



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**November 16, 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 Board of Commissioners Meeting Minutes for the following:
- October 5, 2021, work session
  - October 5, 2021, joint public hearing
  - October 13, 2021, joint meeting between the Towns of Wake Forest and Rolesville
  - October 19, 2021, regular meeting
- [2021Oct05WSMinutesDRAFT.pdf](#)  
[Draft October 5 2021 JPH Meeting Minutes.pdf](#)  
[2021Oct13,SpMtgBetwRolesvilleAndTOWFDRAFTMins.pdf](#)  
[2021Oct19ASMinutes-DRAFT.pdf](#)

### **3. Presentations**

- 3.A. Special Presentation
- 3.B. Proclamation recognizing November 26, 2021 as "Plaid Friday" and November 27, 2021 as "Small Business Saturday"
- [SBS and Plaid Friday Proclamation November 2021.docx](#)

### **4. Public hearings / Public Comment**

- 4.A. Consideration of and Public Hearing on Legislative Case RZ-21-07 to Clarify and Reaffirm the Town of Wake Forest Zoning and Overlay District Maps
- [Agenda Summary.pdf](#)  
[2021-311 Staff Report.pdf](#)  
[Attachment A - Application.pdf](#)  
[Attachment B - Plan Consistency Analysis.pdf](#)  
[Attachment C - Planning Board Recommendation.pdf](#)  
[Ordinance RZ-21-07.docx](#)  
[Exhibit 1 - Zoning Map.pdf](#)  
[Exhibit 2 - Zoning Overlay Map.pdf](#)  
[Exhibit 3 - Consistency Statement RZ-21-07.pdf](#)

- 4.B. Public hearing on and consideration of a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being approximately 0.08 acres and being Wake County PIN 1840-54-5435.  
[111621 BOC Agenda Summary.pdf](#)  
[Attachment A Legal Description AN-21-08.pdf](#)  
[Attachment B Annexation Map AN-21-08.pdf](#)  
[Attachment C Annexation Petition AN-21-08.pdf](#)  
[0 S Franklin Street Ordinance AN-21-08.docx](#)
- 4.C. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

## 5. Consent Agenda

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

- 5.A. Approval of the 2022 Board of Commissioners Meeting Schedule  
[2022BOCMeetingScheduleRes\\_2021Nov.docx](#)
- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by Hawthorne at Traditions Apartments, LLC for property located at 601 Gilcrest Farm Rd, being Wake County Tax PIN 1851-24-2248 and adjacent right-of-way.  
[111621 BOC Agenda Summary \(AN-21-09\).pdf](#)  
[Attachment A Legal Description AN-21-09.pdf](#)  
[Attachment B Annexation Map AN-21-09.pdf](#)  
[Attachment C Contiguous Annexation Petition AN-21-09.pdf](#)  
[Certificate\\_of\\_Sufficiency.docx](#)  
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

- 5.C. Approval of resolution amending check and purchase order signing procedures  
[Check and PO Signing\\_Summary.pdf](#)  
[resolution 2021 - amending check and purchase order signing procedures.doc](#)
- 5.D. Renaissance Area Noise Ordinance Waiver Extension  
[Item Summary\\_Renaissance Area Temporary Noise Ordinance Waiver Extension.docx](#)  
[ATTACHMENT A\\_Renaissance Area Temporary Noise Ordinance Waiver.pdf](#)  
[ATTACHMENT B\\_Renaissance Area Temporary Noise Ordinance Waiver Extension.docx](#)  
[Resolution2021-136\\_Renaissance\\_Area\\_Temporary\\_Noise\\_Ordinance\\_Waiver\\_Extension \(2\).docx](#)
- 5.E. Approval of Advisory Board Ordinance Amendments  
[BOC\\_Summary\\_Sheet\\_AdvisoryBoardOrdAmendments\\_11.16..2021.docx](#)  
[2021 Parks, Recreation and Cultural Resources Advisory Board Amendment - Clean Copy\(3074598.2\).docx](#)  
[2021 Parks, Recreation and Cultural Resources Advisory Board Ordinance Amendment\(3074612.1\).docx](#)  
[2021 Public Art Commission Ordinance - Clean Copy\(3074463.2\).docx](#)  
[2021 Public Art Commission Ordinance Amendment\(3074487.1\).docx](#)  
[2021 Urban Forestry Board Ordinance - Clean Copy\(3074636.2\).docx](#)  
[2021 Urban Forestry Board Ordinance Amendment\(3074642.1\).docx](#)  
[Technology Advisory Board Ordinance Clean Copy\(3055268.2\).docx](#)  
[2021 Technology Advisory Board Ordinance Amendment\(3054923.1\).docx](#)  
[2021 Human Relations Council \(HRC\) Ordinance Amendment - Clean Copy\(3070896.2\).docx](#)  
[2021 Human Relations Council \(HRC\) Ordinance Amendment\(3070893.1\).docx](#)
- 5.F. Resolution Authorizing the Town Manager to Execute, on Behalf of the Town of Wake Forest, the Professional Design and Engineering Services Contract for Dunn Creek Phase 4.  
[Summary Sheet](#)  
[Resolution](#)  
[Attachment A-Dunn Creek Phase 4 RFP](#)  
[Attachment B-Proposed Scope of Work & Fee Schedule](#)

## 6. Legislative Items

- 6.A. Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2022 Series dates: April 8, May 13, June 10, July 15, August 12, and September 9.  
[Item\\_Summary\\_2022\\_Friday\\_Night\\_On\\_White\\_Alcohol\\_Ordinance\\_Waiver.docx](#)  
[Resolution\\_for\\_Open\\_Container\\_Waiver\\_FNOW\\_Series\\_2022.docx](#)  
[Attachment\\_A\\_FNOW\\_2022\\_VENUE\\_MAP\\_.jpg](#)



[Attachment\\_B\\_2022\\_Series\\_Friday\\_Night\\_on\\_White\\_Alcohol\\_Ordinance\\_Waiver\\_Request.docx](#)

[Sec.\\_20\\_2.\\_\\_\\_\\_Public\\_consumption\\_\\_possession\\_\\_etc.\\_\\_\\_of\\_alcohol.docx](#)

**7. Planning Items**

**8. Administration and Financial Items**

**9. Public Services Items**

**10. Parks and Recreation Items**

**11. Public Safety Items**

**12. Other Business**

12.A. Department Monthly Report

[October 2021 Monthly Report.pdf](#)

12.B. Wake County Tax Releases

[WakeCountyTaxReleases.pdf](#)

**13. Adjournment**



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-354-  
Submitted by: Sherry Scoggins  
Submitting Department: Administration  
Meeting Date: November 16, 2021

### **SUBJECT**

Approval of Board of Commissioners Meeting Minutes for the following:

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

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [2021Oct05WSMinutesDRAFT.pdf](#)
- [Draft October 5 2021 JPH Meeting Minutes.pdf](#)
- [2021Oct13,SpMtgBetwRolesvilleAndTOWFDRAFTMins.pdf](#)
- [2021Oct19ASMinutes-DRAFT.pdf](#)



## Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 5, 2021**, at **6:00 PM** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

**Board of Commissioner Members Present:** Mayor Vivian Jones, Commissioner Jim Dyer, Commissioner Liz Simperts, Commissioner Bridget Wall-Lennon, and Commissioner Adam Wright

**Board of Commissioner Member Absent:** Commissioner Chad Sary

**Staff Present:** Town Manager Kip Padgett; Town Attorney Eric Vernon; Assistant Town Manager Candace Davis; Assistant Town Manager Allison Snyder; Town Clerk Deeda Harris; Chief Financial Officer Aileen Staples; Planning Director Courtney Tanner; Assistant Planning Director Jennifer Currin; Police Chief Jeff Leonard; Captain Brian Mote; Parks, Recreation & Cultural Resources Director Ruben Wall; Senior Planner Patrick Reidy; Police Officer Brian Harris, Planner Emma Linn, and Interim Town Clerk Sherry Scoggins.

### 1. Presentations

#### 1.1 Introduction of Candidates for the Board of Adjustment and Planning Board

Mayor Jones announced the citizens who applied for the Board of Adjustment:

- |                   |                    |
|-------------------|--------------------|
| • Jonathan Bivens | • Scott M Olsen    |
| • Bryan Lange     | • Nicholas Kentopp |

Mr. Kentopp stated he serves on the Design Review Board that is being eliminated the end of this year because of an amendment to the North Carolina General Statutes. He wishes to continue serving the Town.

Mayor Jones announced the citizens who applied for the Planning Board:

- |                                                                                                                      |                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Richard Bailey</li><li>• Sheila J Bishop</li><li>• Philip J Martin</li></ul> | <ul style="list-style-type: none"><li>• Karin Kuropas</li><li>• David W Soper</li><li>• David Weisser</li></ul> |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|

Ms. Kuropas stated she serves on the Planning Board. She wishes to continue serving the Town.

**ACTION:**

The Board of Commissioners will make appointments to the Board of Adjustment and Planning Board at its October 19, 2021, meeting.

*The Board of Commissioners amended the agenda and acted on Items 4.1 through 4.5 before resuming with Item 1.2.*

**1.2 Discussion of Suspension of Use of Parks Ordinance**

Parks, Recreation & Cultural Resources Director Ruben Wall stated the proposed ordinance was drafted after an incident in which a person was aggressive towards staff at a park location:

**Ordinance 2021 - 45**

**Ordinance Amending the Town of Wake Forest Code of Ordinances  
Chapter 22: Parks and Recreation, Section 22-1 and Section 22-21**

WHEREAS, the mission of the Wake Forest Parks, Recreation & Cultural Resources Department (the "Department") is to enhance the lives of the citizens of the Town of Wake Forest (the "Town") by promoting health and wellness through diverse, safe, accessible, and culturally enriching recreational opportunities.

WHEREAS, the Town desires to facilitate this mission by preserving, to the extent possible, the health, welfare, and safety of the general public at any park or park facility owned by the Town.

WHEREAS, in pursuit of this mission, the Town intends to authorize the Parks, Recreation & Cultural Resources Director (the "Director") to suspend a person's privilege to use any parks, or participate in any recreational programs, where such person's behavior is determined by the Director to be detrimental to the health, welfare, or safety of the general public.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest that **the Municipal Code of the Town of Wake Forest is hereby amended to (i)**

expand the definition of “parks” in Section 22-1, and (ii) add a new Section 22-21 entitled “Suspension of use of parks,” as further set forth herein below:

**Section 22-1 is amended and replaced in its entirety by the following:**

“Sec. 22-1. – Definition.

For the purpose of this chapter, “parks” shall be defined as all parks, indoor facilities, recreational facilities, greenways, and unimproved open space areas owned, leased and/or operated, maintained and administered by the Town of Wake Forest department of parks and recreation.”

**Section 22-21 is added as follows:**

“Sec. 22-21. – Suspension of use of parks.

(a) In General. If, in the opinion of the Parks, Recreation & Cultural Resources Director or his or her designee (the “Director”), the continued use of any parks, or participation in any organized program of the Town of Wake Forest department of parks and recreation (the “Department”) by any person, or group of persons, will be detrimental to the health, welfare, or safety of the general public, the Director shall have the authority to suspend such person, or group of persons, from using any parks, or from participating in any organized program of the Department as a participant or as a spectator, for a period of up to one (1) year.

(b) Notice. A notice of a violation of this chapter shall be in writing and delivered to each person, and, in the case of a minor, to the parent or guardian of each person, as soon as reasonably practicable following the occurrence of any activity considered by the Director to be detrimental to the health, welfare, or safety of the general public. The form of notice shall include the following information:

1. A description of the violation(s) and date(s).
2. The suspension start and end dates.
3. A description of the appeal process.
4. A statement that violation of the suspension will subject such person to criminal trespassing charges.

(c) Exceptions. Even if a person, or group of persons, has been suspended, in accordance with this section, from using any parks, or from participating in any organized program of the Department as a participant or as a spectator, the following exceptions shall apply:

1. A child under eighteen (18) years of age shall not be instructed to leave any parks or recreation program until after a parent or guardian is contacted.
2. Any person may participate in a public meeting of the Town of Wake Forest being conducted at any parks.

(d) Refunds. If, due to a suspension issued pursuant to this section, a person is unable to attend an organized program of the Department for which such person is registered, then the Town of Wake Forest shall issue a pro-rated refund, if any, for the remainder of such program.

(e) Appeals. A written appeal of a suspension made pursuant to this section may be filed with the Town Manager within thirty (30) calendar days following the date

of the suspension notice. Upon the Town Manager's receipt of a written appeal, the Town Manager or his/her designee will give such person an opportunity to be heard in person or by electronic means. Within ten (10) business days after said hearing, the Town Manager or his/her designee will render a final, non-appealable decision regarding the suspension. The Town Manager or his/her designee shall have the authority to affirm, reverse or modify the decision of the Director.

(f) Enforcement. In addition to any other remedies available at law, any person found to be in violation of a suspension instituted pursuant to this section may be asked to leave any parks, or any organized program of the Department, and may be subject to trespassing charges for failing to do so."

**ACTION:**

Mover: Commissioner Liz Simpers moved to approve the ordinance as presented.

Seconder: Commissioner Adam Wright

Vote: Motion carried 4-0.

**1.3 Discussion of Combining the Part-Time CALEA (Commission on Accreditation for Law Enforcement Agencies) position and Part-Time Evidence Technician Position into One Full-Time Evidence Technician Position**

Police Chief Jeff Leonard provided an overview of the request. He stated the evidence room has been expanded three times.

**ACTION:**

This item will be on the October 19, 2021, consent agenda for action.

**1.4 Discussion of Trespassing in or on a Motorized Vehicle Ordinance**

Police Officer Brian Harris stated he responded to a call for service where a Go Raleigh bus driver had two disruptive subjects on the bus and that the bus driver requested they be removed. At present there is not a general statute that permits removal of persons from a vehicle. He stated the proposed ordinance came from the City of Raleigh. Officer Harris read the City of Raleigh ordinance into the record:

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 14-1005(a) of this Code, violation of this section is a misdemeanor.

**ACTION:**

This item will be on the October 19, 2021, consent agenda for action.

**2. Discussion of Monthly Financial Report**

The monthly financial report was provided to the Board of Commissioners.

**3. Review of Draft Agenda for Upcoming Regular Meeting**

Mayor Jones provided an overview of the October 19, 2021, agenda.

The following amendments were mentioned for the October 19, 2021, agenda:

- Remove Suspension of Use of Parks Ordinance as it was approved at the October 5, 2021, meeting, no additional action by the Board of Commissioners.
- Include on the October 19, 2021, consent agenda for Board of Commissioners action:
  - Combining the Part-Time CALEA (Commission on Accreditation for Law Enforcement Agencies) position and Part-Time Evidence Technician Position into One Full-Time Evidence Technician Position
  - Trespassing in or on a Motorized Vehicle Ordinance

**4. Other Business**

4.1 Public Hearing and Consideration of Action on LEGISLATIVE CASE RZ-21-06, South Allen: Request filed by Town of Wake Forest to rezone from existing Neighborhood Mixed Use (NMX) to General Residential 5 (GR5) for 8.68+/- acres located at 238, 250 & 306 South Allen Road being Wake County Tax PINs: 1840-79-1536, 1840-69-9308, and 1480-68-8987 and adjacent right-of-way to centerline.

Senior Planner Patrick Reidy provided an overview of the rezoning request RZ-21-06 located at 238, 250 and 306 South Allen Road.

Mayor Jones recognized persons requesting to speak.

Thomas Worth, attorney, represented Samuel Hodges and Steve Grissom. Mr. Worth provided a handout for case RZ-21-06 for NMX Conditional Use – Proposed Rezoning Conditions to the clerk; a copy is attached to the minutes available in the Minutes Books

in the Town Clerk's office. The request is the Board accept the written conditions that are proposed for the property.

Reverend Samuel Hodges, Vice-President of The Church Initiative, provided an overview of the services provided to the community and zoning history of the property. He added investments have been made to the property. He stated the proposed GR5 zoning would harm the value and use of the property.

Mr. Worth requested the zoning change from NMX to NMX-Conditional Use with the written conditions. The conditions have been vetted with the neighborhood leadership.

Steve Grissom requested the Board's help as they have invested and planned for the existing location.

Kate Jones stated South Allen Road could likely not support the current NMX zoning. Property owners and The Church Initiative have embraced the process and she supports The Church Initiatives proposal of NMX-Conditional Use. She requested engagement with the other two properties.

Celine Bercik stated 238 South Allen is her building, the salon. She bought the property in 2013 as a business and she has invested in the property.

Mayor Jones questioned if Ms. Bercik would be in favor of the conditions proposed by The Church Initiative. A copy of the conditions was provided to Ms. Bercik.

Senior Planner Patrick Reidy added that if Ms. Bercik sold the property to operate as a salon and the use did not lapse past a year, the use could continue. He noted the 25-foot buffer for The Church Initiative would not be viable for the salon property.

She added the house at 208 South Allen is hers. She has interest in seeing the property protected.

Senior Planner Patrick Reidy stated that the salon is a permitted use in the handout provided by The Church Initiative. If she wishes to be in the NMX-Conditional Use, she needs to provide a written agreement.

Kate Jones stated the community is not trying to put someone out of business.



After review of The Church Initiative handout, Celine Bercik stated she agrees with the conditions and that the buffer would not apply to her property.

Senior Planner Patrick Reidy stated Ms. Bercik is writing the conditions at this time.

**ACTION:**

Mover: Commissioner Jim Dyer moved that the properties 238 and 250 rezone as NMX-Conditional Use and the property at 306 rezones as GR5 with the consistency statement.

Seconder: Commissioner Bridget Wall-Lennon

Vote: Motion carried 4-0.

Commissioner Adam Wright and Mayor Jones recognized and appreciated everyone's work on this item.

**4.2 Public Hearing on and Consideration of an Ordinance Establishing an Annexation Agreement Between the Town of Rolesville and the Town of Wake Forest.**

Mayor Jones announced and opened the public hearing for the ordinance establishing an annexation agreement between the Town of Rolesville and the Town of Wake Forest.

As no one came forward to speak, Mayor Jones closed the public hearing.

**ACTION:**

Mover: Commissioner Adam Wright moved to establish an annexation agreement between the Town of Rolesville and Town of Wake Forest.

Seconder: Commissioner Bridget Wall-Lennon

Vote: Motion carried 4-0.

**4.3 Public Hearing on and consideration of a Petition requesting contiguous annexation submitted by Greenpointe, LLC for property associated with the proposed Mason Oaks Subdivision being Franklin County Tax PIN 1842=34-7743 (portion) which is approximately 4.518 acres.**

Mayor Jones announced and opened the public hearing for consideration of a petition requesting contiguous annexation by Greenpointe, LLC for property associated with the proposed Mason Oaks Subdivision being Franklin County Tax PIN 1842=34-7743 (portion) which is approximately 4.518 acres.

Mr. David Arnold of the Nau Company stated he is available for questions.

As no additional public comment was presented, Mayor Jones closed the public hearing.

**ACTION:**

Mover: Commissioner Liz Simperts moved to approve the annexation petition.

Seconder: Commissioner Bridget Wall-Lennon

Vote: Motion carried 4-0.

4.4 Consideration of 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 before the Board of Commissioners is 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).

**ACTION:**

Mover: Commissioner Bridget Wall-Lennon moved to approve the rezoning request with the consistency statement.

Seconder: Commissioner Liz Simperts

Vote: Motion carried 4-0.

4.5 Resolution Appointing Interim Town Clerk.

Mayor Jones stated Town Clerk Deeda Harris will be out of the office beginning October 18. A resolution appointing interim clerk Sherry Scoggins is before the Board of Commissioners for consideration.

**ACTION:**

Mover: Commissioner Adam Wright moved to approve the resolution appointing an interim town clerk.

Seconded: Commissioner Jim Dyer

Vote: Motion carried 4-0.

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|--------------------------------|
| <b>5. Commissioner Reports</b> |
|--------------------------------|

5.1 Proclamation Recognizing October 11, 2021, as Indigenous Peoples Day.

Mayor Jones stated the proclamation recognizing October 11, 2021, as Indigenous Peoples Day was presented.

Commissioner Liz Simperts stated Tony Hart who assists with the sound for the Town is the drummer for a Beatles cover band. He was recognized at one of the Six Sundays in the Fall at the park.

Commissioner Adam Wright stated the Technology Board met in person at Joyner Community Center as a venue for a future STEM event.

Commissioner Jim Dyer stated he received a call that John Mills passed on Sunday. He will officiate at a private service next Tuesday.

Commissioner Bridget Wall-Lennon stated she attended a training for Planning and Zoning course.

Mayor Vivian A. Jones asked everyone to take the Affordable Housing Plan Survey that is available on the Town's website. In recognition of Public Power Week, she thanked the Wake Forest Public Power crew members who are assisting in Louisiana. She stated the Citizen Planning Academy wrapped up Monday evening. She stated the Town hosted an open house for the Northeast Community Plan. She attended the JROTC Activation Ceremony at Wake Forest High School. She attended a joint CAMPO and DCHC MPO meeting to discuss regional transportation opportunities. She stated Go Triangle elected new officers and she is serving as Secretary. She stated Hope Lutheran Church hosted a harvest festival. She thanked the Wake Forest Police Department for hosting National Night Out.

Town Manager Kip Padgett stated Wednesday, October 13, 2021, at 12 noon, is a joint meeting between the Town of Wake Forest and Town of Rolesville elected officials. The meeting will be held at the Rolesville Town Hall.

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| <b>6. Adjournment</b> |
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With no further business to discuss, Mayor Jones adjourned the meeting at 7:06 p.m.

Duly approved in open session this DATE, of MONTH 2021.

(ATTEST)

\_\_\_\_\_  
Vivian A. Jones  
Mayor

\_\_\_\_\_  
Name  
Clerk



**Joint Public Hearing  
Meeting Minutes  
October 5, 2021  
7:30 PM**

**Board of Commissioners Present:** Mayor Jones, Commissioners Simperts, Wright, Dyer, and Wall-Lennon

**Board of Commissioners Absent:** Commissioner Sary

**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  
Kari Grace, Senior Planner  
Eric Vernon, 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 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).

Senior Planner Kari Grace provided an overview of the rezoning request RZ-21-04 to rezone approximately 6.955 acres located at 0 Ligon Mill Road (see attached staff report).

