced new employees. He said the Board had met Engineering Director Joe Guckavan when he presented earlier in the meeting. Town Manager Padgett introduced Samantha Sanchez, the new Assistant Finance Director.

13. Adjournment

Mayor Jones adjourned the meeting at 6:38 p.m.

Respectfully Submitted,

_____
Town Clerk

_____
Mayor

Drafts to be approved 10/19/21

Wake Forest Board of Commissioners
Special Meeting Minutes - DRAFT
September 22, 2021 at 6:00 PM
Wake Forest Town Hall

Mayor Jones opened the meeting at 6 p.m. The following elected officials and staff were in attendance:

Elected Officials: Mayor Vivian Jones, Commissioners Jim Dyer, Chad Sary, Liz Simpers, Bridget Wall-Lennon, and Adam Wright

Town Staff: Town Manager Kip Padgett, Assistant Town Manager Candace Davis, Assistant Town Manager Allison Snyder, Town Clerk Deeda Harris, and Human Resources Director Virginia Jones

1. Closed Session: N.C.G.S. 143-318.11 (a) (6)

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

ACTION: Commissioner Wright made a motion to go into Closed Session at 6:01 p.m. Commissioner Dyer seconded the motion, which carried (5,0).

ACTION: Commissioner Sary made a motion to come out of Closed Session at 9:17 p.m. Commissioner Wall-Lennon seconded the motion, which carried (5,0).

2. Adjournment

ACTION: Commissioner Sary made a motion to adjourn at 9:19 p.m. Commissioner Wall-Lennon seconded the motion, which carried (5,0).

Respectfully Submitted,

_____
Town Clerk

_____
Mayor

Wake Forest Board of Commissioners
Special Meeting Minutes - DRAFT
September 23, 2021 at 6:00 PM

Mayor Jones opened the meeting at 6 p.m. The following elected officials and staff were in attendance:

Elected Officials: Mayor Vivian Jones, Commissioners Jim Dyer, Liz Simpers, Bridget Wall-Lennon and Adam Wright

Elected Officials Absent: Commissioner Chad Sary

Town Staff: Town Manager Kip Padgett, Assistant Town Manager Candace Davis, Town Clerk Deeda Harris, and Human Resources Director Virginia Jones

1. Closed Session: N.C.G.S. 143-318.11 (a) (6)

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

ACTION: Commissioner Simpers made a motion to go into Closed Session at 6:01 p.m. Commissioner Dyer seconded the motion, which carried (4,0).

ACTION: Commissioner Dyer made a motion to come out of Closed Session at 9:10 p.m. Commissioner Wright seconded the motion, which carried (4,0).

2. Adjournment

ACTION: Commissioner Wright made a motion to adjourn at 9:12 p.m. Commissioner Simpers seconded the motion, which carried (4,0).

Respectfully Submitted,

_____

Town Clerk

_____

Mayor

Wake Forest Board of Commissioners
Special Meeting Minutes - DRAFT
October 4, 2021 at 6:00 PM
Wake Forest Town Hall

Mayor Jones opened the meeting at 6 p.m. The following elected officials and staff were in attendance:

Elected Officials: Mayor Vivian Jones, Commissioners Jim Dyer, Liz Simpers, Bridget Wall-Lennon, and Adam Wright

Elected Officials Absent: Commissioner Sary

Town Staff: Town Manager Kip Padgett, Assistant Town Manager Candace Davis, Assistant Town Manager Allison Snyder, Town Clerk Deeda Harris, and Human Resources Director Virginia Jones

1. Closed Session: N.C.G.S. 143-318.11 (a) (6)

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

ACTION: Commissioner Wall-Lennon made a motion to go into Closed Session at 6:00 p.m. Commissioner Wright seconded the motion, which carried (4,0).

ACTION: Commissioner Wright made a motion to come out of Closed Session at 7:26 p.m. Commissioner Simpers seconded the motion, which carried (4,0).

2. Adjournment

ACTION: Commissioner Wright made a motion to adjourn at 7:28 p.m. Commissioner Simpers seconded the motion, which carried (4,0).

Respectfully Submitted,

Town Clerk

Mayor

Wake Forest Board of Commissioners
Special Meeting Minutes - DRAFT
October 6, 2021 at 6:00 PM

Mayor Jones opened the meeting at 6:03 p.m. The following elected officials and staff were in attendance:

Elected Officials: Mayor Vivian Jones, Commissioners Jim Dyer, Liz Simpers, and Adam Wright

Elected Officials Absent: Commissioners Chad Sary and Bridget Wall-Lennon

Town Staff: Town Manager Kip Padgett, Assistant Town Manager Candace Davis, Town Clerk Deeda Harris, and Human Resources Director Virginia Jones

1. Closed Session: N.C.G.S. 143-318.11 (a) (6)

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

ACTION: Commissioner Wright made a motion to go into Closed Session at 6:03 p.m. Commissioner Simpers seconded the motion, which carried (3,0).

ACTION: Commissioner Wright made a motion to come out of Closed Session at 8:25 p.m. Commissioner Simpers seconded the motion, which carried (3,0).

2. Adjournment

ACTION: Commissioner Wright made a motion to adjourn at 8:27 p.m. Commissioner Simpers seconded the motion, which carried (3,0).

Respectfully Submitted,

_____
Town Clerk

_____
Mayor

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-297-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Proclamation Recognizing the Month of October 2021 as "P.A.N.D.A.S. Month"

Recommendation:

Item Summary:

ATTACHMENTS
- PANDAS_Proclamation_October_2021.docx

Proclamation Recognizing
October 2021 as "PANDAS Awareness Month"
in the Town of Wake Forest, North Carolina

Whereas, Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections, better known as PANDAS, is said to be a rare condition but is actually rarely diagnosed; and

Whereas, PANDAS is a term used to describe a subset of children who have Obsessive Compulsive Disorder and/or tic disorders such as Tourette Syndrome and in whom symptoms worsen following strep infections such as Strep Throat and Scarlett Fever; and

Whereas, children are often misdiagnosed and treatment is delayed. There are many treatments and options for treating this condition but, unfortunately, they are often very expensive and not covered by insurance;

Now therefore, I, Vivian A. Jones, Mayor of the Town of Wake Forest, do hereby proclaim October 2021 as

"***PANDAS Month in the Town of Wake Forest***"

and urge all citizens to become aware of this debilitating condition for children and work to make it more readily recognized by the medical profession and the insurance providers.

This the 19th day of October 2021.

_____
Mayor

Attest:

_____
Interim Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-328-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Proclamation Recognizing October 2021 As "Dysautonomia Awareness Month"

Recommendation:

Item Summary:

ATTACHMENTS
- Dysautonomia_awareness_month-October-2021.docx

PROCLAMATION

Recognizing October 2021 as "Dysautonomia Awareness Month"
in the Town of Wake Forest, NC

WHEREAS, dysautonomia is a group of medical conditions that result in a malfunction of the autonomic nervous system, which is responsible for "automatic" bodily functions such as respiration, heart rate, blood pressure, digestion, temperature control and more;

WHEREAS, dysautonomia impacts over 70 million people around the world, and includes conditions such as Diabetic Autonomic Neuropathy, Vasovagal Syncope, Pure Autonomic Failure, and Postural Orthostatic Tachycardia Syndrome;

WHEREAS, dysautonomia impacts people of any age, gender, race or background, including many individuals who may be living in Wake Forest, North Carolina.

WHEREAS, dysautonomia can be very disabling and this disability can result in social isolation, stress on the families of those impacted, and financial hardship;

WHEREAS, some forms of dysautonomia can result in death, causing tremendous pain and suffering for those impacted and their loved ones;

WHEREAS, increased awareness about dysautonomia will help patients get diagnosed and treated earlier, save lives, and foster support for individuals and families coping with dysautonomia in our community;

WHEREAS, Dysautonomia International, a 501(c)(3) non-profit organization that advocates on behalf of patients living with dysautonomia, encourages communities to celebrate Dysautonomia Awareness Month each October around the world;

WHEREAS, we seek to recognize the contributions of medical professionals, patients and family members who are working to educate our citizenry about dysautonomia in Wake Forest, North Carolina.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the month of October 20201 as "DYSAUTONOMIA AWARENESS MONTH" throughout the Town of Wake Forest, North Carolina.

This the 19th day of October 2021.

_____
Mayor

Attest:

_____
Interim Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-313-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Proclamation Recognizing October 23, 2021 as "Make a Difference Day" in the Town of Wake Forest, NC

Recommendation:
Present proclamation to Long Range Planning Manager Brad West.

Item Summary:

ATTACHMENTS
- Make_a_Difference_Day_proclamation_2021.doc

Proclamation Recognizing Make a Difference Day

WHEREAS, in 1992, National Make a Difference Day was created.

WHEREAS, on this day, millions of people come together in a common mission to improve society.

WHEREAS, we, the American people, have a tradition of philanthropy and volunteerism; and

WHEREAS, connecting with others and working together through volunteer service can bridge the differences that separate people.

WHEREAS, the Town of Wake Forest will celebrate Make a Difference Day on Saturday, October 23, 2021. Volunteers are needed from 9 a.m.-noon to help perform a range of tasks throughout the Northeast Community, including litter pickup, leaf sweeping and collection, storm drain stenciling, bulk waste removal, painting and gutter cleaning.

NOW, *THEREFORE*, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim October 23rd as Make a Difference Day and invite volunteers and community members to register online and meet us at Taylor Street Park (416 N Taylor) at 9:00 a.m. to help participate at our event.

Duly proclaimed this the 19th day of October 2021.

_____

Mayor

Attest:

_____

Interim Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-315-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Proclamation Recognizing November 2021 as "National Native American Indian Heritage Month"

Recommendation:

Item Summary:

ATTACHMENTS
- Native Am. Indian Heritage Month Nov 2021.docx

PROCLAMATION

RECOGNIZING NOVEMBER 2021 AS

"NATIONAL NATIVE AMERICAN INDIAN HERITAGE MONTH"

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today, and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned.

NOW, THEREFORE, I, Vivian A. Jones, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina do hereby proclaim November 2021 as

"National American Indian Heritage Month"

in the Town of Wake Forest and urge all our citizens to observe this month with appropriate programs, ceremonies, and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 19th day of October 2021.

_____
Mayor

Attest:

_____
Interim Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-345-
Submitted by: Sherry Scoggins
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Proclamation Recognizing November as Family Court Awareness Month

Recommendation:
Present proclamation to Ms. Tina Swithin

Item Summary:

ATTACHMENTS
- Family_Court_Awareness_Month-Nov_2021.docx

PROCLAMATION

RECOGNIZING NOVEMBER 2021 AS

"FAMILY COURT AWARENESS MONTH"

WHEREAS, the mission at One Mom's Battle (OMB) and the Family Court Awareness Month Committee (FCAMC) is to increase awareness on the importance of a family court system that prioritizes child safety and acts in the best interest of children; and

WHEREAS, the mission at the FCAMC is to increase awareness on the importance of education and training on domestic violence, childhood trauma and post separation abuse for all professionals working within the family court system; and

WHEREAS, the mission at the FCAMC is to educate judges and other family court professionals on the empirical data and research that is currently available. Such research is a critical component to making decisions that are truly in the best interest of children. This research includes The Adverse Childhood Experiences (ACE) Study (CDC-Kaiser Permanente), Saunder's Study (Us Department of Justice), The Meier Study: Child Custody Outcomes in Cases Involving Abuse Allegations, and the Santa Clara Law Study (Confronting the Challenge of High-Conflict Personality in Family Court); and

WHEREAS, the mission at the FCAMC is fueled by the desire for awareness and change in the family court system while honoring the 100(+) children in the United States who have been murdered by a parent after a custody court rejected the other parent's plea for protection (Source: Center for Judicial Excellence).

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the month of November 2021 as "Family Court Awareness Month".

Duly proclaimed this the 19th day of October 2021.

_____

Mayor

_____

Interim Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-339-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Introduction of Candidates for the Board of Adjustment and Planning Board

Recommendation:

Item Summary:

ATTACHMENTS
- Introduction of candidates for the BOA,PB-summary.docx

Agenda Item: Introduction of candidates for the Board of Adjustment and Planning Board.

Summary: Candidates who were not able to attend the October Work Session have been invited to the October 19, 2021 meeting to be introduced and share why interested in being appointment to the advisory board(s) of their choice.

No applications were received from a candidate residing in the town Extra-territorial Jurisdiction (ETJ). Current ETJ Member Chris Joyner has decided to reapply.

Attachment:

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-340-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Presentation of Annual Reports from the Town's Advisory Boards

Recommendation:

Item Summary:

ATTACHMENTS

- Adv_Board_Presentations_Agenda_Item-Summary.docx
- Final 2021 Annual Report.pdf

Agenda Item: Presentation of Annual Reports from the Town's Advisory Boards.

Summary: The Advisory Boards and Commissions are providing their annual report. The Parks, Recreation & Cultural Resources Advisory Board will be presenting highlights of their report this year.

Attachment: Advisory Board Annual Report

TOWN *of*
WAKE FOREST

301 S. Brooks St.
Wake Forest, NC 27587
919.435.9400
wakeforestnc.gov

Advisory Boards and Commissions

Annual Reports
October 2021

Board of Adjustment

Design Review Board

Historic Preservation Commission

Human Relations Council

Public Art Commission

Parks, Recreation & Cultural Resources Advisory Board

Technology Advisory Board

Urban Forestry Advisory Board

BOARD OF ADJUSTMENT

The Board of Adjustment (BOA) is tasked with carrying out two primary duties. They hold quasi-judicial hearings for appeals of administrative decisions and variance requests. The BOA consists of five members, one of which who represents the ETJ, and two alternates. William Hedrick serves at the Chairman of the BOA, Bryan Lange serves as the Vice-Chairman, and Patrick Reidy is the Staff Liaison. Since no meetings were held during the 2020 calendar year, an election of new officers has not occurred since the 2019 calendar year. The Board of Adjustment held three public hearings to review seven variance requests from October 2020-October 2021.

Case BOA-20-02: A public hearing on a request filed by Robert & Amy McDougald for a variance from Section 2.2.5.C of the Wake Forest Unified Development Ordinance for property located at 2936 Thurman Dairy Loop, being Wake Co. Tax Pin No. 1739-80-3158. Hearing heard on December 17, 2020. The variance was approved to reduce the required rear setback from 25 feet to 17 feet (for a maximum of 12' in width and only one story).

Case BOA-20-03: A public hearing on a request filed by 709 Finger Lakes Drive, LLC for a variance from Section 4.6.2 of the Wake Forest Unified Development Ordinance for property located at 701 Finger Lakes Drive, being Wake Co. Tax Pin No. 1738-69-9799. Hearing heard on December 17, 2020. The variance was approved to allow a liquid propane tank within the One World Way front yard with a condition on the maximum size of the tank, tank color, and landscaping to screen the view of the tank.

Case BOA-21-01: A public hearing on a request filed by FLM Engineering, Inc for a variance from Section 2.2.3.D.5 of the Wake Forest Unified Development Ordinance for property located at 0 Traditions Grande Blvd, being Wake Co. Tax Pin No. 1851-12-8142. Hearing heard on February 22, 2021. The variance was approved to reduce the required frontage buildout from 60% to 55% due to an existing powerline easement that prevented any additional development to occur.

Case BOA-21-02: A public hearing on a request filed by ECLS Global Inc on behalf of Jefferson Teixeira and Eliana Oliveira for a variance from Section 2.2.5.C.1of the Wake Forest Unified Development Ordinance for the property located at 1425 Freeman Falls Court, being Wake Co. Tax Pin No. 1759-38-6611. Hearing heard on April 9, 2021. The variance was approved to reduce the required front setback from 20 feet to 15 feet. The home was built too close to the road due to the cul-de-sac curvature not being considered.

Case BOA-21-03: A public hearing on a request filed by WW Properties and Rentals, LLC for a variance from Section 2.2.3.D.5 of the Wake Forest Unified Development Ordinance for property located at 0 South Franklin Street, being Wake Co. Tax PIN 1840588611. The variance request is to allow a reduction in the required frontage buildout in the UMX zoning district. Hearing heard on April 9, 2021. The variance was approved to reduce the required frontage buildout from 70% to 55% due to the environmental conditions and existing conditions of the site, such as existing easements, floodplain and riparian buffer.

Case BOA-21-04: A public hearing on a request filed by Urquhart Development, LLC on behalf of Life Church PCCF Inc for a variance from Section 9.4 of the Wake Forest Unified Development Ordinance for the property located at 306 S. Allen Road, being Wake Co. Tax Pin No. 1840-68-8987. Hearing heard on April 9, 2021. The variance to reduce the required number of parking spaces from 166 to 102 was denied.

Case BOA-21-05: A public hearing on a request filed by Gerritt Raterink for a variance from Section 2.4.6.C.2.d Of the Wake Forest Unified Development Ordinance for property located at 835 Mill Street, being Wake Co. Tax PIN 1841754534. The variance request is to allow an addition to the side of a residential structure in the Glen Royall Mill Village Character Preservation Overlay District. Hearing heard on April 9, 2021. The variance was approved to allow a 10'x12' addition on the side elevation.

DESIGN REVIEW BOARD ANNUAL REPORT

The Design Review Board (DRB) consists of 4 members that are appointed by the Board of Commissioners. The Board reviews architectural plans that require additional discretionary review according to the terms of the Unified Development Ordinance. They render final decisions regarding Major Architectural Design review applications and appeals from Staff regarding Minor Architectural Design Review. Commissioner Jim Dyer is the Board of Commissioners' Ex-Officio representative.

Elections for Chair and Vice Chair were held at the March 11,2020 DRB meeting. Jim Sherrer was elected as the Chari and Nick Kentopp was elected as the Vice Chair.

The Board conducted fourteen public hearings to review Major Architectural Design Review Applications from October 2020-September 2021. The following cases were heard:

Case AR-20-19: Consideration of a request filed by Phillips Architecture for a Major Architectural Design Review for the proposed Kiddie Academy Daycare to be located at 945 Gateway Commons Circle, being Wake County Tax PIN 1850-07-3702.

Case AR-20-23: Consideration of a request filed by WithersRavenel for a Major Architectural Design Review for the proposed Merritt Capital Business Park to be located at 0 Ligon Mill Road, being Wake County Tax PIN 1739-84-0297.

Case AR-20-03: Consideration of a request filed by Lord Aeck Sargent for a Major Architectural Design Review for the proposed Holding Village Apartments to be located at 1323 S. Franklin Street, being Wake County Tax PIN 1840-55-1011.

Case AR-21-01: Consideration of a request filed by LS3P Associates LTD for a Major Architectural Design Review for the proposed City of Raleigh Water Lab to be located at 10700 Star Road, being Wake County Tax PIN 1739-66-1393.

Case AR-21-02: Consideration of a request filed by SGA NarmourWright Design for a Major Architectural Design Review for the proposed Greenway Village Apartments to be located at 1891 S. Franklin Street, being Wake County Tax PIN 1840-51-8724.

Case AR-20-27: Consideration of a request filed by Planworx Architecture, PA for a Major Architectural Design Review for the proposed Hawthorne at the Forest Apartments to be located at 10728 Star Road, being Wake County Tax PIN 1739-66-930.

Case AR-20-11-01: Consideration of a request filed by Plus Architectural LLC for an amendment to Major Architectural Design Review for the proposed Loading Dock building to be located at 525 S. White St., being Wake County Tax PIN 1840-49-6556.

Case AR-21-04: Consideration of a request filed by Thales Academy for a Major Architectural Design Review for the proposed Thales Academy to be located at 2129 Wait Ave., being Wake County Tax PIN 1860161023.

Case AR-21-02: Consideration of a request filed by Stephen T. Baxter, Architect PLLC for a Major Architectural Design Review for the proposed Super Deal Tire Addition to be located at 538 and 609 S. White St., being Wake County Tax PINs 1840-49-0294 and 1840-49-0136.

Case AR-21-06: Consideration of a request filed by Design Development Architects for a Major Architectural Design Review for the proposed Hope House Classroom Trailer to be located at 2129 Wait Ave., being Wake County Tax PIN 1860161023.

Case AR-21-15: Consideration of a request filed by Linton Architects for a Major Architectural Design Review for the proposed Legacy Center Church to be located at 7102 Rabbit Run, being Wake County Tax PIN 1831-31-2312.

Case AR-21-07: Consideration of a request filed by Tate Architectural, PLLC for a Major Architectural Design Review for the proposed Casa Esperanza K-8 Montessori Charter School to be located at 10510 Star Rd, being Wake County Tax PIN 1739-64-0225.

Case AR-18-23-01: Consideration of a request filed by Miller Architecture for revisions to the previously approved Palisades at Wake Forest Apartments located at 456 Longbourn Drive, being Wake County Tax PIN 1830-83-2893.

Case AR-21-10: Consideration of a request filed by Planworx Architecture PA for the proposed Hawthorne at Traditions Apartments to be located at 601 Gilcrest Farm Road, being Wake County Tax PIN 1851-24-2248.

TOWN OF WAKE FOREST
HISTORIC PRESERVATION COMMISSION
Annual Report to the Board of Commissioners FY 2020-2021

Members:

Andrea Radford, Chair	12/31/21
David Bennett, Vice-Chair	12/31/21
Beverly Whisnant	12/31/22
Darina Bender	12/31/22
Elizabeth Miller	12/31/22
Paige Bivens	12/31/23
Nancy Ginger	12/31/23
Charlotte Jenkins	12/31/23
Vacancy – ETJ Member	12/31/21

Olivia Wilkerson, Youth in Government, Ex-Officio (12/31/23)
James Dyer, Board of Commissioners, Ex-Officio
Michelle Michael, Senior Planner (Historic Preservation), Staff Liaison
Melanie Rausch, Planner I, Staff Liaison

REGULAR ACTIVITIES

Certificates of Appropriateness (COA's)	2019	2020	2021
• COA's Major Works:	5	7	2
• COA's Minor Works:	6	13	2
• COA's for Demolition HPC approval:	0	0	0
• Staff Demolition Review (No COA Required)	7	10	4

COMMISSION TRAINING

Historic Preservation Commission Training: Town Attorney, Sam Slater provided a one-hour training on the General Statute for Historic Preservation Commissions, Certificate of Appropriateness, and ex-parte communication to the Historic Preservation Commission. The entire commission was present for the training.

Certified Local Government Training: Historic Preservation Commission members and staff are required to attend approved annual training in order to maintain Certified Local Government

standing and therefore eligibility to compete for grant funds. This year, commission members and the staff liaison attended virtual training provided by the NC Historic Preservation Office as well as the Preservation NC virtual conference.

MAJOR PROJECTS

Certified Local Government (CLG) Grant FY 19-20: The HPC and Town of Wake Forest received a Certified Local Government Grant to complete the Historic Architecture Survey Update (1958-1975) in 2019-2020. Over one hundred buildings either individually or part of a district or neighborhood were identified for investigation during this update. The project was slightly delayed due to COVID-19 and completed in October 2020. As a result of the survey the following properties and districts were added to the North Carolina Study Listing as potentially eligible for the National Register of Historic Places: Olive Branch Baptist Church and Cemetery, 326 E. Juniper; Friendship Chapel Baptist Church and Old Cemetery, 245 Friendship Chapel Road; the Thomas J Byrnes House, 442 Pineview Drive; the Mutschler House, 1320 Country Club Drive; Wake Forest Historic District Boundary Increase and Additional Information; and Windsor Park Historic District. The full report is posted on the Town website at https://www.wakeforestnc.gov/sites/default/files/uploads/historic-preservation/hpc-agendas/1979-2020/final_wake_forest_report-revised_11_6_2020.pdf

Certified Local Government (CLG) Grant FY 21-22: The HPC and Town of Wake Forest received a Certified Local Government Grant to complete an update of the 2012 Historic Preservation Plan. This project will review the existing plan as well as other planning documents, solicit community feedback, and set short and long-term priorities and recommendations for the continued preservation of the Town of Wake Forest's historic resources. Contract award is scheduled for late 2021 and contract completion scheduled for September 2022.

Ailey Young House Rehabilitation: The Town and Historic Preservation Commission have been working to rehabilitate the Ailey Young House, a circa 1875 African American historic resource. In 2019, the State of North Carolina provided a $100,000 grant towards the project. Project funds were used for site survey, architect services to design the front porch, and construction costs to reconstruct the roof structure, replace the roof, reconstruct the chimney, replace all fire damaged interior materials and exterior materials. The windows and shutters were installed in September of 2020. The next steps will be to paint the roof and exterior of the house begin the master planning process.





Ailey Young House, 2008 (left) and 2020 (right)

NCSU Public History Program – Cultural Resources Class:

The Spring Cultural Resources class in the Graduate Program in Public History at NCSU conducted a research project for the Town and the Historic Preservation Commission for the second year. Their research was focused on the Northeast Community. The class was divided into groups or teams and were assigned a property to research. Their research included deed research, ownership research, oral history interviews, document research and overall neighborhood contextual research. Each team prepared a report about their subject property and presented their findings via zoom at the end of the semester. The information was made available for the Town to integrate into a GIS based Story Map about the NE Community https://www.wakeforestnc.gov/northeast-community-plan/northeast-community-story-map . Dr. Alicia McGill is the professor for the class at NCSU.

Summer Internship:

The Town and the HPC co-fund an annual summer internship for the Historic Preservation Program to assist the Historic Preservation Planner. This summer's intern was Elizabeth (Liz) Thomas, a graduate student in Sustainability at Wake Forest University. Due to COVID, Liz worked virtually only coming to Wake Forest occasionally for meetings and research. She completed several projects including transcribing two oral histories, researching historic properties, recommendations for interpretation at the Ailey Young House, recommendations for sustainable solutions to food insecurity, and updating the NE Community Story Map. Liz also attended several meetings as part of her internship including regular staff meetings, internal planning and development meetings, NE Community Plan public meetings, Historic Preservation Commission meetings and Board of Commissioner meetings.

Historic Home Tour:

The Historic Home Tour was postponed in 2020 due to COVID-19. The Historic Preservation Commission in partnership with the Woman's Club and Wake Forest Historical Museum has decided to postpone the tour again in 2021 and have tentatively scheduled it for December 3, 2022.

A Historic Holiday Festival is being planned for Saturday, December 4, 2021 from 10:00 – 2:00 at the Wake Forest Historical Museum.

Sponsorships:

The HPC provided donations to Wake Forest Downtown, Capital Area Preservation, Wake Forest Historical Museum, Wake Forest Historical Association, and the Wake County Historical Association.

TOWN OF WAKE FOREST
HUMAN RELATIONS COUNCIL

ANNUAL REPORT

2021

Town of
Wake Forest
North Carolina

Overview of Annual Human Relation Council

HRC Membership Update:

The Human Relations Council (HRC) is comprised of nine members each serving a three-year term in a staggered sequence. The HRC also has three (3) Youth Representatives. Currently, there is one vacancy. Membership on the Council has remained stable and addition of the Youth Representatives in 2020 was an added bonus for the HRC. We will need to replace the vacancy hopefully by December 2021. The current members are as follows: Robin Smith, Chair (term expires December 31, 2022); Sheila Brown, Vice Chair (term expires December 31, 2021); Monique Brown, Treasurer (term expires December 31, 2021); Donna Doughty (term expires December 31, 2022); Natalia Love (term expires December 31, 2023); Deeqa Omar (term expires December 31, 2023); Steven Schlossberg (term expires December 31, 2021); Kiwanda Standsbury (term expires December 31, 2023); VACANT (term expires December 31, 2021); Reagan Blalock, Youth Representative (term expires December 31, 2022); Grace Gilmore, Youth Representative (term expires December 31, 2022); Zahra Walker, Youth Representative (term expires December 31, 2024); Ex-Officio member is Town Commissioner Jim Dyer and Staff Liaison is Senior Human Resources Consultant, Mitzi Franklin.

Because of COVID-19 public gathering restrictions the Human Resources Council held their monthly meetings via Zoom from June 2020 to May 2021. The HRC did not hold meetings during June and July 2021. The HRC tried to meet in person on August 26, 2021 but did not have a quorum so the in-person meeting was cancelled. Based on the surge of the COVID Delta Variant and the need to ensure the continued safety of the members the Human Relations Council decided to go back to the Zoom meeting format.

SUMMARY of 2020 - 2021 ACTIVITIES:

The HRC sponsored and/or participated in the following initiatives:

- **Martin Luther King Jr. Wake Forest Community Celebration:** This event was hosted virtually by Friendship Chapel Baptist Church due to COVID restrictions.

- **2021 Black History Month Honor Roll:** Because of COVID restrictions the Human Resources Council decided to come up with a new initiative that would not require in person participation and elected to recognize Wake Forest African Americans during Black History Month in February. The Human Relations Council asked residents to nominate African Americans to be featured during Black History Month. We received 54 nominations and were able to feature a person in the AM and one in the PM on the Town's webpage as well as on the Town's Facebook and Nextdoor page. After reviewing the 54 nominations, the HRC selected one male (Reggie Lucas), one female (Dr. Michele Benoit-Wilson) and one couple (Enoch and Marion Holloway) to feature in March/April 2021 "Our Town" newsletter. The initiative was

well received by the residents as well as the highlighted nominees. This was such a successful initiative that the HRC plans to make this an annual event.

- **2021 Multicultural Day: *"Celebrating the Local Flavor of Wake Forest"*** Our third annual event was scheduled to take place Saturday, April 24, 2021 from 1-4PM at the Joyner Park Community Center but was canceled due to COVID-19 public gathering restrictions. The HRC plans to host Multicultural Day in April 2022 at the Joyner Park Community Center.

- **Mayor's Roundtable:** The mayor selected a diverse group of people from the community, civic and religious organizations, and educational institutions to participate in meetings to discuss race relations in the Town of Wake Forest and ways to improve the overall welfare of the residents of Wake Forest. The Chair of the Human Relations Council was asked to participate as a member of this group. After a couple of in-person meetings the format was moved to Zoom out of safety precautions for most of 2021. The Mayor's Roundtable started back meeting in person in May 2021 and the HRC Chair invited another member of the Council to attend the meetings as well.

- **Youth Representative Awards:** The Human Relations Council recognized Youth Representatives who serve on Boards and Commissions during the week of July 12 on the Town's Website as well as on the Town's Facebook and Nextdoor. The Youth Representatives were presented with an Award and Certificate from the Human Relations Council recognizing them for their service on the Town of Wake Forest Boards and Commissions. The following Youth Representatives were recognized:

    - Lydia Valentino – Parks, Recreation and Cultural Resources Advisory Board
    - Campbell Murphy – Parks, Recreation and Cultural Resources Advisory Board
    - Yasmine Abdel-Rahman – Public Arts Commission
    - Preston Spencer – Urban Forestry Board
    - Olivia Wilkerson – Historic Preservation Commission
    - Zahra Walker – Human Relations Council
    - Reagan Blalock – Human Relations Council
    - Grace Gilmore – Human Relations Council

- **15th Annual Good Neighbor Day:** This event was scheduled to take place on Saturday, September 18 from 1-4PM at Holden Park. Based on the late notification of the ability to host outdoor public gatherings, the Good Neighbor Day event was canceled. A letter was sent to Texas Roadhouse in June notifying them of the cancellation and to thank them for providing the hotdogs and hamburgers during previous events. Although the event was canceled the HRC did request nominations for the Good Neighbor Award. The council received 21 youth and adult nominations. Jordan Kaplan (Youth) and Ronnie Jackson (Adult) were selected to receive the Good Neighbor award. Mayor Jones and HRC Chair, Robin Smith presented Jordan and Ronnie with their award on September 16, 2021.

Good Neighbor Day Highlights:

- **2021 Good Neighbor Adult Recipient was: Ronnie Jackson and the Youth Recipient was Jordan Kaplan Mr. Jackson and Jordan received their plaques at the Renaissance Centre from the Honorable Mayor of Wake Forest, Vivian A. Jones on September 16, 2021.**

POSSIBLE ACTIVITIES/EVENT PARTICIPATION IN THE FUTURE:

Based on the discussions during the Mayor's Roundtable meetings, the Human Relations Council plans to partner with the Wake Forest religious organizations who are currently hosting meetings with Wake Forest residents to allow them to share their ideas and concerns surrounding Race Relations in Wake Forest.

As a result of the success of the Black History Month Honor Roll the Human Relations Council may explore highlighting other heritage/cultural months. We are exploring tying this into our Multicultural Day Celebration next year.

Submitted by Human Relations Council Chair, Robin Smith
September 17, 2021



The Public Art Commission has experienced a successful year despite the challenges of the pandemic. Our immensely successful Spotlight on Local Artists mural program has been expanded to include locations at the Senior Center, Holding Park, and Alston Massenburg Center. In 2022 we plan to continue with an additional mural at the Senior Center, replacements as needed for aging murals, and hopefully other new locations.

Three new, temporary sculptures have been placed at Miller Park, the Senior Center, and Taylor Park. Those will remain in place through fall 2023.

The Sewer Beautification Project has 6 designs in the waiting. Once we receive approval for new structures from Raleigh Water, those projects will move forward.

Our social media team at the Renaissance Centre has actively promoted Public Art pieces and will continue sharing photos and locations. With the assistance of the town Communications department, the Public Art page of the town website was updated and now includes a link to a virtual tour as does the town app. Those outreach efforts will continue, and the tour will be updated as new pieces arrive.

Most exciting for us was the return of a public event celebrating the installation of new pieces. The Community Celebration of the Arts was held at Alston Massenburg Center and Taylor Park. In a revisiting of our previous arts openings, we added arts activities for children and a DJ and invited select local organizations to join us. Based on the success of that event, we plan to host another for our next round of art installations.

Submitted by
Elizabeth Hayes
Chairman

WAKE FOREST PARKS, RECREATION AND CULTURAL RESOURCES ADVISORY BOARD

ANNUAL REPORT
October 2021

The Parks, Recreation and Cultural Resources Advisory Board is pleased to submit our annual report. This has been a very challenging year for everyone due to continued COVID restrictions, however the Board has remained 'virtually active' and we are delighted to share some of our accomplishments during FY 2021. We are also pleased to share our goals for the upcoming year FY 2022.

PRCRAB Goals & Accomplishments 2021:

- Coordinated the logistics of the new PRCRAB makeup and attendance. Elected new Chair and Vice Chair positions.
- Created internal task teams to review and update the Board mission and bylaws, board sponsored special events, and park history:
    - Because three advisory boards were combined, the Mission and Bylaws task team reviewed previous bylaws and created a new set of bylaws specific to this Board subject to forthcoming Commissioners' approval.
    - The Special Events task team identified 3-4 appropriate events for the PRCRAB to sponsor annually. These include Wake Forest Unplugged (Sept.), National Trails Day (June), and an art-related event (TBD).
    - The Park History task team researched and developed single page reports for each Town-owned public park. These reports are being reviewed/edited in anticipation of future permanent signage at each location.
- Informed staff on COVID-19 related issues when appropriate.
- Attended Commissioners meetings, as requested.
- Educated new Board members about the PRCR Department Capital Improvements Plan and budget development process.
- Sponsored and promoted Annual "Wake Forest Unplugged" @ E. Carroll Joyner Park – (Sept. 5, 2021).
- Interviewed candidates to fill expired terms (ant. Oct. 2021).
- Hosted Appreciation Luncheon for staff (ant. Nov 2021).
- Participated in Santa Calls Event (Dec 2020 and ant. Dec 2021).
- Advised staff on issues related to parks and greenways in coordination with Town staff.
- Promoted parks, recreation, and cultural resources events within our community, on social media, and within community outlets.
- Served as ambassadors with a focus on being responsive to the public for parks, greenways, and cultural arts services.

Thank you for your confidence in our Board's capabilities and for the continued support you provide, especially with the monthly participation by Commissioner Simpers.

Gary Hartong
Board Chair

Ruben Wall
Director of Parks, Recreation and Cultural Resources

PRCRAB Goals for 2022:

The Wake Forest PRCRAB hopes to accomplish the stated goals for FY 2022 as noted below.

1. Welcome and support new board members.
2. Assist staff with planning for the Departments National Reaccreditation in 2023.
3. Assist staff with planning for the PRCR Master Plan update.
4. Implement recommendations created by internal task teams (board bylaws, board-sponsored special events, and park history).
5. Review Pickleball complex initiative report and provide feedback to Commissioners.
6. Attend Commissioners' meetings, as requested
7. Provide input in the PRCR Department Capital Improvements Plan & budget development process
8. Assist with prioritization and implementation of the department Master and Strategic Plans initiatives.
9. Advise staff on issues related to parks and greenways in coordination with Town staff.
10. Sponsor and promote National Trails Day 5K/10K Races – Saturday, June 4, 2022.
11. Sponsor and promote annual "Wake Forest Unplugged" @ E. Carroll Joyner Park – Sunday, September 11, 2022.
12. Sponsor art-related event - TBD.
13. Participate in the Halloween Boo Bash – October 2022.
14. Interview candidates to fill expired terms – October 2022.
15. Host Appreciation Luncheon for staff – November 2022.
16. Participate in Santa Calls Event – December 2022.
17. Promote parks and recreation within our community, on social media and community outlets.
18. Serve as ambassadors with a focus on being responsive to the public for parks, greenways, and cultural arts services

Gary Hartong
Board Chair

Ruben Wall
Director of Parks, Recreation and Cultural Resources

The Wake Forest Technology Advisor Board (TAB)

2021 Year End Summary

Fiber Initiative Update

To provide a brief history of the project:

In late 2017, the Board of Commissioners had approved the Technology Advisory Board's fiber initiative, so the TAB began 2018 with laying the groundwork for its rollout, including working with CTC on environmental checks and then started to draw up a route map for where the fiber would be laid. The map includes highly traveled corridors in town to business parks, schools, greenways, and town-owned facilities where we anticipate current and future fiber needs. In October 2019, detailed construction drawings were created and finalized, and by Q4 the RFB (request for bid) process was completed. In 2020, the construction phase began and progressed well despite the pandemic. Additional route adjustments were made to the plan for new site acquisitions.

Current year:

In 2021, conduit installation was progressing well, and boring underneath the five railroad crossings was one of the final remaining challenges and that has now been complete. CTC has been out to inspect the installation. Today, all but 3 sites are on fiber. Two are closed to completion but the Unicon site has been somewhat challenging. Once the final site has been lit up, we will work with the town's marketing team to explore any press or media we can bring to the completion of this project.

Connected City / Smarty City Initiatives

> *Technology is the cornerstone of Smart Cities. Smart Cities use technology to empower citizens. Smart Cities utilize information and communications technology (ICT) and the Internet of Things (IoT) to connect a wide-range of components across the city to enhance livability, workability, and sustainability. Smart Cities use smart multi-modal communication portals to provide citizen access to city government, including access to smart resources that increase meaningful engagement in the exploration of solutions to civic problems that influence quality of life. It's when you can derive data from everything that is connected and utilize it to improve the lives of citizens and improve communication between citizens and the government that a city becomes a smart city.*[1]

In 2021, the TAB began its next major project: evaluating Connected City initiatives that can take advantage of the new fiber infrastructure. The board spoke to Smart City consulting firms to gather ideas, recommendations, and rough estimates. ARP funds are available to the town for qualified broadband projects.

Some example initiatives that can be considered are:

- WIFI around all the town buildings to serve the police department for uploading videos instead of having to come back into the office.
- Connecting all the town's parks with a WIFI network.
- WIFI and security features along the greenway.
- Parking sensors downtown
- Smart lighting and safety downtown
- Traffic management around the town (in partnership with the DOT)

As a next step, the TAB will create a citizen survey and poll for interest in what types of initiatives are desired. That will help us determine where to begin a pilot project.

STEM Subcommittee and Technology Fair Planning

The board was not able to have a STEM Saturday event in the spring of 2021 due to the pandemic. With Zoom burnout and online school creating challenges for youth and their parents, the board decided not to hold a virtual STEM event. However, a new date has now been scheduled for April 30, 2022, and the event is being moved from the Renaissance Center to the new Joyner Park Community Center to accommodate a larger number of participants, activities, and spaces for speakers and breakout sessions. The board is in touch with several school groups as well as from the local technology community to start gathering interest and commitments for next year's event. In July, the board also met with the Raleigh Firebirds semi-pro basketball team as they sponsor a robotics challenge and have expressed interest in attending our next STEM Saturday. We will be talking with candidates over the next 3 months who could serve as keynote speakers or lead breakout room sessions.

Partnering with Other Advisory Boards

Some time ago, the TAB had adopted the idea that it should support the technology needs of other groups working to serve the community. Due to the pandemic, partnership opportunities have been limited. As we explore opportunities for Connected City initiatives, the board will invite other advisory boards to help identify any needs they may have.

Summary

In summary, this has been a productive year for the board. We are pleased to see the fiber project almost complete. This has allowed us to start thinking ahead and leveraging the fiber infrastructure to better serve the community. And with another STEM Saturday planned in our beautiful Joyner Park Community Center, we'll also be serving the youth with an opportunity to ignite their curiosity and passion for STEM education and future careers.

All Wake Forest residents are welcome to join us in our meetings which take place at 6:30 pm on the fourth Monday of each month. During the pandemic, the meetings are held virtually instead of at the Town Hall.

Zee Khan, Chairperson

Technology Advisory Board

The purpose of this document is to satisfy the WF Code of Ordinances requirement that the Urban Forestry Advisory Board prepare an annual report containing past fiscal year accomplishments and goals for the upcoming year. No additional information was requested by the board of commissioners.

Here is a look back at 2021 - what our board accomplished, what we planned to accomplish, and our future goals. PLEASE NOTE: The UFAB was permitted to meet virtually for all of their October 2020 through September 2021 meetings, with the exception of one meeting held in-person at Town Hall in July 2021. In-person activities were largely cancelled for much of the fiscal year, due to the ongoing pandemic.

2021 Accomplishments

(1) Tree Seedling Giveaway

The UFAB planned to provide a Tree Seedling Giveaway at Dirt Day. The event was cancelled by the Town of Wake Forest. A seedling drop-off giveaway was substituted for the event. Several UFAB members participated as volunteers in delivering seedlings to Wake Forest residents, curbside at their homes.

(2) Honors

Our board received the following honors this year:

Tree City USA accreditation by the Arbor Day Foundation
The Town of Wake Forest has met the standards of the Tree City USA Program every year since 1979.
www.arborday.org/programs/treecityusa/index.cfm

Tree Line USA accreditation (www.arborday.org/programs/treelineusa)
Collaborated with WF Public Works and Wake Forest Power to attain Tree Line USA designation for 5th year in a row. This program recognizes best practices in public and private utility arboriculture, demonstrating how trees and utilities can co-exist for the benefit of communities and citizens.

(3) Participated in town events to provide opportunities to promote urban forest initiatives

- Planned to represent UFAB at the State of the Town address. Event was moved to a virtual platform.
- Worked intensely with urban forest coordinator to propose modifying the language of the Unified Development Ordinance Section 8.3.1 to support maintaining, conserving, and improving the Town's valuable tree canopy.
- Planned to represent UFAB at Dirt Day in April. An expansion of UFAB offerings at the event was planned, to include additional educational topics and activities as well as tree-related demonstrations. Event was cancelled by the Town of Wake Forest.

(4) Provided Tree Care Information, Workshops, and Planting Projects

- Provided “Pop up Tree Care Education” during outdoor events including Movie Night at Joyner Park in August, and Heritage Picnic in the Park in September. At both events, the UFAB provided tree care brochures, tree and seed giveaways, and advice to homeowners.

Next Year’s Goals:

- Continue to host Wake Forest’s Arbor Day and Tree Seedling Giveaway, including implementation of a plan for additional educational activities and demonstrations.
- Develop new projects and initiatives to meet the updated needs of the Town and its citizens to stay up-to-date on urban forestry information.
- Continue ongoing projects and initiatives: Tree Steward Workshops & Events, Pop-up Tree Care Education, Wake Forest Forestry Education Center.
- Continue Tree Steward Program.
- Continue to participate in town events and collaborate with other WF boards that provide opportunities to promote urban forest initiatives.
- Collaborate with Dirt Day for a joint Dirt Day Arbor Day celebration.
- Provide content for social media and Town calendars related to urban forestry and WF UFAB events.
- Initiate a Treasured Tree program to recognize trees of significance throughout the Town.
- Revitalize the Green Neighbor Award, a past citizen recognition program for the recognition of Town citizens, groups, and businesses.
- Work to pursue opportunity to obtain, grow, and plant American Chestnut trees, helping to revitalize a an important, yet decimated by disease, species of the urban canopy.

Background

Purpose of Wake Forest’s Urban Forestry Advisory Board (UFAB)

The purpose of the Urban Forestry Board is to oversee Wake Forest's Urban Forestry Program with the town’s Urban Forest Coordinator and to advise the Board of Commissioners on policies relating to trees and landscape regulations. It meets every 4th Tuesday of the month at 6:30pm in the lower level conference room at Town Hall.

Duties as defined in the WF Code of Ordinances

The duties of the urban forestry board are as follows:
(1) To study, investigate, counsel, develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees, shrubs and other planting materials in parks, street and utility rights of way and easements and any other public areas. This plan shall constitute the official town urban forestry plan;
(2) To advise the board of commissioners and town staff in matters concerning the implementation of the official town urban forestry plan;
(3) To maintain, update, and make publicly available the official planting list, describing the species of tree, shrubs, and other plant material which may be used for the requirements of the Unified Development Ordinance.

Advisory Board Team

Team members were provided online classes by treeboardu.org and Tree Board Handbooks by The Arbor Day Foundation, North Carolina Urban Forest Council, and US Department of Agriculture/Forest Services at the beginning of their terms.

Bridget Wall-Lennon (Ex-Officio), Wake Forest Town Commissioner
Luke Devores (Staff liaison), Wake Forest UF Coordinator, ISA Certified Arborist PD-8425A
Mindy Hidenfelter (Chair), ISA Certified Arborist PD-1082A - Volunteer Committee
Peggi Pearson, NC Cooperative Extension Master Gardener - Seedling Committee
Ira Richman - Communications Committee
Sandra Watson – Education Committee
Rand Matthews- NC Registered Forester #1486
Shawn Hagen
Stephanie Petracca
Carol Anne Colone
Oscar Carmona

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-321-
Submitted by: Michelle Michael
Submitting Department: Planning
Meeting Date: October 19, 2021

SUBJECT
Public Hearing and Consideration of a Request by Cooke's Restoration, LLC; James D. Cooke III and Alexis N. Cooke to Designate their Building, and Lot, Known as the A. Jack Medlin Store, 501 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark. HPC Case Number LL 21-01

Recommendation:
Approval

Item Summary:

ATTACHMENTS

- Summary Sheet - Public Hearing and Consideration of a Request by Cooke Restorations, LLC to Designate their Building and Lot, known as the Medlin Store, as a Local Historic Landmark
- Attachment 1: Staff Report - Local Landmark Designation Medlin Store Staff Report including Application, Correspondence from the North Carolina Historic Preservation Office and recommendation from the Wake Forest Historic Preservation Commission
- Draft Ordinance Medlin Store Local Historic Landmark.docx

Agenda Item: Public Hearing and Consideration of a request by Cooke's Restoration, LLC to designate their Building and Lot Known as the A. Jack Medlin Store, 501 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 21-01

Summary: Under the Town of Wake Forest UDO 15.11.1 Designation of Historic Landmarks/Historic Districts, the Board of Commissioners may adopt an ordinance designating one or more local historic landmarks and/or districts. No property shall be recommended for designation as a landmark or included in a historic district unless the Historic Preservation Commission determines it to be of special significance in terms of its historical, pre-historical, architectural or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.

The A. Jack Medlin Store has special significance for its association with tourism and land use planning in the Town of Wake Forest, and for its role in a landmark court case that set a precedent that effected local zoning regulations across the state of North Carolina. The case of Wake Forest v. Medlin rose to the Supreme Court of North Carolina in spring 1930 and was the first case heard by the court regarding land use zoning and police power. The building is also an exceptional example of commercial architecture and the only example of a commercial building with a large front canopy.

The Historic Preservation Commission recommended approval of the designation at the September 8, 2021, meeting with a unanimous (7-0) vote.

Attachments: Draft Ordinance, Attachment 1– Local Landmark Designation-Medlin Store Staff Report including Application, Correspondence from the North Carolina Historic Preservation Office and recommendation from the Wake Forest Historic Preservation Commission.

Local Landmark Designation
A Jack Medlin Store
Staff Report

TO:	Town of Wake Forest Board of Commissioners
DATE:	October 19, 2021
CASE:	Local Historic Landmark Designation Application for A. Jack Medlin Store
PREPARED BY:	Melanie Rausch, Planner I – Long Range

GENERAL INFORMATION

Property Owners/Applicants:	Cooke's Restoration, LLC Jim and Alexis Cooke 112 East South Avenue Wake Forest, NC 27587
Application/Report Preparer:	Olivia Heckendorf, Richard Grubb & Associates, Inc.
Requested Action:	Designate the A. Jack Medlin Store as a Local Historic Landmark
Tax Pin #:	1841-54-5041
Location:	The A. Jack Medlin Store, 501 North Main Street is on the west side of North Main Street, at the intersection of West Juniper and North Main Street. The property sits at the northwest corner of that intersection diagonal to the Wake Forest History Museum. The property is located within the local Wake Forest Historic District and Wake Forest National Register Historic District.
Size:	.09 +/-
Existing Zoning:	General Residential (GR) 3
Existing Land Use:	Office/Commercial

SPECIAL INFORMATION

Physical Characteristics:	The property includes the Medlin Store and the lot.
Property Name:	The structure is known as the Medlin Store, named after its founder A. Jack Medlin

STAFF ANALYSIS (Taken from the application Attachment A)

ARCHITECTURAL DESCRIPTION SUMMARY

The A. Jack Medlin Store stands as a rare and exceptional example of a commercial building along North Main Street. Early twentieth century commercial buildings were often constructed of durable, fireproof brick. The brick could be laid in a decorative pattern or used as ornamentation in the form of corbels, sills, and lintels. Early twentieth century commercial buildings were typically rectangular in form, with flat roofs. Parapets, which could provide space for signage, were also a common feature of commercial structures. The front elevations of many commercial buildings were pierced by large display windows to display store goods. The A. Jack Medlin Store retains many of these features that were typical of early twentieth century commercial architecture, including its brick construction, brick corbels, parapet roof, and large display windows. The A. Jack Medlin Store differs from other commercial structures in the area due to its massive canopy off the primary elevation. No other buildings in Wake Forest have this unique feature

HISTORICAL BACKGROUND SUMMARY

Andrew Jackson Medlin opened his store in 1905 at 501 North Main Street. Medlin's General Store included goods, a dining room and a curbside filling pump while Medlin's residence to the north also was a lodging place known as Shady Oaks. Due to increased traffic from the integration of U.S. Highway 1 into North Main Street, Medlin decided to enlarge his filling station by installing gasoline pumps. Residents feared the pumps could be dangerous and appealed to the town board in December 1928. In 1929, the Town of Wake Forest passed an ordinance that deeming the sale of gasoline unlawful west of the Seaboard Air Line Railway tracks. Wake Forest v. Medlin was the first land use zoning case heard by the Supreme Court of North Carolina, thus setting precedent for land use zoning and the associated use of police power not only at the local level, but also at the state level. The court decided that it was within the police power of the Town of Wake Forest to regulate the sale of gasoline within their jurisdiction, especially in a residential neighborhood. As a result of this landmark decision, Medlin was forced to cease operation of the curbside filling pump.