Applicant, Peter Cnossen works with Jones & Cnossen Engineering in Apex, NC, and is the civil engineering consultant for the owner of the property, Triangle Real Estate of Gastonia. Mr. Cnossen stated the owner of the property is the same ownership of the Palisades apartment complex, which is the adjacent apartment complex north of the site. Mr. Cnossen explained the reason they went with a general rezoning rather than conditional is because the general rezoning allows them to expedite the rezoning process. He said, as far as the site itself, there are some topographic as well as some environmental constraints. He said it's their intent to develop the site as apartments and to mirror the product that has been built on the neighboring Palisades at Wake

Forest site. Mr. Cnossen stated they intend to provide access to the site from the existing apartment complex with a driveway connection.

Chair Kimray asked how many buildings are anticipated on the site. Mr. Cnossen replied, there will be two buildings. Chair Kimray asked if they'd be amenable to limiting the uses in GR-10 to dwelling, multi-family. Mr. Cnossen replied, yes.

Vice-Chair Kuropas remarked based on the topography, she assumes there won't be a driveway out to Ligon Mill Rd. Mr. Cnossen replied, it's their intent to put a driveway in, which will most likely be central to the proposed property. The apartment complex will have a private driveway for the apartment complex with some grade to it. Mr. Cnossen does envision a retaining wall along the eastern property boundary to help with the grade change.

Planning Board member Hickey asked if the entrance will be right-turn in and right-turn out. Mr. Cnossen replied Ligon Mill Rd. is a median divided so it'll be a right-turn in and a right-turn out. Mr. Cnossen said there'll be a full access point just north of the site into the existing apartment complex with a driveway connection that could be their full access movement. Planning Board member Ballman asked where they anticipate the tie-in to be located. Mr. Cnossen said they'll probably tie-in near the clubhouse. Commissioner Wall-Lennon asked if it'll connect to the existing clubhouse. Mr. Cnossen replied, yes.

Commissioner Wall-Lennon asked, with the increase of public notification, per the Town's ordinance, was there sufficient notification sent to residents. Ms. Grace replied, staff sent out notices to anyone within 500 feet of property. She said the applicant also used the 500 feet radius for their neighborhood meeting notification.

Comments in Favor

None.

Comments in Opposition

None.

Mayor Jones declared the public hearing closed at 7:53 p.m.

---

Deputy Town Clerk

---

Mayor



**Wake Forest Board of Commissioners  
Meeting Minutes  
Special Joint Meeting between the Towns of Rolesville Board of  
Commissioners and Wake Forest Board of Commissioners**

The Wake Forest Board of Commissioners met on **Wednesday, October 13, 2021**, at **12:00 p.m.** in the Rolesville Community Center, 502 Southtown Circle, Rolesville, North Carolina, for a special meeting between the Towns of Rolesville and Wake Forest.

**Board of Commissioner Members Present:**

Mayor Vivian A. Jones  
Commissioner Jim Dyer  
Commissioner Liz Simperts (departed  
at 1:39 p.m.)  
Commissioner Bridget Wall-Lennon  
(departed at 1:23 p.m.)  
Commissioner Adam Wright

**Board of Commissioner Member Absent:**

Commissioner Chad Sary

**Staff Members Present:**

Town Manager Kip Padgett  
Deputy Town Clerk Terry Savary  
Interim Town Clerk Sherry Scoggins

|                      |
|----------------------|
| <b>Call to Order</b> |
|----------------------|

Rolesville Mayor Ronnie Currin called the special joint meeting between the Towns of Rolesville and Wake Forest to order at 12:09 p.m.

|                                                |
|------------------------------------------------|
| <b>1. Presentation of the 2020 Census Data</b> |
|------------------------------------------------|

Rolesville Town Manager Kelly Arnold introduced State Demographer Michael Cline and Wake County Long Range Planner & Administrator Sharon Peterson.

State Demographer Michael Cline provided an overview of the following power point:



## 2020 Census Results

Rolesville & Wake Forest

Town Commissions

Rolesville, NC

Oct. 13, 2021

**Mike Cline, PhD**

**State Demographer**

Integrity

Innovation

Teamwork

Excellence



### What Does the State Demographer Do?

<https://www.osbm.nc.gov/facts-figures/population-demographics>

- Certified Municipal & County Population Estimates (Annual)
- Official State & County Population Projections
- Demographic Analyses
  - Governor's Budget ([2021 Population Dynamics](#))
  - State Agencies
- Demographic Education
- Assist Census Bureau (Fed-State Cooperative)
  - Population & Housing Unit Estimates
  - Decennial, ACS, Other



@ NCDemographer

#### Dramatic Growth Favors Certain Municipalities

Thursday, November 11, 2020



Two years ago the town of Leland, NC, had a little more than 11,000 residents. According to our July 1, 2019 population estimates, there are now more than 22,000 residents. That's a growth rate of 67 percent since the 2010 Census.

"This talks to how in Leland massive growth is moving to north. For a number of years it was residential growth, but the last five years we've seen more commercial and retail," says Assistant Town Manager Peter Brinkley, who joined town staff in 2016 when the rapid growth was already underway. "We're a real busy young town and there's always been a main-stay growth. We've tried to be ready for it. There's a way to grow that is smart and also takes into account resident feedback and community traditions."





## 2020 Census Report Schedule

- ✓ • **Apportionment Counts- April 26<sup>th</sup>**
  - Resident Population +
  - Overseas Military & Federal Employees w/ NC as Home of Record
- ✓ • **Municipality & County Population Counts– August 12<sup>th</sup>**
  - *Redistricting File (PL 94 -171) – Legacy format*
  - *More user-friendly format - available by September 16<sup>th</sup>*
  - All geographies– down to census block
  - Total Population & 18+ Population
    - Hispanic Origin
    - Race
  - Group Quarters (dorms, barracks, nursing homes, etc.) populations
  - Housing Units
    - Occupancy

- **Demographic Profile (2022)?**

- **Additional data:**
  - 5 Year Age Groups
  - Housing Tenure
  - Household Characteristics

- **Demographic and Housing Characteristics File 1 (Fall 2022)** ←

- **Detailed Housing & Population Characteristics**
  - **Additional data:**
    - Single Years of Age
    - Housing Tenure
    - Household Size & Characteristics
    - Family Characteristics

3



## 2020 Census Report Schedule

- ✓ • **Apportionment Counts- April 26<sup>th</sup>**
  - Resident Population +
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  - Housing Units
    - Occupancy

- **Demographic Profile (2022)?**

- **Additional data:**
  - 5 Year Age Groups
  - Housing Tenure
  - Household Characteristics

- **Demographic and Housing Characteristics File 1 (Fall 2022)** ←

- **Detailed Housing & Population Characteristics**
  - **Additional data:**
    - Single Years of Age
    - Housing Tenure
    - Household Size & Characteristics
    - Family Characteristics

3



## North Carolina vs. Other States

| Geographic Area       | April 1 Census Count |                   | Change 2010-20 |             |
|-----------------------|----------------------|-------------------|----------------|-------------|
|                       | 2000                 | 2020              | Number         | Percent     |
| United States         | 281,424,603          | 331,449,281       | 22,703,743     | 7.4%        |
| Texas                 | 20,851,790           | 29,145,505        | 3,999,944      | 15.9%       |
| Florida               | 15,982,824           | 21,538,187        | 2,736,877      | 14.6%       |
| California            | 33,871,653           | 39,538,223        | 2,284,267      | 6.1%        |
| Georgia               | 8,186,816            | 10,711,908        | 1,024,255      | 10.6%       |
| Washington            | 5,894,141            | 7,705,281         | 980,741        | 14.6%       |
| <b>North Carolina</b> | <b>8,046,485</b>     | <b>10,439,388</b> | <b>903,905</b> | <b>9.5%</b> |
| New York              | 18,976,821           | 20,201,249        | 823,147        | 4.2%        |
| Arizona               | 5,130,632            | 7,151,502         | 759,485        | 11.9%       |
| Colorado              | 4,302,015            | 5,773,714         | 744,518        | 14.8%       |
| Virginia              | 7,079,030            | 8,631,393         | 630,369        | 7.9%        |

Source: US Census Bureau, 2020 Census

**6th Largest Population Gain**

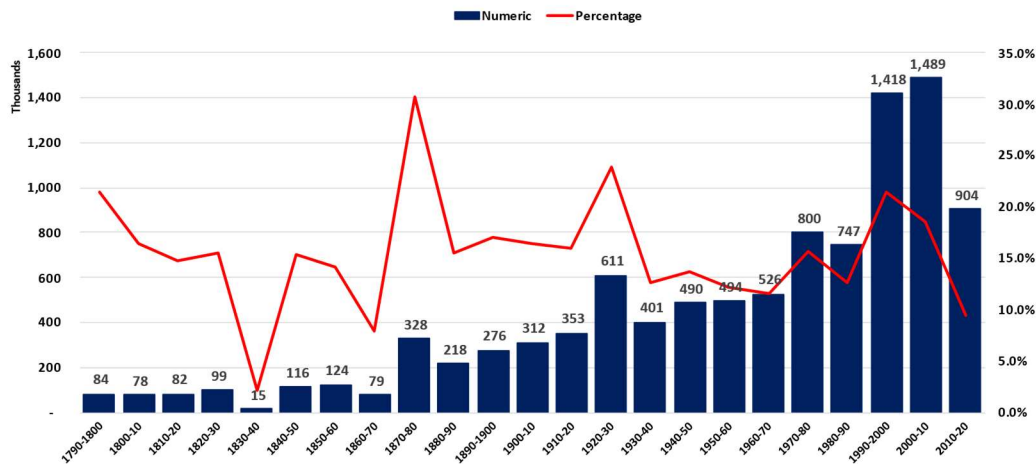
**9<sup>th</sup> Largest State**

**+1 Congressional Seat**

4



## Slowing Growth



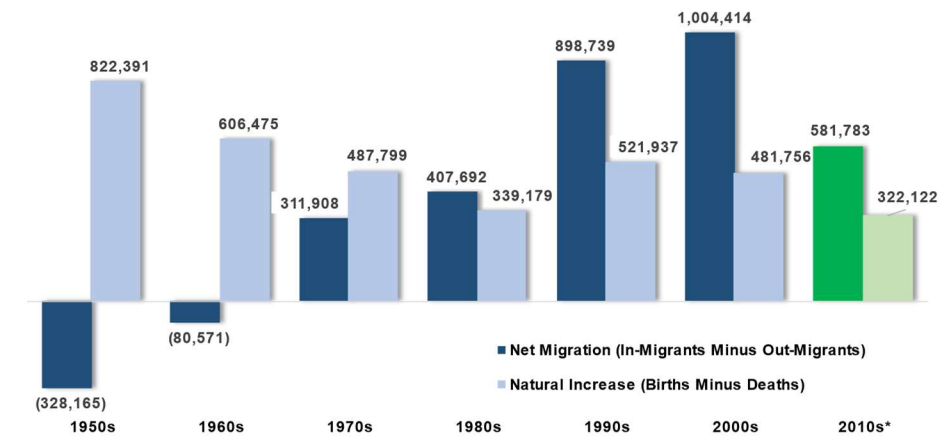
Decennial Numeric and Percentage Population Change for North Carolina  
Source: US Census Bureau, [Historic Censuses](#), and April 1, 2020 Resident Population Counts

5



## Net Migration Now Contributing About 2/3rds of Population Growth

Components of Population Change in North Carolina by Period, 1950 - 2020



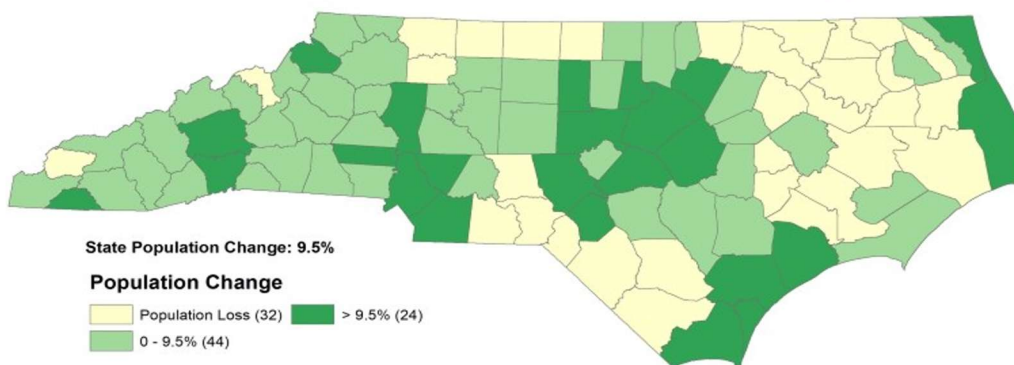
Source: Derived from US Census Bureau, 2020 Census & State Population Estimates, Vintage 2020; Age-Specific Net Migration Estimates for US Counties, 1950-2010. Applied Population Laboratory, UW-Madison.

6



## What We Expected

### Estimated Population Change, 2010- 2019



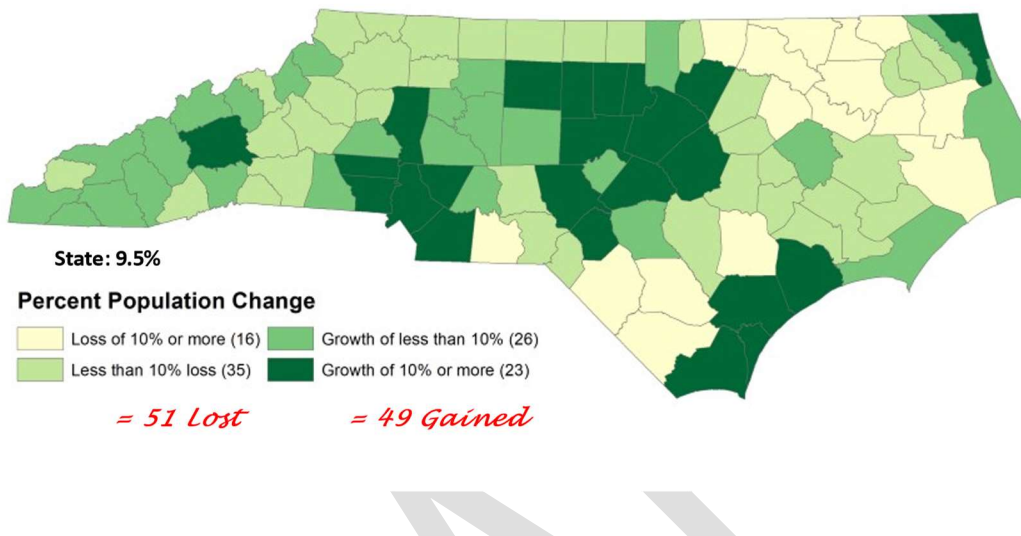
Source: North Carolina Office of State Budget & Management, Demographic & Economic Analysis, Population Estimates, Vintage 2019.

7



## What the 2020 Census Results Showed

### Population Change from 2010 to 2020



8



## Rural is Significant *BUT* North Carolina Becoming More Urban

### Rural Counties (80)

40% of Population

8% of Population Growth

- 51 Counties Lost Population
- 2 Rural Counties to "Graduate" to Urban (Suburban/Regional Center)

### Urban Counties (20)

60% of Population

92% of Population Growth

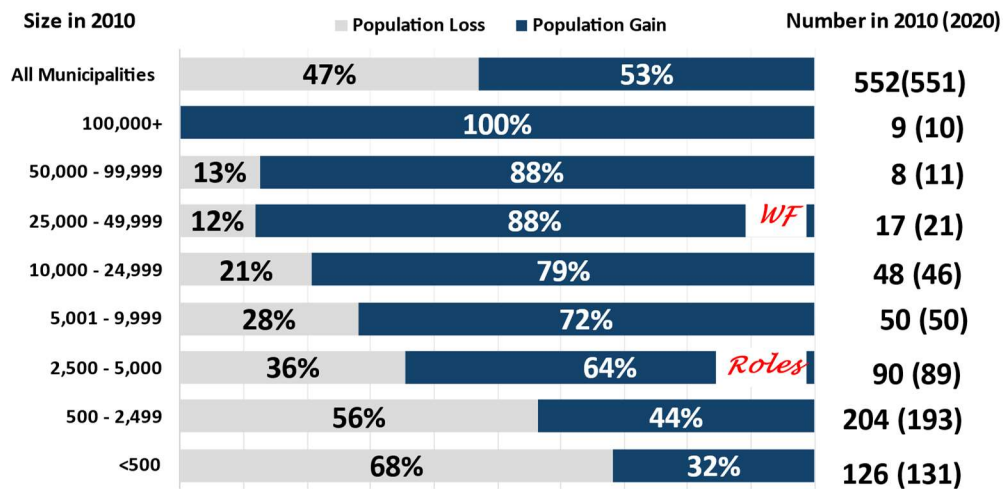
- 47% of Population Growth in Wake/Mecklenburg

\*NC Rural Center Classifications using 2010 Census counts

9



### Size Mattered – Larger Cities More Likely to Have Gained Population



11



### 13 Largest Cities in North Carolina

| Municipality  | Census (April 1) |         | Population Change |         |
|---------------|------------------|---------|-------------------|---------|
|               | 2010             | 2020    | Numeric           | Percent |
| Charlotte     | 731,424          | 874,579 | 143,155           | 19.6    |
| Raleigh       | 403,892          | 467,665 | 63,773            | 15.8    |
| Greensboro    | 269,666          | 299,035 | 29,369            | 10.9    |
| → Durham      | 228,330          | 283,506 | 55,176            | 24.2    |
| Winston-Salem | 229,617          | 249,545 | 19,928            | 8.7     |
| Fayetteville  | 200,564          | 208,501 | 7,937             | 4.0     |
| Cary          | 135,234          | 174,721 | 39,487            | 29.2    |
| Wilmington    | 106,476          | 115,451 | 8,975             | 8.4     |
| High Point    | 104,371          | 114,059 | 9,688             | 9.3     |
| → Concord     | 79,066           | 105,240 | 26,174            | 33.1    |
| Asheville     | 83,393           | 94,589  | 11,196            | 13.4    |
| Greenville    | 84,554           | 87,521  | 2,967             | 3.5     |
| Gastonia      | 71,741           | 80,411  | 8,670             | 12.1    |

Source: US Census Bureau, 2020 Census, PL94-171  
See North Carolina Summaries @ [NC Census Data](#) | [NC OSBM](#)

12





### Cities with Population Increase of 15,000 or more, 2010- 2020

| Municipality  | Census (April 1) |         | Population Change |         |
|---------------|------------------|---------|-------------------|---------|
|               | 2010             | 2020    | Numeric           | Percent |
| Charlotte     | 731,424          | 874,579 | 143,155           | 19.6    |
| Raleigh       | 403,892          | 467,665 | 63,773            | 15.8    |
| Durham        | 228,330          | 283,506 | 55,176            | 24.2    |
| Cary          | 135,234          | 174,721 | 39,487            | 29.2    |
| Greensboro    | 269,666          | 299,035 | 29,369            | 10.9    |
| Concord       | 79,066           | 105,240 | 26,174            | 33.1    |
| Apex          | 37,476           | 58,780  | 21,304            | 56.8    |
| Winston-Salem | 229,617          | 249,545 | 19,928            | 8.7     |
| Wake Forest   | 30,117           | 47,601  | 17,484            | 58.1    |
| Mooreville    | 32,711           | 50,193  | 17,482            | 53.4    |
| Holly Springs | 24,661           | 41,239  | 16,578            | 67.2    |
| Fuquay-Varina | 17,937           | 34,152  | 16,215            | 90.4    |

Source: US Census Bureau, 2020 Census, PL94-171  
See North Carolina Summaries @NC Census Data | NC OSBM

13



### 12 Fastest Growing Municipalities, 2010- 2020

| Municipality        | Census (April 1) |        | Population Change |         |
|---------------------|------------------|--------|-------------------|---------|
|                     | 2010             | 2020   | Numeric           | Percent |
| Grandfather Village | 25               | 95     | 70                | 280.0   |
| Holly Ridge         | 1,268            | 4,171  | 2,903             | 228.9   |
| Rolesville          | 3,786            | 9,475  | 5,689             | 150.3   |
| Sweepsonville       | 1,154            | 2,445  | 1,291             | 111.9   |
| Beech Mountain      | 320              | 675    | 355               | 110.9   |
| Surf City           | 1,853            | 3,867  | 2,014             | 108.7   |
| Waxhaw              | 9,859            | 20,534 | 10,675            | 108.3   |
| Stem                | 463              | 960    | 497               | 107.3   |
| St. James           | 3,165            | 6,529  | 3,364             | 106.3   |
| Duck                | 369              | 742    | 373               | 101.1   |
| Indian Beach        | 112              | 223    | 111               | 99.1    |
| Fuquay-Varina       | 17,937           | 34,152 | 16,215            | 90.4    |

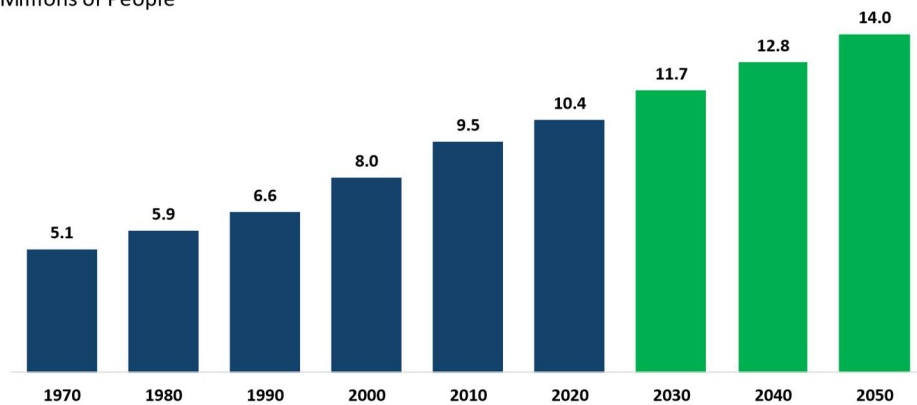
Source: US Census Bureau, 2020 Census, PL94-171  
See North Carolina Summaries @NC Census Data | NC OSBM

14



## North Carolina Projected to Add 3.6 Million by 2050

**North Carolina Population 1970– 2020  
 and Projected Through 2050**  
 Millions of People



17



## Demographic Trends– Projected Population Change 2020- 2040

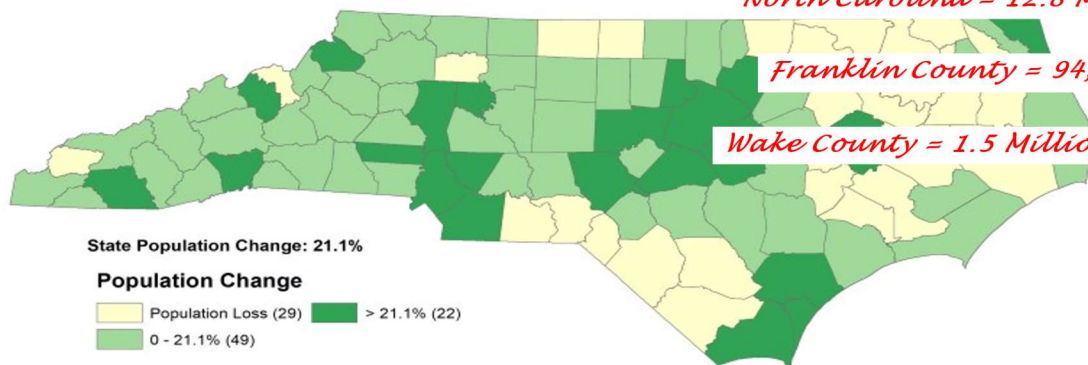
### Projected Growth in Majority of NC Counties

*2040:*

*North Carolina = 12.8 Million*

*Franklin County = 94,000*

*Wake County = 1.5 Million*

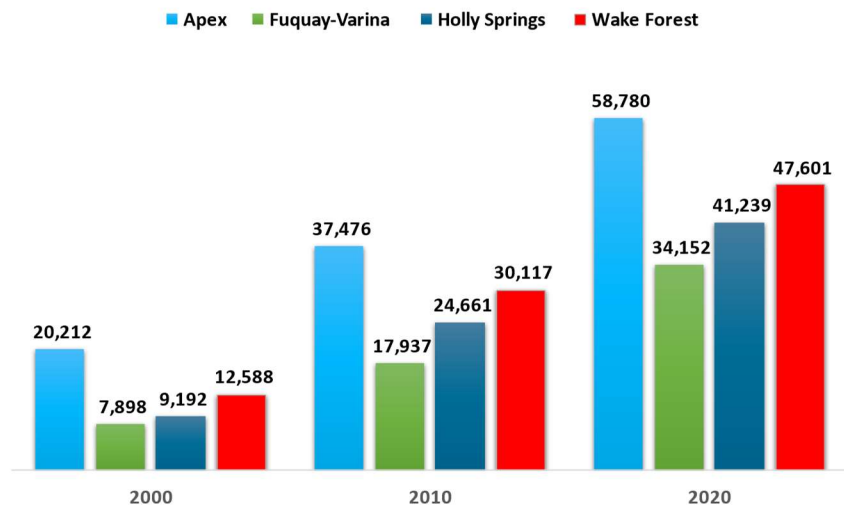


Source: North Carolina Office of State Budget & Management,  
 Demographic & Economic Analysis, Population Projections, Vintage 2020.

18



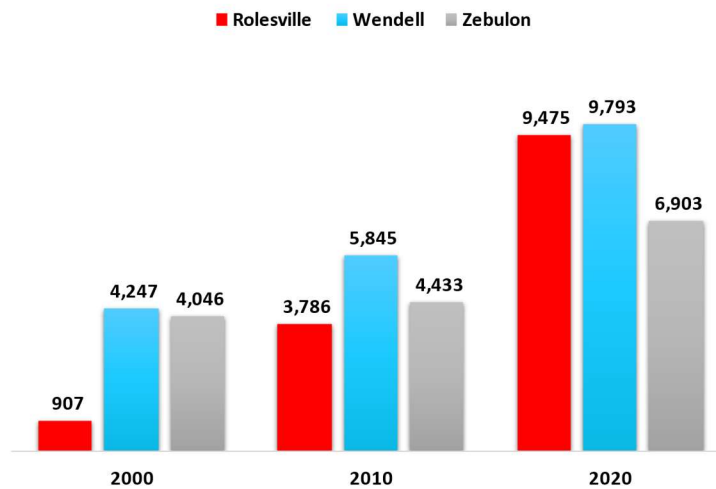
### Wake Forest Population Trends –2000 - 2020



19



### Rolesville Population Trends– 2000 - 2020



20





Mr. Cline was asked how long the State Demographer has been a position of the state. He answered since the 1930's.

Mr. Cline was asked about questioning the census information. He stated that he is familiar with challenges for apartment units. He added that students in dorms, soldiers in barracks, and prisoners in prisons are counted for where they are residing.

Wake County Long Range Planner & Administrator Sharon Peterson added both Wake Forest and Rolesville did well in the census self-count. She worked closely with Town staff on population analysis. She added that Town staff may compare its housing information to the April 2020 census count information.

## **2. Transit Discussion**

Rolesville Town Manager Kelly Arnold distributed a hand-out on transit; herewith attached to the minutes and available in the town clerk's office. He stated it is a summary chart of the study relating to costs between the two communities. Questions for the elected officials to consider:

- Is there interest in a joint program?
- If yes, is there a with to pursue alternate transit?

He stated the figures in the handout are for a local match of half the cost and that CAMPO is the other 50 percent match for the cost. Requests would need to be submitted to CAMPO before November for inclusion in 2022 requests. Currently, he believes if the Towns pursue, that it would be considered in next year's CAMPO requests for 2023. Town Manager Arnold added that the Town of Rolesville would be the lead when submitting the application.

The elected officials discussed the need for transit and an interest for more information to determine if pursuit of transit is feasible.

Town Manager Arnold stated the micro transit would be a subsidized Uber. The survey netted 113 results for the Towns of Rolesville and Wake Forest and is the only data available at this time.

Town Manager Padgett stated the Town of Wake Forest is completing a Northeast Community area study. The study indicates a need for transit. The Town of Wake Forest may launch a pilot program and evaluate ridership.

Mayor Jones stated there are companies that provide micro transit. The town could shop around for the best deal in micro transit.

Wake County Long Range Planner & Administrator Sharon Peterson stated Wake County will launch a pilot transit program with three vans by end of the year. Persons in need of transportation may either call or use an app on their smart phone and within 30 minutes someone will pick you up. The vans will operate within a geo fixed area.

When asked if someone could schedule a ride to work, Wake County Long Range Planner & Administrator Sharon Peterson stated yes. She added the service hours are 7 AM to 6 PM, Monday – Friday. Wake County will collect data throughout the 18-month pilot program to evaluate the program.

**ACTION:**

Town Manager Kip Padgett will review the Northeast Community Plan.

Town Manager Kelly Arnold will review the micro transit information collected and used by Wake County.

Commissioner Bridget Wall-Lennon departed at 1:23 p.m.

### **3. Fire Services**

The Town of Rolesville is in discussions with the Rolesville Rural Fire Department as a municipal service.

Town Manager Kip Padgett provided an overview of the Wake Forest Fire Department being a municipal service of the Town of Wake Forest.

- The request to become a department of the Town was made by the Fire Department Board of Directors
- The Town of Wake Forest provided a large portion of the fire budget for facilities
- Wake Forest Fire Department was operating as an urban department
- NC Fire Chief Consulting assisted with the transitioning
- Three committees were established so that the fire personnel were kept in the loop with how the process was transpiring
- All (full and part-time) fire department personnel were onboarded with the Town's HR the same way new employees are onboarded
- The tax rate increased by two cents when bringing on the fire personnel
  - The new fire personnel created a need for additional support staff
- The process took 18 months
- July 1 was used to transition as this coincided with the fiscal budget
- The Fire Department Board is active and a 501(c)3

### **4. Bond Preparation**

Town Manager Kip Padgett stated Wake Forest became a town because the seminary wanted electricity. In 1909, the Town issued its first bonds to build a power plant. Many of the bond projects are within the Town of Wake Forest Capital Improvement Projects (CIP). The Town's CIP requests are reviewed and approved by the Board of Commissioners and are noticed for public comment. When a bond project is in progress, the Town proactively places signage that it is a bond project.

Based upon question about the tax rate, the Town of Wake Forest's bond counsel will advise the tax rate needed to support the bond project. The Town is also transparent in the amount of increase - if there is one.

Town Manager Kip Padgett stated bonds are used to finance larger projects. He added that prices have increased significantly since 2014 which limits the number of projects the Town of Wake Forest may undertake.

## **5. Community Issues**

The elected officials would like for the Towns of Rolesville and Wake Forest to have a future conversation about affordable housing.

Town Manager Kip Padgett stated the Town of Wake Forest is four months away from completion of an affordable housing study.

Commissioner Liz Simperts departed at 1:39 p.m.

Based upon question about the number of Town of Wake Forest employees, Town Manager Padgett stated there are 396. Of the 396, 70 are public works employees and 60 are electric department employees.

The Towns of Rolesville and Wake Forest partnered to have Ting Fiber as a technology vendor in our communities.

## **Adjournment**

With no further business to discuss, Rolesville Mayor Ronnie Currin adjourned the meeting at 1:46 p.m.

Duly approved in open session this DATE of November 2021.

(ATTEST)

\_\_\_\_\_  
Vivian A. Jones  
Mayor

\_\_\_\_\_  
Sherry L. Scoggins, MMC  
Interim Town Clerk



## Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 19, 2021** at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Mayor Jones led the Pledge of Allegiance.

**Board of Commissioner Members Present:** Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Liz Simperts, Commissioner Bridget Wall-Lennon, Commissioner Adam Wright

### **Staff Present:**

Town Manager Kip Padgett  
Town Attorney Eric Vernon  
Town Attorney Sam Slater  
Assistant Town Manager Candace Davis  
Assistant Town Manager Allison Snyder  
Interim Town Clerk Sherry Scoggins  
Deputy Town Clerk Terry Savary  
Chief Financial Officer Aileen Staples  
Planning Director Courtney Tanner  
Assistant Planning Director Jennifer Currin  
Long Range Planning Manager Brad West  
Planner I – Long Range Melanie Rausch  
Senior Planner – Historic Preservation Michelle Michael  
Executive Assistant Cathi Pope

Strategic Performance Manager Lisa Hayes  
Downtown Development Manager Jennifer Herbert  
Human Resources Director Virginia Jones  
Fire Chief Ron Early  
Parks, Recreation & Cultural Resources Director Ruben Wall  
Senior Budget Analyst Ben Blevins  
Center Manager Renaissance Centre Debbie Dunn  
Planner I Emma Linn  
Captain Brian Mote  
Police Officer Mario Mayes  
Economic Development Director Jason Cannon

|                       |
|-----------------------|
| 1. Approval of Agenda |
|-----------------------|

**ACTION:**

Mover: Commissioner Wall-Lennon moved to approve the agenda.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

|                        |
|------------------------|
| 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)
- September 21, 2021 (Regular Board of Commissioners Meeting)
- September 22, 2021 (Board of Commissioners Special Meeting)
- September 23, 2021 (Board of Commissioners Special Meeting)
- October 4, 2021 (Board of Commissioners Special Meeting)
- October 6, 2021 (Board of Commissioners Special Meeting)

**ACTION:**

Mover: Commissioner Bridget Wall-Lennon moved to approve the minutes as presented.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

|                  |
|------------------|
| 3. Presentations |
|------------------|

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

Mayor Jones read the proclamation into the record:

*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 Scarlet 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.*

Mayor Jones presented the proclamation to Melissa Wilson and family.

**3.B. Proclamation Recognizing October 2021 As “Dysautonomia Awareness Month”**

Mayor Jones read the proclamation into the record:

***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 2021 as "DYSAUTONOMIA AWARENESS MONTH" throughout the Town of Wake Forest, North Carolina.*

Mayor Jones presented the proclamation to Katie Haynes.

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

Mayor Pro Tem Simperts read the proclamation into the record:

***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.*

Mayor Pro Tem Simperts presented the proclamation to Long Range Planning Manager Brad West

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

Mayor Jones stated the Wake Forest Woman's Club requested a proclamation recognizing November as "National Native American Indian Heritage Month." A copy of the proclamation will be mailed to the requestor.

3.E. Proclamation Recognizing November as Family Court Awareness Month

Mayor Pro Tem Simperts read the proclamation into the record:

***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".***

Mayor Pro Tem Simperts stated the proclamation will be provided to the requestor.

### 3.F. Introduction of Candidates for the Board of Adjustment and Planning Board

Mayor Jones recognized the Board of Adjustment applicants:

- Jonathan Bivens (requesting a waiver)
- Nicholas Kentopp (spoke at the October 5, 2021, meeting)
- Bryan Lange (requesting a waiver)
- Scott Olsen

Mayor Jones stated the Board of Commissioners will select two candidates for the Board of Adjustment.

Mayor Jones recognized the Planning Board applicants:

- Richard Bailey
- Sheila J Bishop
- Karin Kuropas (spoke at the October 5, 2021, meeting)

- Phillip Martin
- David Soper
- David Weisser
- Chris Joyner, ETJ

Ms. Sheila Bishop introduced herself to the Board of Commissioners and expressed her interest in service to the Planning Board.

Mr. David Soper introduced himself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Mayor Jones stated the Board of Commissioners will select three candidates for the Planning Board.

Interim Town Clerk Scoggins stated the following applicants were selected for the Board of Adjustment:

- Jonathan Bivens (requesting a waiver)
- Bryan Lange (requesting a waiver)

Interim Town Clerk Scoggins stated the following applicants were selected for the Planning Board:

- Sheila J Bishop
- Karin Kuropas
- Chris Joyner, ETJ

**ACTION:**

Mover: Commissioner Wright moved to approve as read into the record.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

**3.G. Presentation of Annual Reports from the Town's Advisory Boards**

Chair Gary Hartong provided the annual report for the Parks, Recreation & Cultural Resources Advisory Board.

|                                            |
|--------------------------------------------|
| <b>4. Public hearings / Public Comment</b> |
|--------------------------------------------|

- 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

Planner I – Long Range Melanie Rausch presented an overview of the request for local historic landmark for the A. Jack Medlin Store located at 501 North Main Street.

**ACTION:**

Mover: Commissioner Dyer moved to approve the request as presented.

Seconder: Mayor Pro Tem Simpser.

Vote: Motion carried 5-0.

- 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

Senior Planner Michelle Michael presented an overview of the request for local historic landmark for the Mutschler House located at 1320 Country Club Drive.

**ACTION:**

Mover: Commissioner Dyer moved to approve the request as presented.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

- 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.

Mayor Jones opened the public hearing. As no one came forward to speak on this item, Mayor Jones closed the public hearing.

**ACTION:**

Mover: Commissioner Sary moved to approve the annexation request as presented.

Second: Commissioner Wright.

Vote: Motion carried 5-0.

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

Russell Lawrence and Dennis Brennan provided a PowerPoint Presentation and overview for a pickleball complex. PowerPoint Presentation and handout are herewith attached to the minutes.

Gary Hartong, Chair of the Parks, Recreation & Cultural Resources Advisory Board, stated proposals such as the pickleball complex request are reviewed by the PRCRAB. He stated before the PRCRAB can make a recommendation on the pickleball complex, the Board has questions and is seeking clarification and direction from the Board of Commissioners:

- Demographics on page 5 may not support the revenue generation model and overly ambitions
- Comparisons for the out of state markets compare to the local market
- Cost for the full costs and design estimates
- Cost for the 20-year life cycle of the facility
- Is there an opportunity for alternate proposals to host additional courts
- What does the public think about dedicating funds to a dedicated pickleball complex

The PRCRAB is seeking additional information to make a recommendation.

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.

Thomas Ballman spoke about the Jones Dairy sidewalk gap. He provided pictures; herewith attached to the minutes.

Rick Ostergard of 8032 Hawks Head Road spoke about growth in terms of limitations of space.

|                   |
|-------------------|
| 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
- 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
- 5.C. Approval of a resolution to schedule a 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
- 5.D. Appointment of Randy Bright and Edward G (Grif) Bond to the Wake Forest Fireman's Relief Fund Board.
- 5.E. Approval of a Resolution to Convert Two Wake Forest Police Department Part-Time Positions to a Full-Time Position
- 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

- 5.G. Resolution Approving An Amendment to the FY 2021 Pay & Classification Plan to Add a New Renaissance Centre Position and to Re-classify a Renaissance Centre Position

**ACTION:**

Mover: Commissioner Dyer moved to approve the consent agenda items as presented.

Seconded: Commissioner Wright.

Vote: Motion carried 5-0.

|                      |
|----------------------|
| 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

**ACTION:**

Mover: Commissioner Wright moved to approve as presented.

Seconded: Commissioner Sary seconded.

Vote: Motion carried 5-0.

- 6.B. Appointment of Candidates for the Board of Adjustment and Planning Board

Appointment of Candidates for the Board of Adjustment and Planning Board available at Item 3F.

|                   |
|-------------------|
| 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)

Planner Kari Grace stated the recommendation from the Planning Board is with the condition. The applicant has agreed to the condition, and it is in writing. The staff supports the general rezoning without the condition.

**ACTION:**

Mover: Commissioner Wall-Lennon moved to approve the rezoning request as originally requested by the applicant for general condition with the consistency statement.

Seconder: Commissioner Dyer.

Vote: Motion passed 4 to 1 with Commissioner Wright voting opposed.

8. Administration and Financial Items

8.A. Consideration of Property Acquisition (Donation) -Front Street and E. North Avenue

Strategic Performance Manager Lisa Hayes provided an overview of the request. The request is to consider the property on Front Street that contains the Town tree. The title to the property is unclear. Based on question about costs, Ms. Hayes stated an estimate is \$25,000.

**ACTION:**

Consensus of the Board of Commissioners in staff moving forward and exploring options for the donation.

9. Public Services Items

No Public Service Items were presented.

10. Parks and Recreation Items

No Parks and Recreation Items were presented.

11. Public Safety Items

No Public Safety Items were presented.

12. Other Business



12.A. Wake County Tax Releases

Received.

12.B. Department Monthly Report

Received.

12.C. Quarterly Project Updates

Received.

12.D. Commissioner Reports

Commissioner Wall-Lennon stated she attended the Northeast Community Coalition monthly meeting and encouraged everyone attend Make A Difference Day this Saturday.

Commissioner Dyer stated the Historical Advisory Council had a productive meeting. He added there is a Garden Club activity next Saturday.

Commissioner Wright asked that citizens go out to vote on November 2nd. Will host a webinar on adult daycare on Thursday, October 28 at 6 p.m. Former Rolesville Mayor Frank Eagles passed.

Commissioner Sary stated he attended the Wake Forest Chamber Connect to talk about being a commissioner with new residents. He stated the next week he will attend the TJCOG delegates board meeting.

Mayor Pro Tem Simperts stated she attended the Community Celebration of the Arts at the Alston-Massenburg Center. Commissioner Wall-Lennon and she attended the downtown property owners luncheon. She attended a Wake Forest Downtown meeting and added that the Spirits Tours are sold out. She attended the Six Sundays of Fall series.

Mayor Jones stated Assistant Principal Bonnie Mwanda of Heritage High School was named Wake County School's Assistant Principal of the Year. Athletic Director Mike Joyner of Wake Forest High School was given the Charlie Adams Distinguished Service Award by the North Carolina High School Athletic Association. Brent Drendall was named the Fleet Manager of the Year by the Public Works Association of North Carolina. She stated she attended the following events:

- Celebration of the Arts
- Downtown Business Alliance Meeting
- Rotary Club
- Seniors at Connect
- Senior Expo
- Downtown Property Owners Luncheon
- Joint meeting with the Town of Rolesville
- Heritage High School Football Game
- Webinar with Mitch Silver on parks

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

**ACTION:**

Mover: Commissioner Wright moved to go into closed session.

Seconded: Commissioner Dyer

Vote: Motion carried 5-0.

**ACTION:**

Mover: Commissioner Dyer moved to return to open session at 8:50 PM.

Seconded: Commissioner Sary.

Vote: Motion carried 5-0.

|                 |
|-----------------|
| 13. Adjournment |
|-----------------|

**ACTION:**

Mover: Commissioner Dyer moved to adjourn at 8:50 p.m.

Seconder: Commissioner Sary and Commissioner Wright simultaneously seconded.

Vote: Motion carried 5-0

Duly approved in open session this DATE, of November 2021.

(ATTEST)

\_\_\_\_\_  
Vivian A. Jones  
Mayor

\_\_\_\_\_  
Name  
Clerk



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-374-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: November 16, 2021

### **SUBJECT**

Special Presentation

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

-



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-351-

Submitted by: Jennifer Herbert

Submitting Department: Downtown Development

Meeting Date: November 16, 2021

### **SUBJECT**

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

### **Recommendation:**

Proclamation will be presented to Wake Forest Downtown Business Alliance Chair - Marissa Shattuck

### **Item Summary:**

### **ATTACHMENTS**

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

Proclaiming Friday, November 26, 2021, as Plaid Friday  
And Saturday, November 27, 2021, as Small Business Saturday

WHEREAS, purchasing holiday gifts and shopping year-round with locally owned and independent businesses supports the economic health and resilience of the community; and

WHEREAS, shopping locally supports our neighbors, friends, and family members employed by local businesses; and

WHEREAS, when we support small business, jobs are created, and local communities preserve their unique culture; and

WHEREAS, just like the individual, the individual threads are weak on their own but are strong together, so is our community. Together supporting one another while celebrating our uniqueness we are interwoven and strong; and

WHEREAS, Plaid Friday is a fun and enjoyable alternative to the big box store “Black Friday” consumer frenzy where everyone is encouraged to wear plaid and shop local and independent; and

WHEREAS, Small Business Saturday is a nationwide campaign to cultivate business for small merchants on the Saturday after Thanksgiving; and

WHEREAS, Plaid Friday and Small Business Saturday celebrate and support small businesses and all they do for Wake Forest.

WHEREAS, we encourage citizens to consider shopping our small merchants on Plaid Friday and Small Business Saturday as a way to boost the local economy and strengthen our small business community.