STATEMENT OF SIGNIFICANCE

The A. Jack Medlin Store is significant for its association with tourism and land use planning in the Town of Wake Forest, and for its role in a landmark court case that set a precedent that effected local zoning regulations across the state of North Carolina. The A. Jack Medlin Store opened in 1905 as a general store and dining room with a curbside filling pump. In 1929, the Town of Wake Forest passed an ordinance prohibiting the sale of gasoline on the west side of the railroad tracks. As a result, A. Jack Medlin incurred a penalty for his continued operation of the curbside filling pump. The case of Wake Forest v. Medlin rose to the Supreme Court of North Carolina in spring 1930 and was the first case heard by the court regarding land use zoning and police power. The landmark decision handed down by the court ruled that the Town of Wake Forest had the police power to regulate the operation of filling stations in certain circumstances and locations. As a result of this case, a precedent was set for land use zoning and the associated use of police power at both the local and state levels. Therefore, the A. Jack Medlin Store is significant at both the local and state levels for its association with early land use zoning and its impact on the Town of Wake Forest and North Carolina.

COMMENTS FROM THE NORTH CAROLINA HISTORIC PRESERVATION OFFICE (Attachment B): The General Statute requires that the State Historic Preservation Office review applications for local landmark designation. They do not have the authority to determine eligibility for designation but review applications to ensure that adequate information has been included so that the local authority can determine eligibility.

The State Historic Preservation Office received a copy of the designation report, site sketch, tax map, and photographs on and returned their comments on September 2021, the letter is attached as Attachment B.

COMMENTS FROM THE WAKE FOREST HISTORIC PRESERVATION COMMISSION (Attachment C)

The Wake Forest Historic Preservation Commission held a public hearing on September 8, 2021, and recommended approval of the designation to the Wake Forest Board of Commissioner's by unanimous vote. A letter of recommendation is attached.

Attachment A: Local Historic Landmark Designation Application and Report

APPLICATION FOR WAKE FOREST LOCAL LANDMARK DESIGNATION

This application initiates consideration of a property for designation as a Wake Forest Local Historic Landmark by the Wake Forest Historic Preservation Commission (HPC) and Wake Forest Board of Commissioners. It enables evaluation of the resource to determine if it is eligible for Local Historic Landmark Designation. The preliminary evaluation is made by staff and presented to the HPC. The HPC makes a recommendation of eligibility to the Board of Commissioners. The procedure is outlined in the Wake Forest Unified Development Ordinance 15.11.1 Designation of Historic Landmarks/Districts.

Please type using 8 ½ x 11 paper for supporting documentation and additional sheets as needed. All materials submitted become the property of the Town of Wake Forest. Please contact Michelle Michael, Senior Planner (Historic Preservation) with questions at 919-435-9516 and submit the completed documentation by email to mmichael@wakeforestnc.gov or mail to:

Wake Forest Historic Preservation Commission
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587

1. **Name of Property:**
   a. Historic Name: A. Jack Medlin Store

2. **Location:**
   a. Street Address: 501 North Main Street
   b. City/Town/Jurisdiction: Wake Forest
   c. Tax Pin Number: 1841545041

3. **Owner Information:**
   a. Name: Cooke's Restoration, LLC, Jim and Alexis Cooke
   b. Address: 112 East South Avenue, Wake Forest, NC 27587
   c. Phone: 919-745-7860
   d. Email: jim.cooke@utilityserviceagency.net; alexisncooke@gmail.com

4. **Owner Signature and Date:**
   Name: James D. Cooke III, Alexis N. Cooke
   (I have read the general information in this application and affirm that I support landmark designation of the property defined herein.)

   Owner/Signed: Alexis N. Cooke 7/22/21

   Dated: 7/22/21

   Applicant/Signed: Alexis N. Cooke 7/22/21

   Dated: 7/22/21

5. **Application Prepared By:**
   a. Name: Olivia Heckendorf, Richard Grubb & Associates, Inc.
   b. Address: 525 Wait Avenue, Wake Forest, NC 27587
   c. Phone: 919-909-2645

d. Email: oheckendorf@rgaincorporated.com

6. **General Data/Site Information:**
   a. Acreage: 0.09 acres
   b. Boundary Description: The boundary for the A. Jack Medlin Store at 501 North Main Street follows the legal parcel lines for the 0.09-acre parcel owned by Cooke's Restoration, LLC and includes the A. Jack Medlin Store (PIN 1841545041).
   c. Boundary Justification: The boundary includes the A. Jack Medlin Store and the gravel parking lot behind the building. Further research should be conducted to look at the relationship between the A. Jack Medlin House (507 North Main Street, also known as Shady Oaks) and the A. Jack Medlin Store as they relate to tourism in Wake Forest. There is the potential for this boundary to be expanded to encompass both the A. Jack Medlin House and the A. Jack Medlin Store. However, for the purposes of this report and designation, the boundary follows the legal parcel lines of 501 North Main Street.

7. **Property Use or Function:**
   a. Historic Use: Store/Curbside Filling Pump
   b. Current Use: Office

8. **Is the property income-producing?** **Yes** **No**

9. **Are any interior spaces included in the designation?** **Yes** **No**
   If yes, please specify which spaces and initial that the owner understands future changes to these spaces will require review and approval by the HPC. Attached additional sheets as needed.

   _____

   _____

   _____

10. **List of Buildings and Structures on the property; include date of construction and subsequent additions/alterations.**
    a. Store, circa 1905

11. **Statement of Significance**:
    The A. Jack Medlin Store has special significance for its association with tourism and land use planning in the Town of Wake Forest, and for its role in a landmark court case that set a precedent that effected local zoning regulations across the state of North Carolina. The A. Jack Medlin Store opened in 1905 as a general store and dining room with a curbside filling pump. In 1929, the Town of Wake Forest passed an ordinance prohibiting the sale of gasoline on the west side of the railroad tracks. As a result, A. Jack Medlin incurred a penalty for his continued operation of the curbside filling pump. The case of Wake Forest v. Medlin rose to the Supreme Court of North Carolina in spring 1930 and was the first case heard by the court regarding land use zoning and police power. The landmark decision handed down by the court ruled that the Town of Wake Forest had the police power to regulate the operation of filling stations in certain circumstances and locations. As a result of this case, a precedent was set for land use zoning and the associated use of police power at both the local and state levels. Therefore, the A. Jack Medlin Store has special significance at both the local and state levels for its association with early land use zoning and its impact on the Town of Wake Forest and North Carolina.

12. **Historical Background:**

The brick commercial building at 501 North Main Street, known as the A. Jack Medlin Store or the Medlin Store, was constructed for its namesake, A. Jack Medlin. According to an article in *The News & Observer*, the building was completed in 1905 and served as a mercantile business with "a beef marketing connection" (*The News & Observer* 1905: 1). The building appears on the 1915 Sanborn map as a one-story "General Store" constructed of brick, which also shows the location of the underground gasoline storage tank in the street (Figure 1; Sanborn Map Company 1915). The A. Jack Medlin Store served locals as well as tourists and was associated with the Medlin's home at 507 North Main Street, which also served as a tourist hotel known as Shady Oaks and was also completed in 1905 (Figure 2).

Andrew Jackson Medlin, also known as A. Jack Medlin or Jack Medlin, was born 1872 in High Shoals, Georgia (North Carolina State Archives [NCSA] 1957). His parents, Andrew Jackson Medlin, Sr. and Mary Shirley Medlin were natives of North Carolina and Louisiana, respectively. Census data indicates that Andrew Jackson Medlin, Sr. worked in a cotton mill in Morgan County, Georgia during Medlin's childhood (United States Census [U.S. Census] 1880). A. Jack Medlin moved to Wake Forest in the late 1890s to pursue a law degree at Wake Forest College. He graduated with the class of 1898 (*The News & Observer* 1957: 19). In 1896, he married Eugenia Houston Holding, a Wake Forest native (NCSA 1915a). Upon Eugenia Houston Holding's death in January 1915, Medlin married Webb Young Allen in November 1915 (NCSA 1915b).

Census records indicate that Medlin was a "hotelist" in 1900 and was living with his wife, Eugenia Houston Holding, in Wake Forest (U.S. Census 1900). Five years later, in 1905, his store at 501 North Main Street and his house immediately to the north at 507 North Main Street were completed. The builder of the store and house has not been identified. Medlin constructed the store to serve the growing number of visitors to the area, including those affiliated with Wake Forest College. Medlin's general store included a dining room to serve tourists. He also installed a curbside filling pump which drew gasoline from an underground tank. Medlin's residence to the north also catered to tourists and was a lodging place known as Shady Oaks. The A. Jack Medlin Store was mentioned several times in newspaper articles between 1915 and 1922. While the articles are focused on robberies of the A. Jack Medlin Store, they provide insight into the goods the store offered, which included raincoats, handkerchiefs, gold watches, gold chains, gold combs, gloves, and knives (*The News & Observer* 1915: 5, 1919: 8). Although Medlin had been selling gasoline since the store's opening in 1905, he is first mentioned in *The News & Observer* as a seller of Red Rose Gasoline and Sunoco Oils and Greases in 1922 (*The News & Observer* 1922: 8).

The A. Jack Medlin Store was given an economic boost when North Main Street was integrated as part of U.S. Highway 1. U.S. Highway 1 was a major north-south route serving the East Coast, extending from Maine to Florida. The town preferred that the highway follow the Wake Forest-Youngsville Road (now North White Street) on the east side of the railroad tracks; however, federal engineers decided to lay out the new highway on the west side of the tracks along Faculty Avenue (now North Main Street) (Pelosi 2008: 30). As a result of North Main Street's incorporation into U.S. Highway 1, traffic increased through the area and Medlin's business grew.

With the increased traffic, Medlin hoped to enlarge his curbside filling pump and install gasoline pumps (Pelosi 2008: 30). Residents along Faculty Avenue feared that the pumps and stored gasoline would be a danger to children and the college campus and appealed to the town board in December 1928 (Pelosi 2008: 31). In 1929, the Town of Wake Forest passed an ordinance that stated, "from and after the first day of February 1929, it shall be unlawful to erect, build, maintain

or operate any station for the sale or distribution of gasoline, kerosene, or any other petroleum products in any part of the town of Wake Forest west of the Seaboard Air Line Railway tracks" (Wake Forest v. Medlin, 199 N.C. 83 [N.C. 1930]). As a result, Medlin's curbside filling pump on the west side of the railroad tracks, which had been operable since 1905, was deemed a violation of the new town ordinance, and he was fined $50. In addition to responding to the concerns of citizens, the Town may have wanted to relocate unwanted commercial activities to the east side of town.

In 1930, the Town of Wake Forest brought a case against Medlin for the recovery of the $50 penalty imposed for the violation of a town ordinance (*Old Black & Gold* 1930: 1). Medlin fought against the penalty, but in the end, he lost the case in the Supreme Court of North Carolina. Wake Forest v. Medlin was adjudicated as zoning was in its infancy. It was the first land use zoning case heard by the Supreme Court of North Carolina (Pelosi 2008: 30). The court argued the following:

> "It is clearly within the police power of the state to regulate the business of operating such stations and to declare that in particular circumstances and in particular localities (i.e., the residential section of a thickly populated town or city) a gasoline filling or gasoline storage station shall be deemed a nuisance in fact and in law, provided this power is not exerted arbitrarily, or with unjust discrimination, so as to infringe upon rights guaranteed by the state and federal *Constitutions*" (Wake Forest v. Medlin, 199 N.C. 83 [N.C. 1930]).

The court went on to further argue that while a gas station or gasoline storage station may not be a nuisance, there is an increased risk of fire with a highly flammable and explosive material such as oil or gasoline, especially in a residential area (Wake Forest v. Medlin, 199 N.C. 83 [N.C.1930]). Finally, the court concluded that the Town of Wake Forest was in the right when enforcing the ordinance, which was void of discrimination as the town was clearly divided into a residential and business sections by the railroad line. As a result of this landmark decision, Wake Forest v. Medlin set a precedent for land use zoning and the associated use of police power across the state (Franklin Drake, Personal Communication).

Although Medlin lost the case, a dissenting opinion was offered by the court. The dissenting opinion argued that the curbside filling pump was modern and did not cause any congestion nor did it interfere with traffic nor the safety of people or property (Wake Forest v. Medlin, 199 N.C. 83 [N.C. 1930]). Medlin's store was acknowledged as a place of beauty with its ivy-covered exterior and potted plants. It was also noted as "kept in clean, sanitary, and very attractive condition" (Wake Forest v. Medlin, 199 N.C. 83 [N.C. 1930]). A number of witnesses testified on behalf of Medlin, many of whom were associated with Wake Forest College and others who were lifetime members of the Wake Forest community. The dissenting opinion concluded that the single curbside filling pump did not qualify as a "filling station" and had not caused any issues in its 25 years of operation. The opinion also argued that the curbside filling pump was an important income stream for the A. Jack Medlin Store and that the confiscation of private property was a dangerous precedent for future cases (Wake Forest v. Medlin, 199 N.C. [N.C. 1930]).

Medlin was forced to cease operation of his curbside filling pump following the court's decision in 1930. The store remained in operation to serve tourists who continued to travel through the area. After losing the curbside filling pump, Medlin used the building as a bus station and ran advertisements in Wake Forest College's newspaper, the *Old Gold and Black*, beginning in 1931 (*Old Black and Gold* 1931: 2) (Figure 3). Medlin died on February 6, 1957 but the A. Jack Medlin

Store remained in operation under his second wife, Webb Young Allen Medlin (*The News & Observer* 1957: 19). Webb Medlin sold the property, including the house and the store, to William R. and Rosezetta C. Shearon in 1972 (Wake County Register of Deeds [WCRD] 1977 2060:626). The store subsequently was converted to apartments and then later to office space. The building was purchased by James David and Mary O. Cooke, Jr. to house their company, the Utility Service Agency (WCRD 1982 2999:26). Around the same time, the Cookes renovated the building, which had previously been used as an apartment for students attending Southeastern Baptist Theological Seminary (Jim and Alexis Cooke, Personal Communication). Renovation work included rewiring the building, the installation of the current kitchen and bathroom, and the removal of the temporary, internal walls that had been erected for its use as an apartment (Jim and Alexis Cooke, Personal Communication). In 2012, the Utility Service Agency outgrew the space and moved to the Powell-Mackie House at 340 North Main Street. Between 2012 and 2020, the Cookes used the A. Jack Medlin Store as a rental property, and it was subsequently purchased by their son and daughter-in-law under Cooke's Restoration, LLC (WCRD 2020 18095:434). Today, the A. Jack Medlin Store remains a rental property and is utilized as office space.

13. Historical Context:

The A. Jack Medlin Store was completed in 1905. During this time, Wake Forest was experiencing an increase in population from 823 in 1900 to 1,443 in 1910 (U.S. Census 1900, 1910). The Town of Wake Forest was incorporated in 1909 with a mayor and town commissioners (Little 2003: 8-67). In addition, enrollment at Wake Forest College steadily increased in the first part of the twentieth century as it grew from 328 students in 1904 to 742 in 1927 (Little 2003: 8-67). As a result of the growing town and college, many of the houses along North Main Street were erected during this time.

A. Jack Medlin, a graduate of Wake Forest College class of 1898, capitalized on the population boom and increase in tourism to the area with the college nearby. Upon the completion of his house at 507 North Main Street and the store at 501 North Main Street in 1905, Medlin was able to serve tourists and neighbors in a variety of ways, including through his general store, lodging, dining area, and curbside filling pump. At the time of the construction of the A. Jack Medlin Store in 1905, North Main Street was a dirt road that ended at Oak Avenue (Little 2003: 8-68). In 1923, North Main Street was expanded, paved, and became part of U.S. Highway 1 (Little 2003: 8-69). It was also during this time that the wide median in the 200 to 500 blocks of North Main Street was constructed to soften the blow of increased traffic through the area. In turn, the increase in vehicular traffic aided Medlin's business and allowed for improved sales at his curbside filling pump.

The curbside filling pump was in operation from 1905 to 1930, when the Supreme Court of North Carolina ruled in favor of the Town of Wake Forest's 1929 ordinance, which made gasoline sales west of the railroad tracks unlawful (Wake Forest v. Medlin, 199 N.C. [N.C. 1930]). Wake Forest v. Medlin was the first land use zoning case heard by the Supreme Court of North Carolina, thus setting precedent for land use zoning and the associated use of police power not only at the local level, but also at the state level (Franklin Drake, Personal Communication). The court decided that it was within the police power of the Town of Wake Forest to regulate the sale of gasoline within their jurisdiction, especially in a residential neighborhood. As a result of this landmark decision, Medlin was forced to cease operation of the curbside filling pump, and he subsequently used the building as a bus station. Because of this court case and the precedent set forth, the A. Jack Medlin Store has special significance at both the local and state levels for its association with early land use zoning and its impact on the Town of Wake Forest and the state of North Carolina.

12. Architectural Description:

Setting

The 1905 A. Jack Medlin Store at 501 North Main Street is located on the northwest corner of the intersection of North Main Street and West Juniper Avenue. The rectangular lot is roughly 0.09 acres. The A. Jack Medlin Store is oriented with its primary elevation facing east and the brick building covers much of the lot, with the exception of a gravel parking lot at the rear (west). The commercial building is situated within a primarily residential area. The A. Jack Medlin House, associated with the A. Jack Medlin Store and its owner, is located on the adjacent lot to the north. Other properties immediately surrounding the A. Jack Medlin Store include the circa 1875, Italianate-style Dr. William Royall House on the east side of North Main Street; a new single-family dwelling on the south side of West Juniper Avenue (former home site of Dr. W.R. Cullom), and the circa 1940 Bill Shearon House to the west. The A. Jack Medlin Store is a contributing resource in both the Wake Forest Local Historic District and the National Register Wake Forest Historic District. The A. Jack Medlin Store is separated from North Main Street by a concrete sidewalk. A line of shrubs runs along the east and south elevations of the building. In addition, mature trees provide substantial covering on the north and west elevations of the building.

Exterior

The A. Jack Medlin Store is a one-story building with a rectangular form. It is constructed of brick laid in a 6:1 bond and is capped by a flat roof with a stepped parapet roofline on the side elevations and a flat parapet across the front. The building's primary (east) elevation is three bays wide and is dominated by a large canopy. The canopy is characterized by segmental arch openings on the north, east, and south elevations. Although unconfirmed, it has been suggested the canopy's segmental arch openings were once filled with plate glass (Franklin Drake, Personal Communication). The north and south elevations each have two arched openings, while the primary (east) elevation has three. Although the building is not highly detailed, the primary elevation displays decorative brickwork in the form of the corbelled cornice and three recessed panels above the segmental arch openings of the street side elevation.

The façade, which is protected by the canopy, is three bays wide and the walls are covered with stucco. The original double-leaf front door is situated in the center bay. This wood door is composed of large glass panes above two vertical panels. The doorway is surmounted by a blind, segmental arch transom. The door is flanked by large display windows topped with divided light, segmental arch transoms. The area under the canopy has a concrete floor and a beadboard ceiling. A set of brick stairs leads to the entrance.

The south elevation has an original two-over-two wood sash segmental arch window. Immediately to the west of the original window is a replacement vinyl window that is fitted into the original segmental arch window opening, likely added in the early 2000s. In the westernmost bay of the south elevation, there is a set of brick stairs and a wood door that leads into the basement. The north elevation is pierced by a group of three, nine-light windows and a single-leaf door, which are obscured from the outside by vegetation. The rear (west) elevation is three bays wide with a small, modern wood porch in the south bay, likely built around 2000. The porch leads to a single-leaf door composed of nine lights over two panels and is surmounted by a segmental arch transom. The two northern bays are pierced by two-over-two, segmental arch, wood sash windows.

Interior

The current interior layout is divided into six rooms, which include the entry, primary office, secondary office, copy room, bathroom, and kitchen. Upon entering through the set of original double-leaf doors, the entry is an open space that has a double-leaf door on the north wall that leads to the primary office. The secondary office is accessed through a single-leaf door on the west wall. From the secondary office, the primary office and copy room are accessible through single-leaf doors. The hallway opening, which leads to the bathroom and kitchen, is situated on the west wall.

The materials throughout the building are a mix of old and new. Alterations and updates were made to the building when J. David and Mary O. Cooke, Jr. purchased the property in 1982. The doors throughout the interior of the building are primarily single leaves composed of six raised panels. The only exceptions are the double-leaf door that leads from the entry to the main office and the two-paneled closet door in the primary office. Most of the doors are original but the replacements include the copy room and the doors in the back hallway.

The trim is consistent throughout the building and consists of a Colonial Revival-style door trim, molded baseboards, and crown molding in all of the rooms. All ceilings are clad with beadboard except for the bathroom. In addition, there are several floor types found in the building. The original wood strip flooring is present in the entry, primary office, and kitchen. During the 1982 renovation, modern carpet was laid in the secondary office and copy room, and the hallway and bathroom were laid with modern vinyl flooring. The walls are largely painted plaster.

13. Architectural Context:

The A. Jack Medlin Store stands as a rare and exceptional example of a commercial building along North Main Street. Early twentieth century commercial buildings were often constructed of durable, fireproof brick. The brick could be laid in a decorative pattern or used as ornamentation in the form of corbels, sills, and lintels. Early twentieth century commercial buildings were typically rectangular in form, with flat roofs. Parapets, which could provide space for signage, were also a common feature of commercial structures. The front elevations of many commercial buildings were pierced by large display windows to display store goods. The A. Jack Medlin Store retains many of these features that were typical of early twentieth century commercial architecture, including its brick construction, brick corbels, parapet roof, and large display windows. The A. Jack Medlin Store differs from other commercial structures in the area due to its massive canopy off the primary elevation. No other buildings in Wake Forest have this unique feature.

The A. Jack Medlin Store is one of two early commercial buildings that were constructed along North Main Street around the turn of the century, the other being the Dr. John B. Powers Store at the corner of North Main Street and North Avenue, which was built as a general store and drugstore around 1897. Constructed in 1905, the A. Jack Medlin Store is smaller in scale than the two-story Dr. John B. Powers Store. The A. Jack Medlin Store was constructed not only to be a general store, but also to serve tourists with a dining room and a curbside gasoline filling pump. This store was the only place to purchase gasoline on the west side of the railroad tracks, prior to the court case that was lost in 1930.

Due to the presence of Wake Forest College, a number of inns, rooming houses, and dining establishments populated the area around campus. The A. Jack Medlin Store is not the only remaining building associated with early twentieth century tourism in Wake Forest. The Franklin Inn, also known as Wooten's Hometel, is located at 608 South Main Street, and was constructed

around 1926. The house served as a boarding house for a number of years and remains intact today as part of the National Register Wake Forest Historic District.

Architecturally, no other building in Wake Forest compares to the design of the A. Jack Medlin Store. The building's massive canopy with segmental arch openings on the north, east, and south elevations is a unique and character-defining feature. The large, plate glass display windows and double-leaf front door are protected by the canopy and indicate the building's use as a general store early on.

Overall, the A. Jack Medlin Store retains a high degree of integrity. Both the setting and the location of the building have changed little since its construction in 1905. The major change to the setting was the expansion of North Main Street, which became part of U.S. Highway 1 leading from downtown Raleigh to Norlina in 1923. The A. Jack Medlin Store retains a high level of integrity with regard to design, materials, and workmanship. The building still retains its circa 1905 appearance and few material changes have been made to the outside. The only exceptions are the few replacement windows on the south elevation. The A. Jack Medlin Store also retains a strong feeling and association. The loss of the curbside filling station adds to the integrity and special significance of the property as the zoning has stood the test of time. The A. Jack Medlin Store is a testament to local tourism and land use planning in Wake Forest and across the state of North Carolina.

14. Bibliography:

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1919 Negro Charged with Wake Forest Robbery. 16 January. Raleigh, North Carolina.
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1910 Wake Forest Township, Wake County, North Carolina. Electronic Document. https://ancestry.com, accessed February 2021.

Wake County Register of Deeds [WCRD]
Various On file, Wake County Register of Deeds Office, Raleigh, North Carolina.

Wake Forest v. Medlin
1930 199 N.C. 83 (Supreme Court of North Carolina 1930).

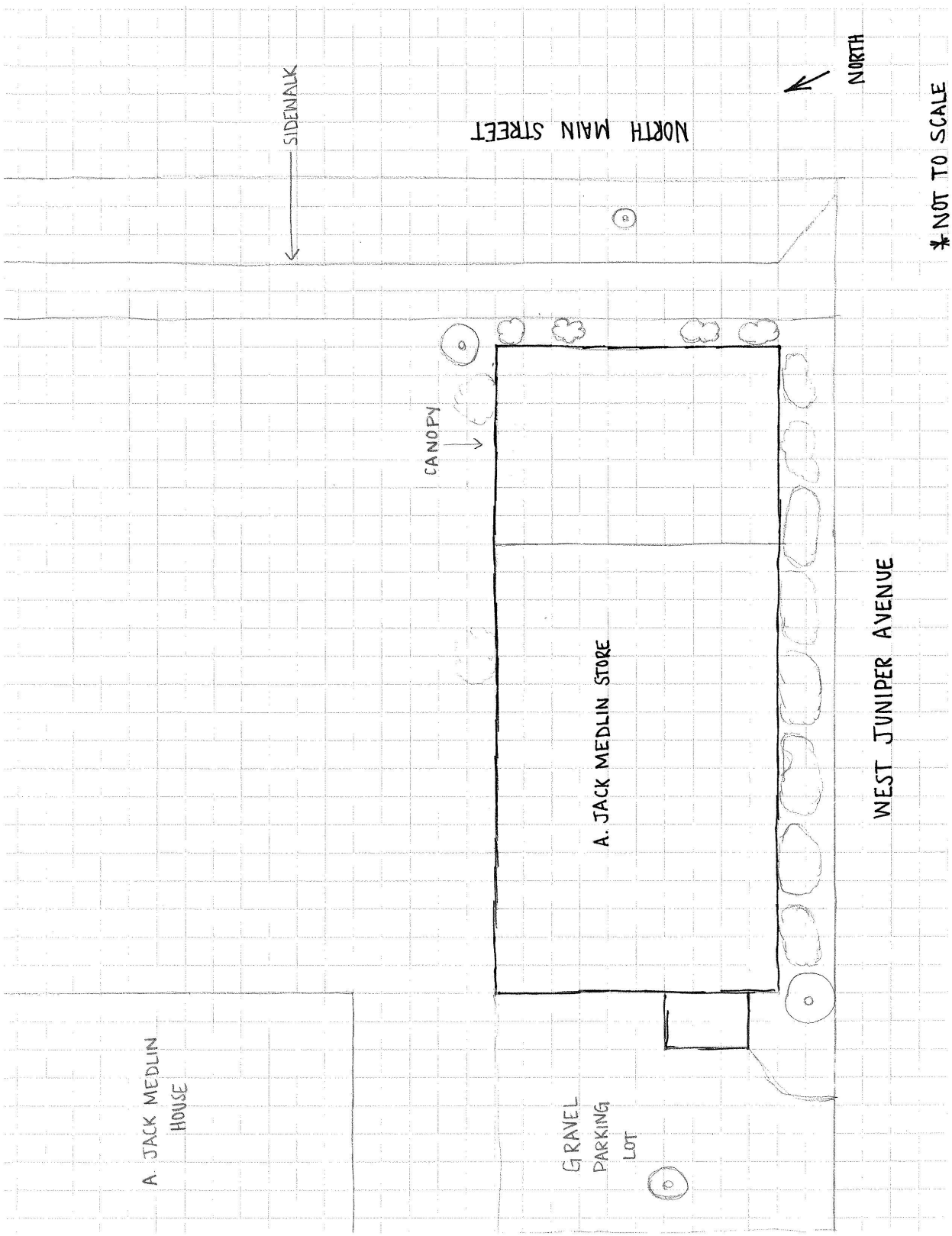
Personal Communications
Jim and Alexis Cooke, current owners, March 2021.
Kimberly Stallings, Director-Business Operations, RGrid Power PLLC, March 2021.
Franklin Drake, Wake Forest resident and attorney, April 2021.

15. Required Supporting Documentation:

a. Tax Map



b. Site Plan


NORTH
*NOT TO SCALE
NORTH MAIN STREET
SIDEWALK
CANOPY
A. JACK MEDLIN STORE
WEST JUNIPER AVENUE
A. JACK MEDLIN HOUSE
GRAVEL PARKING LOT

c. Photographs



Plate 1: View of primary (east) and south elevations.

Photo view: West

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 2: View of primary (east) elevation.

Photo view: West

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 3: View of primary (east) elevation canopy.

Photo view: West

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 4: View of canopy interior.

Photo view: Southwest

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 5: View of canopy interior.

Photo view: Southeast

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 6: View of canopy interior.

Photo view: Northeast

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 7: View of primary (east) and north elevations.

Photo view: Southwest

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 8: View of north elevation.

Photo view: South

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 9: View of south elevation.

Photo view: North

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 10: View of south elevation.

Photo view: North

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 11: View of west elevation

Photo view: Northeast

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 12: View of entry.

Photo view: Southeast

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 13: View of entry.

Photo view: Southwest

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 14: View of entry.

Photo view: West

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 15: View of entry.

Photo view: East

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 16: View of primary office.

Photo view: East

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 17: View of primary office.

Photo view: East

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 18: View of secondary office.

Photo view: North

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 19: View of secondary office.

Photo view: West

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 20: View of copy room.

Photo view: North

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 21: View of back hallway.

Photo view: West

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 22: View of back hallway.

Photo view: East

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 23: View of bathroom.

Photo view: North

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 24: View of kitchen.

Photo view: North

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 25: View of kitchen.

Photo view: Northeast

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 26: View of kitchen.

Photo view: Southwest

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 27: View of basement.

Photo view: East

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 28: View of basement.

Photo view: North

Photographer: Olivia Heckendorf

Date: March 11, 2021



Plate 29: View of A. Jack Medlin Store and the A. Jack Medlin House.

Photo view: Southwest

Photographer: Olivia Heckendorf

Date: March 11, 2021

d. Miscellaneous Documents

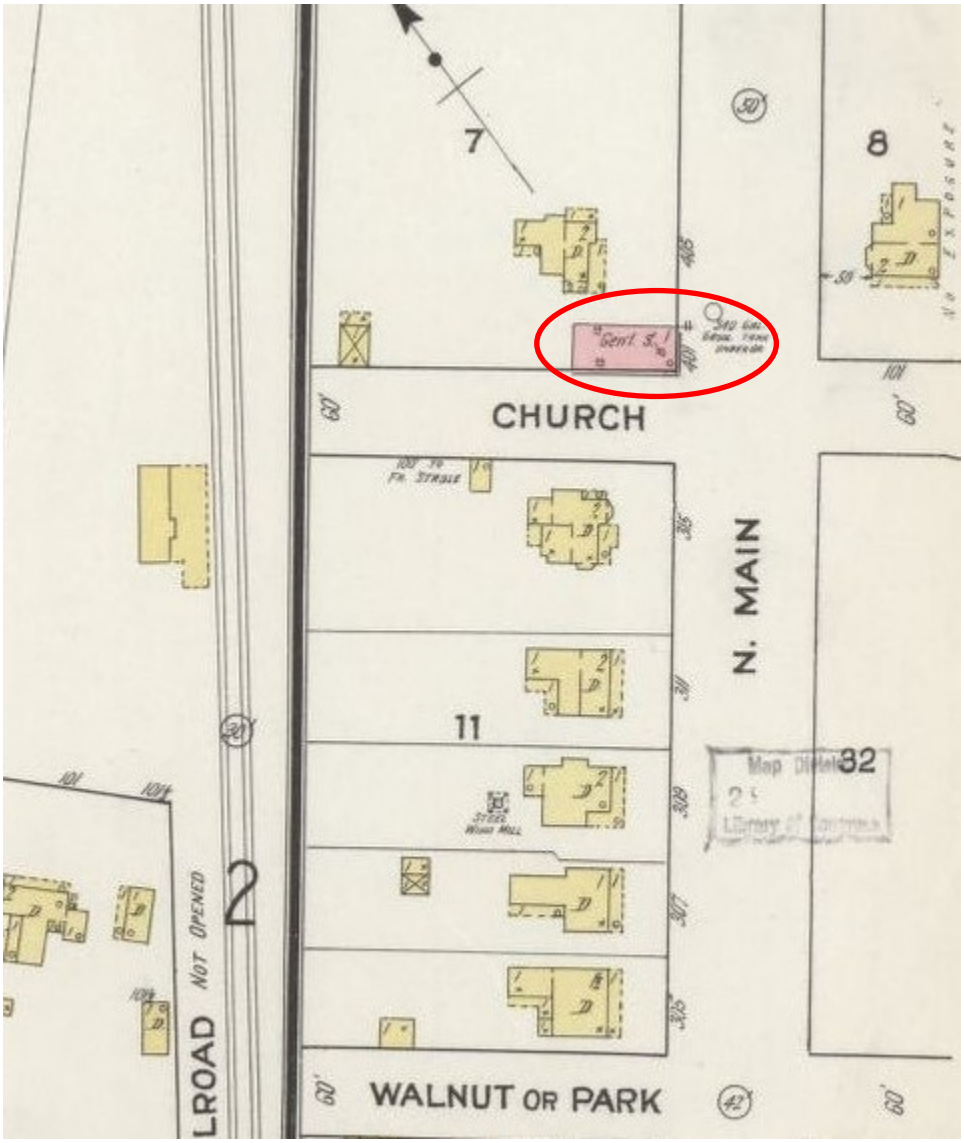


Figure 1: 1915 Sanborn map showing the A. Jack Medlin Store at the corner of North Main Street and Church Street (now West Juniper Avenue) (Sanborn Map Company 1915).



Figure 2: Circa 1930 postcard of the A. Jack Medlin House (Shady Oaks) with the A. Jack Medlin Store covered with ivy to the left of the house (ebay.com).



Figure 3: 1931 advertisement for the Medlin Bus Terminal (*Old Black & Gold* 1931).

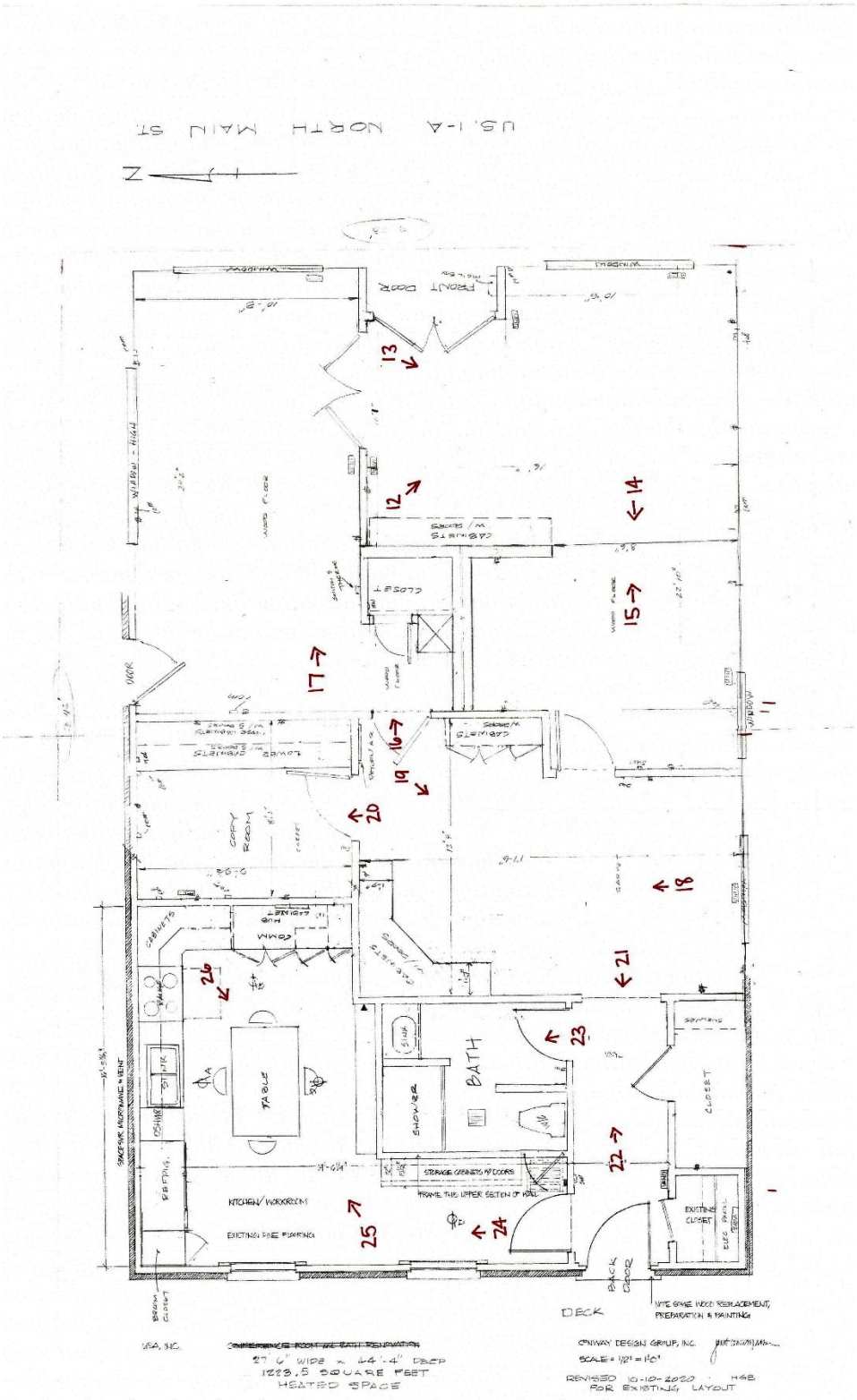


Figure 4: Floor plan of the A. Jack Medlin Store with photo locations (Courtesy of Kimberly Stallings, RGrid Power PLLC).

WAKE COUNTY, NC
CHARLES P. GILLIAM
REGISTER OF DEEDS
PRESENTED & RECORDED ON
09-25-2020 AT 17:07:16
STATE OF NC REAL ESTATE
EXCISE TAX: $337.00
BOOK: 018095 PAGE: 00434 - 00435

This instrument prepared by: James S. Warren, a licensed North Carolina attorney. Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds.

RETURN TO: Warren, Shackleford & Thomas, P.L.L.C.

PREPARED BY: Warren, Shackleford & Thomas, P.L.L.C.,
343 S. White Street, Wake Forest, NC 27587

TAX IDENTIFICATION #: 0046812 REVENUE STAMP $337.00

NORTH CAROLINA GENERAL WARRANTY DEED

This deed made this 23rd day of September, 2020 by and between:

GRANTOR: **MARY O. COOKE AND HUSBAND, JAMES DAVID COOKE, JR.**

GRANTEE: **COOKE'S RESTORATION, LLC**
112 East South Avenue, Wake Forest, NC 27587

Grantor, for valuable consideration paid by Grantee, receipt of which is hereby acknowledged, does grant, convey and transfer unto Grantee in fee simple the property described as follows:

TOWNSHIP OF _____, COUNTY OF WAKE

BEING all of Lot B, containing 3,805 square feet, as shown on plat entitled "Exempt Subdivision for William R. Shearon Jr.", a copy of which is recorded in Book of Maps 1982, Page 132, Wake County Registry.

The above property was acquired by Grantor by instrument recorded in Book 17937, Page 1385.

All or a portion of the property herein conveyed __ includes or _X_ does not include the primary residence of a Grantor.

Submitted electronically by "Warren, Shackleford & Thomas, P.L.L.C."
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Wake County Register of Deeds.

TO HAVE AND TO HOLD the above described property and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

Grantor covenants with Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title to the property against the lawful claims of all others except for the exceptions set out below.

Title to the property described herein is subject to the following exceptions:

1. Subject to Easements and Restrictions of record.

IN WITNESS WHEREOF, Grantor has set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by a duly authorized officer.

Mary O. Cooke (SEAL)
Mary O. Cooke

James David Cooke, Jr. (SEAL)
James David Cooke, Jr.

STATE OF NORTH CAROLINA, COUNTY OF Wake

I, [illegible], a Notary Public for the County of Wake and State of North Carolina, certify that **Mary O. Cooke and husband, James David Cooke, Jr.** personally appeared before me this day and acknowledged the execution of the foregoing instrument.

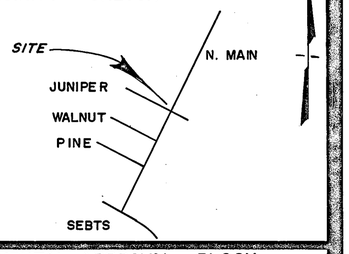
Witness my hand and official stamp or seal, this the 25 day of September, 2020.

[illegible]
Notary Public

My Commission Expires: 10-3-2020

JAMES S. WARREN NOTARY PUBLIC WAKE COUNTY, NC

VICINITY SKETCH



GOVERNMENTAL APPROVAL BLOCK

EXEMPTION APPROVED

Albert W. Baran
J. BARAN, W. F. - TOWN PLANNER
2-15-82
DATE

NORTH CAROLINA
COUNTY OF Wake

The undersigned certificate of HAROLD A. YELLE II Notary Public, is certified to be correct. This plat was presented for registration and recorded in this office the 23 day of February, 1982, at 2:40 o'clock P M.
Mary S. Keeter
(DEPUTY) REGISTER of DEEDS

NORTH CAROLINA REGISTERED SEAL ★ L-2477 LAND SURVEYOR JAMES S. MURPHY

HAROLD A. YELLE II NOTARY PUBLIC WAKE COUNTY, N.C.

I, JAMES S. MURPHY, R.L.S. 2477 certify that this map was drawn from an actual field survey performed under my direction and supervision. The error of closure, as calculated by latitudes and departures is one part in 50,000+. The misclosure is distributed by the Crandall method, and the area, if shown, is calculated by electronic computer using DPD methods. This map is prepared in accordance with G.S. 47-30, as amended.

Witness my hand and official seal this the 11th day of FEBRUARY, A.D. 1982.

James S. Murphy
REGISTERED LAND SURVEYOR L-2477

NORTH CAROLINA
WAKE COUNTY

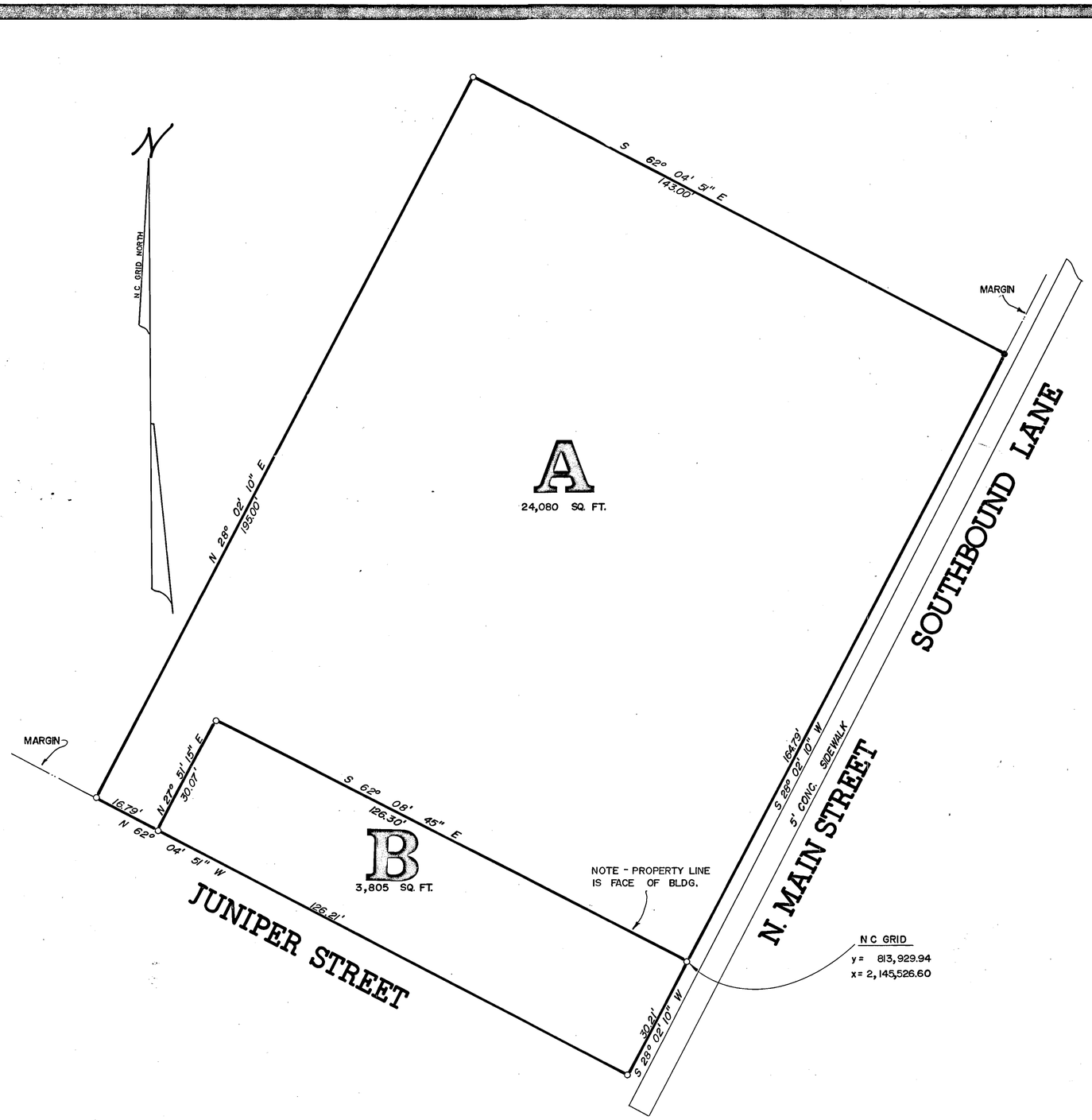
I, HAROLD A. YELLE II, Notary Public of Wake County, N.C, do hereby certify that JAMES S. MURPHY, RLS 2477 personally appeared before me this day and acknowledged the due execution of the foregoing certificate.

Witness my hand and official seal this the 11th day of FEBRUARY, A.D. 1982.

Harold A Yelle II
NOTARY PUBLIC

My commission expires DECEMBER 5th, 1982.

MURPHY & ASSOCIATES
Registered Land Surveyors
Box 901, Wake Forest, N.C.
(919) 556-2231



EXEMPT SUBDIVISION FOR
WILLIAM R. SHEARON, JR.

WAKE FOREST, WAKE COUNTY, NO. CARO.
FEBRUARY 1982 SCALE 1" = 20'

20 10 0 20 40 60 80 100 120 140

LEGEND

- EXISTING IRON PIPE
- NEW IRON PIPE SET
- NAIL or SPIKE SET
- CONC. MONUMENT SET
- N.C. DOT R/W MON.
- EXISTING CORNER, TYPE NOTED.

REFERENCES

DESCRIPTION FROM DEED OF TRUST TO CENT. CARO. BANK

RECORDED: BOOK: 1982 PAGE: 132

TAX MAP PARCEL ZONING

SOUTHERN PHOTO - GREENSBORO N04771

Attachment B – State Historic Preservation Office Comments

North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office
Ramona M. Bartos, Administrator
Governor Roy Cooper Secretary D. Reid Wilson

August 25, 2021

Michelle A. Michael, Senior Planner
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587-2901

RE: Proposed designation of the **A. Jack Medlin Store, 501 North Main Street, Wake Forest, Wake County.**

Dear Ms. Michael:

Thank you for submitting the report for the A. Jack Medlin Store, 501 North Main Street, Wake Forest, Wake County. We have reviewed the information in the report and offer the following comments in accordance with North Carolina General Statute 160D-946.

According to the report:

> "The A. Jack Medlin Store has special significance for its association with tourism and land use planning in the Town of Wake Forest, and for its role in a landmark court case that set a precedent that effected local zoning regulations across the state of North Carolina. The A. Jack Medlin Store opened in 1905 as a general store and dining room with a curbside filling pimp. In 1929, the Town of Wake Forest passed an ordinance prohibiting the sale of gasoline on the west side of the railroad tracks. As a result, A. Jack Medlin incurred a penalty for his continued operation of the curbside filling pump. The case of Wake Forest v. Medlin rose to the Supreme Court of North Carolina in spring 1930 and was the first case heard by the court regarding land use zoning and police power. The landmark decision handed down by the court ruled that the Town of Wake Forest had the police power to regulate the operation of filling stations in certain circumstances and locations. As a result of this case, a precedent was set for land use zoning and the associated use of police power at both the local and state levels. Therefore, the A. Jack Medlin Store has special significance at both the local and state levels for its association with early land use zoning and its impact on the Town of Wake Forest and North Carolina."

The property may contain archaeological resources associated with the store and its infrastructure. Care should be taken to avoid inadvertent damage or destruction of these resources during any ground disturbing activities.

We shared recommendations with staff to perform a few changes to the report. With these changes, we believe the designation report will provide the preservation commission and local governing board sufficient information to determine whether the A. Jack Medlin Store possesses the requisite special local significance and integrity for local historic landmark designation.

Landmark designation means the local government recognizes the property is worthy of preservation because of its special significance to the local community. Any substantial changes in design, materials, and appearance to the property is subject to the design review procedures of the preservation commission.

Thank you for the opportunity to comment on this report. Please note, our comments are advisory only and therefore, non-binding. Once the governing board has received a recommendation from the Wake Forest Historic Preservation Commission, it should proceed in the same manner as would otherwise be required for an amendment to the zoning ordinance. Once the decision has been made, please return a completed copy of the attached designation form to our office.

This letter serves as our comments on the proposed designation of the A. Jack Medlin Store, 501 North Main Street, Wake Forest, Wake County.

Please contact me at Kristi.brantley@ncdcr.gov (preferred) or 919-814-6576 should you have any questions about our comments.

Sincerely,

Kristi Brantley

Kristi Brantley
Local Preservation Commissions/CLG Coordinator

CC: Commission Chair

Attachment C: Recommendation from the Wake Forest Historic Preservation Commission

TOWN *of*
WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9400

www.wakeforestnc.gov

September 8, 2021

Dear Mayor Jones and Members of the Wake Forest Board of Commissioners,

The Wake Forest Historic Preservation Commission met this evening to hear evidence and testimony regarding the proposed designation of the Medlin Store Building as a Local Historic Landmark. The structure is significant for its association with the history of Planning and Zoning as well as Commercial Architecture.

The Historic Preservation Commission finds that the Medlin Store Building, its accompanying structure and site hold special significance in terms of its history, architecture, and cultural importance; that it possesses integrity of design, setting, workmanship, materials, and association; and is, therefore, worthy of designation as local historic landmark property.

It is the opinion of the Historic Preservation Commission that this property meets the qualifications for landmark status and strongly recommends the Board of Commissioners approve the Local Historic Landmark Designation Ordinance.

Sincerely,

Andrea Radford
Chairperson
Wake Forest Historic Preservation Commission

Enclosure

ORDINANCE #2021 -

ORDINANCE DESIGNATING PROPERTY KNOWN AS THE MEDLIN STORE AS A LOCAL HISTORIC LANDMARK PROPERTY AT 501 N. MAIN STREET, WAKE FOREST, NORTH CAROLINA, AND RECORDED AS WAKE COUNTY TAX PIN 1841-54-5041

WHEREAS, all of the prerequisites to the adoption of this ordinance prescribed in 160D- 946, as amended of the General Statutes of North Carolina have been met; and

WHEREAS, the Board of Commissioners of the Town of Wake Forest has taken into full consideration all statements and information presented at a public hearing held on the 19th day of October 2021, on the question of designating the property known as the Medlin Store including the building and the land associated therewith, as a local historic landmark property; and

WHEREAS, the Wake Forest Historic Preservation Commission held a public hearing on the 8th day of September, 2021, on the question of designating the Medlin Store, including the building and the land associated therewith, as a local historic landmark property and, after considering all statements and information presented at that public hearing recommended approval of the designation; and

WHEREAS, the Medlin Store is of special historical significance due to its history associated with Planning and Zoning in Wake Forest and its intact Commercial Architecture. It holds a remarkable degree of architectural integrity in regard to setting, location, association, design, materials, workmanship, and feeling; and

WHEREAS, the North Carolina State Historic Preservation Office reviewed the Medlin Store Local Historic Landmark Application and provided that the “report will provide the preservation commission and local governing board sufficient information to determine whether the Medlin Store possesses the requisite special local significance and integrity for local historic landmark designation"; and

WHEREAS, the property known as the Medlin Store is vested in fee simple to Cooke's Restoration, LLC;

NOW THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest that:

Section 1. The property known as the Medlin Store, including the building and the land associated therewith, is hereby designated as a local historic landmark property pursuant to 160D-945 of the General Statutes of North Carolina. For purposes of description only, the location of said property is noted as being situated on .09 acres +/- located at 501 N. Main Street, Wake Forest, North Carolina, as recorded as Tax PIN 1841-54-5041.

Section 2. The exterior of said designated property may be materially altered, restored, moved, or demolished only following the issuance of a Certificate of Appropriateness (COA) by the Wake Forest Historic Preservation Commission (HPC) and that minor changes receive a Minor Work COA from town staff, according to the procedures outlined in Section 15.11 Historic Preservation of the Wake Forest Unified Development Ordinance.

Section 3. Nothing in this ordinance shall be construed to prevent or delay the ordinary maintenance or repair of any architectural feature in or on said property that does not involve a change of design, material, or outer appearance thereof, nor to prevent or delay the making of emergency repairs, nor to prevent or delay the construction, reconstruction, alteration, restoration, demolition, or removal of any such feature when a building inspector or similar official certified to the HPC that such action is required for the protection of public health and public safety because of an unsafe condition. Nothing herein shall be construed to prevent the property owner from making any use of this property not prohibited by other statutes, ordinance, or regulations.

Section 4. A suitable sign may be posted indicating that said property has been designated a local historic landmark and containing any other appropriate information.

Section 5. That the owners and occupants of the property known as the Medlin Store be given the notice of this ordinance as required by applicable law and that copies of this ordinance be filed and indexed in the offices of the Wake Forest Town Clerk, Wake Forest Planning Department, Wake County Register of Deeds, and the Wake County Tax Supervisor, as required by applicable law.

Section 6. That which is designated as a local historic landmark property shall be subject to G.S. l60D-947, as amended, and any amendments hereafter adopted.

This the 19th day of October 2021

Moved by: _____

Seconded by: _____

Mayor: _____

APPROVED AS TO FORM:

_____

Town Attorney

ATTEST:

Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-322-
Submitted by: Michelle Michael
Submitting Department: Planning
Meeting Date: October 19, 2021

SUBJECT
Public Hearing and Consideration of a Request by Andrew O. Grimmett and Angela M. Wright to Designate their Building and Lot, Known as the Mutschler House, 1320 Country Club Drive, Wake Forest, NC, as a Wake Forest Local Historic Landmark. HPC Case Number LL 21-02

Recommendation:
Approval

Item Summary:

ATTACHMENTS

- Summary Sheet - Public Hearing and Consideration of a Request by Andrew O. Grimmett and Angela M. Wright to Designate their Building and Lot, Known as the Mutschler House, as a Local Historic Landmark
- Attachment 1: Staff Report - Local Landmark Designation Mutschler House. Local Historic Landmark Application, SHPO Correspondence, and Recommendation from Historic Preservation Commission
- Draft Ordinance Mutschler House Local Historic Landmark

Agenda Item: Public Hearing and Consideration of a Request by Andrew O. Grimmett and Angela M. Wright to Designate the Mutschler House as a Wake Forest Local Historic Landmark, HPC Case Number LL 21-02.

Summary: Under the Town of Wake Forest UDO 15.11.1 Designation of Historic Landmarks/Historic Districts, the Board of Commissioners may adopt an ordinance designating one or more local historic landmarks and/or districts. No property shall be recommended for designation as a landmark or included in a historic district unless the Historic Preservation Commission determines it to be of special significance in terms of its historical, pre-historical, architectural or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.

Constructed in 1973, the Mutschler House is a rare and intact example of Mid-Century Modern Architecture in Wake Forest. The house was identified during the recently completed Historic Architecture Survey Update as an exceptional example of modern architecture.

The Historic Preservation Commission recommended approval of the designation at their September 8, 2021, meeting with a unanimous (7-0) vote.

Attachments: Draft Ordinance, Attachment 1– Staff Report for Local Landmark Designation of the Mutschler House including Designation Application, correspondence from the North Carolina Historic Preservation Office and recommendation from the Wake Forest Historic Preservation Commission.

Local Historic Landmark Designation for the

William and Barbara Mutschler House

Staff Report

Date:	October 19, 2021
To:	Wake Forest Historic Preservation Commission
Case:	Local Historic Landmark Designation Application for the William and Barbara Mutschler House
Prepared By:	Michelle Michael, Senior Planner (Historic Preservation)

GENERAL INFORMATION

Property Owner:	Andrew O. Grimmett and Angela M. Wright 1320 Country Club Drive Wake Forest, NC 27587
Report Preparer:	Heather Fearnbach, Fearnbach History Services
Requested Action:	Designate the William and Barbara Mutschler House and Lot as a Local Historic Landmark
Tax Pin #:	1831-98-3138
Location:	1320 Country Club Drive, Country Club Hills, Wake Forest, NC 27587
Size:	.91 acres +/-
Existing Zoning:	General Residential 3 (GR3) (PUD)
Existing Land Use:	Single-Family Residential

SPECIAL INFORMATION

Characteristics Summary:	The property includes the mid-century modern Mutschler House (1973). It is a long, rectangular residence sheathed with rough-sawn-dark-brown painted board-and-batten siding above a tall, variegated-red-brick, running-bond foundation embellished with weeping mortar and a slightly projecting header course cap. The low-pitched side-gable asphalt shingled roof has deep eaves. West

of the entrance, the roof continues in a dramatic cantilever to cover a two-bay carport with a brick south wall. A rectangular brick chimney rises from the roof ridge.

The interior retains a split-foyer plan and original character-defining features including rough-sawn board-and-batten accent walls, variegated-red-brick chimneys, exposed ceiling beams in the upper level public rooms, built-in bookshelves, hardwood floors, a brick stair landing, and lower-level game room, family room, and sunporch brick floors. Intact elements in the bedroom wings include flat-board window and doors surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves.

The Mutschler House stands in the center of a .91-acre parcel in Country Club Hills. Deciduous and evergreen trees, woody shrubs, and perennials punctuate the Mutschler House yard. The Mutschler's fully implemented the naturalistic planting plan rendered by Samuel C. Taylor to complement the dwelling's organic character. During the Mutschler's tenure. Pea gravel walkways, concrete-paver patios, and raised beds were installed north of the house between 2006 and 2020.

STAFF ANALYSIS (Taken from the application-Attachment A)

ARCHITECTURAL DESCRIPTION SUMMARY

The Mutschler House exemplifies the Modernist Style in form and finish. The rectangular side gable-roof dwelling is sheathed with rough-sawn dark-brown-painted board-and-batten siding above tall, variegated-red-brick, running-bond foundation embellished with weeping mortar and a slightly projecting header-course cap. West of the entrance, the roof continues in a dramatic cantilever to span a two-bay carport with a brick south wall. The central entrance bay features a single-leaf door with thirty-two small square raised panels, a single-pan plate-glass sidelight and fixed transom, and an aluminum-frame casement window west of the transom. Expansive plate-glass windows and sliding doors on the north and west elevations, decks, and brick rear patios are also original. The 1998 enclosure of the lower-level sunporch was executed in a manner that complements the dwelling's Modernist Aesthetic.

The interior retains its split-foyer plan and many original character-defining features, with the public rooms being the most distinctive. In those areas, rough-sawn board-and-batten accent walls, variegated-red-brick chimneys, hardwood floors, the brick stair landing and lower-level game room, family room, and sunporch brick floors are intact. On the living/dining room's north wall, built-in bookshelves with base cabinets flank the kitchen entrance and the broad brick chimney that extends to the ceiling. The 1998 removal of walls between the kitchen, breakfast room, and screened porch as well as the northwest corner pantry to create an open plan allows light to permeate the interior. Ceiling beams span the living/dining room and breakfast room. Original full height wood shelves fill most of the west walls of the game room and the family room, which has a bar at its west end. Intact elements in the bedroom wings include flat-board window and doors surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors and built-in bookshelves. Modifications during the 2020 renovation were cosmetic.

HISTORICAL BACKGROUND SUMMARY

William Mutschler, originally from Syracuse, New York, received undergraduate and graduate degrees in Public Administration and Economics from Syracuse University in 1955 and 1956. He met and married Barbara Corcoran from Ocean City, New Jersey in 1954. They came to Raleigh in the late 1960s for William to take a job in Research Triangle Park with International Business Machines (IBM). The Mutschler's initially intended to build a Raleigh Residence and had engaged an architect to design it, but that plan was abandoned when Mr. Mutschler, an avid golfer, became aware of the new subdivision adjacent to Wake Forest Country Club. Mrs. Mutschler, known as Corky, completed a master's degree at NCSU and was employed in various counseling positions at Meredith College, Charter Northridge Hospital and VGFW Mental Health. She served a president of the Raleigh Soroptimist Club and Wake Forest Women's Club and was actively engaged with INTERACT Women's Services and Sweet Adeline's of Raleigh.

Mrs. Mutschler, a Modernist architecture aficionado, emulated aspects of the family's split foyer residence in New York as well as Raleigh houses that she admired when planning their new house in Wake Forest. To achieve harmony between the residence and its natural surroundings, she specified the use of wood and brick elements on both the interior and exterior. Draftsmen Vernon C. Beauchamp and W.D. Johnston translated Mrs. Mutschler's sketches and ideas into architectural drawings. General contractor Dennis Clark constructed the house in 1973. The kitchen, breakfast room and sunroom were remodeled in 1998.

The Mutschler's sold the home in 2005 to Paula S. and Jones H. Winston, Jr. Subsequent owners of the home were Terry W. and Susan S. Carter (February 2006-May 2014) and David H. and Lori S. Mahaley (May 2014 – July 2020). The current owners, Andrew O. Grimmett and Angela M. Wright purchased the property on July 31, 2020.

ARCHITECTURE CONTEXT SUMMARY

Only a few mid-century modern architectural examples exist within the Town of Wake Forest. The earliest is the ca. 1950, Thomas and Mary Byrne House at 442 Pineview Drive designed by Owen Franklin Smith. The T-shaped house reflects a modernist influence in its grouped metal-frame casement windows, broad interior brick chimney and intact interior features including knotty pine paneling, built-in bookcases and linoleum kitchen floor. A later example is found in the John Rich and Melanie Murphy House on Jenkins Road. This 1977 example has a low-pitch-front-gable roof with deep eaves, exposed purlins, a wide brick façade chimney and large plate glass windows. Designed by owner, John Rich, it is modeled after the work of Raleigh architect and NCSU School of design professor Harwell Hamilton Harris.

The Wake Forest Country Club neighborhood contains twenty custom-built dwellings, sixteen of which were erected between 1972 and 1980. The majority are traditional in style, but a few, like the Mutschler House and the brick Ranch, ca. 1972 Ray and Lillian Faircloth House at 1414 Country Club Drive, display Modernist features. The Faircloth House features front-gable bays with exposed purlins, expansive plate-glass windows in public areas and horizontal bands of high multi-section windows in private areas.

The Mutschler House exemplifies the Modernist style in form and finish. It is one of a few modernist designed houses in Wake Forest between 1950 and 1975. The unusual and significant roof form as well as material use that compliments the surroundings are indicative of the Mid-Century modern vocabulary.

STATEMENT OF SIGNIFICANCE

The 1973 William and Barbara Mutschler House possesses the requisite special significance for Local Historic Landmark designation as an excellent example of Modernist architecture in Wake Forest. The residence manifests Modernist principles in its long, low form and generous use of glass and high-quality natural materials such as rough-sawn board-and-batten sheathing and variegated-red brick to create continuity between the interior and exterior. Beneath the low-pitched side-gable roof, deep eaves shelter plate-glass casement windows and fixed windows and sliding-glass doors. West of the entrance, the roof continues in a dramatic cantilever to create a two-bay carport. The interior retains a split-foyer plan and original character-defining features including rough-sawn board-and-batten accent walls, variegated-red-brick chimneys, exposed ceiling beams in the upper-level public rooms, built-in bookshelves, hardwood floors, a brick stair landing, and lower-level game room, family room, and sunporch brick floors. Intact elements in the bedroom wings include flat-board window and doors surrounds, low baseboards, flat panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves. The period of significance is 1973, the construction date.

COMMENTS FROM THE NORTH CAROLINA HISTORIC PRESERVATION OFFICE (Attachment B): The General Statute requires that the State Historic Preservation Office review applications for local landmark designation. They do not have the authority to determine eligibility for designation but review applications to ensure that adequate information has been included so that the local authority can determine eligibility.

The State Historic Preservation Office received a copy of the designation report, site sketch, tax map, and photographs on and returned their comments on September 2021, the letter is attached.

COMMENTS FROM THE WAKE FOREST HISTORIC PRESERVATION COMMISSION (Attachment C)

The Wake Forest Historic Preservation Commission held a public hearing on September 8, 2021, and recommended approval of the designation to the Wake Forest Board of Commissioner's by unanimous vote. A letter of recommendation is attached.

Attachment A: Local Historic Landmark Designation Application and Report

APPLICATION FOR WAKE FOREST LOCAL LANDMARK DESIGNATION

This application initiates consideration of a property for designation as a Wake Forest Local Historic Landmark by the Wake Forest Historic Preservation Commission (HPC) and Wake Forest Board of Commissioners. It enables evaluation of the resource to determine if it is eligible for Local Historic Landmark Designation. The preliminary evaluation is made by staff and presented to the HPC. The HPC makes a recommendation of eligibility to the Board of Commissioners. The procedure is outlined in the Wake Forest Unified Development Ordinance 15.11.1 Designation of Historic Landmarks/Districts.

Please type using 8 ½ x 11 paper for supporting documentation and additional sheets as needed. All materials submitted become the property of the Town of Wake Forest. Please contact Michelle Michael, Senior Planner (Historic Preservation) with questions at 919-435-9516. submit the completed documentation by email to mmichael@wakeforestnc.gov or mail to:

Wake Forest Historic Preservation Commission
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587

1. **Name of Property:**
   a. Historic Name: William and Barbara Mutschler House

2. **Location:**
   a. Street Address: 1320 Country Club Drive
   b. City/Town/Jurisdiction: Wake Forest
   c. Tax Pin Number: 1831983138

3. **Owner Information:**
   a. Name: Andrew O. Grimmett and Angela M. Wright
   b. Address: 1320 Country Club Drive, Wake Forest, NC, 27587
   c. Phone: 919-999-8421
   d. Email: andgrim@gmail.com

4. **Owner Signature and Date:**
   Name:
   (I have read the general information in this application and affirm that I support landmark designation of the property defined herein.)

   Owner/Signed: Andrew O. Grimmett Angela M Wright
   Andrew O. Grimmett and Angela M. Wright

   Dated: September 8, 2021

   Applicant/Signed: Heather Fearnbach
   Heather Fearnbach

   Dated: July 9, 2021

5. **Application Prepared By:**
    a. Name: Heather Fearnbach, Fearnbach History Services, Inc.
    b. Address: 3334 Nottingham Road, Winston-Salem, NC, 27014
    c. Phone: 336-765-2661
    d. Email: heatherfearnbach@bellsouth.net

6. **General Data/Site Information**
    a. Acreage: (0.91 acres)
    b. Boundary Description: The nominated property consists of Wake County tax parcel # 1831983138 (0.91 acres), as indicated by the heavy solid line on the enclosed map. Scale: one inch equals approximately sixty feet.
    c. Boundary Justification: The nominated tract is the property historically associated with the William and Barbara Mutschler House and provides appropriate surroundings in keeping with the dwelling's character.

7. **Property Use or Function**
    a. Historic Use: Residence
    b. Current Use: Residence

8. **Is the property income-producing?** **No**

9. **Are any interior spaces included in the designation?** **No**
If yes, please specify which spaces and initial that the owner understands future changes to these spaces will require review and approval by the HPC. Attach additional sheets as needed.

10. **List of Buildings and Structures on the property include date of construction and subsequent additions/alterations**
    a. House. 1973

11. **Statement of Significance**: Why is this property significant to the special history of Wake Forest? See report

12. **Historical Background:** Provide as much historical background as possible. Original and subsequent owners, architect and builder if known, significant events and people associated with the property. See report

13. **Historical Context:** How does this property fit into the context of Wake Forest History? What was happening in Wake Forest when this was constructed? See report
14. **Architectural Description:** Describe the building starting with the outside (one-story or two story, brick or frame, type of windows, foundation, roof, horizontal or vertical massing, architectural style or influence (Colonial Revival, Ranch, Mid-Century Modern). Interior

description number of rooms, formal rooms, finishes including floors, walls, significant features. See report

15. **Architectural Context:** How does this building fit into the evolution of architecture in Wake Forest? Is it the first of its kind? Are there other similar buildings? Who was the architect and how does this fit into his portfolio? See report

16. **Bibliography:** List all sources of information including archival, newspaper, periodical, or publication (author, title, publisher, publisher location, and date of publication). See report

17. **Required Supporting Documentation**
    a. Tax Map
    b. Site Plan with North Arrow illustrating the location of outbuildings, fences, gardens, mature trees, etc. (Note: It does not have to be to scale).
    c. Digital Photographs in JPG format (Minimum Requirements – one overall photograph of each exterior elevation and representative interior photographs)
    d. Copies of substantiating information such deeds, newspaper articles, family papers, original drawings.

LOCAL HISTORIC LANDMARK
DESIGNATION REPORT

William and Barbara Mutschler House
1320 Country Club Drive
Wake Forest, Wake County, North Carolina



Prepared for the Wake Forest Historic Preservation Commission
by Heather Fearnbach, Fearnbach History Services, Inc.
3334 Nottingham Road
Winston-Salem, NC 27104

September 2021

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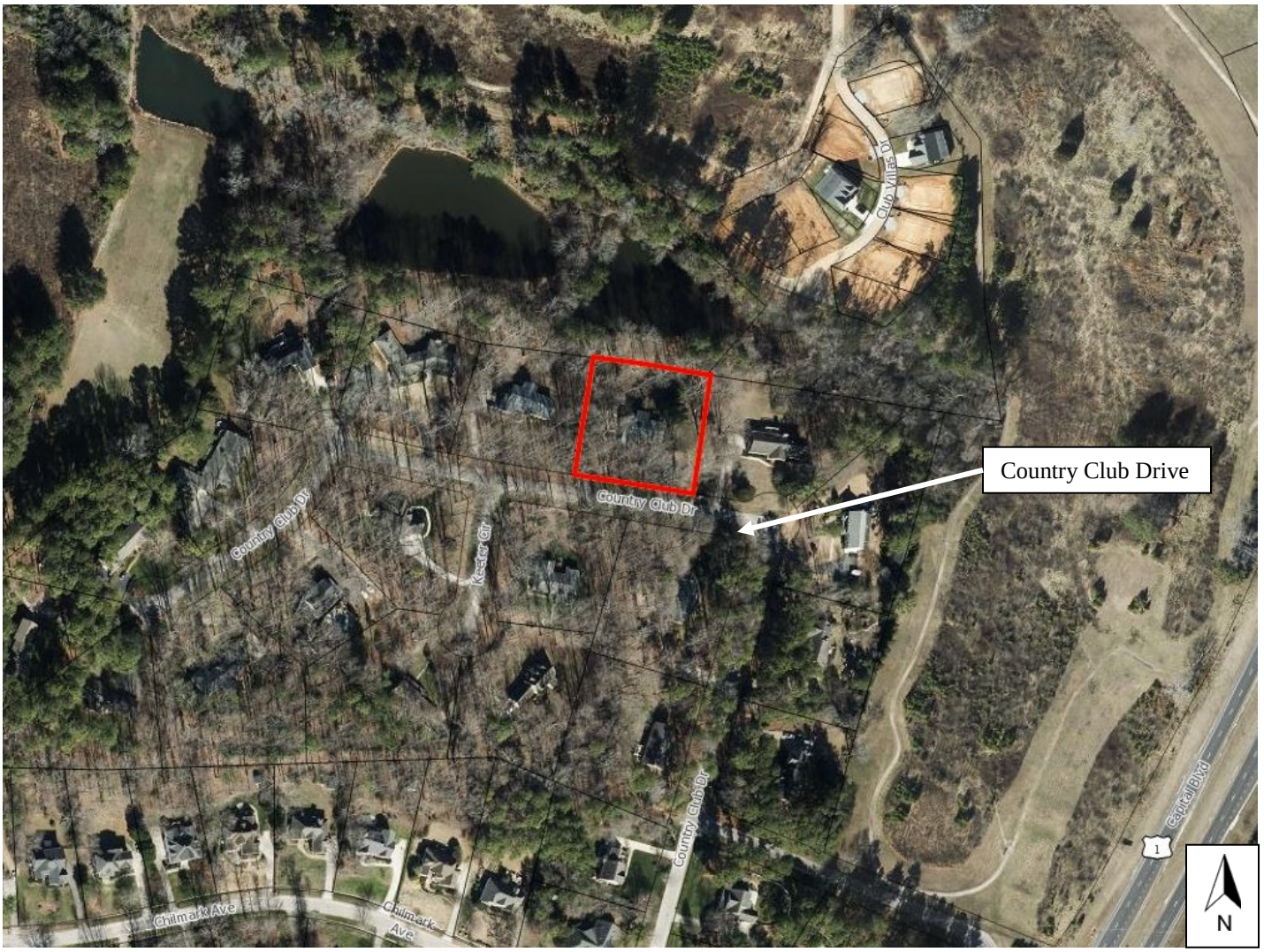
Statement of Significance

The 1973 William and Barbara Mutschler House possesses the requisite special significance for Local Historic Landmark designation as a rare example of Modernist architecture in Wake Forest. The residence manifests Modernist principles in its long, low form and generous use of glass and high-quality natural materials such as rough-sawn board-and-batten sheathing and variegated-red brick to create continuity between the interior and exterior. Beneath the low-pitched side-gable roof, deep eaves shelter plate-glass casement windows and fixed windows and sliding-glass doors. West of the entrance, the roof continues in a dramatic cantilever to create a two-bay carport. The interior retains a split-foyer plan and original character-defining features including rough-sawn board-and-batten accent walls, variegated-red-brick chimneys, exposed ceiling beams in the upper-level public rooms, built-in bookshelves, hardwood floors, a brick stair landing, and lower-level game room, family room, and sunporch brick floors. Intact elements in the bedroom wings include flat-board window and doors surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves. The period of significance is 1973, the construction date.



South elevation
(all photographs taken by Heather Fearnbach on March 15, 2021)

Location Map



William and Barbara Mutschler House tax parcel outlined in red
Base 2017 aerial photo courtesy of City of Raleigh and Wake County
GIS https://maps.raleighnc.gov/iMAPS/?pin=1831983138 1" = 200' scale

Setting

The William and Barbara Mutschler House stands at the center of a 0.91-acre parcel in the northwest Wake Forest neighborhood developed in conjunction with Wake Forest Country Club, which operated from 1967 until 2007. The subdivision, which was bounded by the golf course on the north, east, and west, comprises twenty approximately one-acre wooded lots flanking Country Club Drive and Keeter Circle, a short intersecting culdesac at the neighborhood's center. Restrictive covenants required the construction of dwellings encompassing at least 1,500 square feet with a minimum setback of thirty feet from the street, resulting in sizable residences with deep setbacks.[1] Wake Forest Country Club and the associated subdivision were early development initiatives in what had previously been a

[1] Wake County Book of Maps 1971, p. 271; Deed Book 2015, p. 86.

predominantly agricultural area. However, residential and commercial construction subsequently proliferated along the U. S. Highway 1 corridor and continues today.

The Mutschler House site grade slopes significantly down to the north from the street to a lake that was part of Wake Forest Country Club. Developer E. Carroll Joyner acquired the defunct golf course in 2012 and soon announced plans to erect townhouses and single-family homes in the Club Villas subdivision. The 2.6-acre tract containing the lake currently remains a natural area, but the developer has proposed draining the lake.[2]

Topography and lake proximity influenced the Mutschler House orientation and design, which facilitates connectivity with the natural environment via large plate-glass windows and sliding doors on the north and west elevations, a sunporch, sunroom, decks, and brick patios. The south elevation appears to be single-story when viewed from the street, but the elevation change allows for above-grade lower-level walls on the remaining elevations. The brick retaining wall east of the house borders a brick sidewalk leading to the lower-level utility room.

Deciduous and evergreen trees, woody shrubs, and perennials punctuate the Mutschler House yard. The Mutschlers fully implemented the naturalistic planting plan rendered by North Carolina State University landscape architecture student Samuel C. Taylor in April 1976 to complement the dwelling's organic character. During the Mutschlers tenure, a landscape service maintained the yard.[3] Pea gravel walkways, concrete-paver patios, and raised beds were installed north of the house between 2006 and 2020.



Looking north from rear yard to lake

[2] "Plan underway to develop old country club," *Wake Forest Gazette*, Volume 19, Number 22, March 31, 2021.
[3] Barbara Mutschler, telephone conversation with Heather Fearnbach, June 11, 2021.

Description



Southeast oblique (above) and south elevation, siding and brick detail (below)



Exterior

The Modernist Mutschler House differs in architectural character and orientation from neighboring dwellings, most of which are more traditionally-styled houses erected in the 1970s. The long rectangular residence is sheathed with rough-sawn dark-brown-painted board-and-batten siding above a tall, variegated-red-brick, running-bond foundation embellished with weeping mortar and a slightly projecting header-course cap. The low-pitched side-gable asphalt-shingled roof has deep eaves. West of the entrance, the roof continues in a dramatic cantilever to cover a two-bay carport with a brick south wall. A rectangular brick chimney rises from the roof ridge.

The primary façade (south elevation) is blind with the exception of the central entrance bay, which encompasses a single-leaf wood door with thirty-two small square raised panels, a single-pane plate-glass sidelight and fixed transom, and an aluminum-frame casement window east of the transom. The

single-leaf, aluminum-frame, glazed storm door is a circa 2006 addition. A wide brick step rises to the entrance.

The expansive plate-glass windows and sliding doors on the north and west elevations indicate the public function of the spaces within: the living/dining room, kitchen, breakfast room, and sunroom on the upper level, and game room, family room, and sunporch on the lower level. Two low profile aluminum-frame living/dining room skylights on the north roof slope and two fixed windows on the kitchen's north wall were installed in 1998. At the west elevation's south end, wood steps rise to a wood deck with a simple wood railing that wraps around the north wall's west end, providing kitchen and dining room egress. The deck's north portion is cantilevered above a brick patio and the den entrance. The storage rooms beneath the deck's south section are enclosed with rough-sawn dark-brown-painted board-and-batten siding and matching single-leaf doors.



Southwest oblique (above) and northwest oblique (below)



The gabled wing containing the sunroom and sunporch extends from the north elevation. The sunroom's large aluminum-frame casement windows were installed in 1998. The lower-level sunporch, initially screened, also became conditioned space with the construction of full-height aluminum-frame curtain walls with plate-glass windows and sliding doors. This modification occurred between 2005, when the Mutschlers sold the property, and 2020.

East of the wing, the wood deck spanning the main block's north upper-level wall is accessed via the master bedroom's sliding-glass door. Matching doors provide egress between two lower-level bedrooms and the brick patio beneath the deck. The single-leaf door west of the bedroom entrances leads to a storage room.

On the east elevation, an aluminum-frame casement window lights the southeast upper-level bedroom. A matching window and a single-leaf door with a nine-pane upper section and a raised-panel base pierce the lower-level utility room's east wall.



East elevation

Interior

The Mutschler House has a split-foyer plan, with the central entrance stair connecting two levels. Public areas (living/dining room, kitchen, breakfast room, and sunroom on the upper level, and game room, family room, and sunporch on the lower level) are west of private areas (bedrooms, bathrooms, and utility and storage rooms). The interior retains many original character-defining features, with the public rooms being the most distinctive. In those areas, the use of natural materials maintains continuity between the interior and exterior. Rough-sawn painted board-and-batten accent walls, exposed ceiling beams, variegated-red-brick chimneys, hardwood floors, a brick stair landing, and lower-level game room, family room, and sunporch brick floors are intact. Gypsum-board walls have a smooth painted finish, while ceilings are textured.

The central stair rises to the sizable open-plan living/dining room, which features stained-wood ceiling beams and painted board-and-batten sheathing on the east wall. A solid gypsum-board railing borders

the stairwell in the room's southeast corner.[4] The oak floor is original. On the north wall, built-in stained-wood bookshelves and base cabinets flank the kitchen entrance and a broad brick chimney that extends to the ceiling. The cabinets have flat-panel doors and wrought-iron hinges and knobs. The segmental-arched firebox is open to both the living room and breakfast room above a wood storage area incorporated into the raised brick hearth. A single-timber mantel shelf extends across each chimney face.





Living/Dining room, looking east (above) and looking west (below)

[4] Soon after they purchased the house from the Mutschlers in April 2005, Paula S. and Jones H. Winston Jr. had the original railing with a simple handrail and slender square balusters replaced with the solid railing and risers added to the stair. Barbara Mutschler, telephone conversation with Heather Fearnbach, July 7, 2021.

In 1998, the Mutschlers commissioned Raleigh-based Hawkins Construction Services, Inc. to remove walls between the kitchen, breakfast room, sunroom, as well as the pantry in the kitchen's northwest corner and the closets lining the south wall, to create an open plan. The sunroom became conditioned space. The breakfast room's east wall and all three of the sunroom's walls are board-and-batten. Stained-wood ceiling beams span the breakfast room. The hardwood floor in the breakfast room and sunroom replaced commercial-grade carpeting. The kitchen's large square beige ceramic-tile floor, blonde wood cabinets, and central black-granite-topped island were added in 1998.[5]



Breakfast room, looking east (above) and sunroom, looking north (below)



[5] Barbara Mutschler, telephone conversations with Heather Fearnbach, March 17 and June 6-26, 2021; Vernon C. Beauchamp and W. D. Johnston, "Mutschler House," undated (1973) drawings, and John W. Hawkins of Hawkins Construction Services, Inc., correspondence regarding 1998 renovation in the possession of Barbara Mutschler. in Hammondsport, New York.



Kitchen, looking west (above) and southeast bedroom, upper level, looking south (below)



The central east-west corridor in the east half of the upper level provides egress to two bedrooms that share the hall bathroom and a master bedroom with an attached bathroom. Original elements include flat-board window and door surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves. The hall bathroom retains the original painted-wood vanity, painted wood-grain-textured wall paneling, and variegated-brown square ceramic-tile floor with a floral motif. A low three-tier bookshelf wraps around two walls of the southwest bedroom. Full-height bookshelves fill the southeast bedroom's south wall around an opening for the bed. The current owners embellished the master bedroom's east wall with gold-painted wood battens. The master bathroom, accessed via a pocket door, received a beige ceramic-tile floor and shower and a

wood vanity with a granite countertop between 2006 and 2014.[6] All woodwork is painted. The corridor and bedrooms are carpeted. Light fixtures have been replaced throughout the house.



Southwest bedroom, looking north (above) and master bedroom, looking east (below)



[6] Ibid.





Game room, lower level, looking east (above) and looking west (below)

On the lower level, the stair terminates in the game room, which contains a pool table. With the exception of the central brick fireplace, the game room and the family room to the north have an open plan. The broad brick chimney encompasses a side-by-side wood storage area and firebox, both with segmental-arched openings. Painted flat-board mantel shelves span each chimney face. The board-and-batten sheathing on the chimney's east end and the game and family rooms' east and north walls comprised white-painted boards and lightly stained battens.[7] Original full-height painted-wood

[7] Current owner Angela Wright stripped and stained the previously painted battens in 2020.

shelves fill most of the west wall. The wall behind the family room bar shelves was mirrored by Paula S. and Jones H. Winston Jr. soon after they purchased the house from the Mutschlers in April 2005.[8] The original painted-wood bar cabinets have flat-panel doors. Wide aluminum-frame glass sliding doors and sidelights separate the den and sunporch. The game room, family room, and sunporch retain original lacquered brick floors.



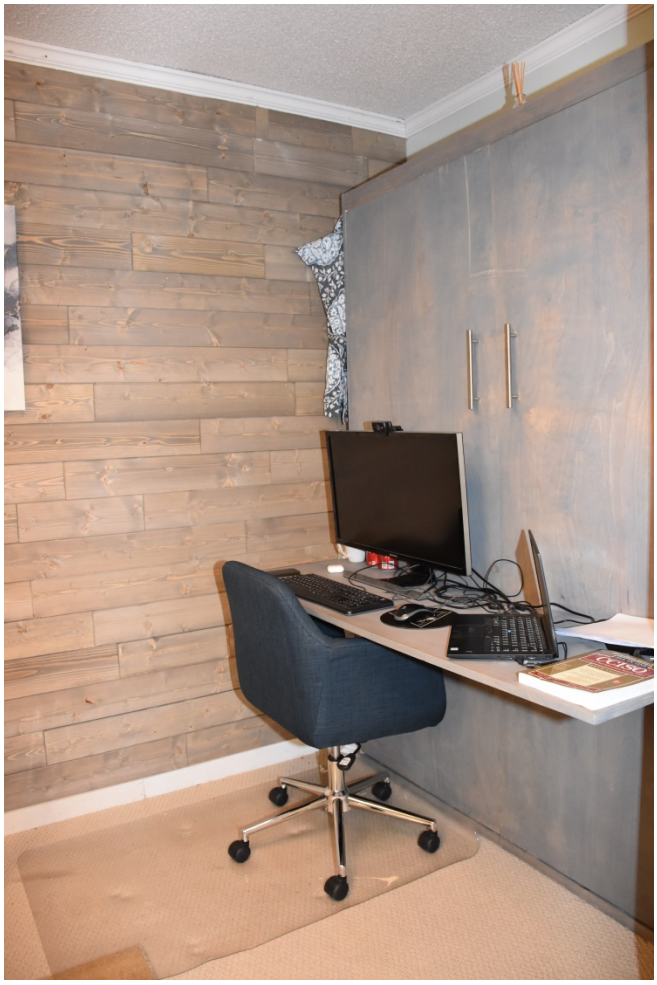
Family room, looking west (above) and looking east (below)



[8] Barbara Mutschler, telephone conversation with Heather Fearnbach, March 17, 2021.



Sunporch, looking east (above) and office (below)



The private wing contains two bedrooms on the corridor's north side as well as an office (originally an exercise room), bathroom, and southeast corner utility room south of the corridor. The finishes are identical to those in the upper-level bedroom wing with the following exceptions. In 2020, the current owner added unpainted cedar accent boards on both faces of the gypsum-board-sheathed wall between the north bedrooms, which were originally separated by a frame wall intended to be easily removable. They also covered the west walls of the office and bathroom with horizontal-board sheathing and installed a painted-wood vanity, ceramic-tile floor and shower surround, and porcelain fixtures in the bathroom, which retains original painted wood-grain-textured wall paneling and a cedar-lined sauna.



Northeast bedroom, looking north (above) and looking south (below)



Integrity Statement

The William and Barbara Mutschler House possesses the seven qualities of historic integrity—location, setting, feeling, association, design, materials, and workmanship—required for Local Historic Landmark designation due to its special significance as a rare example of Modernist architecture in Wake Forest. The dwelling maintains integrity of location as it stands on its original site in an area that remains residential. The wooded 0.91-acre lot provides appropriate surroundings in keeping with the dwelling's character, thus preserving integrity of setting, feeling, and association.

The Mutschler House also displays integrity of design, materials, and workmanship. The rectangular side-gable-roofed dwelling is sheathed with rough-sawn dark-brown-painted board-and-batten siding above a tall, variegated-red-brick, running-bond foundation embellished with weeping mortar and a slightly projecting header-course cap. West of the entrance, the roof continues in a dramatic cantilever to span a two-bay carport with a brick south wall. The central entrance bay features a single-leaf door with thirty-two small square raised panels, a single-pane plate-glass sidelight and fixed transom, and an aluminum-frame casement window east of the transom. Expansive plate-glass windows and sliding doors on the north and west elevation, decks, and brick rear patios are also original. The enclosure of the lower-level sunporch was executed in a manner that complements the dwelling's Modernist aesthetic.

The interior retains a split-foyer plan and many original character-defining features, with the public rooms being the most distinctive. In those areas, rough-sawn board-and-batten accent walls, built-in bookshelves, variegated-red-brick chimneys, and hardwood and brick floors remain. Stained-wood ceiling beams span the living/dining room and breakfast room. The 1998 removal of walls between the kitchen, breakfast room, and sunroom as well as the northwest corner pantry to create an open plan allows light to permeate the interior. On the living/dining room's north wall, built-in bookshelves and base cabinets flank the kitchen entrance and the broad brick chimney that extends to the ceiling. Full-height wood shelves fill most of the west walls of the game room and the family room, which has a bar at its west end. Original elements in the bedroom wings include flat-board window and doors surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves. Modifications during the 2020 renovation were cosmetic.

Historical Background

C. R. and Lillian D. Faircloth, Ellis and Elizabeth B. Nassif, J. C. and Jayne G. Keeter, and Hallie D. and Clyde H. Coppedge Jr. incorporated Wake Forest Country Club, Inc. in 1965. The company soon acquired 268 acres west of downtown Wake Forest and U. S. Highway 1. The previously agricultural tract encompassed pastures, cultivated acres, wooded acres, creeks, and a pond. The developers engaged Durham golf course architect Gene Hamm to design the eighteen-hole course completed in October 1966 at an approximate cost of $350,000.[9] The challenging course was characterized by hybrid Bermuda and bent-grass greens, water features, numerous sand traps and bunkers, and significant elevation changes. The club house was prominently situated on a hill. Wake Forest Country Club, Inc. officers in 1966 were president Ray Faircloth, a businessman; vice president Jayne Keeter, an elementary school teacher; secretary Ellis Nassif, an attorney; and treasurer Tommy Byrne, a former New York Yankees pitcher heavily involved in Wake Forest development endeavors. All of the country club investors had a strong affinity for golf.[10]

Wake Forest Country Club, Inc. commenced selling parcels in its residential subdivision south of the golf course in 1971. The neighborhood's proximity to the country club enticed many buyers. Carlton E. and Carol T. Chappell and Edna A. and Francis M. Toney Jr. purchased lots in 1971, followed by William R. and Joan D. Spencer, James W. and Dorothy P. Hunsucker, W. Clifford and Shirley S. Joyner, and Wake Forest Country Club, Inc. developers Ray and Lillian Faircloth in 1972. The Faircloths bought a second lot the following year. William and Barbara Mutschler, Frank C. and Audrey V. Lowe, and Wake Forest Country Club partners Ellis and Elizabeth Nassif, Jayne Ketter, and Tommy and Susan Byrne, who purchased two lots, also acquired property in 1973. All of these early owners soon occupied homes in the subdivision.[11]

Before building their house on lot 5, William and Barbara Mutschler and their children lived in Raleigh, where they had moved in the late 1960s in conjunction with Mr. Mutschler's job with International Business Machines (IBM). The Mutschlers initially intended to build a Raleigh

[9] Eugene Perry Hamm, formerly a professional golfer, caddied at the Raleigh Golf Association before becoming an assistant golf pro in 1946 at New Bern Country Club. There he joined golf pro Ellis Maples, who later became a prolific golf course designer. Ellis's father Frank Maples was a construction superintendent for Donald Ross, greenkeeper, and golf course maintenance instructor in Pinehurst. Hamm took Maples' course before serving as the golf pro at Washington (N. C.) Yacht and Country Club for several years. He then moved to Mount Airy Country Club, where he remained through 1956. While working for golf course architect Robert Trent Jones on the courses at Duke University and in Wilmington, Delaware, during 1957and 1958, Hamm gained enough design experience to establish his own firm in North Carolina. Between 1959 and his 1966 Wake Forest Country Club commission, he designed approximately twenty golf courses, most in the Southeastern United States. "Work Starts on New Links at Wake Forest," *News and Observer* (Raleigh; hereafter abbreviated *NO*), July 1, 1965, p. 22; Mac McGrew, "New Wake Forest Course Gets Nearer Completion," *NO*, March 20, 1966, Section II, p. 5; George Kolb, "Par for the Course,"

[10] Baltimore native Thomas J. Byrne, a Wake Forest College baseball player who graduated in 1940 while the institution was still located in its namesake town, returned to the community after his 1957 retirement from baseball. In addition to real estate development, his business interests included an oil company, Byrne and Fish Clothing Stores, and four family farms that primarily produced tobacco in Wake and Harnett counties. Byrne was also active in local politics, serving as a town commissioner and mayor of Wake Forest. "Wake Forest Country Club Articles of Incorporation," September 27, 1965, Corporation Book S, p. 21; "George Kolb, "New Wake Course Long, Watery," *NO*, November 27, 1966, Section II, p. 8; Charles Craven, "Tommy Byrne: From Baseball to Golf," *NO*, October 9, 1966, Section 3, p. 2; "Thomas J. Byrne," *NO*, December 23, 2007, p. B6.

[11] Wake County Book of Maps 1971, p. 271; Deed Book 1654, p. 367; Deed Book 1730, p. 501; Deed Book 2015, p. 86; Deed Book 2017, pp. 115 and 177; Deed Book 2046, p. 477; Deed Book 2086, pp. 47; Deed Book 2114, p. 193; Deed Book 2118, p. 93; Deed Book 2138, pp. 563, 581, and 603; Deed Book 2195, p. 613; Deed Book 2200, p. 441; Deed Book 2208, p. 409.

residence, and had engaged an architect to design it, but that plan was abandoned when Mr. Mutschler, an avid golfer, became aware of the new subdivision adjacent to Wake Forest County Club. Mr. Mutschler, a Syracuse, New York native, earned undergraduate and graduate degrees in public administration and economics from Syracuse University in 1955 and 1956. While there, he met fellow student Barbara Corcoran, originally from Ocean City, New Jersey. The couple married in 1954. Mr. Mutschler began his career with IBM in Endicott, New York, in 1956 and the family moved frequently as he was promoted to positions including personnel director and site administration manager at Research Triangle Park. Mrs. Mutschler, known as Corky, completed a master's degree at NCSU and was employed in various counseling positions at Meredith College, Charter Northridge Hospital, and VGFW Mental Health, where she developed and supervised the clinic's intensive outpatient treatment program. Concurrently, she worked with Dr. Robert Grew in family and individual therapy in Raleigh. She served as a president of the Raleigh Soroptimist Club and Wake Forest Women's Club, a North Carolina Personnel Association conference chair, and was also actively involved with INTERACT Women's Services and Sweet Adelines of Raleigh. [12]

Mrs. Mutschler, a Modernist architecture aficionado, emulated aspects of the family's 1967 split-foyer-plan home in Vestal, New York, as well as Raleigh houses that she admired while planning their new house.[13] To achieve harmony between the residence and its natural surroundings, she specified the use of wood and brick elements on both the interior and exterior. Although she would have preferred a glazed front entrance, the paneled wood door was deemed more energy-efficient. Draftsmen Vernon C. Beauchamp and W. D. Johnston translated Mrs. Mutschler's sketches and ideas into architectural drawings. General contractor Dennis Clark, who had erected Ray and Lillian Faircloth's neighboring Modernist brick Ranch house at 1414 Country Club Drive in 1972, began building the Mutschlers' house in 1973. Mrs. Mutschler actively monitored the process. When the lower-level brick floor was improperly sealed, she stripped and resealed it herself. The Mutschlers engaged Hawkins Construction Services, Inc. to remodel the kitchen, breakfast room, and sunroom in 1998, but otherwise made no significant changes to the property, undertaking only routine maintenance. They remained in the home until 2005, raising four children and frequently entertaining friends and IBM colleagues. The lower-level game room's south wall was carpeted to dampen noise from the pool table as well as the piano in the family room. The golf course was easily accessible via walking and golf cart paths. The family enjoyed canoeing and paddle boarding in the lake. They vacationed at Bald Head Island, where Mrs. Mutschler designed an elevated two-story, gabled-roofed, frame house for the family.[14]

After selling the house to Paula S. and Jones H. Winston Jr. in April 2005, the Mutschlers resided in Raleigh until moving to Hammondsport near Keuka Lake in upstate New York, where Mrs. Mutschler remains. Mr. Mutschler died in July 2015. Subsequent owners of the Wake Forest house were Terry W. and Susan S. Carter (February 2006-May 2014) and David H. and Lori S. Mahaley (May 2014-July

[12] Barbara Mutschler, telephone conversations and email correspondence with Heather Fearnbach, March, June, and July 2021; "William 'Pete' Mutschler," *NO*, July 28, 2015; Wake County Deed Book 2196, p. 259.

[13] The Mutschler's two-story, side-gable-roofed, rectangular home at 721 Old Lane Road in Vestal, New York differs significantly in appearance from the Wake Forest house, but has a similar split-foyer plan. Above the basement garage, unpainted rough-sawn board-and-batten siding covers the north half of the façade's second-story. The remainder of the house is sheathed with unpainted weatherboards. Developer and general contractor John E. Walsh erected the house using stock plans. Barbara Mutschler, telephone conversation with Heather Fearnbach, June 11, 2021; Broome County, New York, Deed Book 1128, p. 659; April 2012 photograph of 721 Old Lane Road from Google Maps.

[14] Barbara Mutschler, telephone conversations with Heather Fearnbach, March 17 and June 6 and 11, 2021; Vernon C. Beauchamp and W. D. Johnston, "Mutschler House," undated (1973) drawings, and John W. Hawkins of Hawkins Construction Services, Inc., correspondence regarding 1998 renovation in the possession of Barbara Mutschler. in Hammondsport, New York.

2020). Andrew O. Grimmett and Angela M. Wright purchased the property on July 31, 2020, and executed a renovation completed in 2021.[15]

Modernist Architecture Context

Most early-twentieth-century American architecture was rooted in the past rather than the future. The 1893 World's Columbian Exposition in Chicago created a national preference for classicism that became part of the "City Beautiful" movement—the antithesis of the polluted, unhealthy, industrial city. Other revival styles such as Georgian, Mediterranean, Tudor, and Spanish Colonial also enjoyed widespread popularity. However, architects Frank Lloyd Wright in Chicago, Irving John Gill in San Diego, and brothers Charles Sumner and Henry Mather Greene in Pasadena were among the proponents of a radically different approach, creating buildings that blended organically into their surroundings. Horizontal massing, asymmetrical plans, geometric angles, deep overhanging eaves, bands of windows, and the use of contemporary materials including concrete and steel in conjunction with traditional materials such as wood and stone defined their designs.[16]

Frank Lloyd Wright's early work frequently combined English Arts and Crafts movement features including stained-glass windows, heavy interior woodwork, and built-in furniture with Japanese architectural elements such as spare detailing, open plans, and expressed structural systems. He espoused a functionalist approach, replacing traditional load-bearing walls with curtain walls that served as decorative screens rather than structural supports. In the Robie House in Chicago, completed in 1909, he used massive steel beams to carry broad cantilevered roofs over terraces. Other Chicago architects such as William Drummond, Marion Mahony Griffin, Walter Burley Griffin, George W. Maher, William G. Purcell, and Robert C. Spencer Jr. emulated these design components in myriad commissions, resulting in what architectural historian H. Allen Brooks deemed the Prairie School.[17] Defining characteristics range from horizontal massing to low-pitched roofs with deep boxed eaves, expansive windows, porches, and terraces, and the use of natural materials. Although the Prairie style declined in popularity after 1920, mid-twentieth-century Modernist dwellings such as the Mutschler House display similar features.

The American public's exposure to European architectural trends was negligible until the contemporary architecture exhibit in 1932 at the Museum of Modern Art in New York. The exhibit catalog, authored by art historian Henry-Russell Hitchcock Jr. and architect Philip Johnson, identified principles of modern architecture that were henceforth used to describe buildings constructed in what was called the International Style given its European genesis and subsequent diffusion throughout the world. The exhibit profiled the movement's leading architects Walter Gropius and Ludwig Mies van der Rohe of Germany, Le Corbusier of France, and J. J. P. Oud of Holland, and explored the characteristics of their work.[18]

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[15] Wake County Deed Book 10700, p. 1461; Deed Book 11315, p. 54; Deed Book 11834, p. 408; Deed Book 15664, p. 1909; Deed Book 17994, p. 1725.

[16] Peter Gossel and Gabriele Leuthauser, *Architecture in the Twentieth Century* (Koln, Slovenia: Taschen, 2001), 67-68.

[17] Henry-Russell Hitchcock Jr. and Philip Johnson, *The International Style: Architecture since 1922* (New York, W. W. Norton & Company, 1932), 25-26; Mark Gelernter, *A History of American Architecture: Buildings in Their Cultural and Technological Context* (Hanover, New Hampshire: University Press of New England, 2001), 218-220; Virginia Savage McAlester, *A Field Guide to American Houses* (New York: Alfred A. Knopf), 2013, 551-552, 564.

[18] Hitchcock and Johnson, *The International Style*, 20.