WHEREAS, the Town of Wake Forest, North Carolina supports and joins in this national effort to help America’s small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

NOW THEREFORE, I, Vivian Jones, Mayor of the Town of Wake Forest, in the State of North Carolina, do hereby proclaim

November 26, 2021, as Plaid Friday and November 27, 2021, as Small Business Saturday and encourage our residents to recognize and support small businesses within our community by shopping these establishments on the Friday and Saturday following Thanksgiving.



---

Vivian A. Jones, Mayor



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-311-  
Submitted by: Courtney Tanner  
Submitting Department: Planning  
Meeting Date: November 16, 2021

### **SUBJECT**

Consideration of and Public Hearing on Legislative Case RZ-21-07 to Clarify and Reaffirm the Town of Wake Forest Zoning and Overlay District Maps

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Agenda Summary.pdf](#)
- [2021-311 Staff Report.pdf](#)
- [Attachment A - Application.pdf](#)
- [Attachment B - Plan Consistency Analysis.pdf](#)
- [Attachment C - Planning Board Recommendation.pdf](#)
- [Ordinance RZ-21-07.docx](#)
- [Exhibit 1 - Zoning Map.pdf](#)
- [Exhibit 2 - Zoning Overlay Map.pdf](#)
- [Exhibit 3 - Consistency Statement RZ-21-07.pdf](#)

**Agenda Item:** Consideration of and Public Hearing on Legislative Case RZ-21-07 to Clarify and Reaffirm the Town of Wake Forest Zoning and Overlay District Maps

**Summary:** As the last step in the overall ordinance cleanup process, the Town submitted a rezoning petition to clarify and reaffirm the Town of Wake Forest Zoning Map and Overlay Map designations as recommended by the UNC School of Government. No changes to either map are proposed.

**Attachments:** See Staff Report





## Staff Report

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

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Meeting Date</b>                  | November 16, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Requested Actions</b>             | <p>Consideration of the Following Items related to the Zoning Map and Overlay Zoning Map request.</p> <ol style="list-style-type: none"> <li>1. Plan Consistency Statement</li> <li>2. Clarify and Reaffirm the Town of Wake Forest Zoning Map designations as recommended by the UNC School of Government</li> <li>3. Clarify and Reaffirm the Town of Wake Forest Zoning Overlay Map designations as recommended by the UNC School of Government</li> </ol> |
| <b>Case Manager</b>                  | Courtney Tanner, Planning Director                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Planning Board Recommendation</b> | See Attachment C for Planning Board recommendation.                                                                                                                                                                                                                                                                                                                                                                                                           |

#### PUBLIC MEETINGS

|                               |                       |
|-------------------------------|-----------------------|
| <b>Public Comment Session</b> | <b>Public Hearing</b> |
| October 12, 2021              | November 16, 2021     |

#### CASE INFORMATION

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

#### ZONING CASE HISTORY

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

## COMPREHENSIVE PLAN CONSISTENCY

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

## STAFF RECOMMENDATION

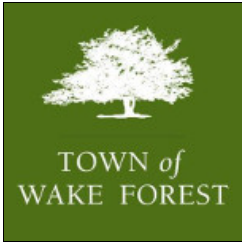
The request is generally **Consistent** with the relevant policies in the Comprehensive Plan, and **Approval** of the zoning map and zoning overlay map request is reasonable and in the public interest.

## ATTACHMENTS

- Attachment A:** Application
- Attachment B:** Plan Consistency Analysis
- Attachment C:** Planning Board Recommendation
- Attachment D:** Ordinance

## EXHIBITS

- Exhibit 1:** Zoning Map
- Exhibit 2:** Zoning Overlay Map
- Exhibit 3:** Consistency Statement



## Map Amendment (Rezoning)

Map Amendment (Rezoning)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

### Project Overview

#623128

**Project Title:** Clarify and Reaffirm Zoning Map Designations

**Jurisdiction:** Town of Wake Forest (Wake County)

**Application Type:** Map Amendment (Rezoning)

**State:** NC

**Workflow:** Map Amendment (Rezoning)

**County:** Wake and Franklin

### Checklist - Map Amendment (Rezoning)

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

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

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

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

### Pre-Application Meeting

Has a pre-application conference been held?: NA

**Pre-Application Conference Date and Time:**

**Staff Member Met With:**

**Project Tracking ID:** RZ-21-07

### Project Information

**Project/Development Name:** Clarify and Reaffirm Zoning Map Designations

**Project Address or PIN:**

- town wide

**Tax PIN:**

- town wide

**Zoning:** Zoning

- all districts

**Current Zoning Overlay:** NA, Not Applicable to this Project

**Town Limits:** Inside corporate limits and ETJ

## Zoning Information

**Currently a Conditional District?:** Yes and No

**Currently a Conditional Use?:** NA

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

## Project Contacts

Please enter all project contacts related to your application.

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

### Project Contact - Applicant

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

## Map Amendment: Rezoning

**Proposed Zoning:** NA

### Description of Request:

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

# Community Plan Consistency Grid

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

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

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

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

## Community Plan Consistency Grid

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

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

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

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

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

## Community Plan Consistency Grid

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

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

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

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

## Community Plan Consistency Grid

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

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

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

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

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



## Community Plan Consistency Grid

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

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

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

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

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

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

## Community Plan Consistency Grid

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

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

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

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

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

## Community Plan Consistency Grid

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

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

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

## Community Plan Consistency Grid

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

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

# Historic Preservation Plan Consistency Grid

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

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

# Northeast Community Plan Consistency Grid

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

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

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

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

## Northeast Community Plan Consistency Grid

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

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

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

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

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



# Renaissance Plan Consistency Grid

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

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

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

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



## Renaissance Plan Consistency Grid

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

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

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

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



# TOWN of WAKE FOREST

## Report Requirements:

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

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

## GENERAL INFORMATION

**Applicant:** Town of Wake Forest

**Owner:** N/A

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

**Existing Zoning:** N/A

**Location:** N/A

**Size:** N/A

**Tax PINs:** N/A

**Existing Land Use:** N/A

## Applicable Officially Adopted Plans:

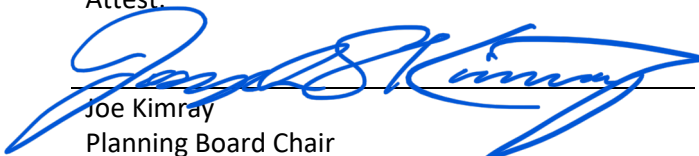
The request is generally Consistent with the relevant policies in the Comprehensive Plan, and Approval of the zoning map and zoning overlay map request is reasonable and in the public interest. See Attachment.

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

Introduced by Planning Board member: Chris Joyner

Seconded by Planning Board member: Colleen Sharp

Attest:

  
Joe Kimray  
Planning Board Chair

  
Courtney Tanner  
Planning Director

# Community Plan Consistency Grid

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

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

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

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

## Community Plan Consistency Grid

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

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

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

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

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

## Community Plan Consistency Grid

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

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

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

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

## Community Plan Consistency Grid

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

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

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

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

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

## Community Plan Consistency Grid

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

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

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

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

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

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

## Community Plan Consistency Grid

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

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

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

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

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



## Community Plan Consistency Grid

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

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

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

## Community Plan Consistency Grid

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

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

# Historic Preservation Plan Consistency Grid

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

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

# Northeast Community Plan Consistency Grid

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

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

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

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

## Northeast Community Plan Consistency Grid

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

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

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

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

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

## Renaissance Plan Consistency Grid

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

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

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

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



## Renaissance Plan Consistency Grid

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

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

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

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

ORDINANCE 2021-XX

ORDINANCE CLARIFYING AND REAFFIRMING THE OFFICIAL ZONING AND OVERLAY DISTRICTS  
MAPS OF THE TOWN OF WAKE FOREST

RZ-21-07, WAKE FOREST ZONING AND OVERLAY MAPS CLARIFICATION AND REAFFIRMATION

WHEREAS, the application submitted by the Town of Wake Forest to clarify and reaffirm the official zoning and overlay district maps was duly filed with the Planning Department; and

WHEREAS, the Planning Board held public comment session on October 12, 2021 and the Board of Commissioners held a public hearing on November 16, 2021; and

WHEREAS, a half page ad was published in a paper of general circulation for both the public comment session and the public hearing pursuant with G.S. § 160D-602 and the Unified Development Ordinance; and

WHEREAS, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application that was generally consistent with the Comprehensive Plan for the application 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: Clarify and reaffirm the Town of Wake Forest Zoning Map (Exhibit 1) and Town of Wake Forest Overlay Districts Map (Exhibit 2).

Section 2: After reviewing all the information presented, the Wake Forest Board of Commissioners finds the clarification and reaffirmation request generally consistent with the Comprehensive Plan, and reasonable and in the public interest (Exhibit 3).

Section 3: 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:



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Town Attorney



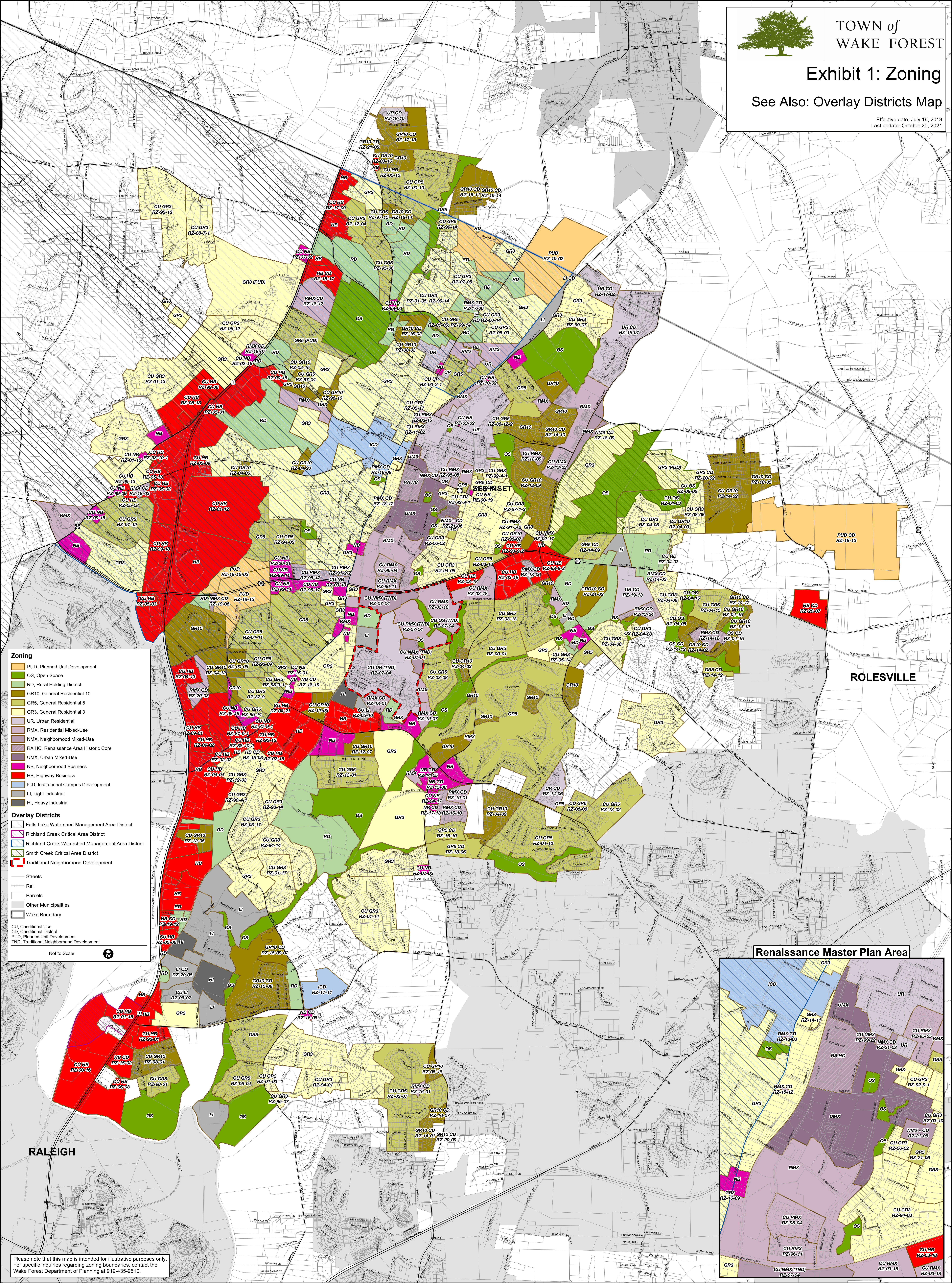


TOWN of  
WAKE FOREST

## Exhibit 1: Zoning

See Also: Overlay Districts Map

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



**Zoning**

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

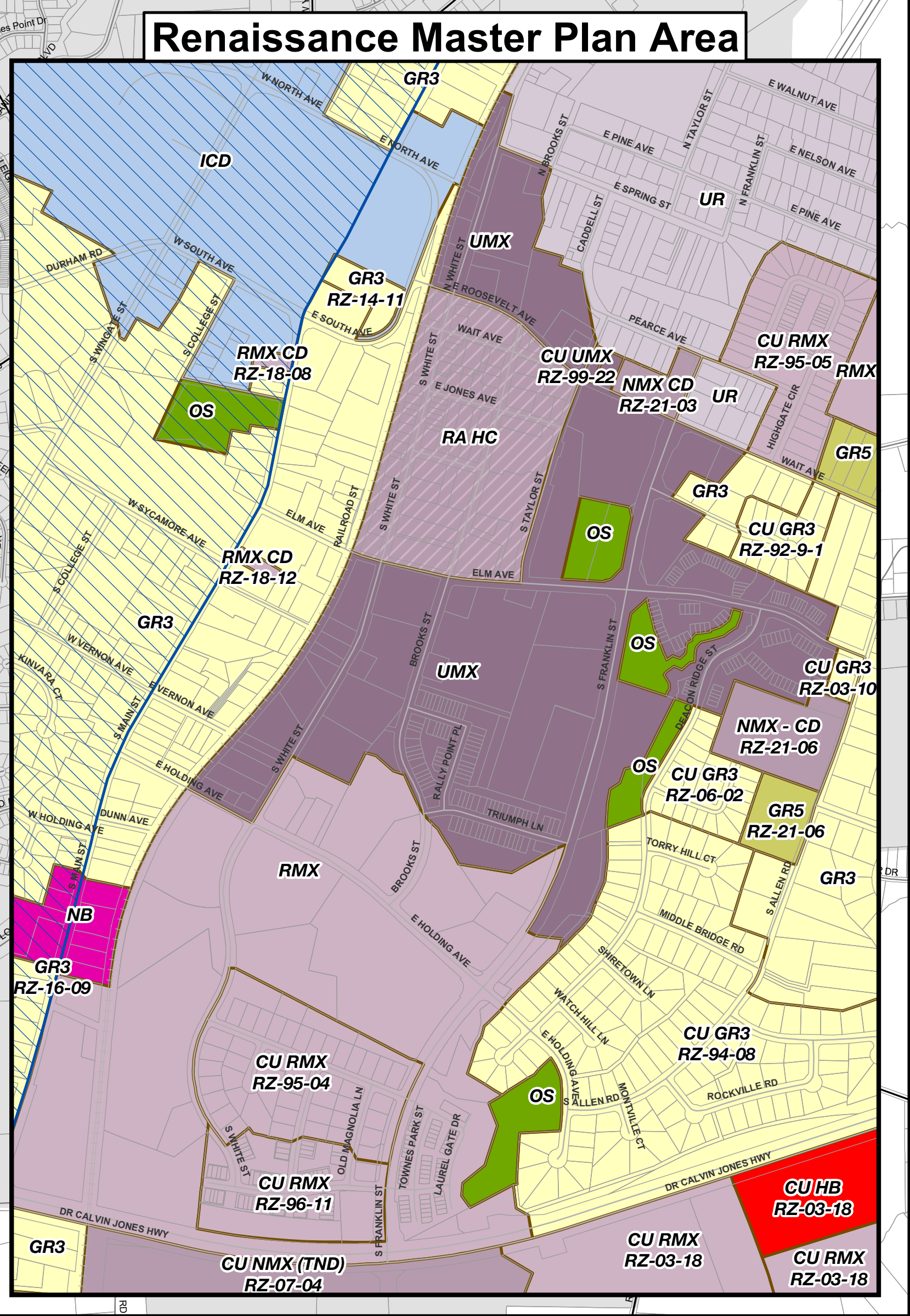
**Overlay Districts**

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

Streets  
Rail  
Parcels  
Other Municipalities  
Wake Boundary

CU, Conditional Use  
CD, Conditional District  
PUD, Planned Unit Development  
TND, Traditional Neighborhood Development

Not to Scale



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

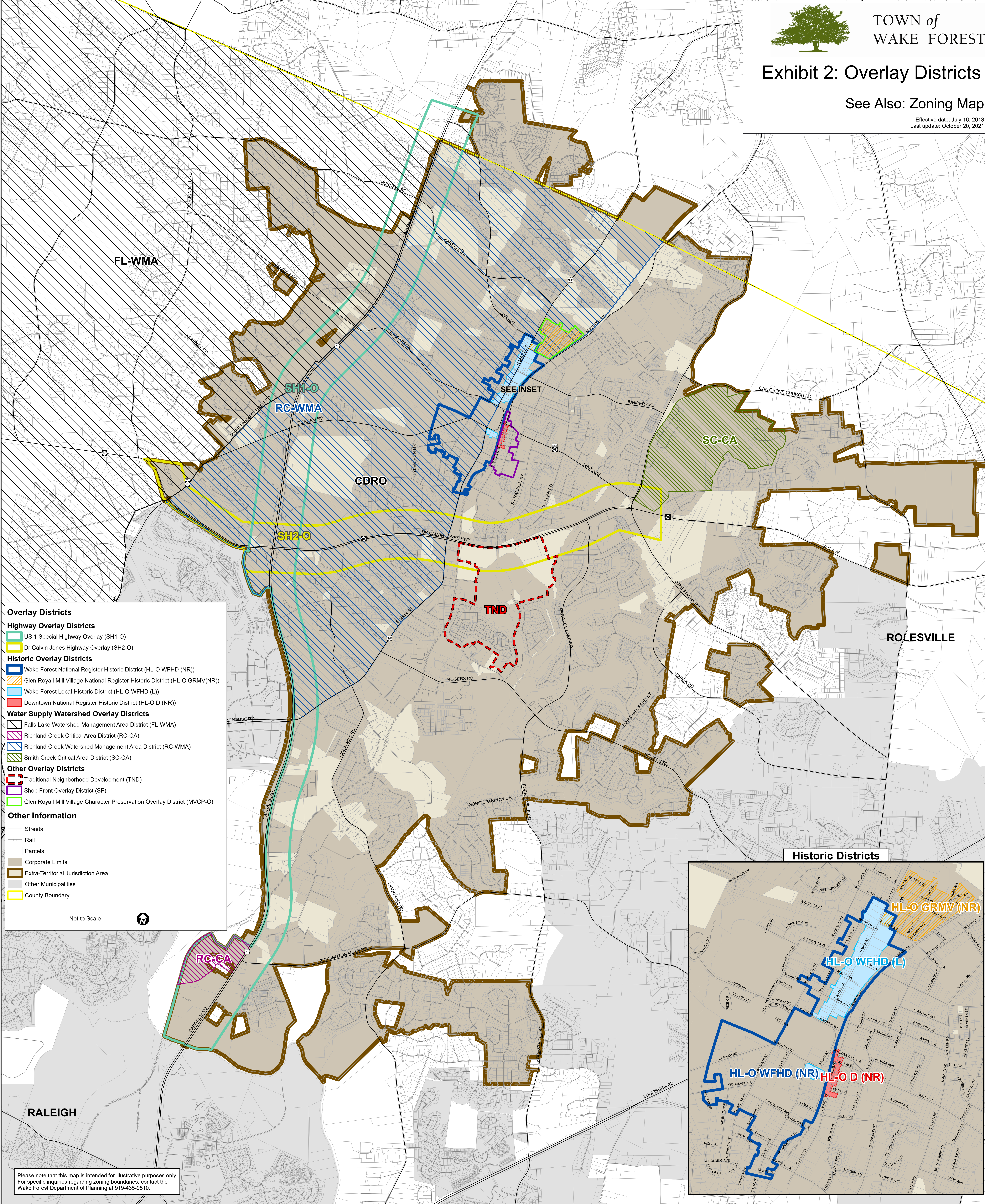




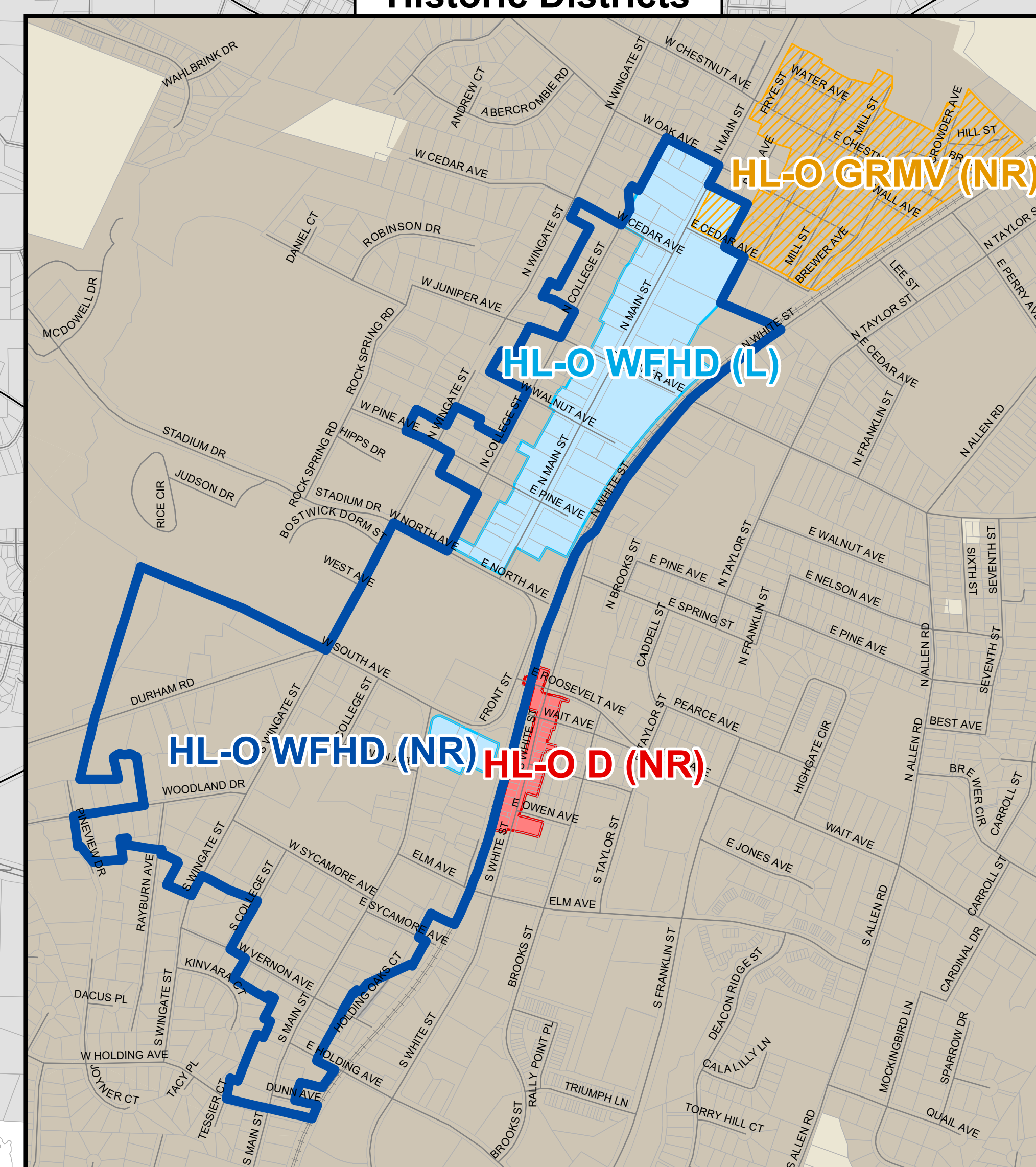
## Exhibit 2: Overlay Districts

See Also: Zoning Map

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



### Historic Districts





**Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Case RZ-21-07: Wake Forest Zoning and Overlay Maps Clarification and Reaffirmation**

The Wake Forest Board of Commissioners finds that RZ-21-07 is generally consistent with the relevant policies of the Comprehensive Plan, and approval of the zoning map and zoning overlay map request is reasonable and in the public interest for the following reasons:

1. Community Plan
  - a. GPR-2: Appropriately transition large-scale commercial, institutional, and industrial uses into surrounding neighborhoods
  - b. LSC-2: Locate large-scale commercial uses on the corners of neighborhood planning areas, that is, at the intersection of two or more major streets
  - c. LCI-3: Encourage public involvement in decisions on land use and development by making the public aware of proposed developments at the earliest lawful opportunity, as well as fostering communication between developers and the general public
2. Historic Preservation Plan
  - a. ACH-5: Employ design standards that ensure development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-329-

Submitted by: Emma Linn

Submitting Department: Planning

Meeting Date: November 16, 2021

### **SUBJECT**

Public hearing on and consideration of a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being approximately 0.08 acres and being Wake County PIN 1840-54-5435.

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [111621 BOC Agenda Summary.pdf](#)
- [Attachment A Legal Description AN-21-08.pdf](#)
- [Attachment B Annexation Map AN-21-08.pdf](#)
- [Attachment C Annexation Petition AN-21-08.pdf](#)
- [0 S Franklin Street Ordinance AN-21-08.docx](#)

Agenda Item: Public hearing on and consideration of a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being approximately 0.08 acres and being Wake County PIN 1840-54-5435.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. 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 October 19, 2021, meeting. This annexation petition is associated with Holding Village Subdivision.

Attachments: Attachment A - Legal Description AN-21-08

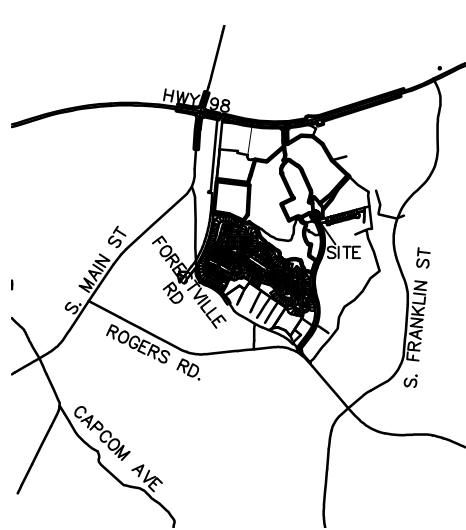
Attachment B - Annexation Map AN-21-08

Attachment C - Contiguous Annexation Petition AN-21-08

Draft Ordinance

**AREA OF ANNEXATION**  
**PIN 1840545435**

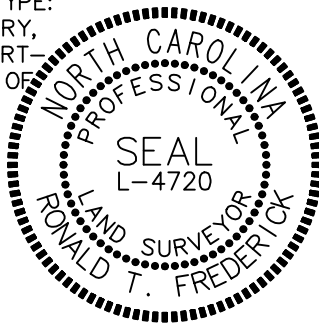
Beginning at a point having NC Grid Coordinates N:804,436.11, E:2,145,575.60, being the **Point of Beginning**, thence South 59°56'59" West a distance of 43.50 feet to a point; thence North 30°03'01" West a distance of 77.29 feet to a point; thence North 59°56'59" East a distance of 47.59 feet to a point; 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





**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

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:

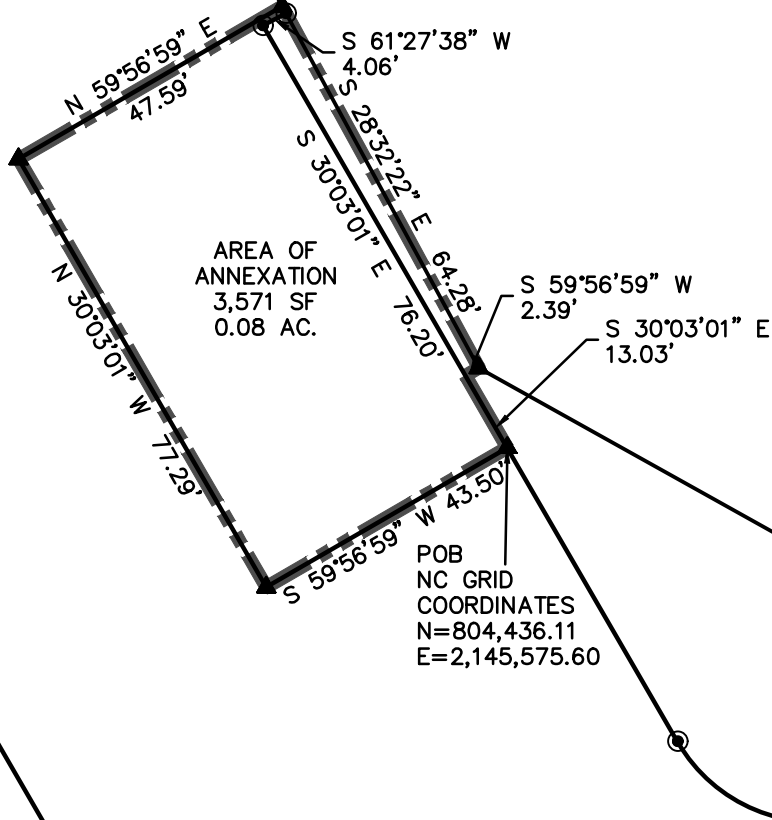
I, DEEDA HARRIS, TOWN CLERK, TOWN OF WAKE FOREST, NORTH  
CAROLINA CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF  
ANNEXATION ADOPTED THE - DAY OF  
, 20, BY THE WAKE FOREST BOARD OF  
COMMISSIONERS. I SET MY HAND AND SEAL OF THE TOWN OF WAKE  
FOREST,

20

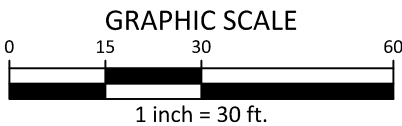
DEEDA HARRIS

LOT 5  
WF-GCA HOLDING  
VILLAGE LLC  
DB 18499, PG. 650  
BM 2020, PG. 355  
PIN: 1840551011

CEMETERY  
FRIENDSHIP CHAPEL  
BAPTIST CHURCH  
PIN: 1840546558



LOT 4  
HR NORTHLAKE, LLC  
DB 18040, PG. 321  
BM 2020, 355  
PIN: 1840643831



LEGEND

- EXISTING IRON PIPE
- EXISTING CONCRETE MONUMENT
- EXISTING NAIL
- IRON PIPE SET
- CONCRETE MONUMENT SET
- CALCULATED POINT
- ADDRESS

ANNEXATION CASE NUMBER: AN-21-08

HOLDING VILLAGE  
CONTIGUOUS ANNEXATION MAP  
0 S. FRANKLIN STREET  
WAKE FOREST TOWNSHIP, WAKE FOREST, NORTH CAROLINA

REVISIONS

| NO. | DATE       | REVISION DESCRIPTION |
|-----|------------|----------------------|
| 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





# TOWN of WAKE FOREST

**Planning Department**  
Wake Forest Town Hall – 3<sup>rd</sup> Floor  
301 S. Brooks Street  
Wake Forest, NC 27587  
t 919.435.9510  
f 919.435.9539  
[www.wakeforestnc.gov](http://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.

Scott Underwood , Manager  
WF-GCA HOLDING  
VILLAGE LLC

7474 CREEDMOOR RD # 36  
RALEIGH NC 27613-1663

Address

  
Signature

10/12/2021

Date

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.*

## ORDINANCE 2021-

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

(Contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being approximately 0.08 acres and being Wake County PIN 1840-54-5435.)

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 November 16, 2021, after due notice by publication on November 6, 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 16<sup>th</sup> day of November, 2021.

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

Section 2. Upon and after the 16<sup>th</sup> day of November, 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 16<sup>th</sup> day of November, 2021.

Moved by: \_\_\_\_\_

Seconded: \_\_\_\_\_

Mayor: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

ATTEST:

\_\_\_\_\_  
Town Clerk



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-205-

Submitted by: Deeda Harris

Submitting Department: Administration

Meeting Date: November 16, 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.: 2021-350-  
Submitted by: Sherry Scoggins  
Submitting Department: Administration  
Meeting Date: November 16, 2021

### **SUBJECT**

Approval of the 2022 Board of Commissioners Meeting Schedule

### **Recommendation:**

Approval

### **Item Summary:**

### **ATTACHMENTS**

- [2022BOCMetingScheduleRes\\_2021Nov.docx](#)

Town of Wake Forest  
Resolution 2021 – 135

2022 Town of Wake Forest Board of Commissioners Meeting Schedule

WHEREAS, the Wake Forest Board of Commissioners exists to conduct the business of the citizens; and

WHEREAS, the Wake Forest Board of Commissioners meetings are held the first and third Tuesday of the month at 6:00 p.m. in the Wake Forest Town Hall Board Room, 301 S Brooks Street, unless otherwise noted; and

WHEREAS, each meeting of the Wake Forest Board of Commissioners is open to the public, except as provided by NC GS 143-318.11; and

WHEREAS, the Wake Forest Board of Commissioners may amend the yearly meeting schedule in accordance with NC GS 143-318.12:

---

| Town of Wake Forest<br>2022 Calendar<br>Board of Commissioners Meetings |                   |                    |
|-------------------------------------------------------------------------|-------------------|--------------------|
| Month                                                                   | Meeting #1        | Meeting #2         |
| January                                                                 | January 4, 2022   | January 18, 2022   |
| February                                                                | February 1, 2022  | February 15, 2022  |
| March                                                                   | March 1, 2022     | March 15, 2022     |
| April                                                                   | April 5, 2022     | April 19, 2022     |
| May                                                                     | May 3, 2022       | May 17, 2022       |
| June                                                                    | June 7, 2022      | June 21, 2022      |
| July                                                                    | July 5, 2022      | July 19, 2022      |
| August                                                                  | August 2, 2022    | August 16, 2022    |
| September                                                               | September 6, 2022 | September 20, 2022 |
| October                                                                 | October 4, 2022   | October 18, 2022   |
| November                                                                | November 1, 2022  | November 15, 2022  |
| December                                                                | December 6, 2022  | December 20, 2022  |

*Annual Retreat: January 21, 2022 at 9:00 a.m. in the Wake Forest Renaissance Centre.*

NOW THEREFORE BE IT RESOLVED that the Wake Forest Board of Commissioners hereby adopts the 2022 Town of Wake Forest Board of Commissioners Meeting Schedule as presented.

Duly adopted this 16th day of November 2021 while in regular session.

ATTEST:

---

Vivian A. Jones, Mayor

---

Sherry L. Scoggins, MMC; Interim Town Clerk



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-352-  
Submitted by: Melanie Rausch  
Submitting Department: Planning  
Meeting Date: November 16, 2021

### **SUBJECT**

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

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [111621 BOC Agenda Summary \(AN-21-09\).pdf](#)
- [Attachment A Legal Description AN-21-09.pdf](#)
- [Attachment B Annexation Map AN-21-09.pdf](#)
- [Attachment C Contiguous Annexation Petition AN-21-09.pdf](#)
- [Certificate\\_of\\_Sufficiency.docx](#)
- [DRAFT PUBLIC HEARING RESOLUTION.docx](#)



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

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest and is associated with Hawthorne at Traditions Apartments.

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-21-09  
Attachment B Annexation Map AN-21-09  
Attachment C Contiguous Annexation Petition AN-21-09  
Certificate of Sufficiency  
Draft Resolution

**HAWTHORNE AT TRADITIONS APARTMENTS, LLC**

**PIN# 1851-24-2248**

**Deed Book: 18517, Page: 1738**

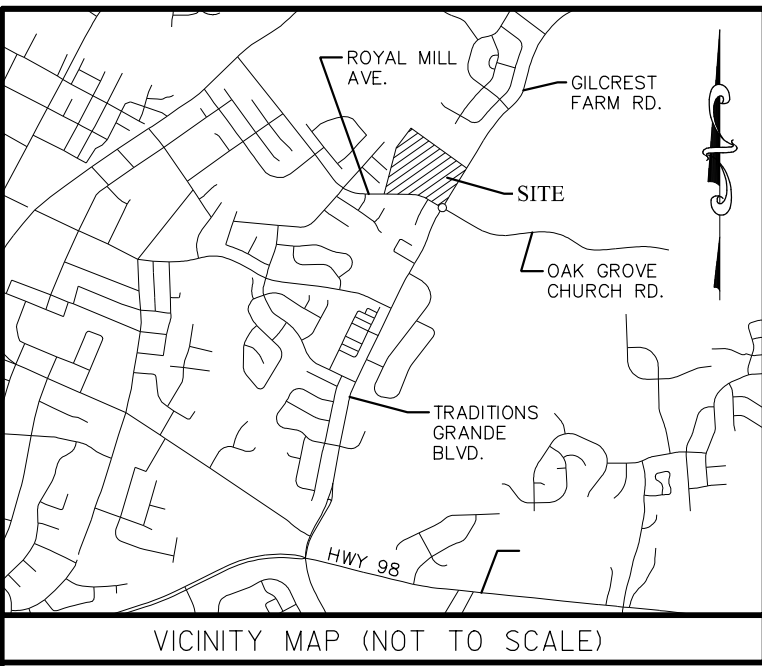
**Book of Maps: 2020, Page: 856**

**LEGAL DESCRIPTION OF ANNEXATION**

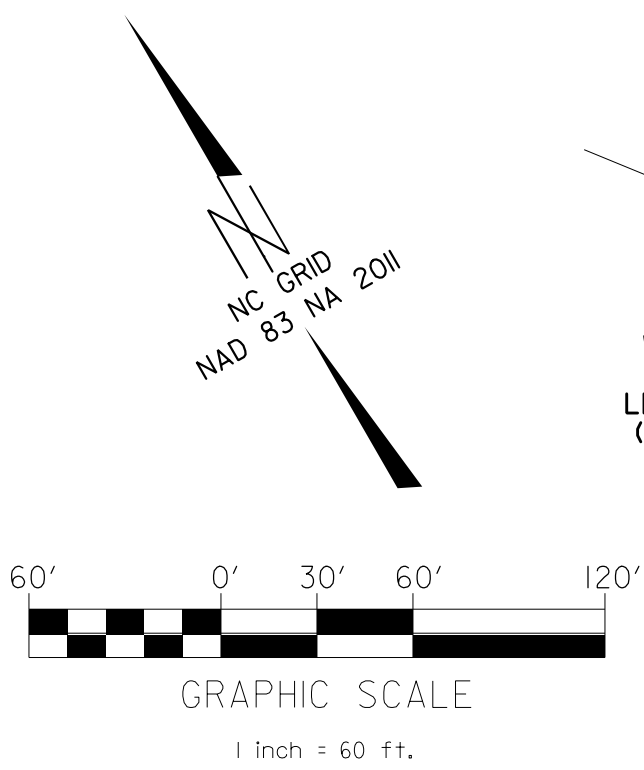
Lying and being in Wake Forest Township, Wake County, North Carolina and being more particularly described as follows:

BEGINNING at an existing iron pipe located in the northern 90 foot right-of-way line of Royal Mill Avenue (BM.2016 PG.711-715), said iron pipe marking the southwestern most corner of the property of Hawthorne at Traditions Apartments, LLC (PIN#1851-24-2248, DB.18517 PG.1738, BM.2020 PG.856) and being on the line common to The Orchards at Traditions Townhome Association, Inc. (PIN#1851-14-5191, DB.17395 PG.167, BM.2018 PG.30); thence leaving said Royal Mill Avenue right-of-way and along common line with The Orchards at Traditions Townhome Association, Inc. the following (3) three courses and distances: (1) North 21° 31' 53" East, 37.32 feet to an existing iron pipe; (2) North 13° 25' 01" West, 241.33 feet to an existing iron pipe; (3) North 17° 58' 44" East, 262.75 feet to an existing iron pipe in the center of a creek and being on the line common to The Town of Wake Forest (PIN#1851-14-8740, DB.10692 PG.1977, BM.1995 PG.1607); thence along common line with The Town of Wake Forest and center of creek (BM.2016 PG.1159) the following (5) five courses and distances: (1) North 00° 59' 54" East, 22.89 feet to a point; (2) North 26° 54' 36" East, 71.39 feet to a point; (3) North 21° 05' 11" East, 78.76 feet to a point; (4) North 49° 29' 42" East, 18.67 feet to a point; (5) North 16° 22' 48" East, 65.26 feet to a point on a line common to Universal Health Care Inc. (PIN#1851-24-5850, DB.18496 PG.630, BM.2020 PG.856); thence leaving said creek and along common line with Universal Health Care Inc. South 60° 00' 45" East, 979.18 feet to an existing iron pipe in the western 70 foot right-of-way line of Gilcrest Farm Road (SR 1943)(BM.2016 PG.711-715); thence leaving common line with Universal Health Care Inc. and along the western right-of-way line of Gilcrest Farm Road South 31° 36' 31" West, 452.78 feet to a new rebar set; thence leaving the western right-of-way line of Gilcrest Farm Road South 31° 36' 31" West, 133.23 feet to a point in the center of the 90 foot right-of-way of Royal Mill Avenue; thence along the center of the 90 foot right-of-way of Royal Mill Avenue the following (3) courses and distances: (1) North 60° 00' 45" West, 237.99 feet to a point; (2) a curve having a radius of 500.00 feet, an arc length of 253.90' feet, a chord bearing and distance of North 74° 33' 36" West, 251.18 feet to a point; (3) North 89° 06' 26" West, 225.89 feet to a point; thence leaving the center of the 90 foot right-of-way of Royal Mill Avenue North 00° 53' 34" East, 45.00 feet to the said Point of Beginning;

New Annexation being the lands of Hawthorne at Traditions Apartments, LLC (PIN#1851-24-2248, DB.18517 PG.1738, BM.2020 PG.856) and a portion of the northern half of right-of-way along Royal Mill Avenue containing 574,861 Square feet, 13.197 Acres more or less according to Map entitled "Annexation Map for the Town of Wake Forest, Project: Hawthorne at Traditions Apartments, LLC" by NV5 Engineers and Consultants, dated October 1, 2021.



| CURVE TABLE |         |            |               |                |
|-------------|---------|------------|---------------|----------------|
| CURVE       | RADIUS  | ARC LENGTH | CHORD BEARING | CHORD DISTANCE |
| C1          | 90.74'  | 139.97'    | S 75°47'53" W | 126.50'        |
| C2          | 545.00' | 276.75'    | N 74°33'36" W | 273.79'        |
| C3          | 500.00' | 253.90'    | N 74°33'36" W | 250.18'        |



ANNEXATION MAP: AN-21-09, NAME OF ANNEXATION  
(3,197 +/- 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.