Walter Gropius and Mies van der Rohe were among the European architects and designers who emigrated to the United States beginning in the late 1930s and espoused Modernist principles to a new audience. Gropius, the highly influential founder of the German design school known as the Bauhaus, began teaching at Harvard's Graduate School of Design and used his personal residence in Lincoln, Massachusetts, erected in 1937, to promote the central tenets of Bauhaus philosophy—maximum efficiency and simplicity of design. The house was revolutionary at the time, as it combined traditional building materials including wood, brick, and fieldstone with streamlined modern elements rarely employed in residential construction such as glass block, acoustical plaster, and chrome banisters.[19] Despite the efforts of Gropius and others to "soften" the International Style through the use of natural materials, it proved more popular in commercial than residential applications in the United States, as flat roofs, sleek surfaces, and angular lines were often perceived as being impersonal and harsh.

Walter Gropius, R. Buckminster Fuller, and other influential architects and artists taught at Bauhaus painter Josef Albers's experimental Black Mountain College near Asheville, North Carolina in the 1930s and 1940s. Although they and others continued to promote Modernism, the philosophy never achieved widespread acceptance in the United States. In 1948, North Carolina State College (NCSC) hired architecture professor Henry Kamphoefner, who recruited George Matsumoto, James Walter Fitzgibbon, Edward W. Waugh, and other University of Oklahoma faculty to help him establish the NCSC School of Design. The men, all strong proponents of Modernism, employed the style in commercial, educational, industrial, religious, and residential commissions throughout the state. The design school's collaboration included a partnership with North Carolina's Office of School Construction that involved developing design standards and advocating contemporary architecture at workshops for local officials and architects in 1949 and 1950. School of Design professors and visiting lecturers including Frank Lloyd Wright, Walter Gropius, and Mies van der Rohe had a significant impact on North Carolina's mid-century built environment, both through the buildings they designed and the students they trained.[20]

In the mid-1930s, just before Gropius arrived on the American architectural scene, Frank Lloyd Wright developed what he called the "Usonian House" in an attempt to make high-style design accessible to the average homeowner. His compact, economical, and efficiently-planned buildings, constructed of affordable materials, often used passive heating and cooling mechanisms. Like Wright, California architect William Wilson Wurster designed dwellings built with local materials in a manner that connected indoor and outdoor spaces and integrated residences with their sites. He typically eliminated interior walls between public spaces, opening floor plans and thus making even small houses seem larger. Wurster's influence spread rapidly due to his tenures as dean of the Massachusetts Institute of Technology (MIT) School of Architecture from 1943 until 1949 and then at the University of California at Berkeley beginning in 1950.[21]

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[19] Historic New England, "Gropius House," https://www.historicnewengland.org/property/gropius-house/ (accessed May 2021). Gropius designed his house in collaboration with Marcel Breuer, his former student and Harvard School of Design colleague.

[20] Edward Waugh and Elizabeth Waugh, *The South Builds: New Architecture in the Old South* (Chapel Hill: The University of North Carolina Press, 1960), preface, 8; David R. Black, "Early Modern Architecture in Raleigh Associated with the Faculty of the North Carolina State University School of Design, Raleigh, North Carolina," National Register of Historic Places Multiple Property Documentation Form, 1994, E15-16.

[21] Black, "Early Modern Architecture in Raleigh," E10-13; David Jackson, "Henry L. Kamphoefner House," National Register of Historic Places nomination, 1996; Gordon Young, "Blueprint for Obscurity," *Metro*, January 18-24, 1996, http://www.metroactive.com/papers/metro/01.18.96/wurster-9603.html (accessed May 2021).

NCSC School of Design faculty members adopted these premises and expanded upon them in dwellings such as Henry Kamphoefner's personal residence, regarded upon its completion in 1950 as the first truly Modernist house in Raleigh. Kamphoefner designed his home in collaboration with George Matsumoto, using thin, horizontal, Roman brick, naturally-finished birch plywood, and insulating glass to effectively integrate interior and exterior spaces. Matsumoto's own flat-roofed, box-like house, finished in 1954, and his subsequent similar residential commissions incorporated Wrightian principles and Miesian forms, as the dwellings are carefully integrated into their settings, constructed of prefabricated panels within exposed structural framework, and cantilevered over masonry foundations.[22]

Modernist Architecture in Wake Forest

Most Wake Forest subdivisions planned soon after World War II manifest Federal Housing Administration design guidelines and contain modest, traditionally-styled dwellings. Nationally pervasive mid-twentieth-century architectural styles ranged from Period Revival to Minimal Traditional, Ranch, and Modernist. By the 1950s, Ranch houses, sometimes incorporating Modernist features such as high horizontal windows and deep eaves, enjoyed widespread popularity. Speculative developers built and sold hundreds of almost identical residences in tract subdivisions, while contractors supplied stock plans to potential owner-occupants in custom subdivisions. Popular magazines and catalogs also sold floor plans and elevations that property owners and contractors frequently modified. Residences designed by architects for specific clients represent a very small percentage of the total built environment.

Only a small number of Wake Forest residences are truly Modernist in design, and each stands out in neighborhoods of more traditional houses. The earliest examples embody a softer, more organic approach to Modernism than the hard lines of the International Style. The low, horizontal residences blend in with their settings, reflecting the influence of Frank Lloyd Wright's Usonian House: economical and efficiently-planned buildings constructed of natural materials. Expansive windows and sliding-glass doors facilitate connectivity between the interior and exterior. Common interior features include expressed structural components, cork and stone floors, wood wall and ceiling sheathing, built-in furniture and cabinetry, radiant heating, and passive cooling.

In 2020, architectural historians Heather Wagner Slane and Cheri LaFlamme Szcodronski undertook a survey of Wake Forest buildings constructed between 1958 and 1975. Their work focused on individual resources and subdivisions that possess a high degree of architectural integrity as well as architectural and historical significance. Only a few Modernist dwellings, including the William and Barbara Mutschler House, were identified. Raleigh architect Owen Franklin Smith designed the earliest Modernist residence in the survey sample, the aluminum-sided, gable-roofed, T-shaped house erected in 1950 for Thomas J. and Mary Susan Byrne at 442 Pineview Drive. The house reflects a Modernist influence in its grouped metal-frame casement windows and broad interior brick chimney. Intact original interior elements include knotty-pine-paneled walls, built-in wood bookshelves and cabinets, ceramic bathroom tile, porcelain fixtures, and the linoleum-tile kitchen floor.[23]

[22] Black, "Early Modern Architecture in Raleigh," E10-13; Jackson, "Henry L. Kamphoefner House;" Waugh and Waugh, *The South Builds*, 40-41.

[23] Heather Wagner Slane and Cheri LaFlamme Szcodronski, "Wake Forest, North Carolina Architectural Survey Update, 1958-1975," report prepared for the Town of Wake Forest Planning Department, 2020, pp. 30-31, and associated survey files.

A more expressively Modernist example, the 1977 John Rich and Ann Melanie Murphy House at 1421 Jenkins Road, is distinguished by a low-pitch-front-gable roof with deep eaves, exposed purlins, a wide brick façade chimney, and large plate-glass windows. The dwelling was expanded with a side-gable wing and attached garage in 1984. The Rich House is characterized by rough-sawn board-and-batten redwood siding, fixed plate-glass and casement windows, redwood-paneled interior walls with a smooth finish, exposed rafters, pegged wood floors, and built-in cabinets and shelves. Attorney John Rich and his cousin F. E. Osborne Jr. designed the house and Osborne served as the general contractor. The men grew to appreciate the Modernist aesthetic while working on the carpentry crew of general contractor F. E. Osborne Sr. (Rich's uncle and Osborne Jr.'s father). Under his tutelage, they constructed residences designed by Raleigh architect and NCSU School of design professor Harwell Hamilton Harris, a strong proponent of regional Modernism. The Rich-Murphy House displays features commonly employed in Harris commissions.[24]

The Wake Forest Country Club neighborhood contains twenty custom-built dwellings, sixteen of which were erected between 1972 and 1980. The majority are traditional in style, but a few, like the Mutschler House and the brick Ranch house constructed in 1972 for developers Ray and Lillian Faircloth at 1414 Country Club Drive, display Modernist features. The Faircloth residence is characterized by front-gable bays with exposed purlins, expansive plate-glass windows in public areas, and horizontal bands of high multi-section windows in private areas. However, the William and Barbara Mutschler House more fully exemplifies the Modernist style in form and finish. The rectangular side-gable-roofed dwelling is sheathed with rough-sawn dark-brown-painted board-and-batten siding above a tall, variegated-red-brick, running-bond foundation embellished with weeping mortar and a slightly projecting header-course cap. West of the entrance, the roof continues in a dramatic cantilever to span a two-bay carport with a brick south wall. The central entrance bay features a single-leaf door with thirty-two small square raised panels, a single-pane plate-glass sidelight and fixed transom, and an aluminum-frame casement window east of the transom. Expansive plate-glass windows and sliding doors on the north and west elevations, decks, and brick rear patios are also original. The 1998 enclosure of the lower-level sunporch was executed in a manner that complements the dwelling's Modernist aesthetic.

The interior retains its split-foyer plan and many original character-defining features, with the public rooms being the most distinctive. In those areas, rough-sawn board-and-batten accent walls, variegated-red-brick chimneys, hardwood floors, the brick stair landing and lower-level game room, family room, and sunporch brick floors are intact. On the living/dining room's north wall, built-in bookshelves with base cabinets flank the kitchen entrance and the broad brick chimney that extends to the ceiling. The 1998 removal of walls between the kitchen, breakfast room, and screened porch as well as the northwest corner pantry to create an open plan allows light to permeate the interior. Ceiling beams span the living/dining room and breakfast room. Original full-height wood shelves fill most of the west walls of the game room and the family room, which has a bar at its west end. Intact elements in the bedroom wings include flat-board window and doors surrounds, low baseboards, flat-panel

[24] Ibid; "Home of John Rich and Melanie Murphy," information provided by the couple during the 2020 Wake Forest Architectural Survey. Harwell Hamilton Harris (1903-1990), a California native, gained experience in the Los Angeles offices of influential Modernist architects Richard Neutra and Rudolph Schindler before establishing in 1933 his own firm in that city. After teaching at Columbia University in New York (1943-1944) and serving as the University of Texas School of Architecture's dean (1952-1955), he headed a Dallas practice until moving to Raleigh in 1962. "Biographical Sketch of Harwell Hamilton Harris," Harwell Hamilton Harris collection finding aid, Alexander Architectural Archives, University of Texas at Austin.

wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves. Modifications during the 2020 renovation were cosmetic.

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Designation Parameters

Property owners Andrew O. Grimmett and Angela M. Wright are seeking local historic landmark designation for the dwelling's exterior and site in order to recognize the building's architectural significance. Character-defining features are enumerated below.

Hardscape
Brick patios adjacent to north wall
Brick retaining wall east of the house
Brick sidewalk leading to the lower-level utility room

Exterior
Dark-brown-painted board-and-batten siding
Variegated-red-brick, running-bond foundation with weeping mortar and a slightly projecting header-course cap
Two-bay carport with a brick south wall
Single-leaf front door with thirty-two small square raised panels, a single-pane plate-glass sidelight and fixed transom
Aluminum-frame casement windows
Plate-glass windows and sliding doors

Interior
Split-foyer plan
Board-and-batten accent walls
Built-in bookshelves and base cabinets in living/dining room and game room/family room
Stained-wood ceiling beams in living/dining room and breakfast room
Variegated-red-brick chimneys
Hardwood living/dining room floor
Brick game room/family room/sunporch floor
Family room bar
Flat-board window and doors surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves in bedroom wings

Local Historic Landmark Boundary Description and Justification

The Local Historic Landmark boundary encompasses Wake County tax parcel #1831983138 (0.91 acre) as shown on the map on page 25. Scale: one inch equals approximately sixty feet.

The tract is the property historically associated with the William and Barbara Mutschler House and provides appropriate surroundings in keeping with the dwelling's character.

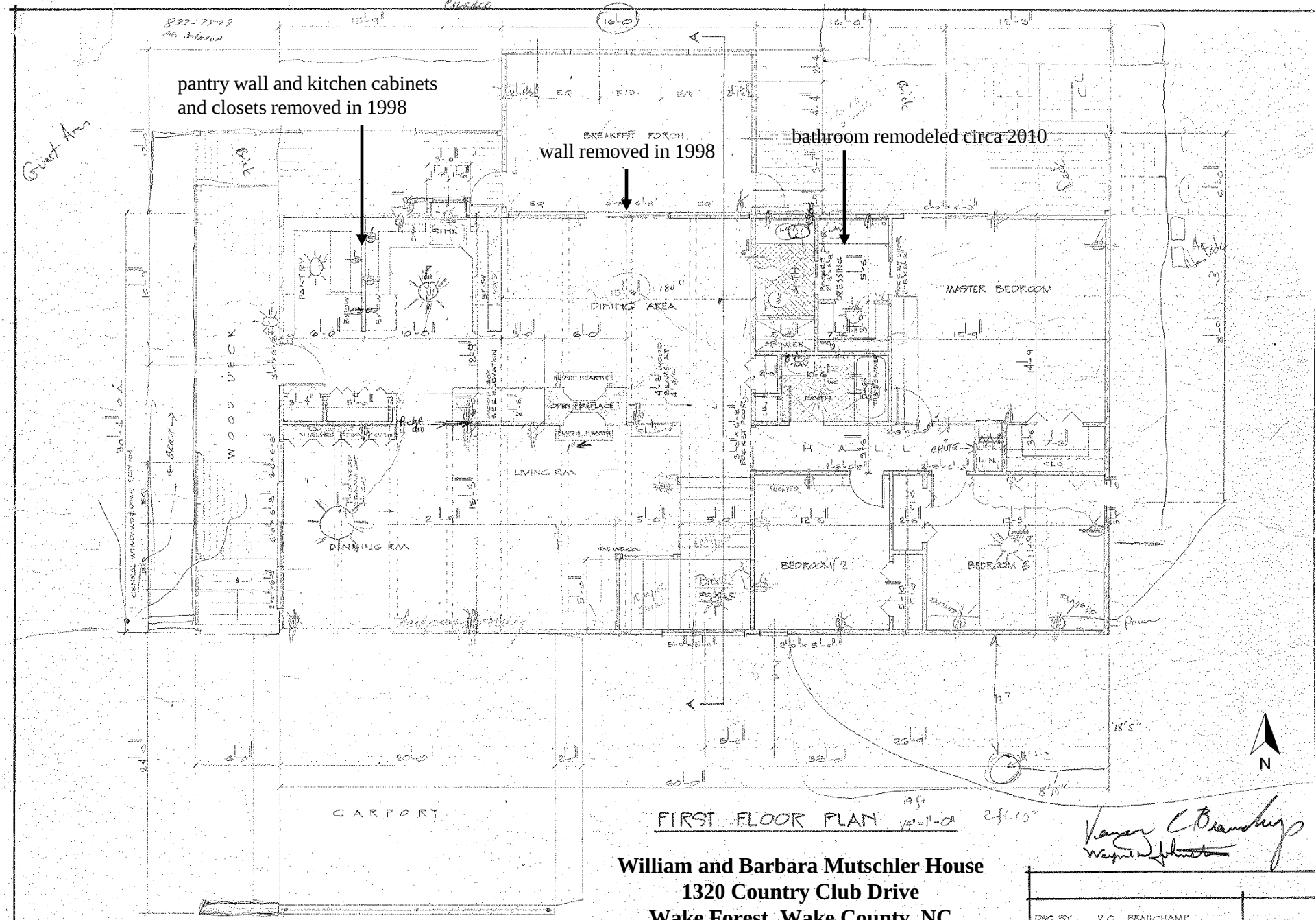
Local Historic Landmark Boundary Map and Site Plan



William and Barbara Mutschler House tax parcel outlined in red
Base 2017 aerial photo courtesy of City of Raleigh and Wake County
GIS https://maps.raleighnc.gov/iMAPS/?pin=1831983138 1" = 60' scale



Site Plan, 2021 aerial from Google Maps



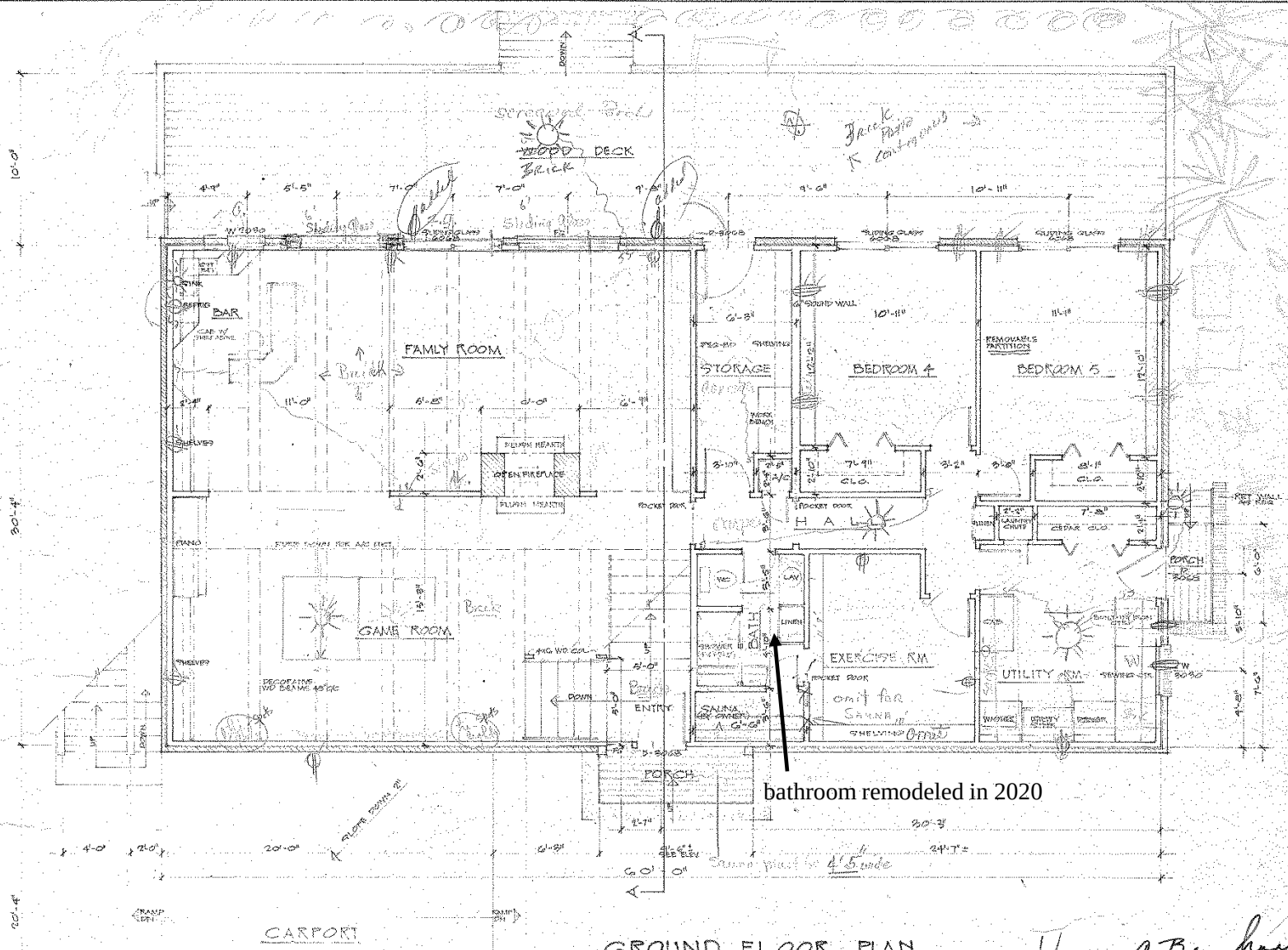
FIRST FLOOR PLAN 1/4"=1'-0"

William and Barbara Mutschler House
1320 Country Club Drive
Wake Forest, Wake County, NC
Upper Level Plan

DWG. BY V.C. BEAUCHAMP 876-9091
W.D. JOHNSTON 467-2471

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Drawn by Vernon C. Beauchamp and W. D. Johnston, 1973
Annotated by Heather Fearnbach, Fearnbach History Services, Inc., June 2021



GROUND FLOOR PLAN
1/4" = 1'-0"

Vernon C Beauchamp
Wayne D Johnston

N

William and Barbara Mutschler House,
1320 Country Club Drive
Wake Forest, Wake County, NC

Lower Level Plan

Drawn by Vernon C. Beauchamp and W. D. Johnston, 1973
Annotated by Heather Fearnbach, Fearnbach History Services, Inc., June 2021

V.C. BEAUCHAMP 876-9091
DWG BY W.D. JOHNSTON 467-2897

WAKE COUNTY, NC
CHARLES P. GILLIAM
REGISTER OF DEEDS
PRESENTED & RECORDED ON
07-31-2020 AT 11:18:09
STATE OF NC REAL ESTATE
EXCISE TAX: $846.00
BOOK: 017994 PAGE: 01725 - 01728

NORTH CAROLINA GENERAL WARRANTY DEED

Excise tax $ 846.00
Real Estate Tax ID #: 1831983138
Mail after recording to **GRANTEE**
This instrument was prepared by: **Crosby Law Firm, PA, 8480 Honeycutt Rd. #200, Raleigh, NC 27615 (without title exam or tax advice)**
Brief description for the Index: Lot 5 Wake Forest Country Club Sub

THIS DEED made this day of 7/30/2020, by and between

GRANTORS	GRANTEES
David H. Mahaley and wife, Lori S. Mahaley whose mailing address is 1320 Country Club Dr., Wake Forest, NC 27587 (herein referred to collectively as Grantor) All or a portion of the property herein conveyed _X_ does or ____ does not include the primary residence of a Grantor. *(Seller to check one)*	Andrew O. Grimmett and wife, Angela M. Wright whose mailing address is 1320 Country Club Dr., Wake Forest, NC 27587 (herein referred to collectively as Grantee)

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine, or neuter as required by context.

WITNESSETH that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell, and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in Wake County, North Carolina and more particularly described as follows:

Being all of Lot 5, Wake Forest Country Club Subdivision, as shown on map recorded in Book of Maps 1971, Page 271, Wake County Registry.

Property Street Address: 1320 Country Club Dr., Wake Forest, NC 27587
REID: 0073244 PIN 1831983138

Submitted electronically by Raleigh Real Estate Law in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with the Wake County Register of Deeds.

The property hereinabove described was acquired by the Grantor by instrument recorded **in BOOK 15664, PAGE 1909, Wake COUNTY REGISTRY.**

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee that Grantor is seized of the premises in fee simple, that title is marketable and free of all encumbrances and that the Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

1. **AD VALOREM TAXES FOR THE CURRENT YEAR AND SUBSEQUENT YEARS; AND**

2. **EASEMENTS, OTHER RESTRICTIONS, AND RIGHTS OF WAY OF RECORD**

[The remainder of this page intentionally left blank; signature page(s) follows]

IN WITNESS WHEREOF, the Grantor, having been duly sworn, has hereunto set his/her hand and seal the day and year above written.

(SEAL)
David H. Mahaley

STATE OF North Carolina Wake COUNTY }ss.
I, the undersigned Notary Public, certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: David H. Mahaley, Grantor(s).
Witness my hand and official stamp or seal, this the 29th day of July, 2020

My Commission Expires: Aug. 17, 2022

Juliet Connell
Notary Public
Print Notary Name: Juliet Connell

(Affix Official Stamp or Seal in Blank Space)

JULIET CONNELL
NOTARY PUBLIC
My Comm. Exp. Aug 17, 2022
Wake County NORTH CAROLINA

IN WITNESS WHEREOF, the Grantor, having been duly sworn, has hereunto set his/her hand and seal the day and year above written.

Lori S. Mahaley (SEAL)
Lori S. Mahaley

STATE OF North Carolina, Wake COUNTY }ss.
I, the undersigned Notary Public, certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Lori S. Mahaley, Grantor(s).
Witness my hand and official stamp or seal, this the 29th day of July, 2020

My Commission Expires: Aug. 17, 2022

Juliet Connell
Notary Public
Print Notary Name: Juliet Connell

(Affix Official Stamp or Seal in Blank Space)

JULIET CONNELL
NOTARY PUBLIC
My Comm. Exp. Aug 17, 2022
Wake County NORTH CAROLINA

Attachment B – State Historic Preservation Office Comments

North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office
Ramona M. Bartos, Administrator

Governor Roy Cooper — Secretary D. Reid Wilson

August 25, 2021

Michelle A. Michael, Senior Planner
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27587-2901

RE: Proposed designation of the **Mutschler House, 1320 Country Club Drive, Wake Forest, Wake County**

Dear Ms. Michael:

Thank you for submitting the report for Mutschler House, 1320 Country Club Drive, Wake Forest, Wake County. We have reviewed the information in the report and offer the following comments in accordance with North Carolina General Statute 160D-946.

According to the report:

> The 1973 William and Barbara Mutschler House possesses the requisite special significance for Local Historic Landmark designation as a rare example of Modernist architecture in Wake Forest. The residence manifests Modernist principles in its long, low form and generous use of glass and high-quality natural materials such as rough-sawn board-and-batten sheathing and variegated-red brick to create continuity between the interior and exterior. Beneath the low-pitched side-gable roof, deep eaves shelter plate-glass casement windows and fixed windows and sliding-glass doors. West of the entrance, the roof continues in a dramatic cantilever to create a two-bay carport. The interior retains a split-foyer plan and original character-defining features including rough-sawn board-and-batten accent walls, variegated-red-brick chimneys, exposed ceiling beams in the upper-level public rooms, built in bookshelves, hardwood floors, a brick stair landing, and lower-level game room, family room, and sunporch brick floors. Intact elements in the bedroom wings include flat-board windows and door surrounds, low baseboards, flat-panel wood corridor doors, louvered bi-fold closet doors and built-in bookshelves. The period of significance is 1973, the construction date.

We shared recommendations with staff to perform minor changes to the report. With these changes, we believe the designation report will provide the preservation commission and local governing board sufficient information to determine whether the Mutschler House possesses the requisite special local significance and integrity for local historic landmark designation.

Location: 109 East Jones Street, Raleigh NC 27601 **Mailing Address:** 4617 Mail Service Center, Raleigh NC 27699-4617 **Telephone/Fax:** (919) 814-6570/814-6898

Landmark designation means the local government recognizes the property is worthy of preservation because of its special significance to the local community. Any substantial changes in design, materials, and appearance to the property is subject to the design review procedures of the preservation commission.

Thank you for the opportunity to comment on this report. Please note, our comments are advisory only and therefore, non-binding. Once the governing board has received a recommendation from the Wake Forest Historic Preservation Commission, it should proceed in the same manner as would otherwise be required for an amendment to the zoning ordinance. Once the decision has been made, please return a completed copy of the attached designation form to our office.

This letter serves as our comments on the proposed designation of the Mutschler House, 1320 Country Club Drive, Wake Forest, Wake County.

Please contact me at Kristi.brantley@ncdcr.gov (preferred) or 919-814-6576 should you have any questions about our comments.

Sincerely,



Kristi Brantley
Local Preservation Commissions/CLG Coordinator

CC: Commission Chair

Attachment C: Recommendation from the Wake Forest Historic Preservation Commission

TOWN *of*
WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9400

www.wakeforestnc.gov

September 8, 2021

Dear Mayor Jones and Members of the Wake Forest Board of Commissioners,

The Wake Forest Historic Preservation Commission met this evening to hear evidence and testimony regarding the proposed designation of the Mutschler House as a Local Historic Landmark. The structure is significant to the history of Wake Forest as an excellent example of Mid-Century Architecture.

The Historic Preservation Commission finds that the Mutschler House holds special significance in terms of its history, architecture, and cultural importance; that it possesses integrity of design, setting, workmanship, materials, and association; and is, therefore, worthy of designation as local historic landmark property.

It is the opinion of the Historic Preservation Commission that this property meets the qualifications for landmark status and recommends the Board of Commissioners approve the Local Historic Landmark Designation Ordinance.

Sincerely,

Andrea Radford
Chairperson
Wake Forest Historic Preservation Commission

Enclosure

ORDINANCE #2021 -

ORDINANCE DESIGNATING PROPERTY KNOWN AS THE MUTSCHLER HOUSE AS A LOCAL HISTORIC LANDMARK PROPERTY AT 1320 COUNTRY CLUB DRIVE, WAKE FOREST, NORTH CAROLINA, AND RECORDED AS WAKE COUNTY TAX PIN 1831-98-3138

WHEREAS, all of the prerequisites to the adoption of this ordinance prescribed in 160D- 946, as amended of the General Statutes of North Carolina have been met; and

WHEREAS, the Board of Commissioners of the Town of Wake Forest has taken into full consideration all statements and information presented at a public hearing held on the 19th day of October 2021, on the question of designating the property known as the Mutschler House including the home and the land associated therewith, as a local historic landmark property; and

WHEREAS, the Wake Forest Historic Preservation Commission held a public hearing on the 8th day of September, 2021, on the question of designating the Mutschler House, including the home and the land associated therewith, as a local historic landmark property and, after considering all statements and information presented at that public hearing recommended approval of the designation; and

WHEREAS, the Mutschler House is of special historical significance as an excellent example of Modernist architectural design in Wake Forest. The residence manifests Modernist principles in its long, low form, generous use of glass and high-quality natural materials including rough-sawn board-and-batten sheathing and variegated red brick. It holds a remarkable degree of architectural integrity in regard to setting, location, association, design, materials, workmanship, and feeling; and

WHEREAS, the North Carolina State Historic Preservation Office reviewed the Mutschler House Local Historic Landmark Application and provided that the “report will provide the preservation commission and local governing board sufficient information to determine whether the Mutschler Houses possesses the requisite special local significance and integrity for local historic landmark designation"; and

WHEREAS, the property known as the Mutschler House is vested in fee simple to Andrew O. Grimmett and Angela M. Wright;

NOW THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest that:

Section 1. The property known as the Mutschler House, including the home and the land associated therewith, is hereby designated as a local historic landmark property pursuant to 160D-945, of the General Statutes of North Carolina. For purposes of description only, the location of said property is noted as being situated on .91 acres +/- located at 1320 Country Club Drive, Wake Forest, North Carolina, as recorded as Tax PIN 1831-98-3138.

Section 2. The exterior of said designated property may be materially altered, restored, moved, or demolished only following the issuance of a Certificate of Appropriateness (COA) by the Wake Forest Historic Preservation Commission (HPC) and that minor changes receive a Minor Work COA from town staff, according to the procedures outlined in Section 15.11 Historic Preservation of the Wake Forest Unified Development Ordinance.

Section 3. Nothing in this ordinance shall be construed to prevent or delay the ordinary maintenance or repair of any architectural feature in or on said property that does not involve a change of design, material, or outer appearance thereof, nor to prevent or delay the making of emergency repairs, nor to prevent or delay the construction, reconstruction, alteration, restoration, demolition, or removal of any such feature when a building inspector or similar official certified to the HPC that such action is required for the protection of public health and public safety because of an unsafe condition. Nothing herein shall be construed to prevent the property owner from making any use of this property not prohibited by other statutes, ordinance, or regulations.

Section 4. A suitable sign may be posted indicating that said property has been designated a local historic landmark and containing any other appropriate information.

Section 5. The owners and occupants of the property known as the Mutschler House be given the notice of this ordinance as required by applicable law and that copies of this ordinance be filed and indexed in the offices of the Wake Forest Town Clerk, Wake Forest Planning Department, Wake County Register of Deeds, and the Wake County Tax Supervisor, as required by applicable law.

Section 6. That which is designated as a local historic landmark property shall be subject to G.S. l60D-947, as amended, and any amendments hereafter adopted.

This the 19th day of October 2021

Moved by: _____

Seconded by: _____

Mayor: _____

APPROVED AS TO FORM:

_____

Town Attorney

ATTEST:

Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-286-
Submitted by: Melanie Rausch
Submitting Department: Planning
Meeting Date: October 19, 2021

SUBJECT
Public hearing on and consideration of a petition requesting contiguous annexation submitted by G98 Commercial, LLC for property located at 0 Capital Boulevard, being Wake County Tax PIN 1830-87-2437 and adjacent right-of-way totaling approximately 28.5885 acres.

Recommendation:

Item Summary:

ATTACHMENTS

- 101921 BOC Agenda Summary (AN-21-07).pdf
- Grove 98 Draft Ordinance (AN-21-07).docx
- Attachment A Legal Description AN-21-07.pdf
- Attachment B Annexation Map AN-21-07.pdf
- Attachment C Contiguous Annexation Petition AN-21-07.pdf

Agenda Item: Public hearing on and consideration of a petition requesting contiguous annexation submitted by G98 Commercial, LLC for property located at 0 Capital Boulevard, being Wake County Tax PIN 1830-87-2437 and adjacent right-of-way totaling approximately 28.5885 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest for G98 Commercial, LLC. The Board of Commissioners set the date of the public hearing, accepted the annexation petition, adopted the resolution to investigate the annexation petition and had the Town Clerk certify the annexation petition at the September 21, 2021 meeting. This annexation petition is associated with Grove 98 North.

Attachments: Attachment A - Legal Description AN-21-07

Attachment B - Annexation Survey AN-21-07

Attachment C – Contiguous Annexation Petition AN-21-07

Draft Ordinance

ORDINANCE 2021-

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF WAKE FOREST, NORTH CAROLINA

(contiguous annexation petition submitted by G98 Commercial, LLC for property located at 0 Capital Boulevard, being Wake County Tax PIN 1830-87-2437 and adjacent right-of-way totaling approximately 28.5885 acres.)

WHEREAS, the Board of Commissioners has adopted a resolution under N.C.G.S. 160A-31, as amended, stating its intent to annex the area described below; and

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

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at the Town of Wake Forest Town Hall at 6:00 p.m. on October 19, 2021, after due notice by publication on October 8, 2021; and

WHEREAS, the Board of Commissioners does hereby find as a fact that said petition meets the requirements of N.C.G.S. 160A-31, as amended;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, North Carolina:

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, as amended, the following described territory is hereby annexed and made part of the Town of Wake Forest as of the 19th day of October, 2021.

(See Attachment A-Legal Description and Attachment B-Annexation Map)

Section 2. Upon and after the 19th day of October, 2021, the territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Wake Forest and shall be entitled to the same privileges and benefits as other parts of the Town of Wake Forest. Said territory shall be subject to municipal taxes according to N.C.G.S. 160A-58.10.

Section 3. The Mayor and the Town of Wake Forest shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance.

This the 19th day of October, 2021.

Moved by: _____

Seconded: _____

Mayor: _____

APPROVED AS TO FORM:

_____
Town Attorney

ATTEST:

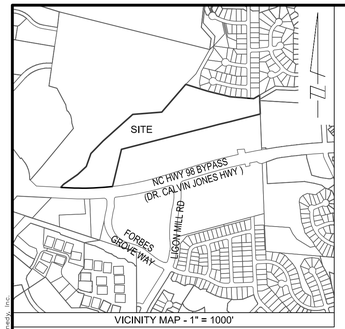
_____
Town Clerk

ANNEXATION MAP LEGAL DESCRIPTION

G98 COMMERCIAL, LLC

BEGINNING AT AN EXISTING IRON PIPE, SAID IRON PIPE BEING LOCATED ON THE NORTHERN RIGHT-OF-WAY LINE OF N.C. HIGHWAY 98 BYPASS (DR. CALVIN JONES HWY) AND BEING THE SOUTH WESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OF G98 COMMERCIAL, LLC AS RECORDED IN DEED BOOK 18600, PAGE 2301, WAKE COUNTY REGISTRY AND BEING THE POINT OF BEGINNING; THENCE LEAVING THE SAID NORTHERN RIGHT-OF-WAY OF N.C. HIGHWAY 98 BYPASS, SOUTH 13°33’25”WEST A DISTANCE OF 160.14 FEET TO A POINT IN THE SOUTHERN RIGHT-OF-WAY OF SAID N.C. HIGHWAY 98 BYPASS; THENCE ALONG SAID RIGHT-OF-WAY AND WITH A CURVE TO THE RIGHT AN ARC DISTANCE OF 498.41 FEET TO A POINT, SAID CURVE HAVING A RADIUS OF 3897.63 FEET, A CHORD DIRECTION OF SOUTH 88°04'48" WEST, AND A CHORD DISTANCE OF 498.07 FEET; THENCE NORTH 87°21'15" WEST A DISTANCE OF 183.71 FEET TO A POINT; THENCE NORTH 86°53'51" WEST A DISTANCE OF 129.58 FEET TO A POINT; THENCE LEAVING THE SAID RIGHT-OF-WAY NORTH 41°15’09”EAST A DISTANCE OF 191.91 FEET TO A POINT IN THE SAID NORTHERN RIGHT-OF-WAY OF N.C. HIGHWAY 98 BYPASS, SAID POINT BEING THE SOUTH EASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OF ROLLS CAPITAL, LLC. AS RECORDED IN DEED BOOK 10905 PAGE 950 AND SHOWN ON BOOK OF MAPS 1997 PAGE 60, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 41°15'09" EAST A DISTANCE OF 95.91 FEET TO A POINT; THENCE NORTH 54°51'14" EAST A DISTANCE OF 240.59 FEET TO A POINT; THENCE NORTH 46°34'25" EAST A DISTANCE OF 165.32 FEET TO A POINT; THENCE NORTH 19°21'55" EAST A DISTANCE OF 192.26 FEET TO A POINT; THENCE NORTH 43°48'27" EAST A DISTANCE OF 243.85 FEET TO A POINT; THENCE NORTH 47°42'38" EAST A DISTANCE OF 371.73 FEET TO A POINT; THENCE NORTH 47°51'26" EAST A DISTANCE OF 185.21 FEET; THENCE NORTH 85°06'58" EAST A DISTANCE OF 406.14 FEET TO A POINT; THENCE NORTH 40°46'40" EAST A DISTANCE OF 204.02 FEET TO A POINT; THENCE NORTH 44°05'54" EAST A DISTANCE OF 263.38 FEET TO A POINT, SAID POINT THE SOUTH WESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OF BENNETT POINT DEVELOPMENT LLC AS RECORDED IN DEED BOOK 9593 PAGE 2283, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID SOUTHERN PROPERTY LINE SOUTH 72°43'17" EAST A DISTANCE OF 326.46 FEET TO A POINT, SAID POINT BEING THE SOUTH EASTERN PROPERTY CORNER OF LOT 16 BENNETT PARK SUBDIVISION AND THE SOUTH WESTERN PROPERTY CORNER OF LOT 15 BENNETT PARK SUBDIVISION AS SHOWN IN BOOK OF MAPS 2005 PAGE 525, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID SOUTHERN PROPERTY LINE SOUTH 76°16'28" EAST A DISTANCE OF 315.67 FEET TO A POINT, SAID POINT BEING THE SOUTH EASTERN PROPERTY CORNER OF LOT 12 BENNETT PARK SUBDIVISION AND THE SOUTH WESTERN PROPERTY CORNER OF LOT 11 BENNETT PARK SUBDIVISION; THENCE ALONG AND WITH SAID SOUTHERN PROPERTY LINE SOUTH 85°05'57" EAST A DISTANCE OF 332.40 FEET TO A POINT, SAID POINT BEING LOCATED ON THE SOUTHERN PROPERTY LINE OF LOT 8 BENNETT PARK SUBDIVISION; THENCE ALONG AND WITH SAID SOUTHERN PROPERTY LINE NORTH 59°25'16" EAST A DISTANCE OF 95.59 FEET TO AN EXISTING IRON PIPE, SAID IRON PIPE BEING THE SOUTH EASTERN PROPERTY CORNER OF LOT 8 BENNETT PARK SUBDIVISION AND THE NORTH WESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OF MODERN CONTINENTAL ENTERPRISES INC. AS RECORDED IN DEED BOOK 6409 PAGE 68 AND AS SHOWN IN BOOK OF MAPS 1999 PAGE 197, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE SOUTH 01°41'25" EAST A DISTANCE OF 56.85 FEET TO AN EXISTING IRON PIPE, SAID IRON PIPE BEING THE SOUTH WESTERN PROPERTY CORNER OF MODERN

CONTINENTAL ENTERPRISES INC AND THE NORTH EASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OF WAKEMED PROPERTY SERVICES AS RECORDED IN DEED BOOK 17692 PAGE 424, WAKE COUNTY REGISTRY, THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE SOUTH 02°20'21" EAST A DISTANCE OF 13.79 FEET TO AN EXISTING IRON PIPE, SAID IRON PIPE BEING THE SOUTH WESTERN PROPERTY CORNER OF WAKEMED PROPERTY SERVICES AND THE NORTH WESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OF WAKE MED PROPERTY SERVICES AS RECORDED IN DEED BOOK 17692 PAGE 424, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE SOUTH 00°40'52" EAST A DISTANCE OF 129.42 FEET TO AN EXISTING IRON PIPE, SAID IRON PIPE BEING LOCATED ON THE WESTERN PROPERTY LINE OF WAKEMED PROPERTY SERVICES AND THE NORTH EASTERN PROPERTY CORNER OF G98 COMMERCIAL, LLC AS RECORDED IN DEED BOOK 18600, PAGE 2301, WAKE COUNTY REGISTRY AND HAVING NC GRID (NAD '83/2011) COORDINATES OF N: 807700.155 FEET & E: 2139628.238 FEET; THENCE ALONG AND WITH SAID NORTHERN PROPERTY LINE SOUTH 74°27'58" WEST A DISTANCE OF 2004.73 FEET TO AND EXISTING IRON PIPE; THENCE SOUTH 13°33'25" WEST A DISTANCE OF 548.39 FEET BACK TO THE POINT OF BEGINNING AND CONTAINING 28.5885 ACRES.



VICINITY MAP - 1" = 1000'

NOTE:
1. AREAS BY COORDINATE GEOMETRY UNLESS SHOWN OTHERWISE.
2. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
3. ALL STREETS ARE PUBLIC RIGHTS-OF-WAY UNLESS SHOWN OTHERWISE.
4. NO NCGS MONUMENT WITHIN 2,000 FEET OF PROPERTY.
5. A PORTION OF THE PROPERTY LIES IN A FEMA FLOOD HAZARD AREA PER FIRM NUMBER 3720183000J DATED MAY 2, 2006. PROPERTY LIES IN ZONE "X", ZONE "AE" & FLOODWAY AS SHOWN.
6. PROPERTIES ARE ZONED PUD.
7. THE COORDINATES SHOWN ON THIS PLAT WERE DERIVED BY REAL TIME NETWORK (RTN) GLOBAL POSITIONING SYSTEM (GPS). THIS METHOD RESULTS IN (NAD 1983/2011) - (CORS 96) POSITIONS AND NORTH AMERICAN VERTICAL DATUM '88 (MEAN SEA LEVEL) ELEVATIONS USING THE CONTINUOUSLY OPERATING REFERENCE STATIONS (CORS) MAINTAINED BY NORTH CAROLINA GEODETIC SURVEY, CLASS A SURVEY, 0.033 FT POSITIONAL ACCURACY, VRS FIELD PROCEDURE, GEOID12A AND UNITS IN FEET.

CURVE TABLE				
CURVE	RADIUS	LENGTH	CHORD DIRECTION	CHORD
C1	7719.82	234.06	S79°08'54"W	234.06
C2	7719.82	665.33	S75°04'24"W	665.12
C3	3746.72	630.67	N78°48'06"E	629.93
C4	3746.71	530.44	N87°40'10"E	530.00

LINE TABLE		
LINE	DIRECTION	DISTANCE
L1	S01°41'25"E	56.85
L2	S02°20'21"E	13.79
L3	S02°06'44"E	22.44
L4	N11°43'06"W	55.77
L5	S85°22'24"W	101.05
L6	S12°27'36"E	68.90
L7	S73°03'54"W	181.92
L8	N86°53'51"W	10.43

"I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION USING REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION IN BOOK _____, PAGE _____ OR OTHER REFERENCE SOURCE _____; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 10,000+; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56. 1600)."

THIS _____ DAY OF _____, 2021.

SEAL _____
PROFESSIONAL LAND SURVEYOR

BENNETT POINT DEVELOPMENT LLC
PIN: 1830887063
DB. 9593 PG. 2283
BM. 2005 PG. 525

LOT 16
KLINE, RAY M
& LAURA C COUTTS
PIN: 1830886061
DB. 12314 PG. 617
BM. 2005 PG. 525

LOT 15
ROLAND, CHRISTOPHER B
PIN: 1830885969
DB. 11529 PG. 1020
BM. 2005 PG. 525

LOT 14
MOSES, CHRISTOPHER B
PIN: 1830885909
DB. 16977 PG. 1063
BM. 2005 PG. 525

LOT 13
MULTIFAMILIES
& CHAMBERS
PIN: 1830885789
DB. 16977 PG. 1063
BM. 2005 PG. 525

LOT 12
KEEL, BRIAN & PAMELA D
PIN: 1830885664
DB. 17259 PG. 1225
BM. 2005 PG. 525

LOT 11
REPPER, DAVID & LAUREN
PIN: 1830885254
DB. 17259 PG. 2284
BM. 2005 PG. 525

LOT 10
STANLEIGH, JANE
PIN: 1830885083
DB. 17259 PG. 2284
BM. 2005 PG. 525

THORPE, MEGAN SMITH
PIN: 1830884943
DB. 17259 PG. 2284
BM. 2005 PG. 525

BENNETT PARK SUBDIVISION
BM. 2005 PG. 525

RICHLAND RIDGE DRIVE
50' PUBLIC RIGHT-OF-WAY
BM. 2005 PG. 525

LOT 8
LANCASTER, RONALD JR
& DAPHNE B
PIN: 1830975963
DB. 13097 PG. 2215
BM. 2005 PG. 525

MODERN CONTINUITY ENTERPRISES INC
PIN: 1830976149
DB. 14809 PG. 68
BM. 1998 PG. 58

LOT 7
WAKEMED PROPERTY SERVICES
PIN: 1840070859
DB. 17692 PG. 424
BM. 2016 PG. 264

NC GRID (NAD 83/2011)
SCALE: 1" = 100'

S72°43'17"E 336.46'
S74°55'54"E 243.42'
S76°16'28"E 315.67'
S85°05'51"E 372.40'
N00°25'16"E 56.39'
L1
S01°41'25"E 555.49'

10' CITY OF RALEIGH SANITARY SEWER PERMANENT EASEMENT
DB. 15767 PG. 2505
BM. 2014 PG 1057-1058

20' PUBLIC SANITARY SEWER EASEMENT
BM. 1976 PG. 485 (SHEET 23)

30' MULTIPURPOSE
TOWN OF WAKE FOREST EASEMENT
DB. 4369 PG. 889

EIP
CONTROL CORNER
NC GRID (NAD 83/2011)
COORDINATES
N: 807705.1550 FEET
E: 2139628.2380 FEET

N/F
PARCEL 10
ROLLS CAPITAL LLC
PIN: 1830786176
DB. 10905 PG. 950
BM. 1997 PG. 60

N85°06'58"E 406.14'
N84°56'49"E 243.42'

WAKE FOREST PLANNING
JURISDICTION LIMITS

PARCEL 12
G98 COMMERCIAL, LLC
PIN: 1830872437
DB. 18600 PG. 2306
BM. 1997 PG. 60
ZONED: PUD
1,129,526 SF OR 25.9304 AC
(VACANT)

N74°27'58"W 2004.77'

30' MULTIPURPOSE TOWN
OF WAKE FOREST EASEMENT
DB. 4372 PG. 663

20' CITY OF RALEIGH SANITARY SEWER PERMANENT EASEMENT
BM. 2014 PG. 1066-1067
DB. 15912 PG. 1399

LOT 1
WAKEMED PROPERTY SERVICES
PIN: 1840070540
DB. 17692 PG. 424
BM. 2016 PG. 264

S74°55'54"E 243.42'

N84°56'49"E 243.42'

20' CITY OF RALEIGH SANITARY SEWER PERMANENT EASEMENT
DB. 15767 PG. 2505
BM. 2014 PG 1057-1058

20' PUBLIC SANITARY SEWER EASEMENT
BM. 1976 PG. 485 (SHEET 22)

EIP
CONTROL CORNER
NC GRID (NAD 83/2011)
COORDINATES
N: 807143.0480 FEET
E: 2139653.4800 FEET

WAKE FOREST PLANNING
JURISDICTION LIMITS

LOT 2
G98 COMMERCIAL, LLC
PIN: 1830876113
DB. 18600 PG. 2301
BM. 2021 PG. 910 - 915
ZONED: PUD
(VACANT)

N/F
PARCEL 10
ROLLS CAPITAL LLC
PIN: 1830786176
DB. 10905 PG. 950
BM. 1997 PG. 60

N84°56'49"E 243.42'
N84°43'18"E 249.28'
N84°34'42"E 165.32'
N78°23'54"E 105.88'
N74°15'08"E 69.91'
N86°53'51"W 129.58'
N87°21'15"W 183.71'
N87°21'15"W 181.91'
L8
C4
S12°27'36"W 68.90'
S12°27'36"W 106.14'
P.O.B.
EIP
AREA IN R/W
TO BE ANNEXED
115,789 SF OR 2.6581 AC
195.00'
R=3897.53'
L=498.41'
CB=S88°04'48"W
CD=498.07'

C2 (TIE)
S73°03'54"W 539.07' (TIE)
L7 (TIE)
C3 (TIE)
C1 (TIE)
L6 (TIE)
L5 (TIE)
REBAR
WAKEMED PROPERTY SERVICES
PIN: 1830976175
DB. 17692 PG. 424.
BM. 2008 PG. 703

N.C. HIGHWAY 98 BYPASS
(DR. CALVIN JONES HWY)
150.9Z CONTROLLED ACCESS RIGHT-OF-WAY

LIGON MILL ROAD
50' PUBLIC RIGHT-OF-WAY

FORBES GROVE WAY
VARIABLE WIDTH PUBLIC RIGHT-OF-WAY

LEGEND
EIP = EXISTING IRON PIPE
IPS = IRON PIPE SET
CP = CALCULATED POINT
PK = PK NAIL
R/W = RIGHT-OF-WAY
XXXX DENOTES ADDRESS

HATCH LEGEND
HATCH BORDER REPRESENTS TOWN OF WAKE FOREST PLANNING JURISDICTION LIMITS

REFERENCES:
DB. 18600 PG. 2306
BM. 1997 PG. 60
BM. 2021 PG. 910 - 915
BM. 2021 PG. 1192

OWNER:
G98 COMMERCIAL, LLC
C/O STILES CORPORATION
201 E. LAS OLAS BLVD., SUITE 1200
FORT LAUDERDALE, FL 33301

TOTAL AREA TO BE ANNEXED
1,245,315 SF OR 28.5885 AC

Annexation Map: AN- 21-07, Grove 98
28.5885 ± Acres
Town of Wake Forest
Fulfills requirements of N.C.G.S. 160A-29
Ordinance #
Adopted:
Effective Date of Annexation:

I, Deeda Harris, Town Clerk, Town of Wake Forest, North Carolina certify that this is a true and accurate map of annexation adopted the _____ day of _____, 20____, by the Wake Forest Board of Commissioners. I set my hand and seal of the Town of Wake Forest,

_____, 20_____

_____
Deeda Harris

NOTE:
THE LOCATIONS OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON OBSERVED ABOVE GROUND STRUCTURES, FIELD MARKINGS AND DRAWINGS PROVIDED TO THE SURVEYOR. LOCATIONS OF UNDERGROUND UTILITIES/STRUCTURES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES/STRUCTURES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THE PROGRESS OF THIS SURVEY TO LOCATE BURIED UTILITIES/STRUCTURES. BEFORE EXCAVATIONS ARE BEGUN, FIELD LOCATIONS AND THE TYPE OF UTILITIES/STRUCTURES SHOULD BE VERIFIED.

SCALE: 1" = 100'
0 50 100 200 300 400

BASS, NIXON & KENNEDY, INC.
CONSULTING ENGINEERS
• 6310 CHAPEL HILL ROAD, SUITE 250, RALEIGH, NORTH CAROLINA 27607
• TELEPHONE: (919)851-4422 or (800)354-1879
• FAX: (919)851-8866
• CERTIFICATION NUMBERS: NCBELS (C-0110); NCBLA (C-0267)

NO.	DATE	DESCRIPTION	BY
1	08-23-21	REVISED PER TOWN COMMENTS	PM
2	08-27-21	REVISED PER TOWN COMMENTS	PM

18121 JOB NO.
07/21/2021 DATE
DGR DRAWN BY
SCALE: 1" = 100' CHK BY: DG

ANNEXATION MAP FOR THE TOWN OF WAKE FOREST
PROPERTY OF
G98 COMMERCIAL, LLC
WAKE COUNTY NORTH CAROLINA
WAKE FOREST

SHEET 1 OF 1

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R:\2018\18121 - Bennett Properties (Hwy 98)\SURVEY\18121DDV.dwg\18121 ANNEXATION PLAT 2021.dwg, 8/27/2021 8:39:58 AM, pat2.
PDF995

TOWN *of*
WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 8/24/21

To the Board of Commissioners of the Town of Wake Forest:

I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

The area to be annexed is contiguous to the Town of Wake Forest corporate limits and the boundaries of such territory are as follows *(attach or insert below a metes & bounds description with a matching survey map)*:

see attached

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

Name	Address	Signature	Date
G98 Commercial, LLC	201 E. Las Olas Blvd Ft. Lauderdale, FL 33301	Joshi Siemens V.P.	8/24/21
Name	Address	Signature	Date
Name	Address	Signature	Date
Name	Address	Signature	Date

For additional information or assistance, please call the Planning Department at (919) 435-9510.

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-330-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: October 19, 2021

SUBJECT
Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2022 - 2027

Recommendation:

Item Summary:

ATTACHMENTS
- First CIP Public Hearing FY 2022-2027_summary.pdf
- CIP Schedule 2022.pdf

Agenda Item: **Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2022-2027**

Summary: Preparations are underway to update the annual Capital Improvements Plan. The hearing is to receive comments for capital needs over the next five years beginning with FY 2022 and ending with FY 2027. This is the first of two public hearings. The second public hearing to receive comments on the proposed update before adoption will occur in January or February 2022. The CIP is the first step in the Town's annual budgeting process. CIP update schedule attached.

Attachments: Schedule

CAPITAL IMPROVEMENTS PLAN UPDATE SCHEDULE
For fiscal years 2022 thru 2027

1)	Materials and instructions distributed to Department Directors	September 3, 2021
2)	Completed CIP Requests submitted (via Teams) to Senior Budget Analyst	October 8, 2021
3)	Public Hearing on Capital Needs	October 19, 2021
4)	Meetings with Department Directors (As needed)	October -November
5)	Present CIP Update to Town Board	January 4, 2022
6)	Public Hearing on CIP Document	January 18, 2022
7)	Work Session on CIP with Town Board	February 1, 2022
8)	Adoption of Updated CIP	February 15, 2022 (Board Meeting)

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-204-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

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

Recommendation:

Item Summary:

ATTACHMENTS

-

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-292-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: October 19, 2021

SUBJECT
Approval of Budget Ordinance Amendment # 1 for FY 2021 -2022

Recommendation:
Approval

Item Summary:

ATTACHMENTS

- Budget Ordinance Amendment_summary.pdf
- Budget Ordinance Amendment #1.pdf

Agenda Item: Budget Ordinance Amendment # 1 – FY 2021-2022

Summary: North Carolina General Statutes 159-15 authorizes the governing board to amend the budget ordinance at any time after the ordinance is adopted. Amendments generally include additional revenues, appropriations from contingency for unforeseen events, transfers to/from capital reserve funds and/or fund balance and periodic modifications to capital projects funds.

Attachments: Summary worksheets

Budget Amendment # 1

General Fund
Budget Amendment Worksheet
For the fiscal year ending June 30, 2022

Estimated Revenues:	Dept.	Budget Adopted	Prior Budget Amendments	Current Budget Amendments	Amended Budget
General Fund revenues		$ 56,497,285	-		56,497,285
Total Revenues		56,497,285	-	-	56,497,285
Appropriations:					
Governing Body	410	518,320		(48,300)	470,020
Legal Services	412	310,310			310,310
Administration	420	875,430	49,440	7,500	932,370
Communications	425	994,560			994,560
Human Resources	430	827,935		6,750	834,685
Downtown Development	435	458,175			458,175
Finance	440	1,369,625			1,369,625
Information Technology	445	1,585,360		-	1,585,360
Inspections	480	1,838,265			1,838,265
Planning	490	2,727,150	287,985	50,000	3,065,135
Public Facilities	500	2,906,935	76,535		2,983,470
Public Safety: Police	510	14,144,970	94,897		14,239,867
Public Safety: Fire	520	9,746,020	29,394	55,500	9,830,914
Public Works:					
PW Administration	530	291,575			291,575
Urban Forestry	535	229,820			229,820
Fleet Maintenance	550	601,525			601,525
Streets	560	3,040,000	38,319		3,078,319
Solid Waste	580	4,617,620	216,000		4,833,620
Engineering	540	1,568,360	11,910		1,580,270
Parks, Recreation & Cultural Resources	620	4,368,280		35,250	4,403,530
Transfers	999	6,859,265			6,859,265
Total Appropriations		59,879,500	804,480	106,700	60,790,680
Estimated revenues over total appropriations		$ (3,382,215)	$ (804,480)	$ (106,700)	$ (4,293,395)
Other financing sources (uses):					
Sale of assets		125,000			125,000
Installment note proceeds		1,304,500			1,304,500
Operating transfers from other funds:					
Special Revenue Fund - DMSD		97,500			97,500
Special Revenue Fund - Police		62,615			62,615
Special Revenue Fund - Futures Fund					-
Gen Capital Reserve Fund		60,000			60,000
Recreation Capital Reserve Fund		82,000			82,000
Proceeds from NCCHIP Reserve		450,000			450,000
Appropriated Fund Balance		1,200,600	804,480	106,700	2,111,780
Total other financing sources		3,382,215	804,480	106,700	4,293,395
Estimated revenues and other sources over appropriations and other uses		$ -	$ -	$ -	$ -

NOTE: Prior budget amendment includes encumbrances brought forward from FY 20-21 as authorized by the FY 2021-2022 budget ordinance.

Budget Amendment # 1

Town of Wake Forest

Budget Amendment Request

For the fiscal year ending June 30, 2022

GENERAL FUND

	Funds coming from:					
	Fund	Dept	Account	Project/Department	Account Description	Amount
1	100	000	4990	N/A	Appropriated Fund Balance	106,700
2	100	410	5692	BOC	Contributions - Other	50,000
						156,700

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
100	410	5520	BOC	Insurance & Bonds	1,700
100	420	5460	Admin	Contracted Services	7,500
100	430	5520	Human Resources	Insurance & Bonds	6,750
100	520	5300	Fire	Professional Services	3,500
100	520	5520	Fire	Insurance & Bonds	52,000
100	620-420	5430	PRCR (Park Maintenance)	Repair & Maintenance Services	35,250
100	490-205	5460	Planning (LR Planning)	Contracted Services	50,000
					156,700

Explanation:

1 - Amend budgets for unforseen expenditures and carry overs from FY 20-21 allocating from appropriated fund balance.

2 - Transfer monies budgeted in Board of Commissioner's budget to Planning for housing rehab contract approved by the Board.

Electric Fund
Budget Amendment Worksheet
For the fiscal year ending June 30, 2022

	Dept./ Div.	*Budget Adopted*	*Prior Budget Amendments*	*Current Budget Amendment*	*Amended Budget*
Estimated Revenues:					
Sale of Power		$21,232,190			$21,232,190
Other Revenue		1,790,975			1,790,975
Total revenues		23,023,165	-	-	23,023,165
Appropriations:					
Operations & Maintenance	850	22,764,810		0	22,764,810
Tree Trimming	860	508,355			508,355
Total appropriations		23,273,165	-	-	23,273,165
Estimated revenues over total appropriations		(250,000)	-	-	(250,000)
Other financing sources (uses):					
Operating transfer to other funds:					
Installment Purchase Proceeds		-			-
Tsfer from Cap Reserve		250,000			250,000
General Fund					-
Total other financing uses		250,000	-	-	250,000
Estimated revenues and other sources over appropriations and other uses		$ -	$ -	$ -	$ -

NOTE: Allocating funds from Contingency requires Board approval but does not affect budget totals.

Budget Amendment # 1

Town of Wake Forest

Budget Amendment Request

For the fiscal year ending June 30, 2022

ELECTRIC FUND

	Funds coming from:					
	Fund	Dept	Account	Project/Department	Account Description	Amount
1	360	850	5899	Operations	Contingency	45,000
						45,000

	Funds going to:					
	Fund	Dept	Account	Project/Department	Account Description	Amount
	360	850	5335	Operations	Professional Services - Consulting	45,000
						45,000

Explanation:

1 Allocate funds from Contingency for WF Power Strategic Plan.

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-275-
Submitted by: Carrie Mitchell
Submitting Department: Engineering
Meeting Date: October 19, 2021

SUBJECT
Approval of a Resolution Allowing the Town Manager to Accept an Offer from NCDOT to Purchase Town Property for NCDOT Right-of-Way and to Grant Easements for the Ligon Mill Bridge Replacement Project

Recommendation:
Approve as submitted

Item Summary:

ATTACHMENTS
- 2021-xx Summary.docx
- Ligon Mill Resolution.pdf

Agenda Item:

Approval of a Resolution Allowing the Town Manager to Accept an Offer from NCDOT to Purchase Town Property for NCDOT Right-of-Way and to Grant Easements for the Ligon Mill Bridge Replacement Project

Summary:

The North Carolina Department of Transportation needs to acquire the necessary right-of-way and easement areas needed to construct the Bridge 126 over Smith Creek on SR2044 (Ligon Mill Rd) Project in Wake Forest. The project consists of constructing sidewalk, raising the grade and lengthening the bridge to accommodate the planned Smith Creek Greenway project, as well as construct a portion of the greenway directly underneath the bridge.

Attachment: Ligon Mill Resolution

RESOLUTION #_____

RESOLUTION OF THE BOARD OF COMMISSIONERS REGARDING THE GRANTING OF ACCESS EASEMENTS, A TEMPORARY EASEMENT, A PERMANENT UTILITY EASEMENT AND A DEED FOR HIGHWAY RIGHT OF WAY IN RELATION TO THE LIGON MILL BRIDGE REPLACEMENT PROJECT

WHEREAS, the Town of Wake Forest, a North Carolina municipal corporation ("Town") and the North Carolina Department of Transportation, an agency of the State of North Carolina (the "NCDOT") entered into a certain Project Agreement dated June 15, 2017, as amended by that certain TIP Supplemental Agreement dated August 27, 2018, and as may be further amended and supplemented, for the replacement of Bridge No. 126 over Smith Creek on SR 2044 (Ligon Mill Road) in Wake Forest, including the construction of sidewalk, raising the grade and lengthening the bridge to accommodate a planned greenway, and constructing a portion of the greenway directly underneath the bridge, as programmed under STIP Project B-5318 (the "Project").

WHEREAS, pursuant to N.C.G.S. § 160A-265 *et. seq.*, the Town has the authority to dispose of real property for a public purpose and to grant easements over, through, under, or across any Town property.

WHEREAS, pursuant to N.C.G.S. § 136-18, the NCDOT has the authority to acquire rights-of-way as necessary for a State transportation system and adjacent utility rights-of-way.

WHEREAS, in facilitation of the Project, the Town and the NCDOT mutually desire to enter into the following:

(i) Agreement for Entry by and between the NCDOT and the Town granting the NCDOT access to a certain portion of the Town's property, as further identified in said agreement, for the construction of the Project, attached hereto as Attachment I;

(ii) Agreement for Entry by and between the NCDOT and the Town granting the NCDOT access to a certain portion of the Town's property, as further identified in said agreement, for the construction of the Project, attached hereto as Attachment II;

(iii) Agreement for Entry by and between the NCDOT and the Town granting the NCDOT access to a certain portion of the Town's property, as further identified in said agreement, for the construction of the Project, attached hereto as Attachment III;

(iv) Deed for Highway Right of Way by and between the NCDOT and the Town granting to the NCDOT in fee simple that certain portion of the Town's property, as further identified in said deed, for the construction of the Project, attached hereto as Attachment IV;

(v) Temporary Easement by and between the NCDOT and the Town granting a temporary easement for highway purposes over that certain portion of the Town's property, as further identified in said easement, for the construction of the Project, attached hereto as Attachment V; and

(vi) Permanent Utility Easement for the construction and maintenance of a utility facility across that certain portion of the Town's property, as further identified in said easement, for the construction of the Project, attached hereto as Attachment VI (collectively, the "Project Agreements").

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, pursuant to the authority granted to the Town by the North Carolina General Statutes, that the Town enter into the Project Agreements with the NCDOT, substantially in the forms attached hereto, in furtherance of the Project.

This the _____of _____, 2021.

Moved by: _____

Seconded: _____

Mayor: _____
Vivian A. Jones, Mayor

ATTEST:

_____
Deeda Harris, Town Clerk

Attachment I

[SEE ATTACHED]

AGREEMENT FOR ENTRY

Prepared By: Tammy Bullock
RETURN TO: Carolina Land Acquisitions
104 East Vance Street
Zebulon, NC 27597

STATE OF NORTH CAROLINA TIP/PARCEL NO.: B-5318 008

Wake COUNTY WBS ELEMENT 46032.2.1

THIS AGREEMENT made this the _____ day of _____, 2021, by and between the North Carolina Department of Transportation (hereinafter called the Department) and Town of Wake Forest, a North Carolina municipal corporation
301 S. Brooks Street, Wake Forest, NC 27587
(hereinafter called the owners);

WITNESSETH

THAT WHEREAS, the Department desires to enter certain lands of the owners located in Wake Forest Township, Wake County, described as follows:

Right of Way described as follows:
Point of beginning being N 15^20'22.1" W, 38.908 feet from -L- Sta 15+00 thence along a curve 325.514 feet and having a radius of 1263.063 feet. The chord of said curve being on a bearing of S 23^36'47.6" E, a distance of 324.614 feet thence to a point on a bearing of S 30^59'46.7" E 234.915 feet thence to a point on a bearing of N 65^36'37.2" E 132.719 feet thence to a point on a bearing of N 30^21'18.0" W 13.487 feet thence to a point on a bearing of N 51^26'50.4" W 75.027 feet thence to a point on a bearing of N 29^15'49.6" W 420.076 feet thence to a point on a bearing of N 43^20'5.8" W 42.745 feet thence to a point on a bearing of S 80^32'6.1" W 72.699 feet returning to the point and place of beginning.

for the construction of State Highway Project 46032.2.1 .

WHEREAS, the Department is authorized by G.S. 136-118 to enter into this agreement without filing the pleadings as set forth in G.S. 136-103.

NOW THEREFORE, in consideration of the mutual benefits inuring to all parties to this agreement and in further consideration of the mutual covenants contained herein, the parties to this agreement do hereby agree and consent that the Department , its employees, officials, contractors, or agents, or assigns, as well as utility companies and all others deemed necessary by the Department, may enter upon the above described lands for carrying on the work, construction, and utility relocations or utility encroachments for Project 46032.2.1 in accordance with the plans and specifications on file in its office in Raleigh, North Carolina, and that the Department, its employees, officials, agents, contractors, or assigns, as well as utility companies and all others deemed necessary by the Department, shall have the same rights for carrying on the work, construction, and utility relocations or utility encroachments for the project as would have been accorded by filing the pleadings required in North Carolina General Statute 136-103. It is understood and agreed that this Agreement includes the right to use the Permanent Utility Easement shown on the DEPARTMENT's plans for the installation and maintenance of utilities, and for all purposes for which the DEPARTMENT is authorized by law to subject same. The Department and its agents, assigns, and licensees (including, without limitation, public utility companies) shall have the right to construct and maintain in a proper manner in, upon and through said premises utility line or lines with all necessary pipes, poles and appurtenances, together with the right at all times to enter said premises for the purpose of inspecting said utility lines and making all necessary repairs and alterations thereon; together with the right to cut away and keep clear of said utility lines, all trees and other obstructions that may in any way endanger or interfere with the proper maintenance and operation of the same with the right at all times of ingress, egress and regress.

The right of entry described herein shall be presumed to begin as of the day and year of the entry of this agreement as first above written. The parties hereto agree that the right of entry granted shall not be deemed a trespass on the owners' property. The OWNERS DO HEREBY EXPRESSLY WAIVE any and all claims arising from any entry made pursuant to this agreement and being in the nature of a trespass, taking, or an inverse condemnation. This waiver applies to the Department, its employees, officials, contractors, agents,assigns, and/or licensees, as well as to utility companies and all others deemed necessary by the Department to enter the property for the purposes set forth herein.

IT IS FURTHER AGREED THAT, the right of entry described herein shall extend for the PERIOD BEGINNING WITH THE DATE OF THIS AGREEMENT AND CONTINUING THEREAFTER UNTIL THE DEPARTMENT'S ACCEPTANCE OF THE COMPLETED HIGHWAY PROJECT.

During the aforesaid period, the parties hereto shall continue to negotiate a resolution of the owners' claim for compensation for the property to be acquired for this highway project. In the event the Department determines that such negotiations have reached an impasse, the Department shall give written notice thereof to the Owners and may file appropriate proceedings in the Superior Court to determine just compensation as provided in Article 9, Chapter 136 of the General Statutes of North Carolina. Likewise, the Owners may give written notice to the Department that such negotiations have reached an impasse and request the Department to file appropriate proceedings in the Superior Court to determine just compensation as provided in Article 9, Chapter 136 of the General Statutes of North Carolina.

In the event that, as of the date of the acceptance by the Department of the completed highway project, the Department has not filed proceedings pursuant to Article 9, Chapter 136 of the General Statutes or the Owners' claim for just compensation for the property acquired for the highway project has not been otherwise resolved a settlement agreement, the Owners shall have two (2) years following the completion of the highway project in which to proceed to a determination of just compensation in the Superior Court pursuant to Article 9, Chapter 136 of the North Carolina General Statutes.

The Owners do hereby agree and consent that no interest shall accrue against the Department during the period of entry set forth herein and do hereby waive any claims for interest except as may be allowed upon any award of just compensation as set forth in Section 136-113 of the North Carolina General Statutes, and in such case, such interest shall accrue only from the date of the filing of proceedings in the Superior Court pursuant to Article 9, Chapter 136 of the North Carolina General Statutes.

TIP/PARCEL NO.: B-5318 008 COUNTY: Wake

IN WITNESS WHEREOF, GRANTOR, pursuant to a resolution dated _____ , has caused this instrument to be signed in its corporate name by its mayor, its corporate seal hereto affixed, and attested by its Town Clerk, by order of the Wake Forest Town Board of Commissioners this the day and year first above written.

TOWN OF Wake Forest

(CORPORATE SEAL)

BY: _____ (SEAL)
Kipling Padgett, Manager
Town of Wake Forest

ATTEST:
Deeda Harris, Clerk of the
Town of Wake Forest

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY:

_____

	North Carolina, _____ County I, _____ , a Notary Public for _____ County, North Carolina, certify that Deeda Harris CLERK of the TOWN of Wake Forest personally came before me this day and being duly sworn, says that he/she knows the common seal of the TOWN OF Wake Forest and is acquainted with Kipling Padgett MANAGER of Wake Forest and that he/she Deeda Harris is the CLERK of the said TOWN of Wake Forest and saw the said MANAGER OF Wake Forest sign the foregoing, and the seal of said TOWN of Wake Forest was affixed to said instrument by the said Deeda Harris , CLERK of the TOWN of Wake Forest all by order of the Town Board of Commissioners of said TOWN of Wake Forest and he/she signed his/her name in attestation of said instrument, and that the said instrument is the act and deed of the said TOWN of Wake Forest . Witness my hand and official seal this the _____ day of _____ , 20 21 . _____ Notary Public My commission expires: _____
(Official Seal)	

FRM10-E
Revised 8-20-2015

Attachment II

[SEE ATTACHED]

AGREEMENT FOR ENTRY

Prepared By: Tammy Bullock
RETURN TO: Carolina Land Acquisitions
104 East Vance Street
Zebulon, NC 27597

STATE OF NORTH CAROLINA TIP/PARCEL NO.: B-5318 009

Wake COUNTY WBS ELEMENT 46032.2.1

THIS AGREEMENT made this the _____ day of _____, 2021, by and between the North Carolina Department of Transportation (hereinafter called the Department) and Town of Wake Forest, a North Carolina municipal corporation
301 S. Brooks Street, Wake Forest, NC 27587
(hereinafter called the owners);

WITNESSETH

THAT WHEREAS, the Department desires to enter certain lands of the owners located in Wake Forest Township, Wake County, described as follows:

Permanent Utility Easement described as follows:
Point of beginning being N 15^20'22.1" W, 38.908 feet from -L- Sta 15+00 thence along a curve 325.514 feet and having a radius of 1263.063 feet. The chord of said curve being on a bearing of S 23^36'47.6" E, a distance of 324.614 feet thence to a point on a bearing of S 30^59'46.7" E 234.915 feet thence to a point on a bearing of N 65^36'37.2" E 132.719 feet thence to a point on a bearing of N 30^21'18.0" W 13.487 feet thence to a point on a bearing of N 51^26'50.4" W 75.027 feet thence to a point on a bearing of N 29^15'49.6" W 420.076 feet thence to a point on a bearing of N 43^20'5.8" W 42.745 feet thence to a point on a bearing of S 80^32'6.1" W 72.699 feet returning to the point and place of beginning.

Temporary Construction Easements described as follows:
Area One
Point of beginning being S 85^15'35.3" W, 176.960 feet from -L- Sta 16+00 thence to a point on a bearing of S 89^48'6.8" E 57.968 feet thence to a point on a bearing of N 21^31'20.7" W 14.048 feet thence to a point on a bearing of S 76^18'22.4" W 54.358 feet returning to the point and place of beginning.

Area Two
Point of beginning being S 15^38'8.5" E, 419.410 feet from -L- Sta 16+00 thence to a point on a bearing of N 57^53'55.4" E 16.556 feet thence to a point on a bearing of N 31^0'43.9" W 144.572 feet thence to a point on a bearing of S 61^31'37.7" W 13.799 feet thence to a point on a bearing of S 29^55'20.1" E 145.525 feet returning to the point and place of beginning.

for the construction of State Highway Project 46032.2.1 .

WHEREAS, the Department is authorized by G.S. 136-118 to enter into this agreement without filing the pleadings as set forth in G.S. 136-103.

NOW THEREFORE, in consideration of the mutual benefits inuring to all parties to this agreement and in further consideration of the mutual covenants contained herein, the parties to this agreement do hereby agree and consent that the Department , its employees, officials, contractors, or agents, or assigns, as well as utility companies and all others deemed necessary by the Department, may enter upon the above described lands for carrying on the work, construction, and utility relocations or utility encroachments for Project 46032.2.1 in accordance with the plans and specifications on file in its office in Raleigh, North Carolina, and that the Department, its employees, officials, agents, contractors, or assigns, as well as utility companies and all others deemed necessary by the Department, shall have the same rights for carrying on the work, construction, and utility relocations or utility encroachments for the project as would have been accorded by filing the pleadings required in North Carolina General Statute 136-103. It is understood and agreed that this Agreement includes the right to use the Permanent Utility Easement shown on the DEPARTMENT's plans for the installation and maintenance of utilities, and for all purposes for which the DEPARTMENT is authorized by law to subject same. The Department and its agents, assigns, and licensees (including, without limitation, public utility companies) shall have the right to construct and maintain in a proper manner in, upon and through said premises utility line or lines with all necessary pipes, poles and appurtenances, together with the right at all times to enter said premises for the purpose of inspecting said utility lines and making all necessary repairs and alterations thereon; together with the right to cut away and keep clear of said utility lines, all trees and other obstructions that may in any way endanger or interfere with the proper maintenance and operation of the same with the right at all times of ingress, egress and regress.

The right of entry described herein shall be presumed to begin as of the day and year of the entry of this agreement as first above written. The parties hereto agree that the right of entry granted shall not be deemed a trespass on the owners' property. The OWNERS DO HEREBY EXPRESSLY WAIVE any and all claims arising from any entry made pursuant to this agreement and being in the nature of a trespass, taking, or an inverse condemnation. This waiver applies to the Department, its employees, officials, contractors, agents,assigns, and/or licensees, as well as to utility companies and all others deemed necessary by the Department to enter the property for the purposes set forth herein.

IT IS FURTHER AGREED THAT, the right of entry described herein shall extend for the PERIOD BEGINNING WITH THE DATE OF THIS AGREEMENT AND CONTINUING THEREAFTER UNTIL THE DEPARTMENT'S ACCEPTANCE OF THE COMPLETED HIGHWAY PROJECT.

During the aforesaid period, the parties hereto shall continue to negotiate a resolution of the owners' claim for compensation for the property to be acquired for this highway project. In the event the Department determines that such negotiations have reached an impasse, the Department shall give written notice thereof to the Owners and may file appropriate proceedings in the Superior Court to determine just compensation as provided in Article 9, Chapter 136 of the General Statutes of North Carolina. Likewise, the Owners may give written notice to the Department that such negotiations have reached an impasse and request the Department to file appropriate proceedings in the Superior Court to determine just compensation as provided in Article 9, Chapter 136 of the General Statutes of North Carolina.

In the event that, as of the date of the acceptance by the Department of the completed highway project, the Department has not filed proceedings pursuant to Article 9, Chapter 136 of the General Statutes or the Owners' claim for just compensation for the property acquired for the highway project has not been otherwise resolved a settlement agreement, the Owners shall have two (2) years following the completion of the highway project in which to proceed to a determination of just compensation in the Superior Court pursuant to Article 9, Chapter 136 of the North Carolina General Statutes.

The Owners do hereby agree and consent that no interest shall accrue against the Department during the period of entry set forth herein and do hereby waive any claims for interest except as may be allowed upon any award of just compensation as set forth in Section 136-113 of the North Carolina General Statutes, and in such case, such interest shall accrue only from the date of the filing of proceedings in the Superior Court pursuant to Article 9, Chapter 136 of the North Carolina General Statutes.

TIP/PARCEL NO.: B-5318 009 COUNTY: Wake

IN WITNESS WHEREOF, GRANTOR, pursuant to a resolution dated _____ , has caused this instrument to be signed in its corporate name by its mayor, its corporate seal hereto affixed, and attested by its Town Clerk, by order of the Wake Forest Town Board of Commissioners this the day and year first above written.

TOWN OF Wake Forest

(CORPORATE SEAL)

BY: _____ (SEAL)
Kipling Padgett, Manager
Town of Wake Forest

ATTEST: _____
Deeda Harris, Clerk of the
Town of Wake Forest

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY:

_____

	North Carolina, _____ County I, _____ , a Notary Public for _____ County, North Carolina, certify that Deeda Harris CLERK of the TOWN of Wake Forest personally came before me this day and being duly sworn, says that he/she knows the common seal of the TOWN OF Wake Forest and is acquainted with Kipling Padgett MANAGER of Wake Forest and that he/she Deeda Harris is the CLERK of the said TOWN of Wake Forest and saw the said MANAGER OF Wake Forest sign the foregoing, and the seal of said TOWN of Wake Forest was affixed to said instrument by the said Deeda Harris , CLERK of the TOWN of Wake Forest all by order of the Town Board of Commissioners of said TOWN of Wake Forest and he/she signed his/her name in attestation of said instrument, and that the said instrument is the act and deed of the said TOWN of Wake Forest . Witness my hand and official seal this the _____ day of _____ , 20 21 . _____ Notary Public My commission expires: _____
(Official Seal)	

FRM10-E
Revised 8-20-2015

Attachment III

[SEE ATTACHED]

AGREEMENT FOR ENTRY

Prepared By: Tammy Bullock
RETURN TO: Carolina Land Acquisitions
104 East Vance Street
Zebulon, NC 27597

STATE OF NORTH CAROLINA TIP/PARCEL NO.: B-5318 014

Wake COUNTY WBS ELEMENT 46032.2.1

THIS AGREEMENT made this the _____ day of _____ , _____ , by and between the North Carolina Department of Transportation (hereinafter called the Department) and Town of Wake Forest, a North Carolina municipal corporation
301 S. Brooks Street, Wake Forest, NC 27587
(hereinafter called the owners);

WITNESSETH

THAT WHEREAS, the Department desires to enter certain lands of the owners located in Wake Forest Township, Wake County, described as follows:

Temporary Construction Easement described as follows:
Point of beginning being S 65^9'35.7" W, 90.519 feet from -L- Sta 21+00 thence along a curve 34.611 feet and having a radius of 5970.000 feet. The chord of said curve being on a bearing of N 30^11'20.1" W, a distance of 34.611 feet thence to a point on a bearing of N 30^21'18.0" W 50.092 feet thence to a point on a bearing of N 31^0'43.9" W 1.457 feet thence to a point on a bearing of S 57^53'55.4" W 16.556 feet thence to a point on a bearing of S 29^55'20.1" E 94.356 feet thence to a point on a bearing of S 48^57'57.4" E 52.759 feet thence to a point on a bearing of N 30^1'22.2" W 58.700 feet returning to the point and place of beginning.

for the construction of State Highway Project 46032.2.1 .

WHEREAS, the Department is authorized by G.S. 136-118 to enter into this agreement without filing the pleadings as set forth in G.S. 136-103.

NOW THEREFORE, in consideration of the mutual benefits inuring to all parties to this agreement and in further consideration of the mutual covenants contained herein, the parties to this agreement do hereby agree and consent that the Department , its employees, officials, contractors, or agents, or assigns, as well as utility companies and all others deemed necessary by the Department, may enter upon the above described lands for carrying on the work, construction, and utility relocations or utility encroachments for Project 46032.2.1 in accordance with the plans and specifications on file in its office in Raleigh, North Carolina, and that the Department, its employees, officials, agents, contractors, or assigns, as well as utility companies and all others deemed necessary by the Department, shall have the same rights for carrying on the work, construction, and utility relocations or utility encroachments for the project as would have been accorded by filing the pleadings required in North Carolina General Statute 136-103. It is understood and agreed that this Agreement includes the right to use the Permanent Utility Easement shown on the DEPARTMENT's plans for the installation and maintenance of utilities, and for all purposes for which the DEPARTMENT is authorized by law to subject same. The Department and its agents, assigns, and licensees (including, without limitation, public utility companies) shall have the right to construct and maintain in a proper manner in, upon and through said premises utility line or lines with all necessary pipes, poles and appurtenances, together with the right at all times to enter said premises for the purpose of inspecting said utility lines and making all necessary repairs and alterations thereon; together with the right to cut away and keep clear of said utility lines, all trees and other obstructions that may in any way endanger or interfere with the proper maintenance and operation of the same with the right at all times of ingress, egress and regress.

The right of entry described herein shall be presumed to begin as of the day and year of the entry of this agreement as first above written. The parties hereto agree that the right of entry granted shall not be deemed a trespass on the owners' property. The OWNERS DO HEREBY EXPRESSLY WAIVE any and all claims arising from any entry made pursuant to this agreement and being in the nature of a trespass, taking, or an inverse condemnation. This waiver applies to the Department, its employees, officials, contractors, agents,assigns, and/or licensees, as well as to utility companies and all others deemed necessary by the Department to enter the property for the purposes set forth herein.

IT IS FURTHER AGREED THAT, the right of entry described herein shall extend for the PERIOD BEGINNING WITH THE DATE OF THIS AGREEMENT AND CONTINUING THEREAFTER UNTIL THE DEPARTMENT'S ACCEPTANCE OF THE COMPLETED HIGHWAY PROJECT.

During the aforesaid period, the parties hereto shall continue to negotiate a resolution of the owners' claim for compensation for the property to be acquired for this highway project. In the event the Department determines that such negotiations have reached an impasse, the Department shall give written notice thereof to the Owners and may file appropriate proceedings in the Superior Court to determine just compensation as provided in Article 9, Chapter 136 of the General Statutes of North Carolina. Likewise, the Owners may give written notice to the Department that such negotiations have reached an impasse and request the Department to file appropriate proceedings in the Superior Court to determine just compensation as provided in Article 9, Chapter 136 of the General Statutes of North Carolina.

In the event that, as of the date of the acceptance by the Department of the completed highway project, the Department has not filed proceedings pursuant to Article 9, Chapter 136 of the General Statutes or the Owners' claim for just compensation for the property acquired for the highway project has not been otherwise resolved a settlement agreement, the Owners shall have two (2) years following the completion of the highway project in which to proceed to a determination of just compensation in the Superior Court pursuant to Article 9, Chapter 136 of the North Carolina General Statutes.

The Owners do hereby agree and consent that no interest shall accrue against the Department during the period of entry set forth herein and do hereby waive any claims for interest except as may be allowed upon any award of just compensation as set forth in Section 136-113 of the North Carolina General Statutes, and in such case, such interest shall accrue only from the date of the filing of proceedings in the Superior Court pursuant to Article 9, Chapter 136 of the North Carolina General Statutes.

TIP/PARCEL NO.: B-5318 014 COUNTY: Wake

IN WITNESS WHEREOF, GRANTOR, pursuant to a resolution dated _____, has caused this instrument to be signed in its corporate name by its mayor, its corporate seal hereto affixed, and attested by its Town Clerk, by order of the Wake Forest Town Board of Commissioners this the day and year first above written.

TOWN OF Wake Forest

(CORPORATE SEAL)

BY: _____ (SEAL)
Kipling Padgett, Manager
Town of Wake Forest

ATTEST: _____
Deeda Harris, Clerk of the
Town of Wake Forest

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY:

_____

	North Carolina, _____ County I, _____, a Notary Public for _____ County, North Carolina, certify that Deeda Harris CLERK of the TOWN of Wake Forest personally came before me this day and being duly sworn, says that he/she knows the common seal of the TOWN OF Wake Forest and is acquainted with Kipling Padgett MANAGER of Wake Forest and that he/she Deeda Harris is the CLERK of the said TOWN of Wake Forest and saw the said MANAGER OF Wake Forest sign the foregoing, and the seal of said TOWN of Wake Forest was affixed to said instrument by the said Deeda Harris, CLERK of the TOWN of Wake Forest all by order of the Town Board of Commissioners of said TOWN of Wake Forest and he/she signed his/her name in attestation of said instrument, and that the said instrument is the act and deed of the said TOWN of Wake Forest . Witness my hand and official seal this the _____ day of _____, 20 21 . _____ Notary Public
(Official Seal)	My commission expires: _____

FRM10-E
Revised 8-20-2015

Attachment IV

[SEE ATTACHED]

Revenue Stamps $ 33.00

DEED FOR HIGHWAY RIGHT OF WAY

THIS INSTRUMENT DRAWN BY Brian Rogers CHECKED BY Dennis A. Peebles, Jr.

The hereinafter described property ☐ Does ☒ Does not include the primary residence of the Grantor

RETURN TO: Carolina Land Acquisitions
104 East Vance Street
Zebulon, NC 27597

NORTH CAROLINA
COUNTY OF Wake
TAX PARCEL 0316907

TIP/PARCEL NUMBER: B-5318 008
WBS ELEMENT: 46032.2.1
ROUTE: SR 2044

THIS FEE SIMPLE DEED, made and entered into this the _____ day of _____ 20 21 by and between the TOWN OF Wake Forest a municipal corporation, _____ 301 S. Brooks Street, Wake Forest, NC 27587 hereinafter referred to as GRANTOR, and the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, an agency of the State of North Carolina, 1546 Mail Service Center, Raleigh, NC 27611, hereinafter referred to as the DEPARTMENT,

WITNESSETH

That the GRANTORS, for themselves, their heirs, successors, and assigns, for and in consideration of the sum of $ 16,400.00 agreed to be paid by the DEPARTMENT to the GRANTORS, do hereby give, grant and convey unto the DEPARTMENT, its successors and assigns, in FEE SIMPLE that certain property located in Wake Forest Township, Wake County, North Carolina, which is particularly described as follows:

Point of beginning being N 15^20'22.1" W, 38.908 feet from -L- Sta 15+00 thence along a curve 325.514 feet and having a radius of 1263.063 feet. The chord of said curve being on a bearing of S 23^36'47.6" E, a distance of 324.614 feet thence to a point on a bearing of S 30^59'46.7" E 234.915 feet thence to a point on a bearing of N 65^36'37.2" E 132.719 feet thence to a point on a bearing of N 30^21'18.0" W 13.487 feet thence to a point on a bearing of N 51^26'50.4" W 75.027 feet thence to a point on a bearing of N 29^15'49.6" W 420.076 feet thence to a point on a bearing of N 43^20'5.8" W 42.745 feet thence to a point on a bearing of S 80^32'6.1" W 72.699 feet returning to the point and place of beginning.

COUNTY: Wake **WBS ELEMENT:** 46032.2.1 **TIP/PARCEL NO.:** B-5318 008

IN ADDITION, and for the aforestated consideration, the GRANTORS further hereby convey to the DEPARTMENT, its successors and assigns the following described areas and interests:

None

SPECIAL PROVISIONS. This deed is subject to the following provisions only:

None

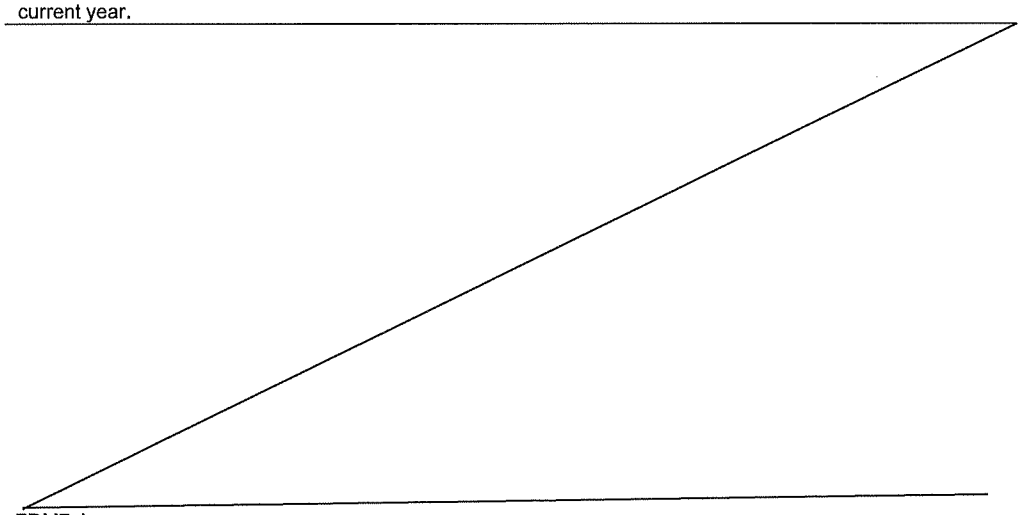
The property hereinabove described was acquired by the GRANTORS by instrument(s) recorded in the Wake County Registry in Deed Book 10873 Page 304 .

Said easement widths, station numbers, survey lines and additional easement areas being delineated on that set of plans for State Highway Project 46032.2.1 on file in the office of the Department of Transportation in Raleigh, North Carolina, to which plans reference is hereby made for greater certainty of description of the easement areas herein conveyed and for no other purpose..

The Grantors acknowledge that the project plans for Project # 46032.2.1 have been made available to them. The Grantors further acknowledge that the consideration stated herein is full and just compensation pursuant to Article 9, Chapter 136 of the North Carolina General Statutes for the acquisition of the said interests and areas by the Department of Transportation and for any and all damages to the value of their remaining property; for any and all claims for interest and costs; for any and all damages caused by the acquisition for the construction of Department of Transportation Project # 46032.2.1 , Wake County, and for the past and future use of said areas by the Department of Transportation, its successors and assigns for all purposes for which the said Department is authorized by law to subject the same.

TO HAVE AND TO HOLD the aforesaid premises and all privileges and appurtenances thereunto belonging to the DEPARTMENT, its successors and assigns in FEE SIMPLE, or by easement as indicated, for the past, present and future use thereof and for all purposes which the said Department is authorized by law to subject the same.

And the GRANTORS covenant with the DEPARTMENT, that the GRANTORS are seized of the premises in fee simple, have the right to convey the same in fee simple, or by easement as indicated, that the title thereto is marketable and free and clear of all encumbrances, and that the GRANTORS will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is hereby conveyed subject to the following exceptions: Restrictive covenants and easements of record, government regulations, and the lien of property taxes for the current year.



COUNTY: Wake **WBS ELEMENT:** 46032.2.1 **TIP/PARCEL NO.:** B-5318 008

IN WITNESS WHEREOF, GRANTOR, pursuant to a resolution dated _____ , has caused this instrument to be signed in its corporate name by its mayor, its corporate seal hereto affixed, and attested by its Town Clerk, by order of the Wake Forest Town Board of Commissioners this the day and year first above written.

This instrument does not transfer the herein described interests unless and until this document is accepted by an authorized agent of the Department of Transportation.

Town of Wake Forest

(CORPORATE SEAL)

BY: _____ (SEAL)
Kipling Padgett, Manager
Town of Wake Forest

ATTEST: _____
Deeda Harris, Clerk of the
Town of Wake Forest

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY:

_____

	North Carolina, _____ County I, _____ , a Notary Public for _____ County, North Carolina, certify that Deeda Harris CLERK of the TOWN of Wake Forest personally came before me this day and being duly sworn, says that he/she knows the common seal of the TOWN OF Wake Forest and is acquainted with Kipling Padgett MANAGER of Wake Forest and that he/she Deeda Harris is the CLERK of the said TOWN of Wake Forest and saw the said MANAGER OF Wake Forest sign the foregoing, and the seal of said TOWN of Wake Forest was affixed to said instrument by the said Deeda Harris , CLERK of the TOWN of Wake Forest all by order of the Town Board of Commissioners of said TOWN of Wake Forest and he/she signed his/her name in attestation of said instrument, and that the said instrument is the act and deed of the said TOWN of Wake Forest . Witness my hand and official seal this the _____ day of _____ , 20 21 . _____ Notary Public My commission expires: _____
(Official Seal)	

Attachment V

[SEE ATTACHED]

Revenue Stamps $ 1.00

TEMPORARY EASEMENT

THIS INSTRUMENT DRAWN BY Brian Rogers · CHECKED BY Dennis A. Peebles, Jr.

RETURN TO: Carolina Land Acquisitions
104 E. Vance Street
Zebulon, NC 27597

NORTH CAROLINA
COUNTY OF Wake
TAX PARCEL 0187551

TIP/PARCEL NUMBER: B-5318 014
WBS ELEMENT: 46032.2.1
ROUTE: SR 2044

THIS EASEMENT, made and entered into this the _____ day of _____ 20 21 by and between the TOWN OF Wake Forest a municipal corporation, _____ 301 S. Brooks Street, Wake Forest, NC 27587 hereinafter referred to as GRANTOR, and the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, an agency of the State of North Carolina, 1546 Mail Service Center, Raleigh, NC 27611, hereinafter referred to as the DEPARTMENT,

WITNESSETH

THAT the GRANTORS, for themselves, their heirs, successors, executors, and assigns, for and in consideration of the sum of $ 200.00 agreed to be paid by the DEPARTMENT to the GRANTORS, do hereby give, grant and convey unto the DEPARTMENT, its successors, and assigns, a temporary easement for highway purposes, subject to the terms and provisions hereinafter set forth, over a portion of real property described in deed(s) recorded in Book 17041 , Page 1754 in the office of the Register of Deeds of Wake County, said easement being described as follows:

Point of beginning being S 65^9'35.7" W, 90.519 feet from -L- Sta 21+00 thence along a curve 34.611 feet and having a radius of 5970.000 feet. The chord of said curve being on a bearing of N 30^11'20.1" W, a distance of 34.611 feet thence to a point on a bearing of N 30^21'18.0" W 50.092 feet thence to a point on a bearing of N 31^0'43.9" W 1.457 feet thence to a point on a bearing of S 57^53'55.4" W 16.556 feet thence to a point on a bearing of S 29^55'20.1" E 94.356 feet thence to a point on a bearing of S 48^57'57.4" E 52.759 feet thence to a point on a bearing of N 30^1'22.2" W 58.700 feet returning to the point and place of beginning.

It is understood and agreed that the Department shall have the right to construct and maintain the cut and/or fill slopes in the above described temporary easement area(s) until such time that the property owners alter the adjacent lands in such a manner that the cut and/or fill slopes are no longer needed for the lateral support of the roadway. Any additional construction areas lying beyond the cut and/or fill slopes and extending beyond the right of way limits and beyond any permanent easement areas will terminate upon completion and acceptance of the project. The underlying fee owner shall have the right to continue to use the Temporary Easement area(s) in any manner and for any purpose, including but not limited to the use of said area for access, ingress, egress, and parking, that does not, in the determination of the Department, obstruct or materially impair the actual use of the easement area(s) by the Department of Transportation, its agents, assigns, and contractors.

COUNTY: Wake **WBS ELEMENT:** 46032.2.1 **TIP/PARCEL NO.:** B-5318 014

Said easement widths, station numbers, survey lines and additional easement areas being delineated on that set of plans for State Highway Project 46032.2.1 on file in the office of the Department of Transportation in Raleigh, North Carolina, and also on a copy of said project plans which will be recorded, pursuant to N.C.G.S 136-19.4, in the Office of the Register of Deeds of Wake County, to which plans reference is hereby made for greater certainty of description of the easement areas herein conveyed and for no other purpose.

This EASEMENT is subject to the following terms and provisions only:

None

There are no conditions to this EASEMENT not expressed herein.

TO HAVE AND TO HOLD said temporary easement for highway purposes, subject to the terms and provisions hereinabove set forth, unto the DEPARTMENT, its successors and assigns, and the GRANTORS, for themselves, their heirs, successors, executors and assigns, hereby warrant and covenant that they are the sole owners of the property; that they solely have the right to grant the said temporary easement; and that they will warrant and defend title to the same against the lawful claims of all persons whomsoever;

The Grantors acknowledge that the project plans for Project # 46032.2.1 have been made available to them. The Grantors further acknowledge that the consideration stated herein is full and just compensation pursuant to Article 9, Chapter 136 of the North Carolina General Statutes for the acquisition of the said interests and areas by the Department of Transportation and for any and all damages to the value of their remaining property; for any and all claims for interest and costs; for any and all damages caused by the acquisition for the construction of Department of Transportation Project # 46032.2.1 , Wake County, and for the past and future use of said areas by the Department of Transportation, its successors and assigns for all purposes for which the said Department is authorized by law to subject the same.

COUNTY: Wake **WBS ELEMENT:** 46032.2.1 **TIP/PARCEL NO.:** B-5318 014

IN WITNESS WHEREOF, GRANTOR, pursuant to a resolution dated _____, has caused this instrument to be signed in its corporate name by its mayor, its corporate seal hereto affixed, and attested by its Town Clerk, by order of the Wake Forest Town Board of Commissioners this the day and year first above written.

This instrument does not transfer the herein described interests unless and until this document is accepted by an authorized agent of the Department of Transportation.

Town of Wake Forest

(CORPORATE SEAL)

BY: _____ (SEAL)
Kipling Padgett, Manager
Town of Wake Forest

ATTEST: _____
Deeda Harris, Clerk of the
Town of Wake Forest

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY:

_____

	North Carolina, _____ County I, _____, a Notary Public for _____ County, North Carolina, certify that Deeda Harris CLERK of the TOWN of Wake Forest personally came before me this day and being duly sworn, says that he/she knows the common seal of the TOWN OF Wake Forest and is acquainted with Kipling Padgett MANAGER of Wake Forest and that he/she Deeda Harris is the CLERK of the said TOWN of Wake Forest and saw the said MANAGER OF Wake Forest sign the foregoing, and the seal of said TOWN of Wake Forest was affixed to said instrument by the said Deeda Harris, CLERK of the TOWN of Wake Forest all by order of the Town Board of Commissioners of said TOWN of Wake Forest and he/she signed his/her name in attestation of said instrument, and that the said instrument is the act and deed of the said TOWN of Wake Forest . Witness my hand and official seal this the _____ day of _____, 20 21 . _____ Notary Public
(Official Seal)	My commission expires: _____

Attachment VI

[SEE ATTACHED]

Revenue Stamps $ 4.00

PERMANENT UTILITY EASEMENT

THIS INSTRUMENT DRAWN BY Brian Rogers CHECKED BY Dennis A. Peebles, Jr.

RETURN TO: Carolina Land Acquisitions
104 East Vance Street
Zebulon, NC 27597

NORTH CAROLINA
COUNTY OF Wake
TAX PARCEL 0314093

TIP/PARCEL NUMBER: B-5318 009
WBS ELEMENT: 46032.2.1
ROUTE: SR 2044

THIS EASEMENT, made and entered into this the _____ day of _____ 20 21 by and between the TOWN OF Wake Forest a municipal corporation, _____ 301 S. Brooks Street, Wake Forest, NC 27587 hereinafter referred to as GRANTOR, and the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, an agency of the State of North Carolina, 1546 Mail Service Center, Raleigh, NC 27611, hereinafter referred to as the DEPARTMENT,

WITNESSETH

THAT WHEREAS, the DEPARTMENT desires to construct and maintain a utility facility through and across the property of GRANTORS,

AND WHEREAS, GRANTORS, recognizing the benefits accruing to their said property through the construction and maintenance by the DEPARTMENT of roads and highways upon or in the vicinity of said property of GRANTORS,

NOW, THEREFORE, in consideration of said benefits, and further consideration of $ 1,550.00 and other valuable considerations, GRANTORS hereby release the DEPARTMENT, its successors and assigns, from any and all claims for damages by reason of the construction and maintenance of said utility facility across and through the lands of GRANTORS, and GRANTORS hereby give, grant, bargain, sell and convey unto the DEPARTMENT, its successors, and assigns, an easement for the construction and maintenance of a utility facility across and through the property of GRANTORS located in Wake Forest Township, Wake County, and being more fully described in a deed recorded in Book 10747, Page 2733, Wake County Registry, said easement being described as follows:

Point of beginning being S 3^50'56.8" E, 207.344 feet from -L- Sta 16+00 thence along a curve 277.719 feet and having a radius of 1328.069 feet. The chord of said curve being on a bearing of N 25^1'26.4" W, a distance of 277.213 feet thence to a point on a bearing of S 76^9'51.4" W 14.171 feet thence to a point on a bearing of S 14^33'42.4" E 39.948 feet thence to a point on a bearing of S 76^18'22.4" W 16.966 feet thence to a point on a bearing of S 21^31'20.7" E 14.048 feet thence to a point on a bearing of S 21^31'20.7" E 13.982 feet thence to a point on a bearing of N 68^28'39.3" E 16.079 feet thence to a point on a bearing of S 28^28'22.3" E 291.033 feet thence to a point on a bearing of N 61^31'37.7" E 13.799 feet thence to a point on a bearing of N 31^0'43.9" W 75.034 feet returning to the point and place of beginning.