DEEDA HARRIS

I, ERIC S. SMITH, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM  
AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM THE DEED AND PLAT  
REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY  
INDICATED AS DRAWN FROM INFORMATION FOUND IN DEED AND PLAT REFERENCES  
SHOWN HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1/10,000; THAT  
THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

FOOTNOTES: THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION  
OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE  
DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER

AND SEAL THIS DAY \_\_\_\_\_

**PRELIMINARY DRAWING FOR REVIEW ONLY**

PROFESSIONAL LAND SURVEYOR DATE  
REGISTRATION NO. L-5259 (SEE REVISIONS)

SITE DATA FOR  
601 GILCREST FARM RD.  
OWNER: HAWTHORNE AT TRADITIONS APARTMENTS, LLC  
PIN: 1851-24-2248  
DB: 18517, PG: 1738  
BM: 2020, PG: 856  
AREA: 540,318 Sq.Ft.  
12.404 Acres

AREA TO BE ANNEXED  
AREA: 574,861 Sq.Ft.  
13.197 Acres

- SURVEYOR'S NOTES:
1. THE BASIS OF BEARINGS FOR THIS SURVEY IS NAD 83 (2011) SPCS, USING A TRIMBLE R8 GNSS GPS UNIT AND THE REAL TIME NETWORK (RTN).
  2. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES IN FEET UNLESS OTHERWISE SHOWN.
  3. ALL AREAS SHOWN WERE COMPUTED BY COORDINATE GEOMETRY UNLESS OTHERWISE SHOWN.
  4. PORTIONS OF SUBJECT PROPERTY IS IN A SPECIAL FLOOD HAZARD ZONE (SFHA), ZONE A3 AS DEFINED BY FEMA FIRM PANEL #37208500K, EFFECTIVE DATE APRIL 16TH, 2013.
  5. ZONING FOR THE ENTIRE SUBJECT PROPERTY RESIDES IN THE "RMX" (RESIDENTIAL MIXED-USE) ZONE.
  6. NO RECOVERABLE N.C.G.S. MONUMENT WAS FOUND WITHIN 2,000 FEET OF THE SUBJECT PROPERTY.
  7. WAKE FOREST CORPORATE BOUNDARY LIMIT WAS TAKEN FROM THE WAKE COUNTY GIS "MAPS" ON 5/17/21.
  8. THIS SURVEY MAP IS INTENDED TO REPRESENT AN ANNEXATION PLAT FOR PIN1851-24-2248, AND IS NOT A BOUNDARY SURVEY.
  9. THE PROPERTY LINES SHOWN HEREON HAVE BEEN CONFIRMED FROM A BOUNDARY SURVEY BY NV5, INC. IN MAY 2021. PROPERTY LINES SHOWN TAKEN FROM REFERENCES SHOWN HEREON.

PROJECT CONTROL: BRIDGE SPIKE  
NAD83/2011 LOCALIZED COORDS  
N: 5115755.428  
E: 2152486.519

PROJECT CONTROL  
EXISTING IRON PIPE FOUND  
NEW IRON REBAR SET  
COMPUTED POINT

LEGEND

EXISTING PROPERTY LINE (SURVEYED)  
EXISTING ADJACENT PROPERTY LINE (NOT SURVEYED)  
EXISTING RIGHT OF WAY (NOT SURVEYED)  
EASEMENT LINE (NOT SURVEYED)  
ANNEXATION LINE  
CORPORATE LIMIT BOUNDARY  
STREAM LINE

NV5

NV5 ENGINEERS & CONSULTANTS, INC.  
3300 REGENCY PARKWAY, SUITE 100  
CARY, NC 27518  
P: 919.851.1912  
WWW.NV5.COM

PROJECT:  
HAWTHORNE AT TRADITIONS APARTMENTS  
OWNER:  
HAWTHORNE AT TRADITIONS APARTMENTS, LLC  
ADDRESS:  
601 GILCREST FARM RD.  
WAKE FOREST, NC 27587-8255  
PINS:  
1851-24-2248

ANNEXATION MAP  
FOR THE TOWN OF WAKE FOREST  
PROJECT: HAWTHORNE AT TRADITIONS APARTMENTS, LLC

| REVISIONS |      | REMARKS |
|-----------|------|---------|
| NO.       | DATE |         |
| 1.        |      |         |
| 2.        |      |         |
| 3.        |      |         |
| 4.        |      |         |
| 5.        |      |         |
| 6.        |      |         |
| 7.        |      |         |
| 8.        |      |         |

PROJECT NO: 2020213.00

DRAWN BY: ESS

DWG. CHECKED BY: ESS

SCALE: SEE PLAN

DATE: OCTOBER 1, 2021

SHEET 1 OF 1



# TOWN of WAKE FOREST

**Planning Department**  
Wake Forest Town Hall – 3<sup>rd</sup> Floor  
301 S. Brooks Street  
Wake Forest, NC 27587  
t 919.435.9510  
f 919.435.9539  
[www.wakeforestnc.gov](http://www.wakeforestnc.gov)

## CONTIGUOUS ANNEXATION PETITION APPLICATION

*(Last updated: July 2013)*

Submittal Date: 9/23/2021

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)*:

BEING ALL of Lot P5-1, containing approximately 12.40 acres, as set forth on the plat recorded in Book  
of Maps 2020, Page 856, Wake County Registry (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.

Hawthorne at Traditions Apartments, LLC 806 Green Valley Rd, #311, Samantha Davenport 9/23/2021  
Samantha Davenport - Registered Agent Greensboro, NC 27408

| Name | Address | Signature | Date |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

*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 \_\_\_\_\_ day of November, 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 Hawthorne at Traditions Apartments, LLC for property located at 601 Gilcrest Farm Road,  
being Wake County Tax PIN 1851-24-2248 and adjacent right-of-way.)

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 21<sup>st</sup> day of December, 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 16<sup>th</sup> day of November, 2021.

Moved by: \_\_\_\_\_

Seconded: \_\_\_\_\_

Mayor: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Town Clerk



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-363-  
Submitted by: Aileen Staples  
Submitting Department: Finance  
Meeting Date: November 16, 2021

### **SUBJECT**

Approval of resolution amending check and purchase order signing procedures

### **Recommendation:**

Approval as submitted

### **Item Summary:**

### **ATTACHMENTS**

- [Check and PO Signing\\_Summary.pdf](#)
- [resolution 2021 - amending check and purchase order signing procedures.doc](#)

**Agenda Item: Approval of resolution amending check and purchase order signing procedures**

**Summary:** The attached resolution incorporates organizational and title changes into our existing check and purchase order signing procedures. This supersedes previous resolutions that were adopted in December 2007, June 2014 and February 2018 respectively.

This is specific to adding the Contracts and Procurement Specialist to the pre-audit provisions defined by NC General Statute 159-28.

**Attachment:** Resolution



**RESOLUTION 2021 - xx**

**RESOLUTION AMENDING CHECK AND PURCHASE ORDER  
SIGNING PROCEDURES FOR  
THE TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS, the Board of Commissioners of the Town of Wake Forest desires to update the Town's check and purchase order signing procedures; and

WHEREAS, North Carolina General Statutes 159-25, 159-28 and 159-28.1 establish legal requirements for financial disbursement procedures, establishes responsibilities, and outline methods for expediting the check signing procedures.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Town of Wake Forest, that the following procedures are hereby adopted:

1. Two (2) signatures will be required on each Town of Wake Forest check or draft on an official depository.
2. In accordance with N.C. General Statute 159-25 (b), all checks or drafts shall be signed by the Chief Financial Officer; the Chief Financial Officer's alternate shall be the Assistant Finance Director serving as Deputy Finance Officer. The countersignature shall be that of the Town Manager; the Town Manager's alternate shall be the Mayor.
3. In accordance with N. C. General Statute 159-28 (a), preaudit of purchase orders, disbursement vouchers, and all electronic payments shall be performed by the Chief Financial Officer; the Chief Financial Officer's alternates shall be the Assistant Finance Director, Purchasing Manager, Senior Buyer, **Contract and Procurement Specialist** and Senior Inventory Specialist serving as Deputies.
4. In accordance with N.C. General Statute 159-28.1, the use of facsimile signing of checks, purchase orders and drafts is hereby authorized for the Town Manager, Chief Financial Officer and any of the above-mentioned alternates. The signature devices will be kept under security by the Chief Information Officer or designee, respectively, who shall be bonded and along with the sureties of the official bond are liable for any illegal, improper, or unauthorized use of them.

This resolution supersedes and voids Resolution 2007 – 60; Resolution 2014 – 45; and Resolution 2018 – 10.

This the 16th day of November, 2021.

**Motion by:** \_\_\_\_\_

**Second by:** \_\_\_\_\_

**Mayor:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**Town Clerk**



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-365-

Submitted by: Lisa Hayes

Submitting Department: Administration

Meeting Date: November 16, 2021

### **SUBJECT**

Renaissance Area Noise Ordinance Waiver Extension

### **Recommendation:**

Approval of Noise Ordinance Waiver Extension

### **Item Summary:**

### **ATTACHMENTS**

- [Item Summary\\_Renaissance Area Temporary Noise Ordinance Waiver Extension.docx](#)
- [ATTACHMENT A\\_Renaissance Area Temporary Noise Ordinance Waiver.pdf](#)
- [ATTACHMENT B\\_Renaissance Area Temporary Noise Ordinance Waiver Extension.docx](#)
- [Resolution2021-136\\_Renaissance\\_Area\\_Temporary\\_Noise\\_Ordinance\\_Waiver\\_Extension \(2\).docx](#)

## Renaissance Area Temporary Noise Ordinance Waiver Extension

Consideration of Extension of Temporary Waiver of the Code of Ordinances in the Renaissance Area—  
Ordinance No. 2005-53

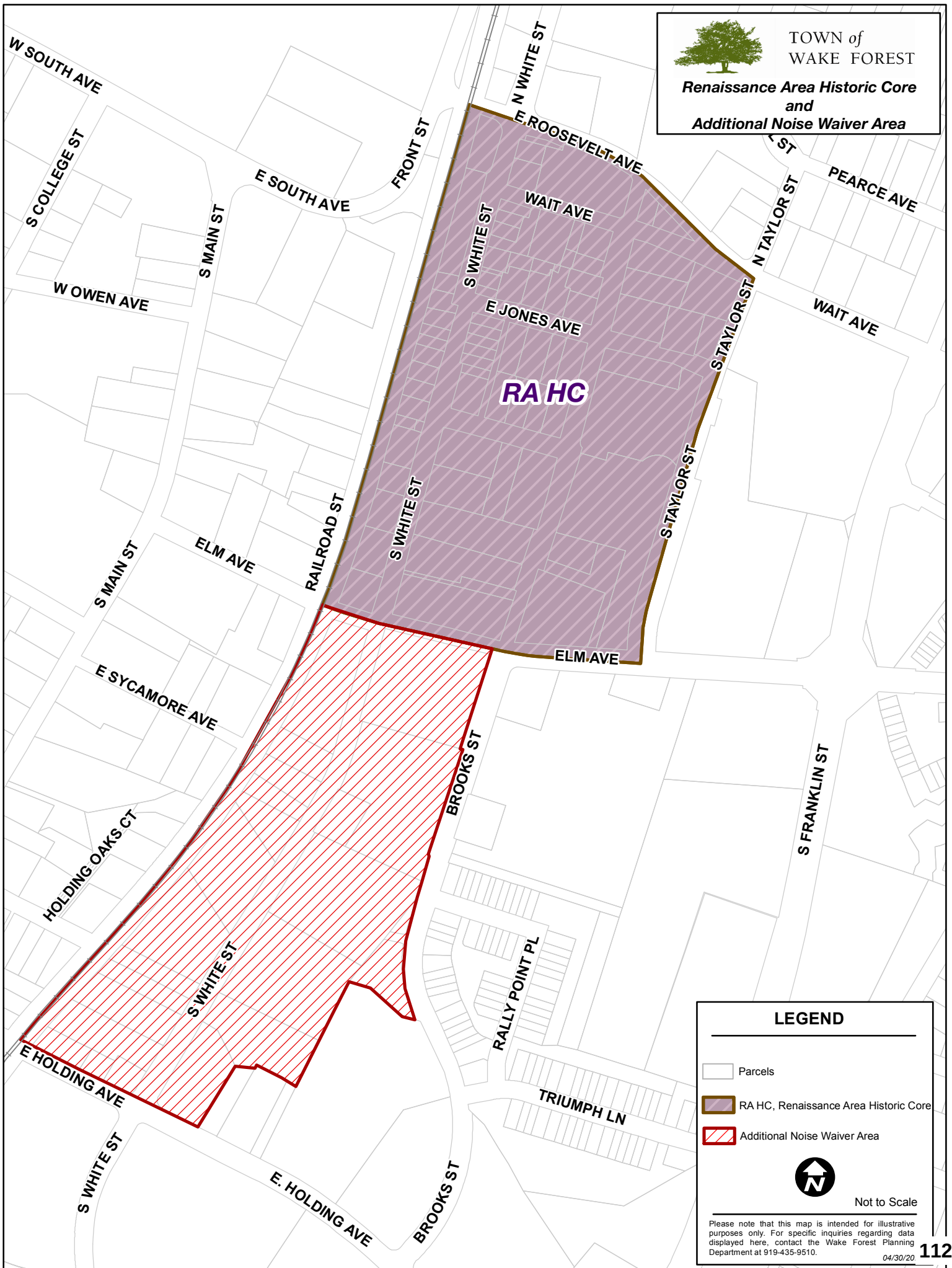
### Item Summary:

Staff is requesting an extension of the temporary waiver of the noise ordinance in the downtown area highlighted in Attachment A. The current waiver, approved in May 2021, expired in October 2021 and staff is requesting an extension through April 30, 2022. The temporary waiver extension would allow staff to monitor the results and impacts of the waiver to address easing restrictions on businesses and commercial districts throughout Town if the waivers are successful.



TOWN of  
WAKE FOREST

**Renaissance Area Historic Core  
and  
Additional Noise Waiver Area**



**LEGEND**

Parcels

RA HC, Renaissance Area Historic Core

Additional Noise Waiver Area



Not to Scale

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

04/30/20



## ATTACHMENT B

### CONDITIONS OF RENAISSANCE AREA TEMPORARY NOISE ORDINANCE WAIVER

The use of amplified sound by businesses located in the Renaissance Area's zoning district RA-HC as well as along S. White Street from Elm Avenue to Holding Avenue is permitted outside the parameters of Town of Wake Forest's Ordinance #2005-53 (Noise) under the following conditions:

1. Events occurring on commercial property during the period of November 16, 2021 through April 30, 2022
2. All events must comply with the Town of Wake Forest's Special Event Policy and all applicable permits shall be obtained by the event host.
3. Any business requesting a noise ordinance waiver during the above-mentioned time frame, must complete (and receive approval of) a Noise Permit from the Town of Wake Forest.
4. Waivers of the current ordinance will be permitted as per noted in the conditions of the approved Noise Permit and will not exceed the following:
  - Friday and Saturday 9am-11pm
  - Maximum of 40 hours waiver during the period of November 16, 2021- April 30, 2022
5. The Town Manager, upon recommendation of the Chief of Police, may reinstate the Town of Wake Forest's noise ordinance to disallow the temporary noise ordinance waiver, in the occurrence of any violation, which threatens the safety, public health or welfare of the community. Such action by the Town Manager shall remain in effect until ratified by the Board of Commissioners at its next scheduled voting meeting.

Resolution 2021 - 136

Authorization to Waive Wake Forest Town Noise Ordinance

WHEREAS, the Town of Wake Forest is dedicated to the enrichment of the town's civic, social, and economic welfare; creating a better understanding and appreciation for the importance of downtown to the community; and are continuously seeking to develop downtown as a center of government, service, professional, retail, and cultural activity; and

WHEREAS, the Town of Wake Forest's Renaissance Plan identifies the Renaissance Area as the Arts & Entertainment District; and

WHEREAS, businesses within the Arts and Entertainment District seek to provide musical entertainment in an outdoor setting; and

WHEREAS, the Town of Wake Forest's noise ordinance shall be relaxed to allow a temporary Noise Ordinance Waiver as set forth in Attachment B for the period from November 16, 2021 through April 30, 2022. The temporary waiver will be permitted within the parameters as shown in Attachment A.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the Town of Wake Forest hereby authorizes the Town of Wake Forest to temporarily waive Ordinance #2005-53 (Noise) as per the limitations set forth in Attachment A and Attachment B.

Adopted this 16th day of November 2021.

ATTEST:

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Vivian Jones, Mayor

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Sherry L. Scoggins, Interim Town Clerk



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-366-

Submitted by: Candace Davis

Submitting Department: Administration

Meeting Date: November 16, 2021

### **SUBJECT**

Approval of Advisory Board Ordinance Amendments

### **Recommendation:**

Approve the Ordinance Amendments for the Human Relations Council, Parks, Recreation and Cultural Resources Advisory Board, Public Art Commission, Technology Advisory Board and Urban Forestry Board.

### **Item Summary:**

### **ATTACHMENTS**

- [BOC\\_Summary\\_Sheet\\_AdvisoryBoardOrdAmendments\\_11.16..2021.docx](#)
- [2021 Parks, Recreation and Cultural Resources Advisory Board Amendment - Clean Copy\(3074598.2\).docx](#)
- [2021 Parks, Recreation and Cultural Resources Advisory Board Ordinance Amendment\(3074612.1\).docx](#)
- [2021 Public Art Commission Ordinance - Clean Copy\(3074463.2\).docx](#)
- [2021 Public Art Commission Ordinance Amendment\(3074487.1\).docx](#)
- [2021 Urban Forestry Board Ordinance - Clean Copy\(3074636.2\).docx](#)
- [2021 Urban Forestry Board Ordinance Amendment\(3074642.1\).docx](#)
- [Technology Advisory Board Ordinance Clean Copy\(3055268.2\).docx](#)
- [2021 Technology Advisory Board Ordinance Amendment\(3054923.1\).docx](#)
- [2021 Human Relations Council \(HRC\) Ordinance Amendment - Clean Copy\(3070896.2\).docx](#)
- [2021 Human Relations Council \(HRC\) Ordinance Amendment\(3070893.1\).docx](#)

## Agenda Item: Approval of Advisory Board Ordinance Amendments

### Summary:

As a follow up to the Town Advisory Boards ordinance changes approved in 2020, staff reviewed each ordinance and recommends administrative text changes to clean-up items based on the first year of operation of the revised Boards. The proposed administrative text changes are intended to make the membership requirements clear and consistent as well as address formatting changes within the ordinance. A summary of the ordinances impacted is outlined below. The administrative text changes are detailed in the attachments.

- Human Relations Council -- Chapter 18, Article II
- Parks, Recreation and Cultural Resources Advisory Board – Chapter 22, Article II
- Public Art Commission – Chapter 25, Public Art
- Technology Advisory Board – Chapter 2, Article IV
- Urban Forestry Board – Chapter 34, Vegetation

Requested Action: Approve the Ordinance Amendments for the Human Relations Council, Parks, Recreation and Cultural Resources Advisory Board, Public Art Commission, Technology Advisory Board and Urban Forestry Board.

### Attachments:

1. Human Relations Council
  - a. Ordinance showing the strikethrough changes
  - b. Clean copy
2. Parks, Recreation and Cultural Resources Advisory Board
  - a. Ordinance showing the strikethrough changes
  - b. Clean copy
3. Public Art Commission
  - a. Ordinance showing the strikethrough changes
  - b. Clean copy
4. Technology Advisory Board
  - a. Ordinance showing the strikethrough changes
  - b. Clean copy
5. Urban Forestry Board
  - a. Ordinance showing the strikethrough changes
  - b. Clean copy



## ARTICLE II. - PARKS, RECREATION and CULTURAL RESOURCES ADVISORY BOARD

### Sec. 22-31. Established.

There is established a Parks, Recreation and Cultural Resources Advisory Board.

### Sec. 22-32. Membership; terms of office; removal and vacancies; compensation; ex-officio members.

(a) Membership. The Parks, Recreation and Cultural Resources Advisory Board shall consist of twelve members. Nine members shall be “regular members” and three members shall be “youth members.” All members shall submit an advisory board application to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the Town, except for at least one, but no more than three, regular members who shall be residents of the Town’s extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible. All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) Terms of Office. Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the Parks, Recreation and Cultural Resources Advisory Board for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to one time for any regular member. Youth members shall serve a one- or two-year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three meetings in a calendar year for any reason, then the Board of Commissioners may elect to replace such member for the remainder of said member’s term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term. An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b).

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Parks, Recreation and Cultural Resources Advisory Board as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of

Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

Sec. 22-33. Organization; meetings; quorum; votes.

(a) Organization. The Parks, Recreation and Cultural Resources Advisory Board shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. The Parks, Recreation and Cultural Resources Advisory Board shall elect its own officers who shall include a chairman and vice-chairman. The role of secretary shall be filled by the Town staff member appointed ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the Board of Commissioners. A copy of the bylaws shall be filed with the Town Clerk and shall constitute a public record.

(b) Meetings. The Parks, Recreation and Cultural Resources Advisory Board is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the Parks, Recreation and Cultural Resources Advisory Board. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

Sec. 22-34. Duties.

The duties of the Parks, Recreation and Cultural Resources Advisory Board shall be to advise the Board of Commissioners and Town staff in the operation of the Parks and Recreation Department. This may include recommending policies, programs, activities, acquisition and development of park lands, expansion or modifications to existing facilities, and applications for bonds and grants. Members shall serve as advocates to the community and to the Town Board in promoting cultural activities and providing support for open spaces, greenways, parks, recreational opportunities, programs, and the parks and recreation department as it seeks to enhance the quality of life for its citizens.

Sec. 22-35. Authority.

The Parks, Recreation and Cultural Resources Advisory Board has no special authority.

#### Sec. 22-36. Reports.

The Parks, Recreation and Cultural Resources Advisory Board shall cause an annual report to be prepared and presented to the Board of Commissioners by October 1. The report shall include accomplishments of the past fiscal year and goals for the next fiscal year. Form and content of the report shall be determined by the Parks, Recreation and Cultural Resources Advisory Board, subject to the right of the Board of Commissioners to require additional information. Special reports and recommendations may be made to the Board of Commissioners as the need arises in the judgement of the Parks, Recreation and Cultural Resources Advisory Board or at the specific request of the Board of Commissioners.

## ORDINANCE 2021-XX

### AN ORDINANCE AMENDING CHAPTER 22, ARTICLE II. PARKS, RECREATION and CULTURAL RESOURCES ADVISORY BOARD OF THE CODE OF ORDINANCES OF THE TOWN OF WAKE FOREST

**WHEREAS**, the Town of Wake Forest (the “Town”) established the Parks, Recreation and Cultural Resources Advisory Board as further set forth in Sections 22-31 through 22-36 of the Code of Ordinances of the Town of Wake Forest (collectively, the “Existing Ordinance”).

**WHEREAS**, the Town desires to make certain clarifying revisions to the Existing Ordinance.

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

**Section 1.** Article II of Chapter 22 of the Code of Ordinances of the Town of Wake Forest is hereby amended as follows, with underlined language added and strikethrough language deleted:

#### **Sec. 22-31. - Established.**

There is established a Parks, Recreation and Cultural Resources Advisory Board.