The final right of way plans showing the above described area are to be certified and recorded in the Office of the Register of Deeds for said county pursuant to N.C.G.S. 136-19.4, reference to which plans is hereby made for purposes of further description and for greater certainty.

Said Permanent Utility Easement in perpetuity is for the installation and maintenance of utilities, and for all purposes for which the DEPARTMENT is authorized by law to subject same. The Department and its agents or assigns shall have the right to construct and maintain in a proper manner in, upon and through said premises utility line or lines with all necessary pipes, poles and appurtenances, together with the right at all times to enter said premises for the purpose of inspecting said utility lines and making all necessary repairs and alterations thereon; together with the right to cut away and keep clear of said utility lines, all trees and other obstructions that may in any way endanger or interfere with the proper maintenance and operation of the same with the right at all times of ingress, egress and regress. The underlying fee owner shall have the right to continue to use the Permanent Utility Easement area(s) in any manner and for any purpose, including but not limited to the use of said area for access, ingress, egress, and parking, that does not, in the determination of the Department, obstruct or materially impair the actual use of the easement area(s) by the Department of Transportation, its agents, assigns, and contractors.

It is understood and agreed that the Department shall have the right to construct and maintain the cut and/or fill slopes in the above-described permanent utility easement area(s). It is further understood and agreed that Permanent Utility Easement shall be used by the Department for additional working area during the above described project.

IN ADDITION, and for the aforestated consideration, the GRANTORS further hereby convey to the DEPARTMENT, its successors and assigns the following described areas and interests:

Temporary Construction Easements described as follows:
Area One
Point of beginning being S 85^15'35.3" W, 176.960 feet from -L- Sta 16+00 thence to a point on a bearing of S 89^48'6.8" E 57.968 feet thence to a point on a bearing of N 21^31'20.7" W 14.048 feet thence to a point on a bearing of S 76^18'22.4" W 54.358 feet returning to the point and place of beginning.

Area Two
Point of beginning being S 15^38'8.5" E, 419.410 feet from -L- Sta 16+00 thence to a point on a bearing of N 57^53'55.4" E 16.556 feet thence to a point on a bearing of N 31^0'43.9" W 144.572 feet thence to a point on a bearing of S 61^31'37.7" W 13.799 feet thence to a point on a bearing of S 29^55'20.1" E 145.525 feet returning to the point and place of beginning.

It is understood and agreed that the Department shall have the right to construct and maintain the cut and/or fill slopes in the above described temporary easement area(s) until such time that the property owners alter the adjacent lands in such a manner that the cut and/or fill slopes are no longer needed for the lateral support of the roadway. Any additional construction areas lying beyond the cut and/or fill slopes and extending beyond the right of way limits and beyond any permanent easement areas will terminate upon completion and acceptance of the project. The underlying fee owner shall have the right to continue to use the Temporary Easement area(s) in any manner and for any purpose, including but not limited to the use of said area for access, ingress, egress, and parking, that does not, in the determination of the Department, obstruct or materially impair the actual use of the easement area(s) by the Department of Transportation, its agents, assigns, and contractors.

This easement is subject to the following provisions only:

None

There are no conditions to this EASEMENT not expressed herein.

To HAVE AND TO HOLD said perpetual easement for highway purposes unto the DEPARTMENT, its successors and assigns, and the GRANTORS, for themselves, their heirs, successors, executors and assigns, hereby warrant and covenant that they are the sole owners of the property; that they solely have the right to grant the easement; and that they will forever warrant and defend title to the same against the lawful claims of all persons whomsoever;

The Grantors acknowledge that the project plans for Project # 46032.2.1 have been made available to them. The Grantors further acknowledge that the consideration stated herein is full and just compensation pursuant to Article 9, Chapter 136 of the North Carolina General Statutes for the acquisition of the said interests and areas by the Department of Transportation and for any and all damages to the value of their remaining property; for any and all claims for interest and costs; for any and all damages caused by the acquisition for the construction of Department of Transportation Project # 46032.2.1 , Wake County; and for the past and future use of said areas by the Department of Transportation, its successors and assigns for all purposes for which the said Department is authorized by law to subject the same.

COUNTY: Wake **WBS ELEMENT:** 46032.2.1 **TIP/PARCEL NO.:** B-5318 009

IN WITNESS WHEREOF, GRANTOR, pursuant to a resolution dated _____ , has caused this instrument to be signed in its corporate name by its mayor, its corporate seal hereto affixed, and attested by its Town Clerk, by order of the Wake Forest Town Board of Commissioners this the day and year first above written.

This instrument does not transfer the herein described interests unless and until this document is accepted by an authorized agent of the Department of Transportation.

Town of Wake Forest

(CORPORATE SEAL)

BY: _____ (SEAL)
Kipling Padgett, Manager
Town of Wake Forest

ATTEST: _____
Deeda Harris, Clerk of the
Town of Wake Forest

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY:

_____

	North Carolina, _____ County I, _____ , a Notary Public for _____ County, North Carolina, certify that Deeda Harris CLERK of the TOWN of Wake Forest personally came before me this day and being duly sworn, says that he/she knows the common seal of the TOWN OF Wake Forest and is acquainted with Kipling Padgett MANAGER of Wake Forest and that he/she Deeda Harris is the CLERK of the said TOWN of Wake Forest and saw the said MANAGER OF Wake Forest sign the foregoing, and the seal of said TOWN of Wake Forest was affixed to said instrument by the said Deeda Harris , CLERK of the TOWN of Wake Forest all by order of the Town Board of Commissioners of said TOWN of Wake Forest and he/she signed his/her name in attestation of said instrument, and that the said instrument is the act and deed of the said TOWN of Wake Forest . Witness my hand and official seal this the _____ day of _____ , 20 21 . _____ Notary Public My commission expires: _____
(Official Seal)	

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-329-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: October 19, 2021

SUBJECT
Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being Wake County PIN 1840-54-5435.

Recommendation:

Item Summary:

ATTACHMENTS

- 101921 BOC Agenda Summary.pdf
- Attachment A Legal Description AN-21-08.pdf
- Attachment B Annexation Map AN-21-08.pdf
- Attachment C Annexation Petition AN-21-08.pdf
- CERTIFICATE OF SUFFICIENCY.docx
- DRAFT PUBLIC HEARING RESOLUTION.docx

Agenda Item: Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being Wake County PIN 1840-54-5435.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest.

Staff is requesting that the Board accept the petition, adopt the resolution to investigate the annexation petition, certify the sufficiency of the annexation petition, and adopt the resolution setting the public hearing date for the annexation petition.

Attachments: Attachment A - Legal Description AN-21-08

Attachment B - Annexation Map AN-21-08

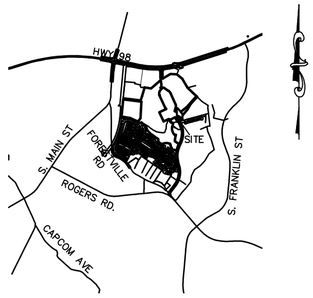
Attachment C - Contiguous Annexation Petition AN-21-08

Certificate of Sufficiency

Draft Resolution

AREA OF ANNEXATION
PIN 1840545435

Beginning at a point having NC Grid Coordinates N:804,436.11, E:2,145,575.60, being the **Point of Beginning**, thence South 59°56'59" West a distance of 43.50 feet to a point; thence North 30°03'01" West a distance of 77.29 feet to a point; thence North 59°56'59" East a distance of 47.59 feet to a point; thence South 28°32'22" East a distance of 64.28 feet to a point; thence South 59°56'59" West a distance of 2.39 feet to a point; thence South 30°03'01" East a distance of 13.03 feet to the **Point of Beginning**, containing 3,571 square feet, or 0.08 acres.



VICINITY MAP
NOT TO SCALE

I HEREBY CERTIFY THAT THIS PLAT IS OF THE FOLLOWING TYPE: G.S. 47-30 (f)(11)(d). THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

RONALD T. FREDERICK PLS L-4720

NORTH CAROLINA PROFESSIONAL SEAL L-4720 LAND SURVEYOR RONALD T. FREDERICK

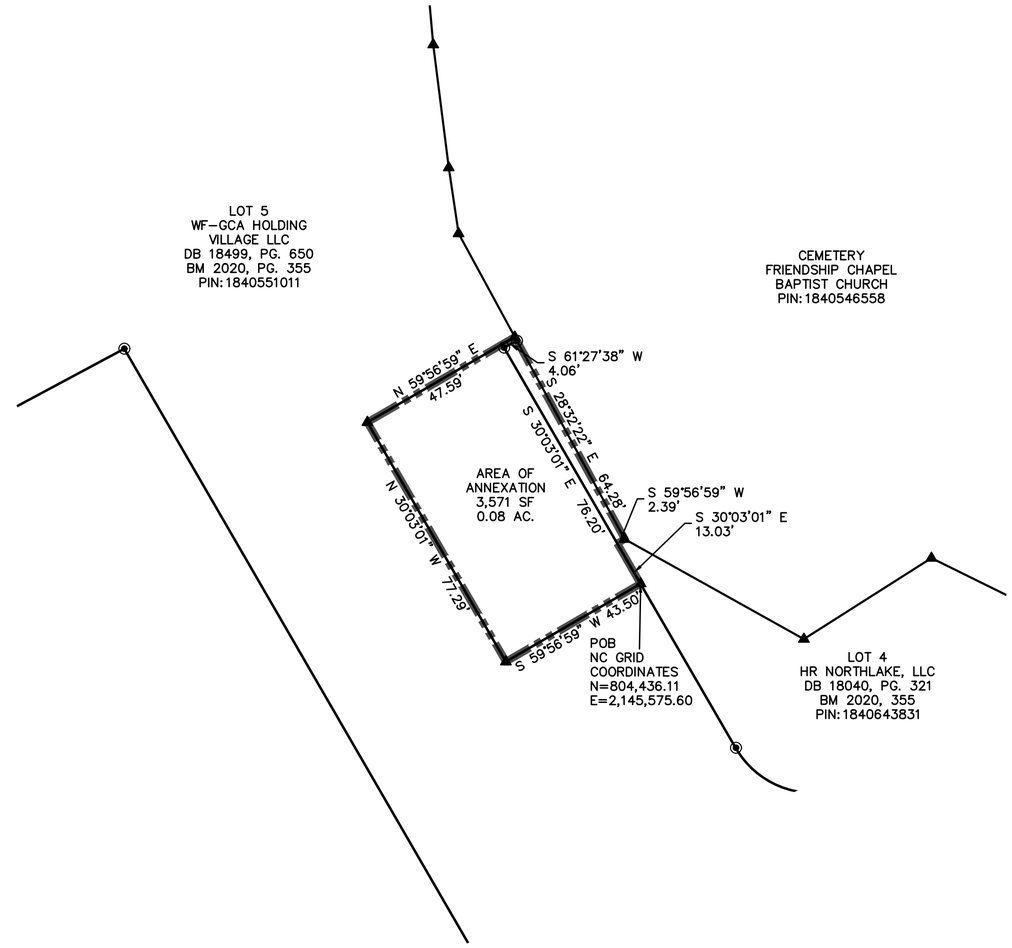
ANNEXATION MAP: AN- - , HOLDING VILLAGE
0.08± ACRES
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE #
ADOPTED:
EFFECTIVE DATE OF ANNEXATION:

I, DEEDA HARRIS, TOWN CLERK, TOWN OF WAKE FOREST, NORTH CAROLINA CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF ANNEXATION ADOPTED THE _____ DAY OF _____, 20____, BY THE WAKE FOREST BOARD OF COMMISSIONERS. I SET MY HAND AND SEAL OF THE TOWN OF WAKE FOREST,

_____ _____, 20_____

_____
DEEDA HARRIS

TOTAL AREA OF ANNEXATION CHANGE 0.08 AC. ±



GRAPHIC SCALE
0 15 30 60
1 inch = 30 ft.

LEGEND
- EXISTING IRON PIPE
- EXISTING CONCRETE MONUMENT
- EXISTING NAIL
- IRON PIPE SET
- CONCRETE MONUMENT SET
- CALCULATED POINT
- XXXX ADDRESS

NAD GRID (NAD83 2011)

ANNEXATION CASE NUMBER: AN-21-08

X:\Projects\RAP\RAP-19000\02-Geomatics\Survey\Plats\RAP19000-Z3 Annexation.dwg, 9/21/2021 4:15:12 PM, Martin, Katie

McADAMS
The John R. McAdams Company, Inc.
2905 Meridian Parkway
Durham, NC 27713

phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293

www.mcadamsco.com

CLIENT

ALF HOLDING VILLAGE, LLC
1001 CHESTNUT STREET, SUITE 101
PHILADELPHIA, PA 14433

HOLDING VILLAGE
CONTIGUOUS ANNEXATION MAP
0 S. FRANKLIN STREET
WAKE FOREST TOWNSHIP, WAKE FOREST, NORTH CAROLINA

REVISIONS

NO.	DATE	
1	XX. XX. XXXX	REVISION DESCRIPTION
2	XX. XX. XXXX	REVISION DESCRIPTION

PLAN INFORMATION

PROJECT NO.	RAP19000
FILENAME	RAP19000-Z3
SURVEYED BY	RTF
DRAWN BY	KMM
SCALE	1"= 30'
DATE	07.28.2021

SHEET

1-1

TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: _____

To the Board of Commissioners of the Town of Wake Forest:

I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

The area to be annexed is contiguous to the Town of Wake Forest corporate limits and the boundaries of such territory are as follows *(attach or insert below a metes & bounds description with a matching survey map)*:

Small Part of Lot 5 Holding Village BM2020-00389 and attached legal description.

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

Name	Address	Signature	Date
Scott Underwood , Manager WF-GCA HOLDING VILLAGE LLC	7474 CREEDMOOR RD # 36 RALEIGH NC 27613-1663		10/12/2021

For additional information or assistance, please call the Planning Department at (919) 435-9510.

CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Wake Forest, North Carolina:

I, Sherry Scoggins, Interim Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying the area described therein, in accordance with N.C.G.S 160A-31.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 19th day of October, 2021.

_____

Interim Town Clerk

(SEAL)

RESOLUTION 2021-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO N.C.G.S. 160A-31, AS AMENDED

(by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being Wake County PIN 1840-54-5435.)

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

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

WHEREAS, certification by the Town Clerk as to the sufficiency of said petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest:

Section 1. That a public hearing on the question of annexation of the contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 16th day of November, 2021.

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

(See Attachment A - Legal Description and Attachment B - Annexation Map)

Section 3. Notice of said public hearing shall be published once in The Wake Weekly, a newspaper having general circulation in the Town of Wake Forest, at least ten (10) days prior to the day of said public hearing.

This the 19th day of October, 2021.

Moved by: _____

Seconded: _____

Mayor: _____

ATTEST:

_____

Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-338-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Appointment of Randy Bright and Edward G. (Grif) Bond to the Wake Forest Fireman's Relief Fund Board

Recommendation:

Item Summary:

ATTACHMENTS
- Appointment_Firemans_Relief_Fund_2021-Bond_and_Bright-summary.docx
- resolution2021-_Firemens_relief_fund_trustee_appointments-Bond_Bright.docx

Agenda Item: Appointment of Randy Bright and Edward G. (Grif) Bond to the Wake Forest Fireman's Relief Fund Board.

Summary: The WF Fire Department and the Chairman, Butch Sheffield have requested that Mr. Edward G. Bond and Mr. Randy Bright be appointed by the Board for the upcoming year. Upon appointment, Wake Forest Fire Department staff will add their names to the report submitted to the NC State Firefighters' Association.

RESOLUTION 2021-x

RESOLUTION APPOINTING TRUSTEES TO THE FIREMAN'S RELIEF FUND

WHEREAS, the fire chief of each city or county that has a local board of trustees under G.S. 58-84-30 shall file a certificate of eligibility with the North Carolina State Firefighters' Association; and

WHEREAS, the Wake Forest Board of Commissioners appoints two members to the Firefighter's Relief Fund Trustees

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons are appointed as trustees for the NC Fireman's Relief Fund to serve a one-year term to expire October 31, 2022:

Mr. Edward G. Bond, Jr.

Mr. Randy Bright

This the 19th day of October 2021.

Motion by: _____

Second by: _____

Mayor: _____

ATTEST:

_____
Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-334-
Submitted by: Jeff Leonard
Submitting Department: Public Safety
Meeting Date: October 19, 2021

SUBJECT
Approval of a Resolution to Convert Two Wake Forest Police Department Part-Time Positions to a Full-Time Position

Recommendation:
Approval of a Resolution to Convert Two Wake Forest Police Department Part-Time Positions to a Full-Time Position

Item Summary:

ATTACHMENTS
- Agenda_Item_Summary_-_Request_to_Combine_Tow_Part-Time_Positions.docx
- Resolution2021-TO COMBINE TWO PART-TIME POSITIONS.doc

Agenda Item: Approval of a Resolution to Convert Two Wake Forest Police Department Part-Time Positions to a Full-Time Position

Summary: The Wake Forest Police Department seeks authorization to combine the approved Part-Time CALEA Manager and the approved Part-Time Evidence Technician positions into a Full-Time Evidence Technician position effective immediately. The current Pay and Classification Plan already includes the Evidence Technician position (Pay Grade 14).

Attachment: Resolution

RESOLUTION 2021-XX

RESOLUTION TO COMBINE TWO WAKE FOREST POLICE DEPARTMENT PART-TIME POSITIONS TO A FULL-TIME POSITION

WHEREAS The Wake Forest Police Department has an approved Part-Time Commission of the Accreditation of Law Enforcement Agencies (CLAEA) Accreditation Manager position; and

WHEREAS The Wake Forest Police Department has an approved Part-Time Evidence Technician position; and

WHEREAS The Wake Forest Police Department has evaluated its current workloads and backlogged issues and now seeks authorization to combine the above-mentioned approved Part-Time positions into one Full-Time Evidence Technician position: and

WHEREAS The Town of Wake Forest FY2021-22 Budget Ordinance was approved to include the Pay and Classification Plan; and

WHEREAS The Town of Wake Forest's Pay and Classification Plan includes the position of Evidence Technician in Pay Grade 14.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the Wake Forest Police Department is authorized to combine the Part-Time CALEA Manager and Part-Time Evidence Technician positions into a Full-Time Evidence Technician position effective immediately.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest.

This the 19th day of October 2021.

Motion by: _____

Second by: _____

Mayor: _____

ATTEST: _____, Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-335-
Submitted by: Jeff Leonard
Submitting Department: Public Safety
Meeting Date: October 19, 2021

SUBJECT
Approval of an Ordinance Amending Code - Chapter 30 - Traffic And Vehicles Article I. - In General to Prohibit Trespassing In Or On Motor Vehicles

Recommendation:
Pass ordinance for Trespassing in or on a Motorized Vehicle

Item Summary:

ATTACHMENTS
- Ordince_30-20_Summary.docx
- Ordinance - Trespass in Motorized Vehicle(3053228.1).docx

Agenda Item: Approval of an Ordinance Amending the Code of Ordinances - Chapter 30 - Traffic And Vehicles Article I. - In General to Prohibit Trespassing In Or On Motor Vehicles

Summary: The Police Department is proposing to enact a trespassing ordinance for vehicles. The Town does not currently have an ordinance of trespassing.

Attachments: Ordinance

ORDINANCE NO. 2021-XX

AN ORDINANCE TO PROHIBIT TRESPASSING IN OR ON MOTOR VEHICLES WITHIN THE TOWN OF WAKE FOREST

WHEREAS, pursuant to N.C.G.S. § 160A-174 a municipality may by ordinance define, prohibit, regulate, or abate acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the municipality.

WHEREAS, N.C.G.S. § 160A-175 further authorizes a municipality to impose fines and penalties for violation of its ordinances.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest that:

Section 1. Article I of Chapter 30 of the Town of Wake Forest Code of Ordinances is hereby amended by adding the following Section 30-20:

Sec. 30-20. - Trespass in or on a motorized vehicle.

It shall be unlawful for any person to enter or remain in or on a motorized vehicle of another after that person has been notified not to enter or remain there by the owner, by a person in charge of the motorized vehicle, or by another authorized person. In accordance with Section 30-2 of this Code, violation of this section is a misdemeanor.

Section 2. All laws and clauses of laws in conflict herewith are hereby repealed to the extent of said conflict.

Section 3. If this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance that can be given separate effect and to this end the provisions of this ordinance are declared to be severable.

Section 4. The provisions of this ordinance shall not affect any act heretofore done, any liability incurred, or any suit or prosecution begun, or cause of action accrued prior to the effective date of this ordinance.

Section 5. This ordinance shall be enforced as provided in the Town of Wake Forest Code of Ordinances, as amended. All criminal sanctions shall be the maximum allowed by law notwithstanding the fifty dollar ($50.00) limit in N.C.G.S. § 14-4(a) or similar limitations.

Section 6. This ordinance shall become effective immediately following its adoption.

This the ____ day of _____, 2021.

APPROVED AS TO FORM:

_____
Eric Vernon, Town Attorney

ATTEST:

_____
Deeda Harris, Town Clerk

Moved by: _____

Seconded By: _____

Mayor: _____

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-346-
Submitted by: Virginia Jones
Submitting Department: Human Resources
Meeting Date: October 19, 2021

SUBJECT
Resolution Approving An Amendment to the FY2021 Pay & Classification Plan to Add a New Renaissance Centre Position and to Re-classify a Renaissance Centre Position.

Recommendation:
Approve

Item Summary:

ATTACHMENTS

- Agenda Item Summary_AuthorizingNewPosition.docx
- Resolution2021-Renaissance_CentreEDITS.doc

Resolution Approving An Amendment to the FY2021 Pay & Classification Plan to Add a New Renaissance Centre Position and to Re-classify a Renaissance Centre Position.

Consideration of approval of amendment the FY2021 Pay and Classification plan to add an authorized position at the Wake Forest Renaissance Centre and to change the title and paygrade of the Customer Services Specialist – Renaissance Centre.

Item Summary:

- Due to the increased workload and staffing needs at the Wake Forest Renaissance Centre, staff recommends adding an additional position. The pay and classification plan will need to be amended to authorize the following position:

  Renaissance Centre Coordinator (Grade 15 $47,851 - $77,997)

- Change the Customer Services Specialist – Renaissance Centre title and paygrade to the following:

  Box Office Administrative Specialist (Grade 13 $43,402 - $74,283)

Both changes to be effective November 1, 2021.

Attachment:

Resolution

RESOLUTION 2021-XX

RESOLUTION TO AMEND THE APPROVED FY21 PAY & CLASSIFCIATION PLAN TO ADD AN AUTHORIZED POSITION AT THE WAKE FOREST RENAISSANCE CENTRE AND TO CHANGE THE TITLE AND PAYGRADE OF THE CUSTOMER SERVICES SPECIALIST – RENAISSANCE CENTRE EFFECIVE NOVEMBER 1, 2021

WHEREAS The Town of Wake Forest FY2021-22 Budget Ordinance was approved to include the Pay & Classification Plan; and

WHEREAS The Renaissance Centre has evaluated its current workload and staffing needs and now seeks approval to add an additional position; and

WHEREAS The Renaissance Centre seeks to add a Renaissance Centre Coordinator position to the FY 2021 Pay & Classification Plan at paygrade 15 effective November 1, 2021; and

WHEREAS The Town of Wake Forest's Pay & Classification Plan includes the position of Customer Services Specialist - Renaissance Centre; and

WHEREAS The Renaissance Centre has evaluated the Customer Services Specialist position and determined that the position's workload and duties & responsibilities require a re-classification of the position to Box Office Administrative Specialist at paygrade 13 effective November 1, 2021; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the Wake Forest Renaissance Centre is authorized to add a Renaissance Centre Coordinator and to re-classify the Customer Services Specialist position to Box Office Administrative Specialist both effective November 1, 2021.

This the 19th day of October 2021.

Motion by: _____

Second by: _____

Mayor: _____

ATTEST: _____, Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-296-
Submitted by: Jennifer Herbert
Submitting Department: Engineering
Meeting Date: October 19, 2021

SUBJECT
Ordinance Amending Multiple Sections Within Chapter 30 - Traffic & Vehicles, Article VI - Traffic Schedules Of The Code Of Ordinances Of The Town Of Wake Forest, North Carolina

Recommendation:
Approve as Submitted.

Item Summary:

ATTACHMENTS

- Summary_DTParking_10212021.docx
- ORD2021-x_All-DayParking.docx
- Downtown Parking Map.pdf

Item Title: Ordinance Amending Multiple Sections Within Chapter 30 - Traffic & Vehicles, Article VI - Traffic Schedules Of The Code Of Ordinances Of The Town Of Wake Forest, North Carolina

Summary: During an audit of downtown parking ordinances, Town staff determined conflicts existed for Wait Avenue and East Jones Avenue related to parking time limits. There were ordinances restricting the same sections of roadway to all day parking and two-hour parking. Town staff met internally to discuss parking downtown as a whole and determined it was best to keep Wait Avenue and East Jones Avenue as all day parking since it was never signed as two-hour parking. Additionally, due to the success of curbside parking available for pick up orders during the COVID-19 pandemic, Town staff is recommending adding three dedicated spaces on both Wait Avenue and East Jones Avenue to be thirty (30) minute parking only to allow short trip visitors better access. These spaces will be clearly signed stating the restriction upon approval. Area businesses were consulted by Town staff, and all provided positive support for the changes mentioned above.

Attachments: Draft Ordinance
Map

ORDINANCE 2021-XX

ORDINANCE AMENDING CHAPTER 30 TRAFFIC & VEHICLES ARTICLE VI TRAFFIC SCHEDULES Of THE CODE OF ORDINANCES OF THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, staff determined conflicts in several sections of the code of ordinances related to parking time limits on Wait Avenue and East Jones Avenue in Wake Forest; and

WHEREAS, Town staff recommends to the Board of Commissioners of the Town of Wake Forest, removal of the two-hour limit for parking along both Wait Avenue and East Jones Ave which conflicted Section 30-245: All Day Parking for the same sections of roadway; and

WHEREAS, staff recommends to the Board of Commissioners of the Town of Wake Forest, Wait Avenue shall be all day parking beginning after the 3rd marked parking space, due east of its junction with S. White Street; and

WHEREAS, staff recommends to the Board of Commissioners of the Town of Wake Forest, East Jones Avenue shall be all-day parking beginning after the 4th marked parking space, due east of its junction with S. White Street; and

WHEREAS, staff received positive feedback of the temporary curbside parking available during the COVID-19 pandemic and would like to implement more accessible parking for shorter visits to downtown businesses; and

WHEREAS, staff recommends to the Board of Commissioners of the Town of Wake Forest, the first three (3) marked parking spaces along Wait Avenue due east of its junction with South White Street be restricted and signed for thirty (30) minute parking only; and

WHEREAS, staff recommends to the Board of Commissioners of the Town of Wake Forest, the first three parking spaces (not including the ADA space) along East Jones Avenue due east of its junction with South White Street be restricted and signed for thirty (30) minute parking only; and

NOW THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest that that Chapter 30 Traffic & Vehicles Article VI Traffic Schedules be amended as follows:

Remove from Section 30-245, All Day Parking:

"Wait Avenue."

"Jones Avenue, after upper municipal parking lot entrance and 4 spaces at South White Street."

Add to Section 30-245, All Day Parking:

"Wait Avenue, eastward after the 3rd marked parking space, due east of its junction with South White Street through East Roosevelt Avenue (NC 98 Business)."

"East Jones Avenue, eastward after the 4th marked parking space, due east of its junction with South White Street through South Taylor Street."

Remove from Section 30-246, Two-Hour Parking, 8:00 a.m. – 5:00 p.m., except Saturdays and Sundays:

"East Jones Avenue, north side, eastward to Brooks Avenue."

"Wait Avenue from South White Street, north side, to Brooks Street."

Remove from Section 30-249, Schedule V, Fifteen-minute parking:

"Jones Avenue near South White Street (one space)"

Add Section 30-XXX, Schedule X: Thirty-Minute Parking

"The following section shall be schedule X and may be cited as such:

Wait Avenue, the first three (3) marked spaces, due east of its junction with South White Street

East Jones Avenue, the first three (3) marked spaces (not including the ADA space), due east of its junction with South White Street

This the 19th day of October 2021.

Moved by: _____

Seconded: _____

Mayor: _____

APPROVED AS TO FORM:

Eric A. Vernon
Town Attorney

ATTEST:

_____
Deeda W. Harris, Town Clerk

LEGEND

Signed Thirty (30) Minute Parking

All Day Parking

Wait Ave

Wait Ave

Wait Ave

E Jones Ave

E Jones Ave

Roosevelt Ave at Brooks St

White St at Jones Ave

S White St

S White St

Brooks St

Brooks St

S Taylor St

S Taylor St

N Taylor St

Cadell St

Pearce Ave

E Roosevelt Ave

Wait Ave

Fri May 21 2021

Imagery © 2021 Nearmap, HERE

50 ft

nearmap

245

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-288-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Appointment of Candidates for the Board of Adjustment and Planning Board

Recommendation:

Item Summary:

ATTACHMENTS

- Adv_board_appointment-summary.docx
- Revised 2021 Advisory Board Cover Sheet_10.14.2021.docx
- BOA Apps 9 30 21.pdf
- BOA_waiver_statements.docx
- PB_Apps_10_14_21.pdf

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

Summary: Elected officials will be provided a ballot at the October 19, 2021 meeting to vote on candidates.

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

An updated coversheet and application packet is included in this agenda packet. The attachments are the same as from the Work Session except we have updated the coversheet and included Chris Joyner's previous application in the Planning Board packet.

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

Board of Adjustment – 2 Regular Seats and 1 Alternate ETJ Seat

(No ETJ candidates so will readvertise)

All Candidates:

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

Returning Candidate
*Requesting a waiver

Planning Board – 2 Regular Seats and 1 ETJ

All Candidates:

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

Returning Candidate

Profile

Jonathan
First Name

Middle Initial

Bivens
Last Name

1100 Front Gate Dr.
Street Address

Suite or Apt

Wake Forest
City

NC
State

27587
Postal Code

jonathan@stwcorp.com
Email Address

Home: (919) 669-9193
Primary Phone

Home:
Alternate Phone

Do you live within the town's limits?

◉ Yes ○ No

Occupation

Length of residency in Wake County

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Interests & Experiences

Question applies to multiple boards

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

Question applies to multiple boards

Bivens_Resume.docx
Upload Resume

Question applies to multiple boards

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

Ethics Guidelines for Town Advisory Boards and Councils

Please Agree with the Following Statement

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☑ I Agree

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

JB

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

None Selected

Resume

Name: Jonathan Karl Bivens P.E.

Present Position : Vice President-Engineering and Design Build Group

Personal History :
Born 6/12/1962 Memphis,Tn.
Married,No Children
Currently Reside in Wake Forest, NC

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

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

Project Experience:

Vice President-Engineering and Design Build Group-responsible for tracking upcoming work,pursuing design build projects,estimating work for heavy highway group (earthwork,structures,pipe,misc.concrete),Coordinating design build projects, preliminary schedules,monitor project costs

-NCDOT-Wake/Johnston Co. I-40 Widening-$360,175,000(Design/Build)
-NCDOT-Vance/Warren Co. I-85 Rehabilitation-$137,353,711
-NCDOT-Brunswick/New Hanover Co. US 74/76 Widening-$55,551,252(Design/Build)
-NCDOT-Hertford Co. US 158 Widening-$32,818,830(Design/Build)
-NCDOT-Wake Co.-I-40 Widening-$49,100,000(Design/Build)
-NCTA-Wake/Durham Co.-Triangle Parkway-$137,446,000(Design/Build-Toll)
-NCDOT-Craven Co.-NC 43 Connector-$35,420,690(Design/Build)
-NCDOT-Beaufort Co.-US 17 Washington Bypass-$38,000,000-Sub(Design/Build)
-NCDOT-Johnston/Wake Co.-US 70 Clayton Bypass-$124,844,302
-NCDOT-Wake Co.-NC 98 Wake Forest Bypass-$21,299,577
-NCDOT-Wayne/Wilson Co.-US 117-$26,607,694
-NCDOT-Lee Co.-US 421 Sanford Bypass-$29,881,040
-NCDOT-Lee/Moore Co.-US 1 New Location-$47,200,000
-NCDOT-Vance Co.-Ruin Creek Rd.Widening-$9,125,000(Design Build)
-NCDOT-Tyrrell Co.-US 64 New Location-$22,250,000

Highway Heavy Division Manager-responsible for estimating,scheduling, and management of division

-Richard E. Jacobs Group-Triangle Towne Center Mall, Raleigh-$30,000,000
-NCDOT-Wilson Co. -NC 42 Widening-$13,800,000
-NCDOT-Cumberland Co.-Fayetteville Outer Loop-$12,200,000
-NCDOT-Lenior Co.-NC 11 Deep Run Bypass-$8,700,000
-NCDOT-Wilson Co.-US 264 Wilson Bypass-2 Sections-$28,200,000 & $27,100,000
-NCDOT-Wake Co.-US 401 Widening-2 Sections-$10,300,000 & $4,300,000
-NCDOT-Pitt Co.-NC 33 Widening-$7,900,000

Senior Estimating Engineer-responsible for estimating and scheduling

-NCDOT-Wake County-I-540 Northern Wake Expressway-$20,200,000
-NCDOT-Wake Co.-Cary Parkway-$9,560,000

Project Engineer-responsible for estimating,scheduling,and project management

-NCDOT-Wake Co.-US 401 Widening-$6,000,000
-City of Raleigh-Western Blvd.Extn.-$16,000,000
-NCDOT-Vance Co.-US 1 Widening-$8,000,000
-NCDOT-Franklin/Vance Co.-US 1 Widening-$8,000,000
-NCDOT-Alamance Co.-I-85/I-40 Widening-2 Sections-$15,000,000 & $12,000,000
-NCDOT-Wake Co.-Evans Road Extn.-$3,000,000
-NCDOT-Wake/Franklin Co.-US 1 Widening-$9,000,000
-NCDOT-Granville Co.-Oxford Outer Loop-$2,000,000
-NCDOT-Vance Co.-US 1 Widening-$7,000,000
-NCDOT-Durham Co.-East-West Freeway-$2,500,000
-City of Raleigh-Millbrook Rd.Widening-$4,000,000

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

Jonathan Bivens

Profile

Bryan
First Name

Middle Initial

Lange
Last Name

1032 Prairie Smoke St.
Street Address

Suite or Apt

Wake Forest
City

NC
State

27587
Postal Code

bryanlange17@gmail.com
Email Address

919-662-2374
Primary Phone

Alternate Phone

Do you live within the town's limits?

Yes No

Occupation

Length of residency in Wake County

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Interests & Experiences

Question applies to multiple boards

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

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

lange_statement.docx

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

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

None Selected

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

Becasue I plan a small part in town governance I have an awareness and an appreciation for:
* hard working staff,
* structure provided by the UDO, and
* future direction of Wake Forest.

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

Profile

Scott
First Name

M
Middle Initial

Olsen
Last Name

1747 Tilgate Court
Street Address

Suite or Apt

Wake Forest
City

NC
State

27587
Postal Code

scotto1136@aol.com
Email Address

Home: (910) 633-6025
Primary Phone

Alternate Phone

Do you live within the town's limits or ETJ?

(•) Yes ( ) No

Teacher
Occupation

Length of residency in Wake County

10

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Interests & Experiences

Question applies to multiple boards

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

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

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

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

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Scott M. Olsen

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

- [x] Town website

Profile

Nicholas
First Name

Middle Initial

Kentopp
Last Name

937 Richland Ridge Dr.
Street Address

Suite or Apt

Wake Forest
City

NC
State

27587
Postal Code

nkentopp@hotmail.com
Email Address

Home: (919) 562-9453
Primary Phone

Mobile: (919) 671-5396
Alternate Phone

Which Boards would you like to apply for?

Board of Adjustment: Submitted

Grocer
Occupation

Do you live within the town's limits or ETJ?

(•) Yes ( ) No

Length of residency in Wake County

19 years

Interests & Experiences

Question applies to multiple boards

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

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

Question applies to multiple boards

Kentopp__Nicholas_C.docx
Upload Resume

Question applies to multiple boards

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

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

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

I participated in the following:

☑ Citizen's Planning Academy

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☑ I Agree

Question applies to multiple boards

Please Agree with the Following Statement

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

☑ I Agree

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

○ Yes ◉ No

If so, what date did you attend a meeting?

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Nicholas Kentopp

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

☑ Town website

NICHOLAS C. KENTOPP

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

PROFESSIONAL SUMMARY

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

SKILLS SUMMARY

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

SUMMARY OF QUALIFICATIONS

- Business and personnel development leader whose talent and achievements will translate easily from the food industry management positions with Harris-Teeter and other organizations into a growth oriented retail management opportunity.

- Capable of customizing target marketing proposals, advertising plans and implementing new business plans with conventional and unconventional methods to achieve positive results.

- Proven ability to successfully define gross profit and market penetration goals, direct management teams, coordinate new unit openings/development, retain quality personnel, ensure innovations in technology drive revenue/reduce cost, and create quality product/service development for all areas, including purchasing, financial management functions set up, and strategic planning for new retail initiatives.

- Outstanding ability to establish strategic business changes that have led to dramatic turnarounds and immediate profitability; increased operating efficiencies in locations, net income increases over time, return on investment as well as building strong vendor relationships, sales and operational improvements.

- Regarded as an innovative, competitive problem-solver who successfully leads store plans and executes sales focused activities into highly effective operations through proven people development philosophies and advanced understanding of operational solutions.

- Highly regarded for developing managers to utilize talent, retain and to develop the most promising employees into leadership level personnel. Expertise to lead others in continuing unit growth achievements and goals.

- Known in the sales and marketing industry as an organized leader who complete projects on time and under budget, works with diverse groups of people and cross-functional teams. Maintains flexibility, a commitment to success and 100% dedication to complete the job and bring out the best performance with all team members.

PROFESSIONAL EXPERIENCE

HARRIS TEETER

Operations Manager, 2020 – present

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

~Responsibilities include:

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

Store Manager/Director, 1997 – 2020

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

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

~ **Selected Achievements Highlights:**

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

~Selected Responsibilities:

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

Co-Manager, 1995 – 1997

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

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

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

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

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

References Available Upon Request

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

NICHOLAS C. KENTOPP

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

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

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

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

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

Sincerely,

Nicholas C. Kentopp

Enclosure

Board of Adjustment Waiver Statements

Jonathan Bivens waiver

To whom it may concern,

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

Jonathan Bivens

Bryan Lange Waiver

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

Profile

Richard
First Name

Middle Initial

Bailey
Last Name

4817 Studbury Hall Ct
Street Address

Suite or Apt

Wake Forest
City

NC
State

27587
Postal Code

rich.bailey.nc@gmail.com
Email Address

Mobile: (919) 995-2021
Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Board: Submitted

Cisco Networks - Services
Business Manager
Occupation

Do you live within the town's limits or ETJ?

- (●) Yes
- ( ) No

Length of residency in Wake County

18 years.

Interests & Experiences

Question applies to multiple boards

Upload Resume

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

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

I participated in the following:

- [x] Citizen's Planning Academy

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Question applies to multiple boards

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☑ I Agree

Question applies to multiple boards

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☑ I Agree

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

○ Yes ◉ No

If so, what date did you attend a meeting?

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Richard Bailey

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

☑ E-News

Profile

Sheila (First Name) J (Middle Initial) Bishop (Last Name)

3525 KEMBLE RIDGE DRIVE (Street Address) (Suite or Apt)

WAKE FOREST (City) NC (State) 27587 (Postal Code)

bird4@mindspring.com (Email Address)

Home: (919) 562-1681 (Primary Phone) Home: (919) 900-0179 (Alternate Phone)

Which Boards would you like to apply for?

Planning Board: Submitted

Retired medical professional (Occupation)

Do you live within the town's limits or ETJ?

◉ Yes ○ No

Length of residency in Wake County

29 years

Interests & Experiences

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

GPA 3.8. I received my doctorate in physical therapy 2015 Des Moines University; I served 7 and 1/2 years in Air Force / Texas Air National Guard as medical technician. I have over 30 years experience in allied health care, including managerial experience at a local skilled nursing facility. I am an active member of a church in Wake Forest and I had participated in a local flute choir performing at various community events.

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

I participated in the following:

☑ Neither

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Question applies to multiple boards

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○ Yes ◉ No

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Sheila Bishop

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

☑ E-News

Profile

Christopher
First Name

J
Middle Initial

Joyner
Last Name

1264 Wait Avenue
Street Address

Suite or Apt

Wake Forest
City

NC
State

27587
Postal Code

cjoyner@wakeforestnc.gov
Email Address

Mobile: (919) 669-9546
Primary Phone

Business: (919) 556-8026
Alternate Phone

Do you live within the town's limits?

○ Yes ◉ No

Owner/Operator of Shortys Famous Hot Dogs
Occupation

Length of residency in Wake County

42 years

Which Boards would you like to apply for?

Joint Public Hearing and Planning Board: Submitted

Interests & Experiences

Question applies to multiple boards

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

I've lived in Wake Forest my entire life. I own and operate the towns oldest business and would love an opportunity to be on the planning board and to be more involved in the town and its growth moving forward.

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

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

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Christopher J Joyner

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

- [x] Other

Profile

Phillip (First Name) J (Middle Initial) Martin (Last Name)

243 Capellan St. (Street Address) (Suite or Apt)

Wake Forest (City) NC (State) 27857 (Postal Code)

thephillipjmartin@gmail.com (Email Address)

Home: (919) 601-1135 (Primary Phone) (Alternate Phone)

Which Boards would you like to apply for?

Planning Board: Submitted

Real Estate Development Manager/Urban Planner (Occupation)

Do you live within the town's limits or ETJ?

◉ Yes ○ No

Length of residency in Wake County

8 years

Interests & Experiences

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

East Carolina University -

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

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☑ Neither

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Phillip Martin

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

☑ Our Town Newsletter

Phillip J. Martin

Raleigh, NC 27614 | (919) 601-1135
thephillipjmartin@gmail.com | www.linkedin.com/in/phillip-j-martin/

Results-driven professional with extensive experience in real estate, project management, stakeholder engagement, economic development, renewable energy, land entitlements, land use planning, zoning, and due diligence activities. Self-motivated, strategic thinker with proven execution in creating value within organizations based on technical expertise and resourcefulness. Inspires teammates and stakeholders to reach common goals through the ability to communicate effectively, build partnerships, and demonstrate passion.

KEY SKILLS

- Project Management
- Strategic Planning
- Regulatory Compliance
- Stakeholder Engagement
- Land Planning and Zoning
- Economic Development
- Budgeting/Forecasting
- Public Speaking
- Team Motivation

TECHNICAL SKILLS

- Microsoft Office Suite
- Sketch Up
- ArcGIS

EMPLOMENT

HHHunt, Raleigh NC **2021-Present**
Real Estate Development Manager

Primary role is to manage developments through the Southeast by overseeing the successful acquisition of all necessary zoning entitlements and agency permits.

Ecoplexus, Durham, NC **2019 – 2021**
Director of Community Engagement

Currently, manage a team of three employees dedicated to improving economically stronger, smarter, and cleaner communities through partnerships and strategic investments in solar energy facilities. Primary role is to manage utility-scale solar developments through the United States by overseeing the successful acquisition of all necessary zoning entitlements and agency permits.

- Oversee community engagement activities to educate stakeholders about clean energy.
- Serve as a liaison to industry associations with a focus on the development of clean energy policies, business development, and political advocacy.
- Plan, promote, and execute partner events, such as ground-breaking and ribbon cutting events, to create a sense of belonging among partners and the community.
- Primary point of contact for all media inquiries and preparation of all public relation pieces.

Cypress Creek Renewables, Durham, NC **2016 – 2019**

Senior Community and Economic Development Manager

Senior community engagement manager primarily engaged in managing community relations efforts to effectively support and promote the development of utility-scale solar projects by engaging, facilitating, and garnering the support of stakeholders throughout the Southeastern United States. Nurtured future employees by independently developing a summer intern engagement program.

- Lead a team of 10 community engagement managers throughout the country.
- Responsible for budgeting and developing strategic partnerships for the organization.
- Oversaw a 3-gigawatt (GW) portfolio through land use and zoning entitlements, and permitting approvals.
- Industry group representative advocating for political and public policy for clean energy.
- Established a strong network of regional leaders to promote the firm's community engagement models while developing key processes and communications that facilitate program development, outreach, and execution.
- Brought partners together through public events to create ownership in projects.
- Performed necessary entitlement due diligence for prospective and acquired projects.
- Engaged experts needed to successfully maneuver the entitlement process.
- Routinely prepared and managed contracts and scope, scheduling, and payments.

Cary Keisler, Inc., Cary, NC **2014 – 2015**
Facilities and Construction Manager

Served as Project Manager for all repairs, new construction and capital improvements for a North Carolina restaurant chain.

- Negotiated and managed contracts, budgets, and payments to contractors.
- Maintained relationships with all general managers and contractors.
- Coordinated plan approvals, entitlements, and permitting to meet project schedules.
- Attended and participated in construction and due diligence meetings with municipalities and other stakeholders regarding site selection and project feasibility.

City of Raleigh, Raleigh, NC **2013 – 2014**
Planner/Zoning Inspector

Enforced all City Zoning Ordinances and Unified Development Ordinances through reviews and inspections. Served as technical expert before appointed and elected boards.

- Oversaw all zoning inspections, review of site plans, assessment of field work done by others, and the issuance of zoning compliance and development permits.
- Streamlined all permitting processes and facilitated due diligence meetings.

Town of Williamston, Williamston, NC **2008 – 2013**
Planning, Zoning, Subdivision, and Watershed Protection Administrator

Supervised the Town's two-person Code Enforcement Department. Provided technical expertise to staff and elected/appointed boards. Performed grant writing with an emphasis toward economic development opportunities.

- Collaborated with Martin County Economic Development Council for economic development activities such as site selection, market research, and job creation.
- Performed grant writing for a wide range of third-party funding opportunities.
- Facilitated project advisory committee meetings, public meetings, and design charettes.
- Managed daily operations of Williamston Downtown Incorporated, a 501(c)(3) Non-Profit Organization focusing on downtown revitalization and grant-making for businesses.
- Administered the Town's GIS data layers for hydrology, topography and planning.

RE/MAX Preferred Realty, Greenville, NC **2006 – 2008**
Prudential Prime Properties
Licensed Broker/Client Care Specialist

Real estate professional with a strong emphasis on client service.

- Assisted clients with buying and selling residential and commercial real estate.
- Collaborated with builders on market analysis, site selection, and site acquisition.
- Oversaw advertising and marketing of company real estate listing, including the preparation of advertisements via various software programs and communication with publications, television, and local real estate magazines.
- Maintained property listing database, prepared brochures for clients considering relations to the area and answered all public inquiries.

EDUCATION

East Carolina University, Greenville, NC
Bachelor of Science in Urban and Regional Planning
Minor in Security Studies and Certificate in urban Design

JY Monk Real Estate School, Greenville, NC
Licensed North Carolina real Estate Broker

Profile

Karin
First Name

Middle Initial

Kuropas
Last Name

1153 Litchborough Way
Street Address

Suite or Apt

Wake Forest
City

NC
State

27587
Postal Code

kkuropas@wakeforestnc.gov
Email Address

919-300-7101
Primary Phone

Alternate Phone

Do you live within the town's limits?

○ Yes ○ No

Occupation

Length of residency in Wake County

Which Boards would you like to apply for?

Joint Public Hearing and Planning Board: Submitted

Interests & Experiences

Question applies to multiple boards

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

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

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

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

None Selected

Profile

David
First Name

W
Middle Initial

Soper
Last Name

1208 Dunn creek Xing
Street Address

Suite or Apt

Wake Forest
City

NC
State

27587
Postal Code

dwsoperjr@gmail.com
Email Address

Mobile: (508) 272-7190
Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Board: Submitted

Occupation

Interests & Experiences

Question applies to multiple boards

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

With more 20 years experience in municipal government. I have held positions on zoning, trustee positions for fields and parks, county water position and past elected for as (Selectman/ similar to an Alderman) all my experience is in town and regional government in Massachusetts. I have also consulted on permitting, zoning and EPA Matter for small businesses. I have also was member of South Shore Chamber of Commerce Economic Corp Board. This Chamber was the 3rd largest in the state.

Question applies to multiple boards

DAVID_SOPER_Resume_Manager__Governement_Affairs.docx
Upload Resume

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

BA in Political Science, concentration in Economics

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

I participated in the following:

☑ Neither

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☑ I Agree

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○ Yes ◉ No

If so, what date did you attend a meeting?

9/07/2021

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David Soper

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

☑ E-News

DAVID SOPER

Wake Forest, North Carolina, 27587 • (508) 272-7190 • dwsoperjr@gmail.com
www.linkedin.com/in/davidsoperjr

Professional Summary

Relationship builder, team-focused leader, Problem solver

As accomplished communications leader directing lobby efforts as an elected official, with a passion for strategic thinking and solving issues in my region. I have a proven track record as a results-focused leader with success in motivating and mentoring teams in both the public and private sectors. My depth of experience includes recruitment of local, regional, and statewide grassroots engagement with strategic outreach with volunteers and law makers. I have success at driving strategies with community outreach working alongside local leaders with volunteer teams that develop positive outcomes.

Grass Roots Campaigns- successfully led a grassroots campaign to overturn a 58 Million ballot question, with volunteer recruitment, door-to-door canvassing, phone banks and direct mailing.

Ability to engage others- former elected official, appointed past chairman for a regional nonprofit.

Developed outreach strategies- Worked alongside state leaders to sponsor a bill and drive policy that was passed into law by Governor Baker.

Core Competencies

Strategic Planning | Outreach Strategies | Community Engagement | Public Relations | Relationship Buildering | Leading Others | Issues Based Campaigns | Mentoring | Government Relations

Work History

Government Consulting, 01/2008 to Current

PMC - Boston – Local, Regional, State and Federal Government Consulting Agency.

Created strategies for constituents to navigate local, state, and Federal government agencies

- Built coalitions among stake holders and educated a local community to stop a 58-million-dollar ballot initiative.
- Planned and managed victorious local ballot initiatives with volunteer staff and community outreach.

- Developed a coalition, worked alongside leaders including local, regional, and state lawmakers to create policy change; they included a Massachusetts Chief Justice, Plymouth County DA, Sheriffs' Department, and private care givers to create law that protects individuals fighting opioid addiction. Law was passed in 2018 under section 35 of Governor Baker's 4035 Care Bill
- Worked with local developers, local government, and a federal agency to obtain permitting for the former Ocean Spray Building in Hanson, MA
- Tracked Local, State, and Federal Regulations on related projects
- Managed communications and built grassroots outreach with coalitions for various associations

Principal, 03/2010 to 02/2/2020

Wicked Local Marketing – Boston, MA

- Self-employed in digital marketing and advertising agency
- Created regional and national digital marketing campaigns utilizing behavioral analytics
- Helped small and medium sized businesses implement SEO (Search Engine Optimization) to increase their visibility on the Internet
- Executed strategies for local, regional, and statewide candidates on their successful election campaigns.
- Attracted large audiences with grassroots campaigns to get the vote out for candidates
- Helped small businesses grow by providing timely ad campaigns to fit their budgets
- Trained secondary buyers of digital products to increase sales by 23%
- Created dashboard showing clients the weekly results of their email marketing programs
- Used strong project management skills to meet deadlines, and manage time and resources for positive outcomes
- Resolved conflicts and negotiated agreements between parties to reach win-win solutions
- Proactively identified and solved complex problems impacting operations, management and business direction
- Increased sales by 39% over a two-year period

Selectman, 05/2010 to 10/2014

Town of Hanson – Hanson, MA

- Elected official in a small Massachusetts town, served as chairman
- Worked with Regional, State and Federal officials to clean up Town of Hanson Landfill
- Convinced developers to engage in dialogue with town leaders to build an assisting living community in the Town of Hanson, Massachusetts
- Attracted new businesses and helped retain existing businesses in the region
- Met with Congressmen and Senators in Washington, DC for assistance with local issues

Education and Training

Bachelor of Science: Political Science and Government
University of Massachusetts - Boston - Boston, MA

- Majored in Political Science
- Minored in Economics

Sandler Sales Training

Landmark Training Worldwide- Advanced training and development in communication skills in professional and personal growth.

Additional Experience and Activities

- Member of the Massachusetts South Shore Chamber of Commerce in Massachusetts
- Appointed to South Shore Economic Development Corp Board
- Elected as Trustee for Memorial Field in Hanson, MA
- Appointed to the Zoning Board of Appeals in Hanson, MA
- South Shore Ad Club Board Member
- South Shore Health Systems - LINKS Committee (Member and Past Chairman)
- Past Deacon and Co-Moderator for the First Congressional Church of Hanson, MA
- Advisory Board for South Shore Technical High School in Hanover, MA
- Trained and mentored high school students in interview skills to help them obtain employment

DAVID SOPER

Wake Forest, North Carolina, 27587 • (508) 272-7190 • dwsoperjr@gmail.com
www.linkedin.com/in/davidsoperjr

Professional Summary

Relationship builder, team-focused leader, Problem solver

As accomplished communications leader directing lobby efforts as an elected official, with a passion for strategic thinking and solving issues in my region. I have a proven track record as a results-focused leader with success in motivating and mentoring teams in both the public and private sectors. My depth of experience includes recruitment of local, regional, and statewide grassroots engagement with strategic outreach with volunteers and law makers. I have success at driving strategies with community outreach working alongside local leaders with volunteer teams that develop positive outcomes.

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- Worked with local developers, local government, and a federal agency to obtain permitting for the former Ocean Spray Building in Hanson, MA
- Tracked Local, State, and Federal Regulations on related projects
- Managed communications and built grassroots outreach with coalitions for various associations

Principal, 03/2010 to 02/2/2020

Wicked Local Marketing – Boston, MA

- Self-employed in digital marketing and advertising agency
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Selectman, 05/2010 to 10/2014

Town of Hanson – Hanson, MA

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Profile

David
First Name

Middle Initial

Weisser
Last Name

1512 Highpoint Street
Street Address

Suite or Apt

WAKE FOREST
City

NC
State

27587
Postal Code

wselite@gmail.com
Email Address

Home: (561) 797-6427
Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Board: Submitted

Owner - D&D Real Estate Development
Occupation

Do you live within the town's limits or ETJ?

(•) Yes ( ) No

Length of residency in Wake County

8 years

Interests & Experiences

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

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

I participated in the following:

None Selected

Ethics Guidelines for Town Advisory Boards and Councils

Please Agree with the Following Statement

If appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake Forest Board of Commissioners

☑ I Agree

Members of advisory boards and councils shall not discuss, advocate or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

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

Any advisory board or council member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or council member should excuse himself/herself from voting. The advisory board or council member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/council, it is recommended that you attend a meeting of the advisory board/council in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/council. If you have attended a meeting of an advisory board/council, please indicate the date:

Question applies to multiple boards

Please Agree with the Following Statement

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

☑ I Agree

Question applies to multiple boards

Please Agree with the Following Statement

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

☑ I Agree

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

○ Yes ○ No

If so, what date did you attend a meeting?

Please Agree with the Following Statement

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

☑ I Agree

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

David Weisser

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

☑ Our Town Newsletter

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-312-
Submitted by: Kari Grace
Submitting Department: Planning
Meeting Date: October 19, 2021

SUBJECT
Consideration of Legislative Case RZ-21-04 filed by Jones & Cnossen Engineering, PLLC on behalf of the property owner to rezone approximately 6.955 acres located at 0 Ligon Mill Road, being Wake County Tax PIN 1830822645, from Conditional Use Neighborhood Business (CU NB) to General Residential 10 Conditional District (GR10-CD)

Recommendation:

Item Summary:

ATTACHMENTS

- 101921 BOC Agenda Summary RZ-21-04
- Consistency Statement RZ-21-04 0 LIgon Mill Road
- Inconsistency Statement for Disapproval RZ-21-04 Ligon Mill Road
- Ordinance RZ-21-04 Ligon Mill Road
- Attachment A - Legal Description and Survey
- Attachment B - RZ-21-04 Application & Condition
- RZ-21-04 Planning Board Recommendation

Agenda Item: Consideration of Legislative Case RZ-21-04 filed by Jones & Cnossen Engineering, PLLC on behalf of the property owner to rezone approximately 6.955 acres located at 0 Ligon Mill Road, being Wake County Tax PIN 1830822645, from Conditional Use Neighborhood Business (CU NB) to General Residential 10 (GR10)

Summary: A joint public hearing was held on October 5, 2021. At their October 5, 2021 meeting, the Planning Board voted 6-1 to find the request consistent with the Community Plan and recommend approval of the zoning map amendment (rezoning) request with the recommended condition that the allowable uses be limited to multifamily residential. The property owner has agreed to the Planning Board recommended condition. Staff recommends that the rezoning is approved as a general use rezoning without conditions in order to allow more flexibility.

Attachments: Proposed Consistency Statement
Proposed Inconsistency Statement
Proposed Ordinance
Attachment A – Legal Description and Survey
Attachment B – RZ-21-02 Application and Agreed Condition
Planning Board Written Recommendation

Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Zoning Map Amendment RZ-21-04: 0 Ligon Mill Road

The Wake Forest Board of Commissioners finds that RZ-21-04 is consistent with the Wake Forest Community Plan. The Wake Forest Board of Commissioners finds that the approval of the rezoning request is reasonable and in the public interest for the following reasons:

1. The proposed zoning district would allow for a range of housing types to add to the mix of housing options within the neighborhood planning area.

2. The proposed zoning district would allow for a range of housing types to add to the mix of housing options within close proximity to the existing school.

3. The proposed zoning district would allow for higher density housing near to shopping and other destinations, which contributes to a more walkable environment.

Inconsistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Zoning Map Amendment RZ-21-04: 0 Ligon Mill Road

The Wake Forest Board of Commissioners finds that RZ-21-04 is not consistent with the Wake Forest Community Plan. The Wake Forest Board of Commissioners finds that the approval of the rezoning request is not reasonable nor in the public interest for the following reason:

1. The property is located in the Town Center Zone, which is more compact and urban in nature; the proposed zoning district is a suburban zoning district per the UDO categories rather than an urban zoning district.

ORDINANCE 2021-XX

ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF WAKE FOREST TO CHANGE THE ZONING OF APPROXIMATELY 6.955 ACRES LOCATED AT 0 LIGON MILL ROAD (WAKE COUNTY TAX PIN 1830-82-2645) FROM CONDITIONAL USE NEIGHBORHOOD BUSINESS (CU NB) TO GENERAL RESIDENTIAL 10 (GR10)

RZ-21-04, 0 Ligon Mill Road

WHEREAS, the application submitted by Jones & Cnossen Engineering, PLLC for the rezoning of lands hereinafter described was duly filed with the Planning Department and thereafter a public hearing was held hereon on the 5th day of October, 2021 before the Planning Board and the Board of Commissioners, pursuant to due notice mailed, the property posted, and notice published pursuant to G.S. § 160D-602. Thereafter, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application for the rezoning of the lands hereinafter described, all in accordance with the requirements of the Town of Wake Forest Unified Development Ordinance and the provisions of Chapter 160D, Article 6, of the North Carolina General Statutes; NOW, THEREFORE,

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST

Section 1: The lands that are the subject of the Ordinance are those certain lands described in Attachment "A" – Legal Description, which is incorporated herein by reference, and said lands are hereafter referred to as the "Rezoned Lands."

Section 2: The parcels identified by the Wake County Tax Parcel Identification Number 1830-82-2645, and described in Attachment "A", are located within the Town's Corporate Limits.

Section 3: The Town of Wake Forest Unified Development Ordinance, including the Town of Wake Forest North Carolina Official Zoning Map, which is a part of said Ordinance, is hereby amended by changing the zoning classification of the "Rezoned Lands" from Conditional Use Neighborhood Business (CU NB) to General Residential 10 (GR10).

Section 4: The Administrator is hereby authorized and directed to cause the said Official Zoning District Map for the Town of Wake Forest, North Carolina, to be physically revised and amended to reflect the zoning changes ordained by this Ordinance.

Section 5: After reviewing all the information presented at the public hearing and the Wake Forest plans, policies and ordinances, the Wake Forest Board of Commissioners find the zoning map amendment request reasonable and consistent with the Community Plan and the Comprehensive Transportation Plan and adopted a written consistency statement, which is on file with the Wake Forest Planning Department.

Section 6: The "Rezoned Lands" shall be perpetually bound to the conditions imposed including the uses authorized, unless subsequently changed or amended as provided for in the Unified Development Ordinance.

Section 7: This ordinance shall be in full force and effect from and after its adoption.

Motion by Commissioner_____

Seconded by Commissioner_____

This the _____ day of _____ 2021.

TOWN OF WAKE FOREST

_____
Mayor

ATTEST:

_____
Town Clerk

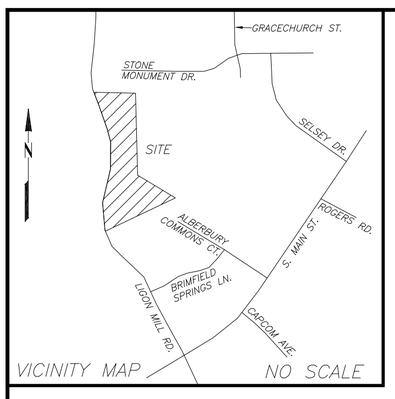
APPROVED AS TO FORM:

_____
Town Attorney

EXHIBIT A

LEGAL DESCRIPTION

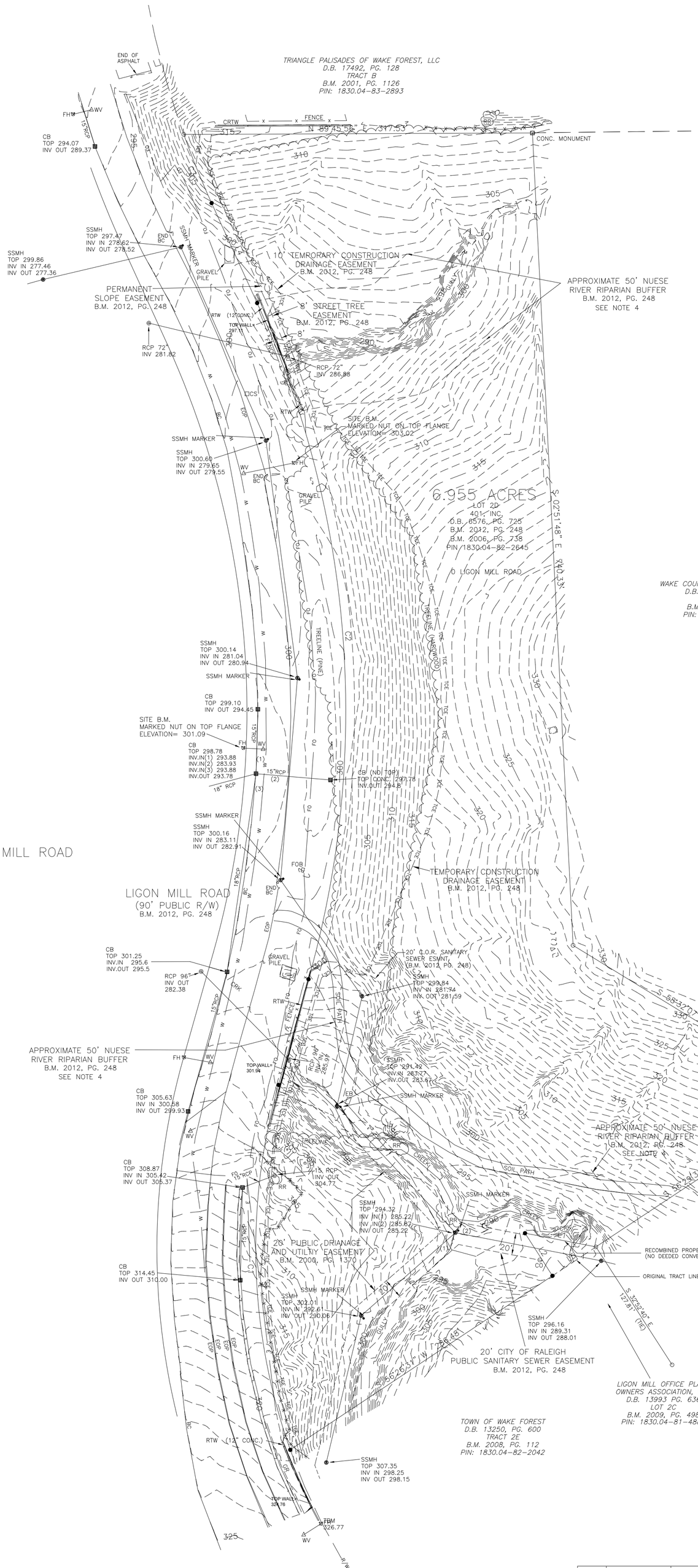
BEGINNING at an in the eastern right-of-way of Ligon Mill Road (a 90' right-of-way) at its intersection with the southern line of the property conveyed to LP Wake Forest Limited Partnership by deed recorded in Deed Book 8980, Page 1800, Wake County Registry, and running thence with the southern line of LP Wake Forest Limited Partnership (now or formerly) North 89-45-57 East, 317.54 feet to a concrete monument, northwest corner of the property of Wake County Board of Education as described in Deed Book 4134, Page 821, Wake County Registry; thence with the western line of the property of Wake County Board of Education, South 02-51-55 East 740.36 feet to a concrete monument; thence with another line of Wake County Board of Education, South 58-31-12 East 264.94 feet to an iron; thence with the line of Key West Enterprises, Inc. (now or formerly) as described in Deed Book 7178, Page 871, Wake County Registry, South 56-26-31 West 246.10 feet to an iron; thence North 79-05-08 West 65.84 feet to a point; thence South 32-45-59 East 46.13 feet to a point at the northeastern corner of the property of Town of Wake Forest as described in Deed Book 13250, Page 600, Wake County Registry; thence with the northern line of the said property of Town of Wake Forest, South 56-28-31 West 284.11 feet to an iron in the eastern margin of Ligon Mill Road (a 90' right-of-way); thence with the eastern margin of Ligon Mill Road in a northerly direction to the point and place of Beginning. The foregoing property is shown as Lot 2D, Property of 401, Inc., on plat for Ligon Mill Road Extension recorded in Book of Maps 2012, Page 248, Wake County Registry.



VICINITY MAP NO SCALE

LEGEND

(R/W)-RIGHT OF WAY
(EOP)-EDGE OF PAVEMENT
(CSW)-CONCRETE SIDEWALK
(CMP)-CORRUGATED METAL PIPE
(RCP)-REINFORCED CONCRETE PIPE
(PB)-PHONE BOX
(OVH)-OVERHANG
(CD)-CONCRETE DRIVEWAY
(AD)-ASPHALT DRIVEWAY
(SD)-SOIL DRIVEWAY
(MB)-MAIL BOX
(WSPK)-WATER SPIGOT
(WV)-WATER VALVE
(FH)-FIRE HYDRANT
(WV MON)-WATER VALVE MONUMENT
(PP)-POWER POLE
(TP)-TELEPHONE POLE
(GW)-GUY WIRE
(OHP&PHL)-OVERHEAD POWER AND PHONE LINE
(OHPL)-OVERHEAD POWER LINE
(OHPHL)-OVERHEAD PHONE LINE
(UGFOM)-UNDERGROUND FIBER OPTIC MARKER
(UGFOB)-UNDERGROUND FIBER OPTIC BOX
(UGGLM)-UNDERGROUND GAS LINE MARKER
(YI)-YARD INLET
(CPAD)-CONCRETE PAD
(SATD)-SATELLITE DISH
(CO)-CLEANOUT
(CLF)-CHAIN LINK FENCE
(WF)-WETLAND FLAG
(TT)-TIE TO
(WM)-WATER METER
(GD)-GRAVEL DRIVE
(SRF)-SPLIT RAIL FENCE
(SF)-SILT FENCE
(GDF)-GRAVEL DRAINAGE FEATURE
(RR)-RIP RAP
(RTW)-RETAINING WALL
(CRTW)-CONCRETE RETAINING WALL
(WP)-WOOD POST
(-G-)-UNDERGROUND GAS LINE
(-FO-)-UNDERGROUND FIBER OPTIC LINE
(-T-)-TRANSFORMER



LINE	BEARING	DISTANCE
L1	N 79°05'20" W	65.76'
L2	S 32°45'59" E	46.13'
L3	N 15°49'38" E	100.00'
L4	N 24°30'48" W	100.00'
L5	S 56°26'30" W	47.62'

CURVE	DELTA	RADIUS	ARC	CHORD	TANGENT	CHORD BRG
C1	35°19'37"	547.50'	337.57'	332.25'	174.34'	N 01°50'11" W
C2	40°20'25"	895.00'	630.15'	617.21'	328.77'	N 04°20'35" W
C3	4°48'09"	805.00'	67.47'	67.45'	33.76'	N 22°06'05" W

NOTE:
CONSTRUCTION IN PROGRESS ON LIGON MILL ROAD AT TME OF SURVEY.

N
N.C. GRID NORTH, NAD83
(B.M. 2012 PG. 248)

NORTH CAROLINA
WAKE COUNTY
I RUSSELL K. ELINGBURG CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DESCRIPTION RECORDED IN REFERENCES AS SHOWN, THAT THE BOUNDARIES NOT SURVEYED ARE DASHED AND DRAWN FROM REFERENCES AS SHOWN; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1: 24,750 +/-; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 18th DAY OF MAY, 2021 A.D.

PROFESSIONAL LAND SURVEYOR
LICENSE NO. L-3414

PRELIMINARY PLAT- NOT FOR RECORDATION, CONVEYANCE, OR SALE

NOTES:
1. PROPERTY IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD. NO TITLE SEARCH HAS BEEN DONE BY ROBINSON & PLANTE, P.C.
2. PROPERTY IS NOT IN A SPECIAL FLOOD HAZARD AREA BY FEMA FIRM MAP NO. 3720183000J PANEL 1830, AND LAST REVISED MAY 2, 2006.
3. ENCROACHMENTS SHOWN ARE VISIBLE PHYSICAL CONDITIONS LOCATED DURING THE COURSE OF THE SURVEY AND ARE NOT TO BE INTERPRETED AS A LEGAL DETERMINATION AS TO WHETHER THEY ARE TRUE ENCROACHMENTS.
4. ENVIRONMENTAL CONDITIONS, WETLANDS, JURISDICTIONAL WATERS OR OTHER CONDITIONS WHICH MAY BE REGULATED BY FEDERAL, STATE OR LOCAL AUTHORITIES WERE NOT INVESTIGATED. FINAL DETERMINATION OF STREAM LOCATIONS, APPLICABILITY, AND RIPARIAN BUFFERS TO BE DETERMINED BY NCDNR/USACE AT A LATER DATE.
5. ZONING TAKEN FROM WAKE COUNTY IMAPS.

NOTE:
MISCLOSURE WAS DISTRIBUTED BY THE COMPASS METHOD. THE DISTANCES ON THIS MAP ARE ADJUSTED HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED. ALL AREA CALCULATED BY COORDINATE COMPUTATION.

0 60 120 180
SCALE IN FEET

OWNER(S):
401, INC.
319 CHAPANOKE DRIVE
SUITE 106
RALEIGH, N.C. 27603

REVISIONS	BOUNDARY AND TOPOGRAPHICAL SURVEY OF LOT 2D FOR 401, INC.		ROBINSON & PLANTE, P.C. LAND SURVEYING C-2687 970 TRINITY ROAD RALEIGH, NC 27607 PHONE: (919)859-6030 FAX: (919)859-6032	
	TOWNSHIP: WAKE FOREST	COUNTY: WAKE	SURVEY DATE: 4-28-2021	SURVEYED BY: KS
	STATE: NORTH CAROLINA		SCALE: 1"=60'	DRAWN BY: HS
	ZONE: CU NB RZ-98-15	P.I.N.: 1830.04-82-2645	CHECKED & CLOSURE BY: RKE	FILE: LM APTS B-TPO

2.50) Conditional District Rezoning (Prior to July 1, 2021)

Conditional District Rezoning

Town of Wake Forest, NC
301 S. Brooks St.
Wake Forest, NC 27587-2932
TEL (919) 435-9510 | FAX (919) 435-9539

Project Overview #511048

Project Title: 401 Inc.-Ligon Mill Rd. Rezoning

Application Type: 2.50) Conditional District Rezoning (Prior to July 1, 2021)

Workflow: Conditional District Rezoning

Jurisdiction: Town of Wake Forest (Wake County)

State: NC

County: Wake

Submittal Requirements

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 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:

Pre-Application Meeting

Has a pre-application conference been held?: Yes

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

Pre-Application Conference Date and Time: 02/22/2021 2:30 PM

Staff Member Met With: jennifer Currin

Project Tracking ID: RZ-21-04

Project Location

Project Address or PIN:

- 0 LIGON MILL ROAD (Unverified)
- WC 1830-82-2645 (Unverified)

Tax PIN: WC 1830-82-2645 (Unverified)

GIS Verified Fields

Corporate Limits:
GIS Acreage:
Floodplain (WAKE):
Zoning:
Land Use:
Floodplain (FRANKLIN):

Zoning Information

Currently a Conditional District?: No
Currently a Conditional Use?: Yes
Is there an existing Special Use Permit for the Property?:
Related Town of Wake Forest Case Numbers: RZ-21-04
Current Zoning Overlay: NA, Not Applicable to this Project

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
Proposed Land Use: Apartments
Proposed Number of Lots:
Number of Buildings:
Number of Single-Family Lots:
Number of Townhome Lots:
Number of Multi-Family Units:
Number of Stories:
Square Footage of All Buildings (non-residential):

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
Peter Cnossen
Jones & Cnossen Engineering, PLLC
P.O. Box 1062
Apex, NC 27502
P:387-1174
peter@jonescnossen.com

Project Contact - Property Owner
William Ratchford
401 Inc.
319 Chapanoke Rd, Ste 102
Raleigh, NC 27603
P:704-369-6024
williamr704@gmail.com

Project Contact - Developer
William Ratchford
Triangle Real Estate of Gastonia, Inc.
P.O. Box 4158
Gastonia, NC 28054
P:704-869-6024
william.ratchford@southwoodrealty.com

Project Contact - Engineer
Peter Cnossen
Jones & Cnossen Engineering, PLLC
P.O. Box 1062
Apex, NC 27502
P:387-1174
peter@jonescnossen.com

GENERAL INFORMATION:

Submission Date:	Case Number:
Property Owner: Triangle Real Estate of Gastonia, Inc.	Phone: 704-869-6024
Address: P.O. Box 4158	Email: william.ratchford@southwoodrealty.com
City, State, Zip: Gastonia, NC 28054	Fax:

Applicant (if different from property owner):	Phone:
Address:	Email:
City, State, Zip:	Fax:

SIGNATURES:

I/we the undersigned do hereby certify that all information given above is true, complete, & accurate to the best of my/our knowledge.

William Ratchford
(Applicant Print Name)

William Ratchford
(Applicant Signature)

(Date)

Sworn to and subscribed before me on this the 15th day of September, 21

JEFFREY TYLEDFORD NOTARY PUBLIC GASTON COUNTY, NC MY COMM. EXP. JUNE 30, 2023

Notary Public

My Commission Expires: 6/17/2023

NEIGHBORHOOD MEETING INFORMATION:

Per Section 15.3.5 of the Wake Forest UDO, all applicants shall conduct a neighborhood meeting prior to any public hearing or review by the Planning Board and Board of Commissioners. This meeting will allow the applicant to explain the proposed request and to be informed of the concerns of the neighborhood. A summary of the meeting in the form of meeting notes or minutes along with a list and contact information for all attendees shall be submitted to the Administrator at least 10 business days prior to the scheduled joint public hearing.

For Department Use Only:
Submittal Date: _____
Received By: _____
Case/Permit No: _____

TOWN OF WAKE FOREST

AGENT AUTHORIZATION FORM:

Application #: RZ-21-04 Submittal Date: September 15, 2021

Triangle Real Estate of Gastonia, Inc. is the owner of the property for which the attached application is being submitted:

- [x] General Use Rezoning or Conditional District Rezoning
- [ ] Site Master Plan
- [ ] Subdivision Master Plan
- [ ] Construction Drawings
- [ ] Variance
- [ ] Major Architectural Review

The property is located at: 0 Ligon Mill Road

The agent for this project is: Jones & Cnossen Engineering, PLLC

- [ ] I am the owner of the property and will be acting as my own agent.

Name: Peter Cnossen

Address: P.O. Box 1062 Apex, NC 27502

Telephone Number: 919-387-1174 Fax:

Email Address: peter@jonescnossen.com

Signature(s) of Owner(s):

x William Ratchford

Print or type name(s):

William Ratchford

Attach additional sheets if there are additional owners.

***Owner of record as shown on the latest equalized assessment rolls of Wake County. (An option to purchase does not constitute ownership). If ownership has been recently transferred, a copy of the deed must accompany this authorization.**

Last update: August 2018

Triangle Real Estate of Gastonia, Inc.
P.O. Box 4158
Gastonia, North Carolina 28054

Re: Rezoning Case: RZ-21-04
Condition

I, William Ratchford on behalf of Triangle Real Estate of Gastonia, Inc., approve of the following condition to RZ-21-04:

The permitted principal use for this parcel shall be limited to multi-family residential.

William Ratchford

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:	Jones & Cnossen Engineering, PLLC
Owner:	Triangle Real Estate of Gastonia, Inc.
Requested Action:	General rezoning to General Residential 10 (GR10)
Existing Zoning:	Conditional Use Neighborhood Business (CU NB)
Location:	0 Ligon Mill Road
Size:	6.955 ± acres
Tax PIN:	1830822645
Existing Land Use:	Undeveloped
Zoning History:	The property is currently within corporate limits. The property was rezoned in 1998 to Conditional Use Office and Institutional. As part of the town-wide rezoning in 2013, the zoning was changed to Conditional Use Neighborhood Business
Applicable Regulations:	Unified Development Ordinance

TOWN *of*
WAKE FOREST

Applicable Officially Adopted Plans:

The Board must state whether the project is consistent or inconsistent with the following officially adopted plans, if applicable. Applicable plans have a check mark next to them.

■ Wake Forest Community Plan
■ Consistent ☐ Inconsistent Reason: Supports policies FN-7, FN-8, S-7 and HSE-3

■ Wake Forest Transportation Plan
■ Consistent ☐ Inconsistent Reason: No changes proposed to transportation

Planning Board Recommendation:

☐ *Approval*: the project is consistent with all applicable officially adopted plans listed above.

☒ *Approval with conditions*: the project is not consistent with all applicable officially adopted plans, so the following conditions are recommended to be included in the project in order to make it fully consistent:
limit use to multifamily

☐ *Denial*: the project is not consistent with all applicable officially adopted plans.

This report reflects the recommendation of the Planning Board, this the 5th day of October 2021.

Introduced by Planning Board member: _____

Seconded by Planning Board member: _____

Attest:

Joe Kimray
Planning Board Chair

Courtney Tanner
Planning Director

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-320-
Submitted by: Lisa Hayes
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Consideration of Property Acquisition (Donation) -Front Street and E. North Avenue

Recommendation:
Consensus on exploring options for acceptance of donation

Item Summary:

ATTACHMENTS
- Item Summary_Property Acquisition Front Street and E North Avenue.docx
- Town Tree Area_Map.pdf

Consideration of Property Acquisition (Donation)-Front Street and E. North Avenue

Consideration of acquisition, through donation, of “Town Tree” property located at Front Street and E. North Avenue.

Item Summary:

The Town of Wake Forest, Administration Department, has received a request to consider the acquisition, through donation, of property located at the intersection of Front Street and E. North Avenue.

The Town of Wake Forest Tree is located on the subject property. There is not a clear title to the property; however, it is believed to be owned by NCDOT based on historical records. Proposed use of the subject property would involve landscaping improvements and historical signage.

Staff is requesting consensus on moving forward with exploring options on acquisition of the subject property.

TOWN of WAKE FOREST

Area along North Ave / Front St

TOWN of WAKE FOREST



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding data displayed here, contact the Town of Wake Forest IT Department at (919) 435-9500.

09/24/2021

N

325

1 = 100'

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-325-
Submitted by: Kip Padgett
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Wake County Tax Releases

Recommendation:

Item Summary:

ATTACHMENTS
- WF-TXREP-OCT5-2021.pdf

WAKE COUNTY
NORTH CAROLINA

Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

MATT CALABRIA, CHAIR
VICKIE ADAMSON, VICE-CHAIR
MARIA CERVANIA
SUSAN EVANS
SIG HUTCHINSON
SHINICA THOMAS
JAMES WEST

October 5, 2021

Mr. Kip Padgett
Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on October 4, 2021, approved and accepted the enclosed tax report for the Town of Wake Forest.

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

Sincerely,

Yvonne Gilyard
Deputy Clerk to the Board
Wake County Board of Commissioners

WAKE COUNTY

WAKE COUNTY TAX ADMINSTRATION
Rebate details
8/1/2021 - 8/31/2021

DATE 09/04/2021 | TIME 03:33:59 PM | PAGE 1

WAKE FOREST

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
WAKE FOREST (Not In District)												
BUSINESS ACCOUNTS												
792949	218.12	0.00	0.00	0.00	0.00	218.12	08/17/2021	0006724585	2021	2021	007000	NAVITAS CREDIT CORP
794184	10.36	0.00	0.00	0.00	0.00	10.36	08/30/2021	0006910891	2021	2021	007000	ALTO ASSET COMPANY 1 LLC
792455	22.47	0.00	0.00	0.00	0.00	22.47	08/09/2021	0006810030	2021	2021	000000	PUBLIX NORTH CAROLINA LP
792438	14.49	0.00	0.00	0.00	0.00	14.49	08/09/2021	0006501640	2021	2021	000000	PARAGON BENEFITS CONSULTING, LLC
Subtotal for BUSINESS ACCOUNTS	**265.44**	**0.00**	**0.00**	**0.00**	**0.00**	**265.44**		**4 Properties Rebated**				
INDIVIDUAL PROPERTY ACCOUNTS												
792705	11.88	0.00	0.00	0.00	0.00	11.88	08/11/2021	0006866076	2020	2020	000000	HOPE LUTHERAN CHURCH, INC
792704	13.88	0.00	0.00	0.00	0.00	13.88	08/11/2021	0006866076	2019	2019	000000	HOPE LUTHERAN CHURCH, INC
791938	120.12	0.00	25.00	0.00	0.00	145.12	08/03/2021	0006930992	2021	2020	000000	BRUNNER, JACQUELYN MARY
792574	10.70	0.00	0.00	0.00	0.00	10.70	08/10/2021	0006866076	2021	2021	000000	HOPE LUTHERAN CHURCH, INC
Subtotal for INDIVIDUAL PROPERTY ACCOUNTS	**156.58**	**0.00**	**25.00**	**0.00**	**0.00**	**181.58**		**4 Properties Rebated**				
INDIVIDUAL REAL ESTATE ACCOUNTS												
794206	193.94	0.00	0.00	0.00	0.00	193.94	08/27/2021	0000473249	2021	2021	000000	PENDYCK, BRETT
794207	193.94	0.00	0.00	0.00	0.00	193.94	08/27/2021	0000473250	2021	2021	000000	GAY, JUDY F
794208	191.24	0.00	0.00	0.00	0.00	191.24	08/27/2021	0000473253	2021	2021	000000	O'BRIEN, SEAN
794209	193.86	0.00	0.00	0.00	0.00	193.86	08/27/2021	0000473254	2021	2021	000000	HARRELL, KATRINA MONIQUE

WAKE FOREST

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
794210	193.86	0.00	0.00	0.00	0.00	193.86	08/27/2021	0000473255	2021	2021	000000	DOUGHERTY, PATRICIA ANN
794211	195.64	0.00	0.00	0.00	0.00	195.64	08/27/2021	0000473256	2021	2021	000000	ELLIS, COREY MCCARRON
794212	195.64	0.00	0.00	0.00	0.00	195.64	08/27/2021	0000473257	2021	2021	000000	PERROTTI, FRANK
794215	193.94	0.00	0.00	0.00	0.00	193.94	08/27/2021	0000473245	2021	2021	000000	FRANKLIN, KIMBERLY S
794218	191.49	0.00	0.00	0.00	0.00	191.49	08/27/2021	0000473244	2021	2021	000000	JO, KWANG YUNG
794219	191.24	0.00	0.00	0.00	0.00	191.24	08/27/2021	0000473243	2021	2021	000000	BUTCHER, EMORY J JR
794220	193.86	0.00	0.00	0.00	0.00	193.86	08/27/2021	0000473242	2021	2021	000000	BRADLEY, TASHEBIA LENEISE
794222	195.64	0.00	0.00	0.00	0.00	195.64	08/27/2021	0000473241	2021	2021	000000	HEPBURN, JUDY
794223	196.61	0.00	0.00	0.00	0.00	196.61	08/27/2021	0000473240	2021	2021	000000	BUNN, KRISTI
794224	189.04	0.00	0.00	0.00	0.00	189.04	08/27/2021	0000473239	2021	2021	000000	MCFARLAND, CHARLES M
794225	192.18	0.00	0.00	0.00	0.00	192.18	08/27/2021	0000473238	2021	2021	000000	ADDISON, LATASHA JENELL
794226	190.54	0.00	0.00	0.00	0.00	190.54	08/27/2021	0000473237	2021	2021	000000	HURVITZ, BERTON IRA
794227	194.88	0.00	0.00	0.00	0.00	194.88	08/27/2021	0000473236	2021	2021	000000	ADAMS, KATE
794348	131.95	0.00	0.00	0.00	0.00	131.95	08/30/2021	0000098059	2020	2020	000000	THEBERGE, ANN M
794205	190.54	0.00	0.00	0.00	0.00	190.54	08/27/2021	0000473247	2021	2021	000000	KOSS, LAUREL
794204	191.24	0.00	0.00	0.00	0.00	191.24	08/27/2021	0000473246	2021	2021	000000	WILLIAMS, CHRISTINA VIRGINIA
794196	136.32	0.00	0.00	0.00	0.00	136.32	08/27/2021	0000098059	2021	2021	000000	THEBERGE, ANN M
794055	542.39	0.00	0.00	0.00	0.00	542.39	08/26/2021	0000253599	2021	2021	000000	AUBREY, CATHERINE BRITTAIN
794048	3.71	0.00	0.00	0.00	0.00	3.71	08/26/2021	0000351382	2021	2021	000000	CRANE, BOYD D SR
792582	222.75	0.00	0.00	0.00	0.00	222.75	08/10/2021	0000449099	2021	2021	000000	EMERY, EDWARD D
792315	92.67	0.00	0.00	0.00	0.00	92.67	08/06/2021	0000424119	2021	2021	000000	BOTT, SHAD M
794364	1,769.42	0.00	0.00	0.00	0.00	1,769.42	08/30/2021	0000017810	2021	2021	000000	NEWHOUSE, NEAL W
792189	343.57	0.00	0.00	0.00	0.00	343.57	08/06/2021	0000376676	2021	2021	000000	CAVALET, VIRGINIA L
Subtotal for INDIVIDUAL REAL ESTATE ACCOUNTS	**6,912.10**	**0.00**	**0.00**	**0.00**	**0.00**	**6,912.10**		**27 Properties Rebated**				

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
TOTAL WAKE FOREST (Not In District)	7,334.12	0.00	25.00	0.00	0.00	7,359.12	35 Properties Rebated for the District/City					
TOTAL FOR CITY WAKE FOREST	7,334.12	0.00	25.00	0.00	0.00	7,359.12	35 Properties Rebated for the City					

WAKE COUNTY

WAKE COUNTY TAX ADMINSTRATION
Rebate details
8/1/2021 - 8/31/2021

WAKE FOREST

DATE	TIME	PAGE
09/04/2021	03:33:59 PM	1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
Grand Total:	**247,773.36**	**5,065.01**	**972.50**	**22,337.89**	**0.00**	**276,148.76**	**190**	**Properties Rebated for All Cities**				

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-326-
Submitted by: Kip Padgett
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS
- September 2021 Monthly Report.pdf

September 2021 | Department Monthly Report

TOWN of WAKE FOREST

Administration

- Two Strategic Plan Visioning Workshops were offered to the public in September. We had 50 registered participants.
- A Strategic Plan survey was sent to all Town employees to obtain their input on the draft mission statement and organizational values. The survey was open through October 1st.
- The Town Wake Forest hosted a visit from Congressman David Price to tour the Wake Forest Reservoir and learn about current Town initiatives with special emphasis on the Northeast Community.

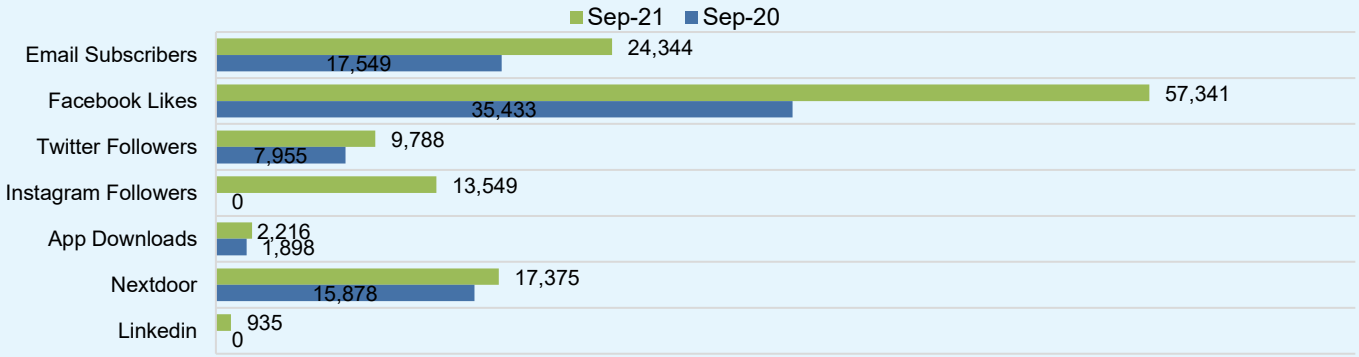
Communications

ANNOUNCEMENTS	
Media Releases	43
Email Announcements	29
Town-to-Resident Phone Calls	0

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Homepage	11,233
2	COVID-Testing	5,864
3	Friday Night on White	4,920
4	Six Sundays in Fall	3,120
5	Jobs	2,746

SUBSCRIBERS



Downtown Development

UPDATES PROVIDED QUARTERLY

OCCUPANCY		
	APR- JUN 2021	JULY-SEPT 2021
Occupancy Rate in Percentage	88%	

NEW BUSINESSES		
	SEPT 2021	FISCAL YEAR-TO- DATE
Number of New Businesses	2	4
Number of Businesses Closed	0	3

UPDATES PROVIDED QUARTERLY

EVENTS		
FIRST QUARTER EVENTS	ATTENDANCE IN 2021	ATTENDANCE IN 2020
FNOW 9.10.21	10,000	N/A due to Pandemic

- Friday Night on White was a huge success and it was so great to see so many people back out in Downtown Wake Forest. A special 9/11 ceremony to commemorate the 20th anniversary was held at the beginning with assistance from the Wake Forest Fire Department.
- Call to artists for the mural to be located on the side of Unwined on White (153 S. White) has gone out. Public Art Commission, Town Staff and members of Wake Forest Downtown are involved in the selection process and muralist will be selected in January 2022.

- Spirits of Wake Forest walking ghost tours are back and are sold out (700 tickets). Wake Forest Downtown (WFD) was able to add an additional tour on Saturday night this year to help meet the demand. WFD partnered with Forest Moon Theater to provide the storytellers. Our downtown business owners have also gotten into the spirit with approximately 30 participating in the window decorating contest.

Economic Development

BUSINESS RETENTION & EXPANSION (BRE)

NAMES OF BUSINESSES VISITED THIS MONTH
Communicopia
Toggle Book Factory
Norse Brewing

REQUESTS FOR INFORMATION (RFIs)

	SEPT 2021	AUG 2021
Number of responses to RFIs	1	0

Engineering

ENGINEERING PROJECTS Public Infrastructure, Environmental Engineering & Construction

PROJECT	CODE	UPDATE
Ailey Young Dam and Stream Restoration Project		The contractor, Fluvial Solutions, is continuing working on the observation deck. There have been some delays with materials and due to weather. Town staff will be meeting onsite with NCDEQ in October to complete project closeout inspection for the NCDEQ Water Resources Development Grant. The Ailey Young Park has been an active site for the Adopt-a-Stream Program. (Project Manager – Carrie Mitchell)
MS4 Program Updates		MS4 Program Updates Town staff continues to prepare for upcoming MS4 audit that is expected to being Q4 of 2021. The Board of Commissioners recently approved of the Stormwater Infrastructure Assessment and Utility Fee Development contract with Freese & Nichols. This project will assist the Town in developing a proactive approach to stormwater needs and potentially develop a funding source to meet the requirements of the MS4 permit. Please contact the Engineering Department with any stormwater questions or concerns. (Project Manager – Monica Sarna)
Wake Forest Reservoir		Wake Forest Reservoir WithersRavenel completed the sampling of the slug lagoon clay liners and the semiannual groundwater monitor wells. Wood also completed an annual inspection of the Wake Forest Reservoir dam and spillway on September 29th. Staff is currently working on acquiring space for the emergency spillway. There are no updates on community funding at this time. (Project Manager – Carrie Mitchell)

Finance

FINANCIAL TASKS COMPLETED	
TAX RETURNS & REPORTS	**COMPLETION DATE**
NC Sales and Use Tax Form E500	September 17
ORBIT/LGERS Report – NC State Treasurer	September 1
Utility Sales Tax Return – E500 E	September 16
Wake County Prepared Food and Beverage	September 17
ACCOUNTING/FINANCE	**AMOUNT**
Total Accounts Payable Disbursement	$1,122,141
Total ePayables Disbursement	75,205
Total Number of Invoices Paid	434
Total Amount of Invoices Paid with credit card	78,569
GENERAL TASKS	**COMPLETION DATE**
FYE June 30, 2021 Audit underway/ongoing	
Financial statements being drafted for FYE June 30, 2021	Due to LGC October 31
2022-2027 CAPITAL IMPROVEMENT PLAN UPDATE	**COMPLETION DATE**
Materials to departments – requests due	October 8
Initial public hearing	October 19

COVID-19 RECEIVABLES UPDATE		
	SEPT 2021	**AUG 2021**
Post-Pay Balances	$0	$ 0
Pre-Pay Balances	$0	$ 0

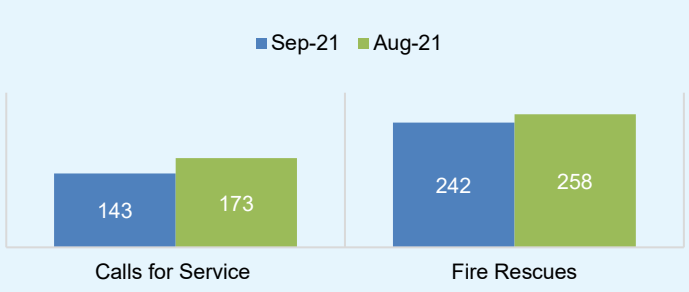
PURCHASING / WAREHOUSE	
New Vendors Set Up	8
Purchase Orders Processed	50
Surplus Items Sold	One (1) - $8,850

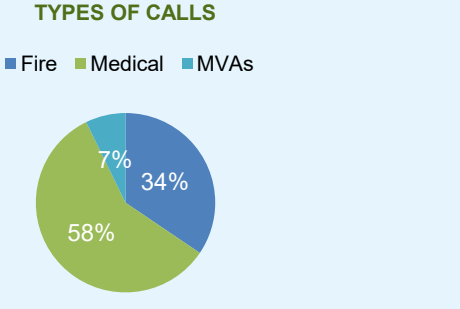
NORTHERN WAKE FOOD SECURITY TEAM	
Staff Hours	16 hours per week (Drew Brown and Corey Johnson)
Updates	Partnering with CROP walk Deliver to HOPE House weekly – Thursdays Delivering Backpack Buddies weekly

Fire

KEY STATS		
	SEPT 2021	**AUG 2021**
Calls for Service	415	459
Average Response Time	4:29	4:20

TYPES OF CALLS		
	SEPT 2021	**AUG 2021**
Fire	143	173
Medical	242	258
Motor Vehicle Accidents (MVA)	30	28





Human Resources

EMPLOYMENT	
Positions Filled	363
Vacancies	31
Total Authorized Positions FY 2020–21	394

Information Technology

SERVICE STATS		
	SEPT 2021	AUG 2021
Service Requests Completed	323	332
Network Uptime Percentage	99%	100%

FIBER INFRASTRUCTURE DASHBOARD VIEW

The Fiber Infrastructure Dashboard can be used to monitor the progress of the Fiber Installation Project.

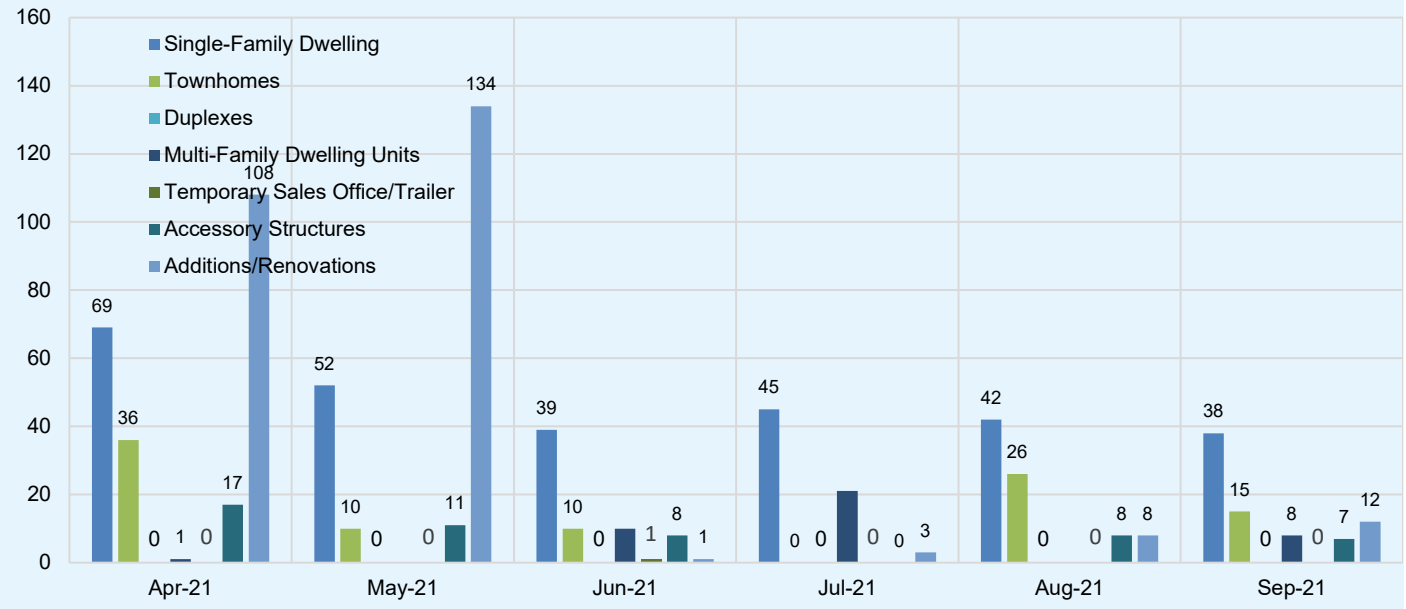
Use Chrome, Firefox, Safari or Edge when viewing the dashboard.