#### **Sec. 22-32. - Membership; terms of office; removal and vacancies; compensation; ex-officio members.**

(a) Membership. The Parks, Recreation and Cultural Resources Advisory Board shall consist of ~~no less than nine members and no more than twelve members. The Board of Commissioners shall appoint members from a list of qualified applicants who have submitted~~ Nine members shall be “regular members” and three members shall be “youth members.” All members shall submit an advisory board application. Members to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the town with the exception of a minimum of one member and a maximum of three members residing outside the corporate limits. Members Town, except for at least one, but no more than three, regular members who shall be residents of the Town’s extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible. All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) Terms of Office. Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the Parks, Recreation



and Cultural Resources Advisory Board for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to one time for any regular member. Youth members shall serve a one- or two-year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three consecutive meetings or more than half of the meetings in one a calendar year ~~without just cause for any reason, then they shall be replaced by the board of commissioners~~ the Board of Commissioners may elect to replace such member for the remainder of said member's term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term ~~by the board of commissioners.~~ An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b). ~~Notwithstanding any provision of this section, all members shall serve at the pleasure of the board of commissioners. The board of commissioners shall appoint one elected official as an ex-officio member and up to three youths as voting members. Youth members must be high school students in grades 11 or 12 and reside in the Town of Wake Forest. Youth members shall serve the same terms as other members. The town manager shall appoint one member of the town staff as an ex-officio member.~~

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Parks, Recreation and Cultural Resources Advisory Board as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

#### **Sec. 22-33. - Organization; meetings; quorum; votes.**

(a) Organization. The Parks, Recreation and Cultural Resources Advisory Board shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. The Parks, Recreation and Cultural Resources Advisory Board shall elect its own officers who shall include a chairman and vice-chairman. The role of secretary shall be filled by the ~~town~~ Town staff member appointed as ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the ~~board of commissioners~~ Board of Commissioners. A copy of the bylaws shall be filed with the ~~town clerk~~ Town Clerk and shall constitute a public record.

(b) Meetings. The Parks, Recreation and Cultural Resources Advisory Board is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the Parks, Recreation and Cultural Resources Advisory Board. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the ~~town clerk~~ Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

**Sec. 22-34. - Duties.**

The duties of the Parks, Recreation and Cultural Resources Advisory Board shall be to advise the Board of Commissioners and ~~town~~ Town staff in the operation of the ~~parks and recreation department~~ Parks and Recreation Department. This may include recommending policies, programs, activities, acquisition and development of park lands, expansion or modifications to existing facilities, and applications for bonds and grants. Members shall serve as advocates to the community and to the ~~town board~~ Town Board in promoting cultural activities and providing support for open spaces, greenways, parks, recreational opportunities, programs, and the parks and recreation department as it seeks to enhance the quality of life for its citizens.

**Sec. 22-35. Authority.**

The Parks, Recreation and Cultural Resources Advisory Board has no special authority.

**Sec. 22-36. Reports.**

The Parks, Recreation and Cultural Resources Advisory Board shall cause an annual report to be prepared and presented to the Board of Commissioners by October 1. The report shall include accomplishments of the past fiscal year and goals for the next fiscal year. Form and content of the report shall be determined by the Parks, Recreation and Cultural Resources Advisory Board, subject to the right of the Board of Commissioners to require additional information. Special reports and recommendations may be made to the Board of Commissioners as the need arises in the judgement of the Parks, Recreation and Cultural Resources Advisory Board or at the specific request of the Board of Commissioners.

**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 become effective immediately upon its adoption.  
This the \_\_\_\_ day of November, 2021.

**APPROVED AS TO FORM:**

**Moved by:** \_\_\_\_\_

\_\_\_\_\_  
Eric Vernon, Town Attorney

**ATTEST:**

\_\_\_\_\_  
Town Clerk

**Seconded By:** \_\_\_\_\_

**Mayor:** \_\_\_\_\_

## ARTICLE II. - PUBLIC ART COMMISSION

### Sec. 25-31. - Established.

There is established a Public Arts Commission (the "Commission").

### Sec. 25-32. - Membership; terms of office; removal and vacancies; compensation; ex-officio members.

(a) Membership. The Commission shall consist of twelve members. Nine members shall be "regular members" and three members shall be "youth members." All members shall submit an advisory board application to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the Town, except for at least one, but no more than three, regular members who shall be residents of the Town's extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible. All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) Terms of Office. Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the Commission for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to one time for any regular member. Youth members shall serve a one- or two-year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three meetings in a calendar year for any reason, then the Board of Commissioners may elect to replace such member for the remainder of said member's term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term. An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b).

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Commission as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

### Sec. 25-33. - Organization; meetings; quorum.

(a) Organization. The Commission shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. The Commission shall elect its own officers who shall



include a chairman and vice-chairman. The role of secretary shall be filled by the Town staff member appointed ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the Board of Commissioners. A copy of the bylaws shall be filed with the Town Clerk and shall constitute a public record.

(b) Meetings. The Commission is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the Commission. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

#### Sec. 25-34. - Duties.

(a) The Commission advises Town residents and its elected officials about public art projects, planning, and program management. Commission members are expected to provide leadership to enhance the experience of public space, be an effective decision-making body to recommend and implement approved public art policy and procedures, and to maintain thoughtful public participation, outreach, and communications concerning public art.

(b) The Commission is charged with creating public art guidelines and annually submitting the annual public art plan to the Board of Commissioners in accordance with Section 25-36 below. Additionally, the Commission will prepare a proposed public art plan for review and consideration by the Board of Commissioners before the annual budget process by March of each year.

(c) Specifications, procedures, standard forms, and guidelines for implementation of the public art program may hereafter be developed and adopted by the Commission, taking into consideration the advice and recommendations of the Town Manager and Chief Financial Officer (CFO). The public art program will follow national standards of best practice for all artist selection processes for projects under consideration, if such practices are permitted by applicable law.

(d) Commission members define the scope of each public art project and recommend the selection of artists to the Mayor and Board of Commissioners for project commissions. As needed, the Commission may designate an artist selection committee to identify the type of calls for artists that will be issued and the criteria for artist selection. In addition, Commission members advise on the acquisition, loan, placement, maintenance, display and disposal of public art and works of art contracted for, placed on, erected on Town property, or which may become the property of the Town through acquisition or otherwise in the custody of the Town, for example, by loan. No public art shall be acquired, loaned, or installed, nor shall existing public art be deaccessioned or removed from public places without prior review by the Commission and approval by the Board of Commissioners.

(e) The Commission shall have the authority to solicit gifts of art on behalf of the Town and to encourage public-spirited citizens to contribute funds, as well as permanent works of art, to the Town and thereby help to beautify the Town and the public buildings and grounds situated therein.

(f) The Commission may designate liaisons from the Commission to relevant Town advisory boards.

#### Sec. 25-35. - Authority.

The Commission has those powers specified in Chapter 25 of the Code of Ordinances.

Sec. 25-36. - Annual arts plan.

After approval of the Town's annual budget by the Board of Commissioners, the CFO or designee shall submit to the Commission the authorized annual budget for eligible projects, specifying the total appropriations dedicated to and available in the municipal public art account for the current fiscal year. The Commission shall thereafter formulate an annual public art plan. The Commission shall be prepared to approve the annual public art plan and submit the plan to the Board of Commissioners for review. The annual public art plan shall reflect the policies established by the Board of Commissioners, the Town's laws and policies, and shall take into consideration the recommendations of the Commission along with funding requests to implement said plan.

Sec. 25-37. - Conflicts of interests.

Any conduct that creates an appearance of impropriety or may otherwise impair a Commission member's or artist selection committee member's judgment in the selection of a project site, finalist, or artist is prohibited. It is understood that the Board of Commissioners requires anyone in a position to receive financial gain from the selection of works of arts or artists to be ineligible to serve on the artist selection committee. Furthermore, artist selection committee members and participating panelists must declare any conflict of interest and recuse themselves if a conflict of interest arises.

## ORDINANCE 2021-XX

### AN ORDINANCE AMENDING CHAPTER 25, ARTICLE II. WAKE FOREST PUBLIC ARTS COMMISSION OF THE CODE OF ORDINANCES OF THE TOWN OF WAKE FOREST

**WHEREAS**, the Town of Wake Forest (the “Town”) established the Public Arts Commission as further set forth in Sections 25-31 through 25-37 of the Code of Ordinances of the Town of Wake Forest (collectively, the “Existing Ordinance”).

**WHEREAS**, the Town desires to make certain clarifying revisions to the Existing Ordinance.

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

**Section 1.** Article II of Chapter 25 of the Code of Ordinances of the Town of Wake Forest is hereby amended as follows, with underlined language added and strikethrough language deleted:

#### **Sec. 25-31. - Established.**

There is established a ~~public arts commission~~ Public Arts Commission (the “Commission”).

#### **Sec. 25-32. - Membership; terms of office; removal and vacancies; compensation; ex-officio members.**

(a) Membership. The ~~commission~~ Commission shall consist of ~~no less than nine members and no more than twelve members. The Board of Commissioners shall appoint members from a list of qualified applicants who have submitted~~ Nine members shall be “regular members” and three members shall be “youth members.” All members shall submit an advisory board application. Members to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the town with the exception of a minimum of one member and a maximum of three members residing outside the corporate limits. Members-Town, except for at least one, but no more than three, regular members who shall be residents of the Town’s extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible. All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) Terms of Office. Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the

~~commission~~Commission for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to one time for any regular member. Youth members shall serve a one- or two-year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three consecutive meetings or more than half of the meetings in one a calendar year ~~without just cause for any reason, then they shall be replaced by the board of commissioners~~ the Board of Commissioners may elect to replace such member for the remainder of said member's term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term ~~by the board of commissioners.~~ An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b). ~~Notwithstanding any provision of this section, all members shall serve at the pleasure of the board of commissioners. The board of commissioners shall appoint one elected official as an ex-officio member and up to three youths as voting members. Youth members must be high school students in grades 11 or 12 and reside in the Town of Wake Forest. Youth members shall serve the same terms as other members. The town manager shall appoint one member of the town staff as an ex-officio member.~~

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Commission as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

#### **Sec. 25-33. - Organization; meetings; quorum; votes.**

(a) Organization. The ~~commission~~Commission shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. The ~~commission~~Commission shall elect its own officers who shall include a chairman and vice-chairman. The role of secretary shall be filled by the ~~town~~Town staff member appointed as ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the ~~board of commissioners~~Board of Commissioners. A copy of the bylaws shall be filed with the ~~town clerk~~Town Clerk and shall constitute a public record.

(b) Meetings. The ~~commission~~Commission is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the ~~commission~~Commission. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the ~~town clerk~~Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

## **Sec. 25-34. - Duties.**

(a) The ~~commission~~Commission advises ~~town~~Town residents and its elected officials about public art projects, planning, and program management. Commission members are expected to provide leadership to enhance the experience of public space, be an effective decision-making body to recommend and implement approved public art policy and procedures, and to maintain thoughtful public participation, outreach, and communications concerning public art.

(b) The ~~commission~~Commission is charged with creating public art guidelines and annually submitting the annual public art plan to the Board of Commissioners in accordance with ~~section~~Section 25-36 below. Additionally, the ~~commission~~Commission will prepare a proposed public art plan for review and consideration by the Board of Commissioners before the annual budget process by March of each year.

(c) Specifications, procedures, standard forms, and guidelines for implementation of the public art program may hereafter be developed and adopted by the ~~commission~~Commission, taking into consideration the advice and recommendations of the ~~town manager~~Town Manager and ~~chief financial officer~~Chief Financial Officer (CFO). The public art program will follow national standards of best practice for all artist selection processes for projects under consideration, if such practices are permitted by applicable law.

(d) Commission members define the scope of each public art project and recommend the selection of artists to the Mayor and Board of Commissioners for project commissions. As needed, the ~~commission~~Commission may designate an artist selection committee to identify the type of calls for artists that will be issued and the criteria for artist selection. In addition, ~~commission~~Commission members advise on the acquisition, loan, placement, maintenance, display and disposal of public art and works of art contracted for, placed on, erected on ~~town~~Town property, or which may become the property of the ~~town~~Town through acquisition or otherwise in the custody of the ~~town~~Town, for example, by loan. No public art shall be acquired, loaned, or installed, nor shall existing public art be deaccessioned or removed from public places without prior review by the ~~commission~~Commission and approval by the Board of Commissioners.

(e) The ~~commission~~Commission shall have the authority to solicit gifts of art on behalf of the ~~town~~Town and to encourage public-spirited citizens to contribute funds, as well as permanent works of art, to the ~~town~~Town and thereby help to beautify the ~~town~~Town and the public buildings and grounds situated therein.

(f) The ~~commission~~Commission may designate liaisons from the ~~commission~~Commission to relevant Town advisory boards.

## **Sec. 25-35 - Authority.**

The ~~commission~~Commission has those powers specified in Chapter 25 of the Code of Ordinances.

## **Sec. 25-36. - Annual arts plan.**

After approval of the ~~town~~Town's annual budget by the Board of Commissioners, the CFO or designee shall submit to the ~~commission~~Commission the authorized annual budget for eligible projects, specifying the total appropriations dedicated to and available in the municipal public art account for the current fiscal year. The ~~commission~~Commission shall thereafter formulate an annual public art plan. The ~~commission~~Commission shall be



prepared to approve the annual public art plan and submit [the plan](#) to the Board of Commissioners for review. The annual public art plan shall reflect the policies established by the Board of Commissioners, the ~~town~~[Town](#)'s laws and policies, and shall take into consideration the recommendations of the ~~commission~~[Commission](#) along with funding requests to implement said plan.

**Sec. 25-37. - Conflicts of interests.**

Any conduct that creates an appearance of impropriety or may otherwise impair a ~~commission~~[Commission](#) member's or artist selection committee member's judgment in the selection of a project site, finalist, or artist is prohibited. It is understood that the Board of Commissioners requires anyone in a position to receive financial gain from the selection of works of arts or artists to be ineligible to serve on the artist selection committee. Furthermore, artist selection committee members and participating panelists must declare any conflict of interest and recuse themselves if a conflict of interest arises.

**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 become effective immediately upon its adoption.  
This the \_\_\_\_ day of November, 2021.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Eric Vernon, Town Attorney

**ATTEST:**

\_\_\_\_\_  
Town Clerk

**Moved by:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Mayor:** \_\_\_\_\_

## DIVISION 2. - URBAN FORESTRY BOARD

### Sec. 34-71. - Established.

There is established an Urban Forestry Board.

### Sec. 34-72. - Membership; terms of office; ex-officio members; compensation.

(a) Membership. The Urban Forestry Board shall consist of twelve members. Nine members shall be “regular members” and three members shall be “youth members.” All members shall submit an advisory board application to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the Town, except for at least one, but no more than three, regular members who shall be residents of the Town’s extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible. All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) Terms of Office. Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the Urban Forestry Board for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to one time for any regular member. Youth members shall serve a one- or two-year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three meetings in a calendar year for any reason, then the Board of Commissioners may elect to replace such member for the remainder of said member’s term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term. An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b).

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Urban Forestry Board as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

### Sec. 34-73. - Organization; meetings; quorum.

(a) Organization. The Urban Forestry Board shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. The Urban Forestry Board shall elect

its own officers who shall include a chairman and vice-chairman. The role of secretary shall be filled by the Town staff member appointed ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the Board of Commissioners. A copy of the bylaws shall be filed with the Town Clerk and shall constitute a public record.

(b) Meetings. The Urban Forestry Board is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the Urban Forestry Board. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

#### Sec. 34-74. - Duties.

The duties of the Urban Forestry Board are as follows:

- (1) To educate residents about the importance of trees and landscaping as it pertains to quality of life;
- (2) To promote and endorse educational programs, promote beautification initiatives, and be aware of policies to support, maintain, and grow our urban forest.
- (3) To participate in community projects with public and private organizations;
- (4) To organize and coordinate a planning committee for the activities, programs, and presentation of seedlings for the Town's Arbor Day and advocate for tree related funding year round; and
- (5) To advise the Urban Forestry Coordinator on any updates of the official planting list, describing the species of tree, shrub, and other plant material which may be used for the requirements of the Unified Development Ordinance.

#### Sec. 34-75. - Authority.

The Urban Forestry Board has no special authority.

#### Sec. 34-76. - Reports.

The Urban Forestry Board shall cause an annual report to be prepared and presented to the board of commissioners by October 1. The report shall include accomplishments of the past fiscal year and goals for the next fiscal year. Form and content of the report shall be determined by the Urban Forestry Board, subject to the right of the Board of Commissioners to require additional information. Special reports and recommendations may be made to the Board of Commissioners as the need arises in the judgement of the Urban Forestry Board or at the specific request of the Board of Commissioners.



## ORDINANCE 2021-XX

### AN ORDINANCE AMENDING CHAPTER 34, ARTICLE II, DIVISION 2. URBAN FORESTRY BOARD OF THE CODE OF ORDINANCES OF THE TOWN OF WAKE FOREST

**WHEREAS**, the Town of Wake Forest (the “Town”) established the Urban Forestry Board as further set forth in Sections 34-71 through 34-76 of the Code of Ordinances of the Town of Wake Forest (collectively, the “Existing Ordinance”).

**WHEREAS**, the Town desires to make certain clarifying revisions to the Existing Ordinance.

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

**Section 1.** Division 2, Article II of Chapter 34 of the Code of Ordinances of the Town of Wake Forest is hereby amended as follows, with underlined language added and strikethrough language deleted:

#### **Sec. 34-71. - Established.**

There is established an ~~urban forestry board~~ Urban Forestry Board.

#### **Sec. 34-72. - Membership; terms of office; removal and vacancies; compensation; ex-officio members.**

(a) Membership. The ~~urban forestry board~~ Urban Forestry Board shall consist of ~~no less than nine members and no more than twelve members. The Board of Commissioners shall appoint members from a list of qualified applicants who have submitted~~ Nine members shall be “regular members” and three members shall be “youth members.” All members shall submit an advisory board application. Members to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the town with the exception of a minimum of one member and a maximum of three members residing outside the corporate limits. Members Town, except for at least one, but no more than three, regular members who shall be residents of the Town’s extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible. All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) Terms of Office. Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the ~~urban forestry board~~ Urban Forestry Board for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to



one time for any regular member. Youth members shall serve a one- or two-year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three consecutive meetings or more than half of the meetings in one a calendar year without just cause for any reason, then they shall be replaced by the board of commissioners the Board of Commissioners may elect to replace such member for the remainder of said member's term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term by the board of commissioners. An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b). Notwithstanding any provision of this section, all members shall serve at the pleasure of the board of commissioners. The board of commissioners shall appoint one elected official as an ex-officio member and up to three youths as voting members. Youth members must be high school students in grades 11 or 12 and reside in the Town of Wake Forest. Youth members shall serve the same terms as other members. The town manager shall appoint one member of the town staff as an ex-officio member.

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Urban Forestry Board as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

#### **Sec. 34-73. - Organization; meetings; quorum; votes.**

(a) Organization. The urban forestry board Urban Forestry Board shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. The urban forestry board Urban Forestry Board shall elect its own officers who shall include a chairman and vice-chairman. The role of secretary shall be filled by the town Town staff member appointed as ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the board of commissioners Board of Commissioners. A copy of the bylaws shall be filed with the town clerk Town Clerk and shall constitute a public record.

(b) Meetings. The urban forestry board Urban Forestry Board is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the urban forestry board Urban Forestry Board. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the town clerk Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

**Sec. 34-74. - Duties.**

The duties of the ~~urban forestry board~~ Urban Forestry Board are as follows:

- (1) To educate residents about the importance of trees and landscaping as it pertains to quality of life;
- (2) To promote and endorse educational programs, promote beautification initiatives, and be aware of policies to support, maintain, and grow our urban forest.
- (3) To participate in community projects with public and private organizations;
- (4) To organize and coordinate a planning committee for the activities, programs, and presentation of seedlings for the Town's Arbor Day and advocate for tree related funding year round; and
- (5) To advise the Urban Forestry Coordinator on any updates of the official planting list, describing the species of tree, shrub, and other plant material which may be used for the requirements of the Unified Development Ordinance.

**Sec. 34-75. Authority.**

The ~~urban forestry board~~ Urban Forestry Board has no special authority.

**Sec. 34-76. Reports.**

The ~~urban forestry board~~ Urban Forestry Board shall cause an annual report to be prepared and presented to the Board of Commissioners by October 1. The report shall include accomplishments of the past fiscal year and goals for the next fiscal year. Form and content of the report shall be determined by the ~~urban forestry board~~ Urban Forestry Board, subject to the right of the Board of Commissioners to require additional information. Special reports and recommendations may be made to the Board of Commissioners as the need arises in the judgement of the ~~urban forestry board~~ Urban Forestry Board or at the specific request of the Board of Commissioners.

**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 become effective immediately upon its adoption.

This the \_\_\_\_ day of November, 2021.

**APPROVED AS TO FORM:**

**Moved by:** \_\_\_\_\_

\_\_\_\_\_  
Eric Vernon, Town Attorney

**Seconded By:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Town Clerk

**Mayor:**

\_\_\_\_\_

Sec. 2-151. - Established.

There is established a Wake Forest Technology Advisory Board.

Sec. 2-152. - Membership; terms of office; removal and vacancies; compensation; ex-officio members.

(a) Membership. The Technology Advisory Board shall consist of twelve members. Nine members shall be “regular members” and three members shall be “youth members.” All members shall submit an advisory board application to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the Town, except for at least one, but no more than three, regular members who shall be residents of the Town’s extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible. All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) Terms of Office. Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the Technology Advisory Board for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to one time for any regular member. Youth members shall serve a one- or two-year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three meetings in a calendar year for any reason, then the Board of Commissioners may elect to replace such member for the remainder of said member’s term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term. An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b).

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Technology Advisory Board as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

Sec. 2-153. - Organization; meetings; quorum.

(a) Organization. The Technology Advisory Board shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. The Technology Advisory

Board shall elect its own officers who shall include a chairman and vice-chairman. The role of secretary shall be filled by the Town staff member appointed ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the Board of Commissioners. A copy of the bylaws shall be filed with the Town Clerk and shall constitute a public record.

(b) Meetings. The Technology Advisory Board is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the Technology Advisory Board. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

#### Sec. 2-154. - Duties.

The duties of the Technology Advisory Board shall be to advise the Board of Commissioners and Town staff in matters of technology on which the Board of Commissioners deems necessary or appropriate to receive advice. The Technology Advisory Board's duties shall also include such other matters assigned to it by the Board of Commissioners.