Inspections & Public Facilities

RESIDENTIAL PERMITS		
	SEPT 2021	AUG 2021
Single-Family Dwelling	38	42
Townhomes	15	26
Duplexes	00	00
Multi-Family Dwelling Units	08/248	00/00
Other	112	112
Total	**174**	**180**

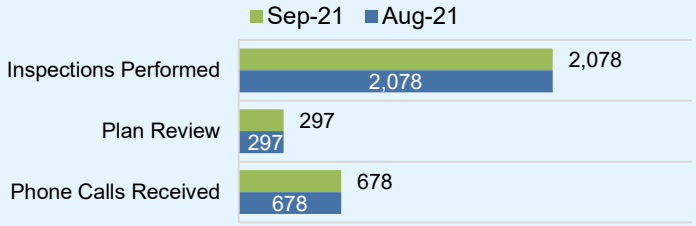
NON-RESIDENTIAL PERMITS		
	SEPT 2021	AUG 2021
New Commercial	05	03
Fit-Ups	03	04
Other	37	27
Total	**45**	**34**

RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES		
	SEPT 2021	AUG 2021
Preventative Maintenance Completed	508	565
Reactive Work Orders	107	172

DEPARTMENTAL PRODUCTIVITY



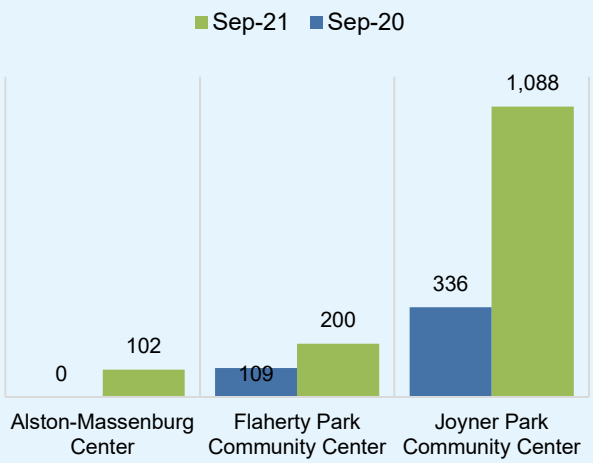
BUSINESSES	
NEW COMMERCIAL BUSINESSES	
Wheatfield Shopping Center (Bldg #4)	3600 Rogers Branch Rd
Taco Bell Restaurant	951 Gateway Commons Cir
Twice The Ice	100004 Capital Trl
Hawthorne At The Forest Apts (clubhouse)	2611 Moonbow Trl
Hawthorne At The Forest Apts (maintenance Bldg)	1403 Supernova St
FIT-UPS	
Club Pilates	1898 S Franklin St 104
Cryotherapy at the Factory	1836 S Main St 134
Hand & Stone Massage and Facial Spa	3612 Rogers Branch Rd 109

Parks, Recreation & Cultural Resources

ATHLETICS		
	SEPT 2021	SEPT 2020
Registrations Received – Youth	626	0
Registrations Received – Adult	0	0
Games Held	262	223
Revenue	$36,330	0

PROGRAMS		
	SEPT 2021	SEPT 2020
Registrations Received – Youth	118	89
Registrations Received – Adult	1,216	1,111
Classes/Programs Held	59	54
Revenue	$8,347.85	$1,982.33

VISITORS TO COMMUNITY CENTERS



RECCONNECT PROGRAM GUIDE VIEW

The program guide is updated twice per year in January and July.

PARK MAINTENANCE	
TYPE OF MAINTENANCE	QUANTITY
Vandalism	0
Reactive Maintenance	2
PM Inspections & Services	73
Evening & Weekend Park Services	10

FACILITY RENTALS		
	SEPT 2021	SEPT 2020
Athletic Fields	42	61
Joyner Park Outdoor / Open Space	11	6
General Outdoor / Open Space	0	0
Picnic Shelters	2	0
Wake Forest Community House	0	0
Joyner Park Community Center	1	0
Flaherty Park Community Center	0	0
Alston-Massenburg Community Center	2	0

VISITORS TO AQUATIC CENTER & SPRAYGROUND		
	SEPT 2021	SEPT 2020
Aquatic Center	1158	1480
Taylor Street Sprayground	370	Attendance not tracked

Planning

DEVELOPMENT SERVICES MONTHLY REPORT VIEW

ZONING VIOLATIONS DASHBOARD VIEW

Use Chrome, Firefox, Safari or Edge when viewing the dashboard.

CERTIFICATES OF APPROPRIATENESS		
	SEPT 2021	SEPT 2020
COAs Received	0	0
COAs Approved	0	0

Police

KEY STATS		
	SEPT 2021	SEPT 2020
Calls for Service	4598	5502
Vehicle Crashes	180	126

Public Works

- Leaf vac trucks have been prepped for leaf season. Educational cart tagging continues. Working on new solid waste guide for the town. Solid waste has been short staffed and finally fully staffed. Stickering at 96 recycling cans is complete.

SOLID WASTE		
	SEPT 2021	SEPT 2020
New Construction Homes Added	60	42
New Cart Sets	60	42

CEMETERY		
	SEPT 2021	SEPT 2020
Number of Plots Sold	23	5
Number of Niches Sold	0	1
Total Plots Available	270	446

RECYCLING		
	SEPT 2021	SEPT 2020
Volunteer Collected Litter	450	n/a
Volunteer Collected Recycling	175	n/a
Volunteer Hours	141	n/a
Volunteer Miles of Streets	5	n/a
Sections of Roads Cleaned (not miles)	0	n/a
Number of Creeks Cleaned	4	n/a
Number of Litter Kits Issued/Returned	4	n/a

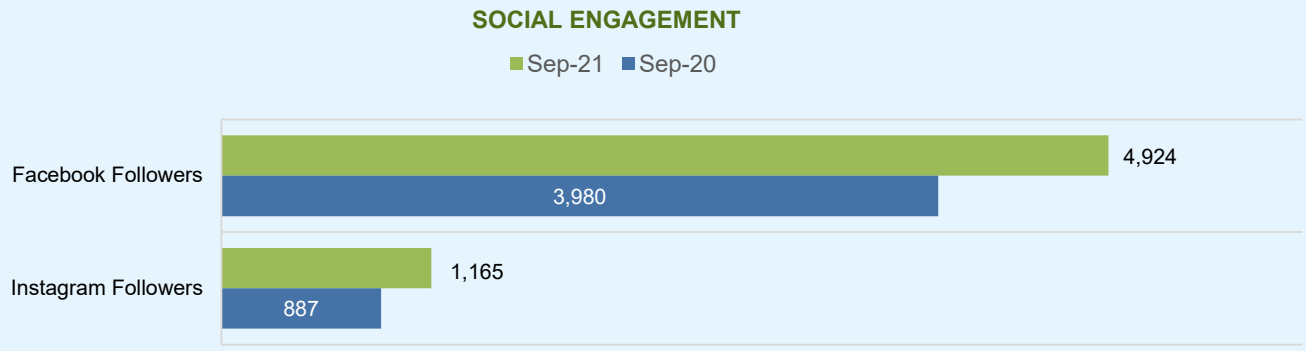
Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE	SEPT 2021	SEPT 2020
Monthly In-Person Attendance	1035	154
Virtual Views	0	637
Ticketed Events Held	1	0
Free Events Held	1	3

RENAISSANCE CENTRE PROGRAM GUIDE VIEW

The program guide is updated twice per year in January and July.

- The Renaissance Centre received supplemental grant funds through the Small Business Association for the Shuttered Venue Operators Grant. An additional $53,688.66 was awarded to the Centre in September. This is in addition to the $107,377.32 awarded in July 2021.
- There is new public art installed at the North Wake Senior Centre and Miller Park. “Ultra Marine” by artist Richard Pitts is at the Senior Center and “Dance” by artist Chris Plaisted is at Miller Park.
- The Sold-Out Legacy Motown Revue had the audience dancing in the aisles.



Wake Forest Power

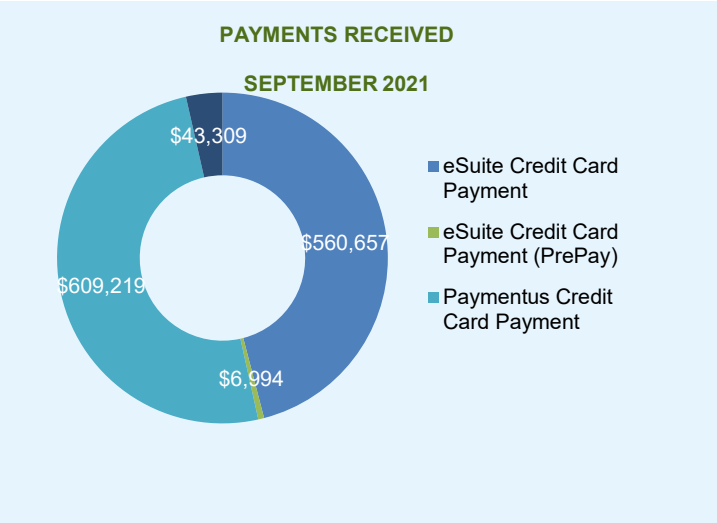
CUSTOMER SUMMARY	SEPT 2021	SEPT 2020
Electric Meters/Customers	6,621	6,382
Pre-Pay Power Customers	459	424
H.O.P.E. Participants	44	43
N.C. GreenPower Participants	17	18

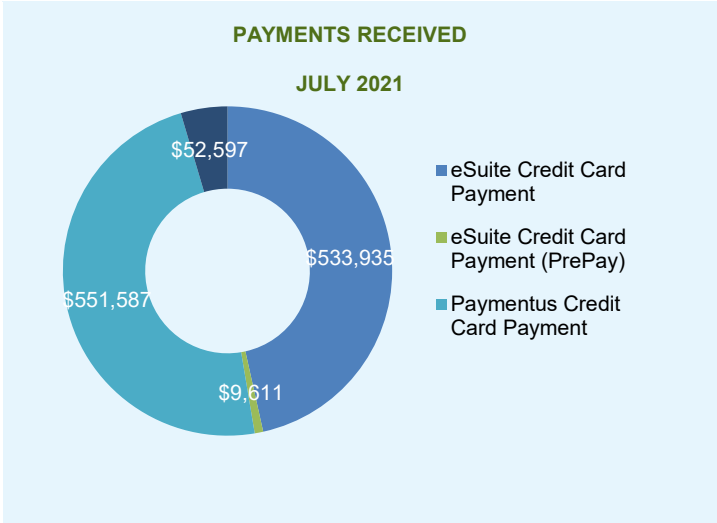
POWER OUTAGES AUG 2021	SEPT 2021	SEPT 2020
Total Number of Customers Affected by Outages this Month	20	98
Average Number of Customers Affected per Outage	20	24.5

PAYMENTS RECEIVED	AUG 2021	SEPT 2021
eSuite Credit Card Payments	$533,935.02	$560,657.24
eSuite Credit Card Payments (Pre-Pay)	9,610.70	6,993.85
Paymentus CC Payments	551,586.87	609,219.05
Paymentus CC Payments (Pre-Pay)	52,597.30	43,309.38

NUMBER OF TRANSACTIONS	AUG 2021	SEPT 2021
eSuite Credit Card Payments	1,186	1,139
eSuite Credit Card Payments (Pre-Pay)	297	223
Paymentus CC Payments	2,987	3,037
Paymentus CC Payments (Pre-Pay)	1,256	1,098

Note: Transitioning to Paymentus during FY 2021





Hurricane Ida – Louisiana storm assistance

TREE TRIMMING
Trim right of ways

Advisory Boards

Historic Preservation Commission

MEETINGS	
Most recent meeting held	9/ 8 /2021
Number of members in attendance	7 out of 9 total

Update on Work Plan: There were no COAs. There were two public hearings to consider two Local Landmark Designation Applications. The HPC recommended approval for both the Medlin Store and the Mutschler House. They will be forwarded to the Board of Commissioners for consideration. The group is planning a Holiday Festival for December 4th in partnership with the Wake Forest Historical Museum, Wake Forest Woman's Club and Wake Forest Garden Club. Members of the HPC and staff participated in virtual training provided by the NC Historic Preservation Office.

Human Relations Council

MEETINGS	
Most recent meeting held	9/23/2021
Number of members in attendance	8 out of 11 total

Updates on Work Plan: Group preparing for Multicultural Day 2022

Public Art Commission

MEETINGS	
Most recent meeting held	9/23/2021
Number of members in attendance	6 out of 10 total

Updates on Work Plan: Work is focused on new sculpture installations and murals in Alston Massenburg Center. Planning continues for the community Celebration of the Arts on Oct. 9 at Taylor Street Park.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS	
Most recent meeting held	9/27/2021
Number of members in attendance	14 out of 19 total

Updates on Work Plan: Each Task Team presented their final reports. The board will review and discuss the reports at the Oct. 25th meeting.

Technology Advisory Board

MEETINGS	
Most recent meeting held	9/27/2021
Number of members in attendance	5 out of 8 total

Updates on Work Plan: TAB went on a site visit of Joyner CC. The board decided to move the STEM event to Joyner Park CC and move the date to April 30, 2022.

Urban Forestry Board

MEETINGS	
Most recent meeting held	9/28/2021
Number of members in attendance	9 out of 11 total

Updates on Work Plan: UFB attended Picnic at the park, discussed the recent canopy coverage update and did an impact analysis on two developments.

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-327-
Submitted by: Lisa Hayes
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Quarterly Project Updates

Recommendation:

Item Summary:

ATTACHMENTS

- Strategic Plan Working Document_Q1 July_Sept 2021.pdf
- CIP Project Tracker Q1_FY2021-2022.pdf

GOAL 1: Economic Development

STRATEGY: Foster environment that supports growth and expansion

TASK	NOTES	Q1 UPDATES JULY 2021 – SEPTEMBER 2021	Q2 UPDATES OCTOBER 2021 – DECEMBER 2021	Q3 UPDATES JANUARY 2022 – MARCH 2022	Q4 UPDATES APRIL 2022 – JUNE 2022
Partner with various organizations to develop an entrepreneur program	• Working with two regional technology incubators and local tech partners to develop programs. (COMPLETED) • Anticipate agreements to be executed this summer for a site in Downtown Wake Forest. (COMPLETED) • Grow WRAL TechWire community spotlight partnerships with technology focused businesses. (ONGOING)	Loading Dock Wake Forest (LDWF) is currently scheduled to welcome members in Fall 2021. Supply chain issues have caused ongoing delays. Wake Forest Business and Industry Partnership (WFBIP) is partnering with CoWorking NC to develop a curriculum of programming gleaned from surveys and interviews with Wake Forest entrepreneurs designed to meet the needs of the local entrepreneurial ecosystem. This programming will be coordinated with and offered at LDWF upon its opening. 3 articles/news features remain in the existing partnership with WRAL TechWire and will be published in the coming months.			

Advance the development of a Live-Work-Play Technology Park	• Currently going through Electricities site certification program. **(COMPLETED)** • DFI performing market analysis. **(COMPLETED)** • RFQ released for site engineering and architectural services. **(COMPLETED)**	Our partners at UNC's Development Finance Initiative (DFI) performed a refreshed market analysis last quarter. The effects of COVID have significantly changed the current demand for office space as well as lingering uncertainty in future demand. In response, WFBIP has commissioned an analysis by economist Ted Abernathy, Principal of Economic Leadership. He has been tasked to examine the "Tech Sector" industry assets Wake Forest holds within the Triangle and region. The results of this analysis are expected by the end of October 2021 and will spearhead an effort to pivot the "work" component of the Wake Forest Business & Technology Park (WFBTP) from office to respond to the growing and more consistent demand for life science, R&D, & Bio/Pharma opportunities. A targeted recruitment strategy will need to be developed as WFBIP pursues this new direction to advance the development of the WFBTP.			
Maintain an active and effective Main Street program	• Utilize the four-point strategies: 1) Economic Vitality, 2) Marketing & Promotions, 3) Organization, 4) Design & Appearance	Wake Forest Downtown, Inc. (WFD) held their annual retreat on 8.23.21 to focus on the annual plan of work. The four-point strategy is incorporated, with each committee having key action items. Diversifying income outside of			

	• Program the remainder of the side streets improvement projects into the CIP **(COMPLETED)** • Retain National Main Street Accreditation **(COMPLETED)**	events is a key area of focus for the board. Downtown Development Manager attended Main Street Directors meeting as required for accreditation.			
Continue to monitor and evaluate downtown parking capacity	• DFI will perform a parking study as part of their market analysis on the old SunTrust property. **(COMPLETED)** • Additional future studies will be done on an as needed basis as Downtown continues to grow.	DFI has worked closely with applicable staff for some feasible solutions. Staff recommendations will be presented to the WF Board of Commissioners (BOC or Board) in October.			
Continue to explore initiatives that provide expedient and seamless customer service	• Increase review fees for Express plan reviews; site and master plan. Have staff stay after hours to complete reviews. **(COMPLETED)** • Inspections Department to maintain next day building inspections policy.	Site and master plan review fees were increased effective July 1. The Planning Department does not offer express plan review and does not recommend providing that service due to the complexity of the review and staff capacities. Completed next day inspections 99% of the time.			

Task	Notes	Q1 Updates July 2021 – September 2021	Q2 Updates October 2021 – December 2021	Q3 Updates January 2022 – March 2022	Q4 Updates April 2022 – June 2022
Develop strategies to reach as many residential communities as possible with fiber.	• Currently designing middle mile fiber network. • Working with Ting and exploring other partnerships for reaching neighborhoods from the middle mile. • Ting is currently installing fiber within a section of Heritage.	Ting continues to install fiber throughout the town for residential use. Ting as also brought services to downtown for commercial access to high speed fiber.			
Provide programming and events as an economic driver to promote a sense of place, provide quality of life programming and attract new visitors and investment.	• Promote the new Joyner Park Community Center as a regional facility for athletics, health & wellness, meetings and special events. • Bring in tournaments, pickleball – partner with the Factory and Greater Raleigh Convention and Visitors Bureau (GRCVB) - Develop a public/private partnership and get restrooms. • Continue to offer and expand the diversity of programs offered at the Renaissance Centre and by the Parks,	Friday Night On White was held 9.10.21 and it was a great turnout with over 8,000 people. Downtown is consistently seeing over 100 events downtown each month between Farmers Market, Renaissance Centre, WF Chamber, and merchant sponsored events. This number is expected to continue to increase with the continued development downtown. Wake Forest Downtown, Inc. Is hosting Spirits of Wake Forest again and 600 tickets sold out in less than two weeks. This prompted the committee to add an additional tour			

	Recreation & Cultural Resources Department.	Saturday nights (100 more tickets) to help meet the demand. The Renaissance Centre presented two SOLD-OUT shows for the community during the 1st quarter. The Malpass Brothers and the Legacy Motown each brought fist-time visitors to Wake Forest as well as provided quality programming for the Town's citizens.			
Convert Owen Avenue to a shared festival street ***(PROJECT COMPLETED)***					
Complete White Street Streetscape Expansion (Elm Avenue to Holding Avenue) ***(PROJECT COMPLETED)***					
Continual evaluation of the effectiveness of individual programming and events as an economic driver and quality of life initiative	• Continued finetuning of events such as FNOW, Parade, Car Show, Mardi Gras, Dirt Day etc. to provide the optimal visitor experience and largest economic impact -Ongoing	The Charity Car Show was canceled in 2020 and 2021 due to COVID and in August 2021 WFD made the decision to not proceed with hosting again. Majority of merchants indicated that this was not a good sales day for them and that street closures made it difficult. WFD will continue to host Dirt Day, but hopes to explore partnerships with other events, such as a spring artisan market, to strengthen the overall event and spread it out throughout downtown.			

		WFD is bringing back Spirits of Wake Forest, which is a great event that allows us to share the history of downtown. Patrons are encouraged to eat/shop/drink before and/or after their tours. Downtown Business Alliance is helping to tie into the event with a window decorating contest.			
Promote quality of life characteristics to attract and retain businesses and their employees	• Maintain Parks, Recreation, and Cultural Resources Department national accreditation for the Commission for Accreditation of Park and Recreation Agencies (CAPRA). • Maintain Wake Forest Police Department as Commission international accreditation for Law Enforcement Agencies (CALEA). • Wake Forest Inspections Department to promote safety of houses and inspection standards during Building Safety month. (ONGOING) • Provide examples of diverse programming events and initiatives	Greenway construction plan design complete for Smith Creek Phase 2 and 3, as well as Dunn Creek Phase 4. Police Department (PD) continues to review and update policies for CALEA compliance. PD provided security for FNOW. PD increasing traffic patrols due to uptick in seriousness of traffic crashes. PD patrolling greenways on bicycle and ATV. PD directed traffic at area High Schools for the first week. PD has met with area children during routine patrol. Officers have let them see the functions of the patrol car and taken photos.			

	• Maintain and continue to expand park and greenway system.	PD staff is being featured on social media to introduce them to the public.			

GOAL 2: Safe & Connected Community

STRATEGY: Provide opportunities for residents to become more involved in Town government

Tasks	Notes	Q1 Updates July 2021 – September 2021	Q2 Updates October 2021 – December 2021	Q3 Updates January 2022 – March 2022	Q4 Updates April 2022 – June 2022
Develop a Citizens Academy.	• Recommended ending the current Planning Board Academy; April 2020 was the last session and a session in being held in September/October 2021. Communications Department to take the lead on developing and implementing the Academy (virtual and in-person sessions). Work with Planning and other departments. Anticipated launch; fall 2019. • Planning academy would tie in well with citizens academy, great to recruit for ABs, present projects to the board that are issues for them gives ideas for better service.	The Planning Department hosted a Planning Academy during the month of September. A Citizen's Academy citizen survey was completed in Quarter 4 of 2021. The academy is currently in development and will be offered in the Spring of 2022			
Educate citizens on volunteer opportunities	• Develop a video providing an overview of each advisory board over the next two years to help	Throughout September, Communications has used a variety of tools to encourage residents to			

(Expand 411 videos to include advisory board/commissions).	with advisory board recruitment. • Promote the volunteer opportunities including the Adopt-a-Trail, environmental programs, and other town events.	apply for current advisory board openings. We have also repeatedly emphasized the "Show Some Love" campaign and the opportunity for individuals, families, churches and civic groups to pick up litter along roadways. We are heavily promoting the October 23 Make a Difference Day and the volunteer opportunities associated with this event. We are currently promoting the WF Film Festival and are soliciting volunteers to judge films. In July, we shared info with the community about the array of volunteer opportunities offered by the Town and directed interested individuals to the online volunteer registration form at http://bit.ly/WFVolunteerOpportunities. Also in July, we used all our resources to help recruit volunteers for the July 4 Children's Parade.			
Create and promote programs and events that are multicultural and on the socioeconomic spectrum	• Survey citizens to gauge their interest and solicit their input concerning the kinds of programs and events in which they are interested.	Parks, Recreation and Cultural Resources (PRCR) surveys each family at the completion of our program (including camps and athletic leagues) throughout the year. This information is used by staff to address any issues or concerns and develop future programs.			

	• Based on results of survey, work to establish and refine programs and events.	Downtown Development focuses on offering free programming that appeals to and attracts various demographics. The Public Art Commission (PAC) installed a new sculpture at the Alston-Massenburg Taylor Street Park. "Freedom: An Homage to Sojourner Truth." This sculpture helps bring the neighborhood together and helps creates a sense of pride in the community. The RC was the host venue for the "How to Do Business" expo. The expo connected minority business owners with purchasing directors and project managers from area municipalities. The expo was designed to break down barriers that keep small business owners from reaching out to government agencies to do business.			
Foster public/private partnerships in an effort to encourage affordable/workforce housing.	• Work with developers to identify possible areas for housing and any resulting public infrastructure needs. • Develop policy on fee waivers for affordable/workforce housing.	The creation of the Town's first Affordable Housing Plan is currently underway. This Plan will identify the most effective ways to implement affordable housing. Tentative adoption is winter/spring 2022.			

	• Review and possibly change zoning classifications in areas conducive to affordable/workforce housing.				
Reduce accumulation of litter along roadways throughout Wake Forest	• Work with construction sites, large trucks, and residents to educate on the importance of tarping loads. • Proactively collect and track litter collection. • Develop and maintain an educational campaign to reduce litter.	PD patrol construction sites and routine patrols to enforce littering campaign Public Works pick up litter along town streets and NCDOT streets. PW is also working with Communications to educate residents on recycling contamination.			

STRATEGY: Facilitate the installation of development related infrastructure through the use of innovative technologies and streamlined processes

Tasks	Notes	Q1 Updates July 2021 – September 2021	Q2 Updates October 2021 – December 2021	Q3 Updates January 2022 – March 2022	Q4 Updates April 2022 – June 2022
Implement 'Dig Once' Program	• Add conduit during open trenching. • Update road specifications and details to include conduit for the Town	Electric Department continues to add conduit to any new subdivision's road crossing.			
Reduce recycling fees	• Develop a new residents guide to trash, recycling and yard waste pickup. **(COMPLETED)**	Working on an updated Solid Waste Guide to come out in Nov. Notification tags are left on recycling carts that are overfull or contain non-recyclable			

	• Work with current contractor to spot check possible violations of recycling guidelines. (ONGOING) • Provide volunteer opportunities for citizens in recycling and stormwater cleanup.	materials. Litter kits continue to get checked out. Residents are assigned streets or streams to clean up around Town.			
Maintain Town tree canopy at 45% or greater	• Contract with non-profit organizations to plant trees on private property. • Revise Unified Development Ordinance (UDO) to encourage more tree save areas. • Explore the use of grants to purchase forested areas within the town limits. • Increase the required Open Space for new development in the UDO • Provide development incentives for tree preservation above what is required • Create and market the tree memorial/honorary tree program	Non-profit partnerships for tree planting has been put on hold during pandemic. A new survey shows that the town is still in good standing with tree canopy at 46%.			

Goal 3: Values-Based Organizational Culture

STRATEGY: Encourage employees to express ideas and collaborate across departments

Task	Notes	Q1 Updates July 2021 – September 2021	Q2 Updates October 2021 – December 2021	Q3 Updates January 2022 – March 2022	Q4 Updates April 2022 – June 2022
Establish small focus groups of employees across departments.	• Survey Employees for feedback – employee input a unit component of strategic planning; Start/Stop/Continue survey a good way to see what employees would like their supervisors to start doing, stop doing and continue doing. • Utilize the Local Government Workplace Initiative (LBWI) at UNC Chapel Hill to facilitate employee empowerment and voice.	Informed staff that the Board of Commissioners is currently in the process of updating the Town's Strategic Plan. Staff was also informed that part of the strategic plan framework includes developing an organizational mission statement and articulating organizational values that guide how employees work with each other and the community. The Strategic Plan: Employee Mission and Values Survey was launched on September 15, 2021 and staff were informed that the Board wants their input, which will be considered and incorporated into the final Strategic Plan to be adopted by the Board.			
Work to decentralize processes where applicable for greater	• Review current practices to ensure empowered across the organization and at the appropriate levels to make decisions and take action in an	All members of Building Inspections, Planning and Engineering will get to know each other and their respective positions over the next eight months to focus on efficiency.			

efficiency and to create more employee voice.	effort to be timely and responsive to citizens.				

STRATEGY: Provide skills and resources to all for employee upward mobility within this organization and professional growth

Task	Notes	Q1 Updates July 2021 – September 2021	Q2 Updates October 2021 – December 2021	Q3 Updates January 2022 – March 2022	Q4 Updates April 2022 – June 2022
Ensure succession plan prepares staff to take over at least one year in advance; Department Directors, Superintendents, and Division Line Managers.	• Each Department Director recommends a pool of internal candidates for succession planning purposes to the Town Manager. Human Resources and the Department Director would develop an assessment center to identify the top candidate(s) who demonstrates the ability to fill the position on a temporary and possibly permanent basis.	No activity this quarter.			
Develop a Leadership Academy	• Implement within the next two years. • Application driven.	The Leadership Academy Committee is looking at the North Carolina League of Municipalities On-Line Municipal Leadership Program as a training option.			

STRATEGY: Ensure Wake Forest is a competitive employer in the local government job market					
Task	**Notes**	**Q1 Updates July 2021 – September 2021**	**Q2 Updates October 2021 – December 2021**	**Q3 Updates January 2022 – March 2022**	**Q4 Updates April 2022 – June 2022**
Compensation studies and benefits review	• A third of the positions are studied annually. • Salary table adjustments are made based on the results of the study. • Benefits are reviewed annually by a third-party benefits consultant.	Human Resources Director is in the process of implementing the Town's Pay and Classification Study. The Town remains an active client of the A.J. Gallagher and participant in the North Carolina Health Insurance Pool.			
Enhance employee experience	• Staff explores non-monetary incentives such as the wellness benefits, local discounts, and employee group competitions. • Provide classes on personal finances and home buying. • Family Planning; Wills, Life Coaching, etc. • Toastmasters • Add a photo montage of employees working/volunteering	Human Resources staff continue to look for incentives that will enhance the employee experience. During the month of September the Wellness Committee launched a Wake Forest Stronger Virtual Wellness Challenge. Plans in place to hold a drive by Christmas Luncheon. Photos will be shared with staff leading up to and after the luncheon. An employee lunch was held on September 16th to show appreciation to town staff for the exemplary service to our community during the Covid-19 pandemic. A Covid-19 Vaccine Incentive Program was developed to encourage			

throughout the year during the annual Christmas luncheon.	staff to obtain the COVID-19 vaccine. Incentives consist of $500 for full-time employees and $250 for part-time employees who receive the full doses of the vaccine.			

GOAL 4: Fiscal Strength

STRATEGY: Maintain and Improve the Town's Bond Rating

Task	Notes	Q1 Updates July 2021 – September 2021	Q2 Updates October 2021 – December 2021	Q3 Updates January 2022 – March 2022	Q4 Updates April 2022 – June 2022
Update debt issuance plan and model accordingly.	• Provide relevant data to financial advisors on current and planned debt. • Ensure budgets are within the model and debt policy.	Closed on rolling stock ($798,510) IPA on September 15 with Truist Bank – 3 years - .89%			
Assess upcoming bond needs and prepare for tentative referendums in November 2022 and 2024 respectively	• Departments have identified potential needs. • Preliminary list shared with BOC at their February work session • Refine list and receive further input from the BOC. • Gather cost estimates for final projects and enter into debt model.	Meetings continue with project managers to finalize list of projects for November 2022 referendum. CIP update underway and requests due October 8. Plans to present list of projects to Board at a future work session or annual planning retreat to determine prioritization and funding amounts. Next steps will be to update debt model and determine affordability.			

Receive AAA from Moody's. ***(PROJECT COMPLETED)***	• Ensure policies and practices are within the standards set by Moody's.	Complete! N/A			
Maintain adequate reserves in accordance with Local Government Commission guidelines and Board of Commissioners.	• Policy has been adopted by BOC setting reserve levels. • Each budget is analyzed to ensure it is within policy threshold set by the BOC.	Finalizing FY 21 financial results and Annual Financial Report.			

STRATEGY: Maintain Financial Stability of Town

Task	Notes	Q1 Updates July 2021 – September 2021	Q2 Updates October 2021 – December 2021	Q3 Updates January 2022 – March 2022	Q4 Updates April 2022 – June 2022
Meet the requirements for submission of annual budget, CAFR, and PAFR.	• Review annual documents to ensure standards are being met before submission for annual review. • Budget has received GFOA award five consecutive years. • CAFR has received GFOA award 30 consecutive years. • PAFR has received three consecutive GFOA awards.	FY 2021- 2022 Annual Operating Budget submitted in September for the Government Finance Officers Association award consideration.			

Update the Electric Rate Study. ***(PROJECT COMPLETED)***	• Update every three to five years. • Funds included in FY 20 budget for study update	Complete. Rate adjustments effective September 1, 2021.			
Conduct analysis of Wake Forest Fire Department (WFFD) becoming a Town Department. ***(PROJECT COMPLETED)***		Complete. Conducting follow up after one year to address certain items.			

STRATEGY: Assess Development Agreements for Public/Private Partnerships

TASK	NOTES	Q1 UPDATES JULY 2021 – SEPTEMBER 2021	Q2 UPDATES OCTOBER 2021 – DECEMBER 2021	Q3 UPDATES JANUARY 2022 – MARCH 2022	Q4 UPDATES APRIL 2022 – JUNE 2022
Create policies for affordable/workforce housing funding.	• Submit policies for review by BOC that address fee waivers and at what threshold. • Submit policies for review by BOC that address the threshold at which the Town will consider contributing to an affordable housing project (and at what level of funding).	The Affordable Housing Plan process is underway. This Plan will identify housing needs as well as strategies to address. Winter 2022 adoption is anticipated. Project kicked off in July, stakeholder meeting held in August, and survey was released in September.			
Create policies to partner with developers to meet long-term infrastructure goals in conjunction with the Comprehensive Transportation Plan (CTP).	• Allow the developers to build the infrastructure with the Town providing payment to the developer to help reduce the cost of new roads and/or improvements to infrastructure. • Helps keep cost down, they are already mobilized, set up development agreement for a maximum amount the Town will contribute.	The Board of Commissioners approved a resolution allowing the Town Manager to execute a reimbursement agreement with Endeavor Charter School. Offsite improvements expected to be completed November 2021.			

CIP Project Tracker

Q1: July-Sept 2021

PROJECT TITLE	PHASE	TOTAL PROJECT COST	PROJECT DESCRIPTION	DEPT & PROJECT MANAGER	COMPLETED YES / NO	EXPECTED COMPLETION	PROJECT UPDATE: Q1: July-Sept 2021
General Government							
Ailey Young House Rehabilitation	Construction	$303,500	Preservation of the building Will provide an African American historical resource	Planning Michelle Michael	No	FYE 2023	The property directly south of the Ailey Young House became available for sale. The funds planned for the rehabilitation were allocated towards the property purchase. Town Attorney's office has the lead and is working through the acquisition.
Information Technology							
Fiber Infrastructure Project	Construction	$2,496,158	Interconnect Town sites with a fiber network infrastructure	IT Adam Oates	No	9/1/2021	All fiber with the exception of Star road to Unicon has been installed. Utility Service Contractors is working on splicing and testing now. CTC Technology & Energy will start the inspection in October.
Public Facilities							
Town Hall - Carpet Replacement/Renovations/Office Upfits		$277,300	Carpet Replacement and office upfits for Town Hall to be completed in FY 21-22	Public Facilities – Mickey Rochelle	No	6/30/2022	Bid package completed. Pre-bid meeting October 6 and Bid opening expected October 26. Work expected to begin January.

Greenway, Transportation & Pedestrian Access							
Traffic Pedestrian Signals	In Progress	$135,000	Traffic signals design and installation at several intersections: Heritage Lake Road and Friendship Chapel Road Forestville Road and Song Sparrow Road Wait Avenue and Middlegame	Public Works – Engineering Joe Guckavan	No	Ongoing	The traffic signal at the intersection of Heritage Lake Road and Friendship Chapel Road is installed and in full operation. The Town has entered a contract with Kimley-Horn at Forestville and Song Sparrow. Design is ongoing. Coordination with neighboring properties has begun.
Dunn Creek Greenway, Phase 3	Right-of-way	$40,000	Construction of greenway (Town property to NC 98 Business to Oak Grove Church Road) 1.9 mile trail connection to Ailey Young Park	Planning Kari Grace	No	12/31/2021	Continue to work with property owners on obtaining easements.
Smith Creek Greenway, Phase 2	Design, Right-of-Way	$406,700	1.1 miles of greenway trail and trailhead with parking providing connection between existing trails. This segment will provide a connection from Ligon Mill Road to Burlington Mills Road and ultimately to Raleigh's Neuse River Greenway via the Wake Forest Connector bridge	Planning Kari Grace	No	12/31/2022	Working with state to remove parking lot from conservation easement, and identifying new conservation parcels. Construction plans will need to be revised to reflect parking lot access change.
Dunn Creek Greenway, Phase 4	Design	$157,600	Approximately .28 miles of greenway will be added to provide a loop around the sports field at Flaherty Park.	Planning - Dylan Bruchhaus	No	10/31/2022	RFP issued in September.
Smith Creek Greenway, Phase 3	Design, Right-of-Way	$24,000	0.8 miles of greenway trail, Provides connection between existing trails. The section will provide a connection from the Smith/Sanford Creek Greenway junction to Ligon Mill Road.	Planning Kari Grace	No	12/31/2021	Continue to work with property owner on obtaining easement.
Ligon Mill Road Operational Improvements	Construction	$3,781,500	Construction of Complete Streets and Operational Improvements along Ligon Mill Road from S. Main Street to the Walmart Driveway. This project consists of widening to a 4-lane, median-divided roadway with bike lanes, extra large sidewalks, curb and gutter and intersection improvements at S. Main Street.	Engineering- Joe Guckavan	No	12/31/2021	Work is currently underway to complete the work on the West side including curb and sidewalk, bank stabilization, retaining wall details, etc. Medians and improvements at the intersection of Main St. will begin within the next couple weeks. It is anticipated to be substantially complete in November '21.
Bus Shelter Installation	Construction	$105,000	Installation of three bus shelters and amenities at stops along the Wake Forest Loop.	Planning - Dylan Bruchhaus	No	Ongoing	Work to begin second half of the fiscal year.
Ligon Mill Road Underpass	Design	$325,000	Project B-5318 replaces the bridge over smith creek and realigns and widens part of Ligon Mill road. The project constructs the Smith Creek Greenway underpass.	Engineering - Joe Guckavan	No	6/15/2025	North Carolina Department of Transportation (NCDOT) has moved the LET date to November 2021. Additionally, NCDOT has agreed and redesigned to add 8' mutli-use paths to the bridge to more closely match our Comprehensive Transportation Plan (CTP)

Rogers Branch Installment	Construction	$759,900	Extension of Rogers Branch Road from its current dead end to the intersection of Foundation Drive and Forestville Road	Engineering - Joe Guckavan	n/a	TBD	No updates July-September. NCDOT meeting in early October may provide future timeline.
Endeavor Charter School	Construction	$750,000	Offsite infrastructure Improvements related to the Traffic Impact Analysis submitted in June 2020 and providing safe ingress and egress to the newly expanded school. (Intersection of Burlington Mills Road and One World Way)	Engineering - Joe Guckavan	n/a	11/30/2021	Board of Commissioners (BOC/Board) approved reimbursement agreement in August 2021. Offsite improvements expected to be completed in November 2021.
Parks, Recreation and Cultural Resources							
Parks, Recreation and Cultural Resources- No active projects this Fiscal Year							
Asset Maintenance							
Ailey Young Dam Removal & Stream Repair	Post-Construction	$817,105	Remove pond dam Repair stream	Engineering Carrie Mitchell	No	12/31/2021	The contractor, Fluvial Solutions, is working on repairs to the observation deck.
Flaherty Park Dam Maintenance and Repair	Design	$1,010,200	Remove pond dam and repair stream	Engineering Carrie Mitchell	No	TBD	no update
Wake Forest Reservoir Improvements	Design	$4,478,500	Dam upfits, Dam inspections, Spillway upfits, Lagoon Decommissioning, Park Improvements: Parking lot, boat ramp, and dock. New Bridges.	Engineering Carrie Mitchell	No	6/30/2023	WithersRavenel is collecting samples from the lagoon liner and ground water monitoring wells. Project was submitted for Community Funding and currently under review by a Congressional Committee.
Sidewalk Replacement	In Progress	$100,000	Replace deteriorated, broken and/or uneven sidewalks	Public Works - Streets Tim Bailey	No	6/30/2021	Staff has repaired roughly 800 linear feet to include large sections along S Main St.
Street Maintenance and Resurfacing	In Progress	$100,000	Staff is recommending to allocate a portion of 2022 Bond referendum for additional street resurfacing and maintenance. Contracting of planning and rehabilitation is scheduled for FY19/20, completion in FY20/21 and then work to begin in FY21/22. (Includes Procurement, installation, and data management of pedestrian and bicycle counters along Town Greenways as well as pavement markings for seven street bicycle lanes and sharrow segments in Downtown.)	Engineering Joe Guckavan	No	Ongoing	The town-wide Pavement Condition Assessment has been completed and staff has begun the planning process for the upcoming resurfacing package. Projects for this fiscal year have been completed.

Stormwater Infrastructure Maintenance and Funding	In Progress	$325,000	Continual maintenance of Town owned and maintained stormwater infrastructure by the Town of Wake Forest. Work to be conducted by both Town staff and outside contractor. Specific areas will be identified as operating budget is prepared.	Public Works - Streets Tim Bailey	No	Ongoing	RFQ for stormwater infrastructure analysis and stormwater utility planning released in May 2021. Contract presented to the BOC in September 2021.
Wake Forest Power							
Line Construction/ System Improvements	In Progress	$700,000	*Extend and upgrade the Electrical Distribution System	Wake Forest Power Chris Terrell	No	Annual	Power lines going underground on Brooks Street from Elm to the Dollar General store are complete. Now starting on Legacy Heritage Homes/Apts.
LED Conversion	In Progress	$125,000	Convert every light to LED over next 3-5 years	Wake Forest Power Chris Terrell	No	Annual	55 roadway lights changed and 19 decorative lights were converted this quarter. 204 roadway lights changed.
Electric Building Improvements - 5301 Unicon Dr.		$250,000	Electric Department Building including building remodel and construction retrofitting	Public Facilities- Mickey Rochelle	No		Fence, Gate and card readers on order.
Public Works							
Transportation New Sidewalk Projects	In Progress	$100,000	Streets to install missing sidewalk as identified by Town staff or through the CTP.	Public Works- Streets Tim Bailey	No	Ongoing	Installed new sidewalks along Brooks St. to connect Retreat at Renaissance to Elm.
Transportation Roadway Lighting		$50,000	Lighting Town roadways according to NCDOT and Association of State Highways and Transportation (ASHTO) standards	Public Works- Streets Tim Bailey	No	Ongoing	Continuing to ensure neighborhoods are being lit to proper standards.
Major Capital Projects							
Northeast Community Plan	In Progress	$93,715	Update to the 2007 Northeast Neighborhood Plan	Planning Michelle Michael	No	Winter 2021	Four themes for the plan have been formulated: Connect, Partner, Flourish, and Preserve & Protect. Held community outreach meeting on September 9th with over 85 participants from the community. Survey open for feedback on plan recommendations. Follow-up event scheduled for Tuesday, September 28, 2021 from 4:30 pm - 6:30 pm. Plan is on track for public hearing on November 9th.
Community Plan	In Progress	$206,760	Update to the 2009 Community Plan	Planning Jennifer Currin	No	2/28/2022	Follow-up visioning survey posted on website in July. Several staff "pop-up" survey events held in August and September at Alston Massenburg, Flaherty, and the farmers market. Houseal Lavigne presented draft Vision and Goals to the Board of Commissioners and Planning Board in September 2021.
Completed Projects							
Communication Center Hardware Upgrade/ Vista 911	Complete	$180,000	*Upgrade current hardware to receive 911 transfers and landline/cellular information, provide analytics	IT Jeff Leonard	Yes	6/30/2018	

Public Safety OSSI System Refresh	Complete	$40,000	*Upgrade existing OSSI hardware and operating systems	IT Tom LaBarge	Yes	2/15/2017	
W. Oak Avenue Pedestrian Underpass	Complete	$168,000	*Pedestrian connections along W. Oak Ave: N. Wingate to N. Main Street	Administration Candace Davis	Yes	6/30/2016	
Rogers Road Widening & Pedestrian Underpass	Complete	$1,755,500	*Pedestrian underpass to connect Smith Creek Greenway and sidewalk on Rogers Rd *Bridge replacement	Administration Candace Davis	Yes	11/8/2016	
Forestville Road Pedestrian Underpass	Complete	$349,000	*Pedestrian underpass to connect Sanford Creek Greenway and sidewalk on Forestville Road *Bridge Replacement	Administration Candace Davis	Yes	6/30/2021	
Spraygrounds/ Water Features*	Complete	$411,268	*New sprayground water features at Smith Creek, Flaherty Park, and Future Center	Parks, Recreation & Cultural Resources Ruben Wall	Yes	9/8/2017	
Hedrick Property Purchase	Complete	$595,515	N/A	Public Works	Yes	9/5/2017	
Renaissance Centre Renovations Phase 1	Complete	$1,237,000	*upgrade and renovate areas to improve ability to satisfy the needs of different users	Public Facilities Mickey Rochelle	Yes	3/10/2017	
Installation of Irrigation and Sod at Flaherty Park Baseball/ Softball Fields*	Complete	$138,000	*Building sand-based grass infield *Grading of entire field *Installation of hybrid sod on Field 2	Parks, Recreation & Cultural Resources Ruben Wall	Yes	11/30/2017	
Athletic Fields Lighting System Replacement/ Installation*	Complete	$1,279,000	*Replacement plan for lighting at athletic fields	Parks, Recreation & Cultural Resources Ed Austin	Yes	1/31/2017	
Security systems for Flaherty Community Center, Holding Community House, and Parks and Recreation	Complete	$137,500	*Security alarms and cameras *Install card access at remaining buildings	Public Facilities Mickey Rochelle	Yes	6/30/2018	
Road Connections	Complete	$8,286,000	*Street Connections Project includes: Forest Rd, Royal Mill, Police Parking Lot, Curb and Gutter in SFBP, striping on Retail Dr.	Community Development	Yes	11/17/2018	
Smith Creek Stream Bank Repair	Complete	$200,000	* Repair of approximately 200 LF of stream bank due to damage from Hurricane Matthew. *Working with FEMA on 404/406 funding	Public Works - Engineering Carrie Mitchell	Yes	7/18/2018	
Equipment/Materials Storage Building	Complete	TBD	Add Storage Building at Heritage Park / Reduce Time Transporting Equipment from Maintenance Shop	Parks, Recreation & Cultural Resources Ruben Wall	Yes	6/30/2018	

Holding Park Pool and Playground Renovation	Complete	$2,929,000	*Renovation of Holding Park pool *Improved /more accessible playground with improved drainage system	Parks, Recreation & Cultural Resources Ruben Wall	Yes	9/15/2018	
Athletic Court Reconstruction*	Complete	$62,500	*Reconstruction of Tyler Run and Ailey Young basketball courts	Parks, Recreation & Cultural Resources Ruben Wall/Josh Glover	Yes	9/4/2018	
Renaissance Centre Renovations Phase 2	Complete	$995,800	*upgrade and renovate areas to improve ability to satisfy the needs of different users	Public Facilities Mickey Rochelle	Yes	4/21/2018	
Greenway and Park Signage, Phase 1	Complete	$1,082,500	*Wayfinding, phase 1- Sign implementation across greenways and parks	Public Works	Yes	9/30/2022	
Dunn Creek Greenway - Downtown Connector	Complete	$1,491,500	*Construction of a 10' wide greenway (approximately .36 miles) from the NC 98 (Dr. Calvin Jones Highway) pedestrian culvert (approximately 9 feet wide, 8 feet high) north to town property and spurs to the west, connecting to existing sidewalks within Cardinal Park and Deacons Ridge subdivisions.	Administration Candace Davis	Yes	10/31/2018	
Smith and Sanford Creek Greenway	Complete	$6,054,935	*Construction of a continuous pedestrian facility consisting of approximately 2.4 miles of greenway trail and 1.25 miles of sidewalk and multi-use path in the vicinity of Heritage Elementary, Middle, and High Schools. This project connects major activity centers in Wake Forest.	Administration Candace Davis	Yes	10/31/2018	
Public Works Operations Center (Renovation/Upgrade)	Construction	$16,110,000	Expansion of the Operations Center	Public Facilities Mickey Rochelle	No	TBD	
Road Connections	Complete	$8,286,000	Roadway connections: Forest Road, Royal Mill connection in Traditions, Heritage Branch and Rogers Road	Public Works – Engineering - Jonathan Jacobs	Yes	1/31/2019	
North Main Stormwater Repair and Roadway Rehabilitation	Complete	TBD	Relocate and replace failing stormwater pipe and box between North Main St., N. College St. and N. Wingate St. Upgrade existing boxes on North Main Street (US1A) to current standards with hood and grade, re-granite curb as needed, and resurface street to minimize flooding.	Public Works – Engineering - Jonathan Jacobs	Yes	4/30/2019	
Richland Creek Stream Restoration, phase 2 (The Cottage)	Complete	$100,000	Repair of approx. 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved $16,000 for reimbursement	Public Works – Engineering Carrie Mitchell	Yes	7/31/2019	
Comprehensive Transportation Plan	Complete	$199,363	*Multimodal Transportation Plan	Planning	Yes	11/30/2019	

Downtown Improvements Phase 3	Complete	$5,600,000	Continue implementing the Renaissance Plan for the Downtown section of Wake Forest; improvements to streets and landscaping within the downtown area. Phase 3 of the project consists of street and landscape improvements along South White Street: East Holding Avenue to Elm Avenue and East Owen Avenue: South White Street to Brooks Street. There are five sections included in the overall effort: 1) S. White Street, 2a) East Owen Avenue, 2b) East Jones Avenue, 2c) Wait Avenue, 3) Brooks Street, 4) North White Street, and 5) Front Street intersection.	Administration Candace Davis	Yes	12/6/2019	
Senior Center Expansion	Complete	$4,861,300	Exercise room addition Roof replacement for existing facility Multipurpose room addition HVAC Replacement	Public Facilities Mickey Rochelle	Yes	2/3/2020	
Richland Creek Stream Repair 2017	Complete	$116,950	Repair of approximately 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved $16,000 for reimbursement	Public Works – Engineering Carrie Mitchell	Yes	1/31/2020	
Joyner Park Phase 2	Complete	$11,880,930	Master Plan for Joyner Park Community Center and other improvements to the park	Parks, Recreation & Cultural Resources Ruben Wall	Yes	8/31/2019	
Dog Park Upgrades	Complete	$155,000	New configuration, shade structures, fencing, water fountains, and ADA access	Parks, Recreation, & Cultural Resources Josh Glover	Yes	3/20/2020	
Board Chambers A/V Camera System	Construction	TBD	Update existing audio visual, camera and sound system in the Board Chambers for televising meetings	Administration Aileen Staples	Yes	3/1/2020	
Priority Pedestrian Corridors: Wait & West Oak Avenue	Complete	$3,800,000	Construction of pedestrian connections along Wait Avenue and West Oak Avenue. This project consists of sidewalk on Wait Avenue from S. Allen Drive to east of Dunn Creek connecting to existing sidewalk, upgrading the intersection of S. Allen and Wait Ave with Pedestrian Signals, installation of sidewalk and multi-use path on West Oak Avenue, with a new connection to Joyner Park.	Public Works – Engineering Jonathan Jacobs	Yes	12/31/2020	
Stadium Drive Complete Street	Complete	$10,643,800	Construction of Complete Streets and widening along Stadium Drive from Capital Blvd to Wingate Street. This project consists of turn lanes, curbs/gutters, wider shoulders, improved pedestrian access, new transit stops, benches, and a bus shelter.	Public Works – Engineering Jonathan Jacobs	Yes	12/31/2020	

Installation of Irrigation and Sod Flaherty Park Field #3	Complete	$60,000	Grading and sod installation in the outfield portion.	Parks, Recreation, & Cultural Resources Josh Glover	Yes	7/30/2020	
North White Street Landfill - Cap Construction	Complete	$565,000	In July 2017, the town received a notice of violation (from NCDEQ - Solid Waste Section) of minimal levels of contaminants and was directed to put together a corrective action plan (CAP).	Public Works- Magda Holloway/Jeanette Johnson	Yes	7/30/2020	

Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-343-
Submitted by: Deeda Harris
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

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Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-178-
Submitted by: Kip Padgett
Submitting Department: Administration
Meeting Date: October 19, 2021

SUBJECT
Closed Session: N.C.G.S. 143-318.11 (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Closed Session: N.C.G.S. 143-318.11 (3) Consultation with the Attorney: SchoolDev East, LLC vs. Town of Wake Forest

Recommendation:

Item Summary:

ATTACHMENTS

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