#### Sec. 2-155. - Authority.

The Technology Advisory Board has no special authority.

#### Sec. 2-156. - Reports.

The Technology Advisory Board shall cause an annual report to be prepared and presented to the Board of Commissioners by October 1. The report shall include accomplishments of the past fiscal year and goals for the next fiscal year. Form and content of the report shall be determined by the Technology Advisory Board, subject to the right of the Board of Commissioners to require additional information. Special reports and recommendations may be made to the Board of Commissioners as the need arises in the judgment of the Technology Advisory Board or at the specific request of the Board of Commissioners.



## ORDINANCE 2021-XX

### AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV. WAKE FOREST TECHNOLOGY ADVISORY BOARD OF THE CODE OF ORDINANCES OF THE TOWN OF WAKE FOREST

**WHEREAS**, the Town of Wake Forest (the “Town”) established the Technology Advisory Board as further set forth in Sections 2-151 through 2-156 of the Code of Ordinances of the Town of Wake Forest (collectively, the “Existing Ordinance”).

**WHEREAS**, the Town desires to make certain clarifying revisions to the Existing Ordinance.

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

**Section 1.** Article IV of Chapter 2 of the Code of Ordinances of the Town of Wake Forest is hereby amended as follows, with underlined language added and strikethrough language deleted:

#### **Sec. 2-151. - Established.**

There is established a Wake Forest Technology Advisory Board.

#### **Sec. 2-152. - Membership; terms of office; removal and vacancies; compensation; ex-officio members.**

(a) Membership. ~~The Wake Forest Technology Advisory Board shall consist of no less than nine members and no more than twelve members. The Board of Commissioners shall appoint members from a list of qualified applicants who have submitted~~ Nine members shall be “regular members” and three members shall be “youth members.” All members shall submit an advisory board application. Members to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the town with the exception of a minimum of one member and a maximum of three members residing outside the corporate limits. Members Town, except for at least one, but no more than three, regular members who shall be residents of the Town’s extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible. All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) Terms of Office. Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the ~~technology~~

~~advisory board~~ Technology Advisory Board for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to one time for any regular member. Youth members shall serve a one- or two-year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three consecutive meetings or more than half of the meetings in one a calendar year ~~without just cause for any reason, then they shall be replaced by the board of commissioners~~ the Board of Commissioners may elect to replace such member for the remainder of said member's term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term ~~by the board of commissioners.~~ An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b). ~~Notwithstanding any provision of this section, all members shall serve at the pleasure of the board of commissioners. The board of commissioners shall appoint one elected official as an ex-officio member and up to three youths as voting members. Youth members must be high school students in grades 11 or 12 and reside in the Town of Wake Forest. Youth members shall serve the same terms as other members. The town manager shall appoint one member of the town staff as an ex-officio member.~~

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Technology Advisory Board as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

#### **Sec. 2-153. - Organization; meetings; quorum; votes.**

(a) Organization. ~~The technology advisory board~~ Technology Advisory Board shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. ~~The technology advisory board~~ Technology Advisory Board shall elect its own officers who shall include a chairman and vice-chairman. The role of secretary shall be filled by the ~~town~~ Town staff member appointed as ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the ~~board of commissioners~~ Board of Commissioners. A copy of the bylaws shall be filed with the ~~town clerk~~ Town Clerk and shall constitute a public record.

(b) Meetings. ~~The technology advisory board~~ Technology Advisory Board is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the ~~technology advisory board~~ Technology Advisory Board. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the ~~town clerk~~ Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

**Sec. 2-154. - Duties.**

The duties of the ~~technology advisory board~~ Technology Advisory Board shall be to advise the Board of Commissioners ~~board of commissioners~~ and ~~town~~ Town staff in matters of technology it deems of interest to the ~~board of commissioners and/or the residents of Wake Forest, or~~ on which the Board of Commissioners deems necessary or appropriate to receive advice. The Technology Advisory Board's duties shall also include such other matters assigned to it by the Board of Commissioners.~~board of commissioners.~~

**Sec. 2-155. - Authority.**

The ~~technology advisory board~~ Technology Advisory Board has no special authority.

**Sec. 2-156. - Reports.**

The ~~technology advisory board~~ Technology Advisory Board shall cause an annual report to be prepared and presented to the ~~board of commissioners~~ Board of Commissioners by October 1. The report shall include accomplishments of the past fiscal year and goals for the next fiscal year. Form and content of the report shall be determined by the ~~technology advisory board~~ Technology Advisory Board, subject to the right of the ~~board of commissioners~~ Board of Commissioners to require additional information. Special reports and recommendations may be made to the ~~board of commissioners~~ Board of Commissioners as the need arises in the judgment of the ~~technology advisory board~~ Technology Advisory Board or at the specific request of the ~~board of commissioners~~ Board of Commissioners.

**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 become effective immediately upon its adoption.  
This the \_\_\_\_ day of \_\_\_\_\_, 2021.

**APPROVED AS TO FORM:**

**Moved by:** \_\_\_\_\_

\_\_\_\_\_  
Eric Vernon, Town Attorney

**Seconded By:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Town Clerk

**Mayor:** \_\_\_\_\_

## ARTICLE II. - HUMAN RELATIONS COUNCIL

### Sec. 18-31. - Established.

There is established a Human Relations Council.

### Sec. 18-32. - Membership; terms of office; removal and vacancies; compensation; ex-officio members.

(a) Membership. The Human Relations Council shall consist of twelve members. Nine members shall be "regular members" and three members shall be "youth members." All members shall submit an advisory board application to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the Town, except for at least one, but no more than three, regular members who shall be residents of the Town's extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. **In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible.** All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) Terms of Office. Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the Human Relations Council for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to one time for any regular member. Youth members shall serve a one- or two- year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three meetings in one calendar year for any reason, then the Board of Commissioners may elect to replace such member for the remainder of said member's term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term. An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b).

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Human Relations Council as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

### Sec. 18-33. - Organization; meetings; quorum.

(a) Organization. The Human Relations Council shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. The Human Relations Council shall elect its own officers who shall include a chairman and vice-chairman. The role of secretary shall be filled by the Town staff member appointed ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the Board of Commissioners. A copy of the bylaws shall be filed with the Town Clerk and shall constitute a public record.



(b) Meetings. The Human Relations Council is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the Human Relations Council. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

#### Sec. 18-34. - Duties.

The duties of the Human Relations Council are as follows:

(1) To encourage understanding and good will between all citizens regardless of race, sex, religion, creed, family status, disability, nationality or economic status, and thus promote the general welfare of the Town;

(2) To report to and recommend to the Board of Commissioners measures to promote the welfare of the Town;

(3) To identify concerns within the Town which could jeopardize the welfare of the Town;

(4) To act as an impartial public forum so that there will be better communication between all segments of the Town;

(5) To promote peace, understanding, respect, good will and harmony among all Town citizens;

(6) To hold its meetings in various locations of the Town to promote good relations in all areas and to afford as many citizens as possible the opportunity to attend such meetings;

(7) To sponsor meetings and forums intended to lead all citizens to a clearer understanding of the true meaning of responsible citizenship in the Town, of the obligations inherent in being a good citizen and of the need for mutual understanding and respect by all citizens for each other.

#### Sec. 18-35. - Authority.

The Human Relations Council has no special authority.

#### Sec. 18-36. - Reports.

The Human Relations Council shall cause an annual report to be prepared and presented to the Board of Commissioners by October 1. The report shall include accomplishments of the past fiscal year and goals for the next fiscal year. Form and content of the report shall be determined by the Human Relations Council, subject to the right of the Board of Commissioners to require additional information. Special reports and recommendations may be made to the Board of Commissioners as the need arises in the judgement of the Human Relations Council or at the specific request of the Board of Commissioners.

## ORDINANCE 2021-XX

### AN ORDINANCE AMENDING CHAPTER 18, ARTICLE II. WAKE FOREST HUMAN RELATIONS COUNCIL OF THE CODE OF ORDINANCES OF THE TOWN OF WAKE FOREST

**WHEREAS**, the Town of Wake Forest (the “Town”) established the Human Relations Council as further set forth in Sections 18-31 through 18-36 of the Code of Ordinances of the Town of Wake Forest (collectively, the “Existing Ordinance”).

**WHEREAS**, the Town desires to make certain clarifying revisions to the Existing Ordinance.

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

**Section 1.** Article II of Chapter 18 of the Code of Ordinances of the Town of Wake Forest is hereby amended as follows, with underlined language added and strikethrough language deleted:

#### **Sec. 18-31. - Established.**

There is established a Human Relations Council~~human relations council~~.

#### **Sec. 18-32. - Membership; terms of office; removal and vacancies; compensation; ex-officio members;~~compensation~~.**

(a) **Membership.** The ~~human relations council~~ Human Relations Council shall consist of ~~no less than nine members and no more than twelve members. The Board of Commissioners shall appoint members from a list of qualified applicants who have submitted~~ Nine members shall be “regular members” and three members shall be “youth members.” All members shall submit an advisory board application. ~~Members to the Board of Commissioners and be appointed by the Board of Commissioners. Unless waived by the Board of Commissioners, all regular members shall be residents of the town with the exception of a minimum of one member and a maximum of three members residing outside the corporate limits. Members~~ Town, except for at least one, but no more than three, regular members who shall be residents of the Town’s extraterritorial planning jurisdiction. All youth members must be high school students enrolled in grades 11 or 12, and residents of the Town. In addition, every effort shall be made to appoint representatives from all segments of the community, so that the membership will be as diverse as possible. All regular and youth members shall serve at the pleasure of the Board of Commissioners.

(b) **Terms of Office.** Regular members shall serve three-year staggered terms with three regular members to be appointed or reappointed each year. No regular member shall serve more than two full three-year consecutive terms. Once a regular member has served two full consecutive terms, the regular member must be off the ~~human relations~~

~~council~~-Human Relations Council for a minimum of one year before being eligible to serve again. This term limit requirement may be waived by the Board of Commissioners up to one time for any regular member. Youth members shall serve a one- or two-year term depending on their grade level.

(c) Removals and Vacancies. If any regular or youth member shall fail to attend three consecutive meetings or more than half of the meetings in one a calendar year ~~without just cause for any reason, then they shall be replaced by the board of commissioners~~ the Board of Commissioners may elect to replace such member for the remainder of said member's term. Any vacancy that occurs during a term shall be filled by the Board of Commissioners for the remainder of the unexpired term ~~by the board of commissioners.~~ An unexpired term or a term of less than three years shall not count towards the term limit provision set forth in subsection (b). ~~Notwithstanding any provision of this section, all members shall serve at the pleasure of the board of commissioners. The board of commissioners shall appoint one elected official as an ex-officio member and up to three youths as voting members. Youth members must be high school students in grades 11 or 12 and reside in the Town of Wake Forest. Youth members shall serve the same terms as other members. The town manager shall appoint one member of the town staff as an ex-officio member.~~

(d) Compensation. Members shall receive no compensation for their services.

(e) Ex-Officio Members. Two ex-officio members shall be appointed to the Human Relations Council as follows: (i) a member of the Town staff appointed by the Town Manager, and (ii) an elected official appointed by the Board of Commissioners. The ex-officio elected official shall serve at the pleasure of the Board of Commissioners and the ex-officio Town staff member shall serve at the pleasure of the Town Manager. Ex-officio members are not eligible to vote and will not be included for the purposes of calculating quorum.

### **Sec. 18-33. - Organization; meetings; quorum; votes.**

(a) Organization. ~~The human relations council~~ Human Relations Council shall meet for the purpose of organization as soon as reasonably possible after January 1 of each year. ~~The human relations council~~ Human Relations Council shall elect its own officers who shall include a chairman and vice-chairman. The role of secretary shall be filled by the ~~town~~ Town staff member appointed as ex-officio or his/her designee. The members shall propose bylaws for the transaction of business subject to the approval of such bylaws by the ~~board of commissioners~~ Board of Commissioners. A copy of the bylaws shall be filed with the ~~town clerk~~ Town Clerk and shall constitute a public record.

(b) Meetings. ~~The human relations council~~ Human Relations Council is a public body and shall meet on a regular basis but not less than quarterly. A special meeting may be called by the chairman, vice-chairman or any three members of the ~~human relations council~~ Human Relations Council. All meetings shall be held in accordance with G.S. 143-318.9 *et seq.* Minutes shall be kept by the secretary or his/her designee and filed with the ~~town clerk~~ Town Clerk.

(c) Quorum. A quorum shall consist of a majority of the regular and youth members currently appointed. No proxies shall be allowed.

#### **Sec. 18-34. - Duties.**

The duties of the ~~human relations council~~ Human Relations Council are as follows:

- (1) To encourage understanding and good will between all citizens regardless of race, sex, religion, creed, family status, disability, nationality or economic status, and thus promote the general welfare of the ~~town~~ Town;
- (2) To report to and recommend to the ~~board of commissioners~~ Board of Commissioners measures to promote the welfare of the ~~town~~ Town;
- (3) To identify concerns within the ~~town~~ Town which could jeopardize the welfare of the ~~town~~ Town;
- (4) To act as an impartial public forum so that there will be better ~~communication~~ communications between all segments of the ~~town~~ Town;
- (5) To promote peace, understanding, respect, good will and harmony among all ~~town~~ Town citizens;
- (6) To hold its meetings in various locations of the ~~town~~ Town to promote good relations in all areas and to afford as many citizens as possible the opportunity to attend such meetings;
- (7) To sponsor meetings and forums intended to lead all citizens to a clearer understanding of the true meaning of responsible citizenship in the ~~town~~ Town, of the obligations inherent in being a good citizen and of the need for mutual understanding and respect by all citizens for each other.

#### **Sec. 18-35. - Authority.**

The ~~human relations council~~ Human Relations Council has no special authority.

#### **Sec. 18-36. - Reports.**

The ~~human relations council~~ Human Relations Council shall cause an annual report to be prepared and presented to the ~~board of commissioners~~ Board of Commissioners by October 1. The report shall include accomplishments of the past fiscal year and goals for the next fiscal year. Form and content of the report shall be determined by the ~~human relations council~~ Human Relations Council, subject to the right of the ~~board of commissioners~~ Board of Commissioners to require additional information. Special reports and recommendations may be made to the ~~board of commissioners~~ Board of Commissioners as the need arises in the judgment of the ~~human relations council~~ Human Relations Council or at the specific request of the ~~board of commissioners~~ Board of Commissioners.

**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 become effective immediately upon its adoption.

This the \_\_\_\_ day of \_\_\_\_\_, 2021.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Eric Vernon, Town Attorney

**ATTEST:**

\_\_\_\_\_  
Town Clerk

**Moved by:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Mayor:** \_\_\_\_\_





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-371-  
Submitted by: Dylan Bruchhaus  
Submitting Department:  
Meeting Date: November 16, 2021

### **SUBJECT**

Resolution Authorizing the Town Manager to Execute, on Behalf of the Town of Wake Forest, the Professional Design and Engineering Services Contract for Dunn Creek Phase 4.

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [Summary Sheet](#)
- [Resolution](#)
- [Attachment A-Dunn Creek Phase 4 RFP](#)
- [Attachment B-Proposed Scope of Work & Fee Schedule](#)

**Agenda Item:** Resolution Authorizing the Town Manager to Execute, on Behalf of the Town of Wake Forest, the Professional Design and Engineering Services Contract for Dunn Creek Phase 4.

**Summary:** Approval for the Town Manager to enter into a contract with Kimley-Horn for professional design and engineering services for Dunn Creek Phase 4. A Request for Proposals (RFP) was issued on August 31, 2021, to pre-approved on-call firms and responses were due September 22, 2021. Staff received five proposals and Planning staff scored the proposals, with Kimley-Horn receiving the highest score. Staff is recommending the Town engage with Kimley-Horn for professional services. The proposed lump sum fee is \$188,855.00.

**Attachments:** Attachment A: Dunn Creek Phase 4 RFP  
Attachment B: Proposed Scope of Work & Fee Schedule  
Resolution

RESOLUTION 2021-XXX

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE, ON  
BEHALF OF THE TOWN OF WAKE FOREST, THE PROFESSIONAL  
DESIGN AND ENGINEERING SERVICES CONTRACT FOR DUNN CREEK  
PHASE 4

WHEREAS, the Town of Wake Forest desires to continue to implement the Comprehensive Transportation Plan across the Town in order to improve bicycle and pedestrian facilities; and

WHEREAS, consistent with the Town's purchasing policy, on August 31, 2021, the Town published a Request for Proposal (RFP) inviting pre-approved on-call engineering firms to submit proposals; and

WHEREAS, on September 22, 2021, the Town received a total of five submissions; and

WHEREAS, a selection committee consisting of staff from Wake Forest Planning reviewed the RFPs and Kimley-Horn was selected as the top scoring firm; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Town of Wake Forest hereby authorizes the Town Manager to execute a contract with Kimley-Horn in the amount of \$188,855.00 for design and engineering services for Dunn Creek Phase 4.

This the 4<sup>th</sup> day of November, 2021.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Mayor: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Town Clerk

## Bruchhaus, Dylan

---

**From:** Bruchhaus, Dylan  
**Sent:** Tuesday, August 31, 2021 5:11 PM  
**To:** Bruchhaus, Dylan  
**Cc:** West, Brad  
**Subject:** Wake Forest On-Call Opportunity - Greenway Design and Engineering  
**Attachments:** Dunn Creek Phase 4.pdf

On-Call Firms:

The Town of Wake Forest presents the following RFP:

### Introduction:

The Town of Wake Forest (Town) is requesting informal proposals from the Town's on-call consultants for design and engineering (construction plans) of Dunn Creek Phase 4.

### Project Description:

Dunn Creek Phase 4 is a 0.56-mile extension of the Dunn Creek Greenway in Wake Forest. The project would tie into existing greenway segments constructed by private development and would connect into Del Webb at Traditions, The Orchards at Traditions, and Flaherty Farms, which provides housing for students at the Southeastern Baptist Theological Seminary. See the attached exhibit for the location of the project.

The project would require two greenway easements, one through Del Webb at Tradition's common open space and the other at Flaherty Farms. Town staff is looking to acquire the necessary easement at Del Webb in the upcoming months. Staff is planning conversations with the Seminary for easement acquisition, however, there is no timeline at this time, and acquisitions would be separate from this process and proposal.

The project would require a stream crossing between the Del Webb neighborhood and Flaherty Park. Flaherty Park has additional USGS blue line streams that may need to be crossed as part of the project.

At this time, the Town does not have funding for construction, however, the tasks in this scope are anticipated for the development of a shovel-ready project. The consultant will provide the following services and documents.

### Deliverables:

1. Site Survey
2. Utility Design and Coordination (if applicable)
3. Natural Systems/Permitting/Hydraulic/Erosion Control (if applicable)
4. Geotechnical Investigation
5. 30% Drawings/Schematic Design
6. 60% Design Drawings
7. 90% Design Drawings/Design Specifications/Permits/Easements
8. 100% Final Plans
9. Boardwalk Design (if applicable)
10. Natural Resources and Environmental Permitting, (if applicable)
11. Agency Permitting and Environmental Letters (if applicable)
12. Signage and Wayfinding Plan
13. Engineer's Estimate for Cost of Construction

All plan submissions should be through the Town's IDT application system. The consultant team will be responsible for addressing staff comments and attending any Pre-Application Meetings and/or Technical Review Committee meetings to discuss the plan submissions. The team will be responsible for adhering strictly to published Town review timelines.

### **Proposal Format and Content:**

The proposal shall be informal and brief. The following content should be included:

- A brief description of the project scope
- Any anticipated obstacles/missing information from RFP
- Proposed schedule from Notice to Proceed. The Anticipated Notice to Proceed is October 29, 2021.
- Breakdown of project costs and fees

Proposals should be informal and brief, only including a brief summary and the required content listed above. The summary and scope may be combined. Proposals must be submitted electronically (PDF) no later than September 22, 2021, at 5:00 pm. No submittals will be accepted after this time and early submission is encouraged.

If there are any questions related to the request above, please reply directly to this email and cc Brad West at [bwest@wakeforestnc.gov](mailto:bwest@wakeforestnc.gov).

Sincerely,



**Dylan Bruchhaus, AICP, CZO**  
*Planner II*

301 South Brooks Street  
Wake Forest, NC 27587-2901  
919-435-9510 (o)  
919-435-9512 (d)  
919-435-9539 (f)  
[www.wakeforestnc.gov](http://www.wakeforestnc.gov)







## Town of Wake Forest Greenway Network

- Existing Greenway
- Proposed Greenway
- Dunn Creek Phase 4

0 0.25 Miles



October 8, 2021

Mr. Dylan Bruchhaus  
Planner II  
Town of Wake Forest  
301 South Brooks Street  
Wake Forest, North Carolina 27587-2901

Re: Professional Engineering Services  
Dunn Creek Greenway Phase 4

Dear Mr. Bruchhaus:

Kimley-Horn and Associates, Inc. (“KHA” or “Consultant”) is pleased to submit this Letter Agreement to the Town of Wake Forest (“Town” or “the Client”) for providing professional engineering services for the above referenced project (the “Project”). Our project understanding, scope of services, schedule, and fee are below.

## **Project Understanding**

The purpose of this project is to design phase 4 of the Dunn Creek Greenway, an extension to the existing multi-use path system as part of the Town’s Open Space & Greenways Plan. The project area and general description of work for this scope of services includes the following:

- Dunn Creek Phase 4 is a 0.56-mile extension of the Dunn Creek Greenway in Wake Forest. The project would tie into existing greenway segments constructed by private development and would connect into Del Webb at Traditions, The Orchards at Traditions, and Flaherty Farms. The project will require two greenway easements, one through Del Webb at Tradition’s common open space and the other at Flaherty Farms. Town staff is looking to acquire the necessary easement at Del Webb in the upcoming months. Town Staff is in planning conversations with the Seminary for easement acquisition, however, there is currently no timeline. Easement acquisitions will be considered a separate process will not be included in this project. It is estimated that the project will take 9 months to complete design.

## **Scope of Services**

Consultant will provide the services specifically set forth below.

### ***Task 1 – Location and Surveys (McKim & Creed)***

See McKim & Creed Survey Scope of Work September 14, 2021 (Attachment B).

### ***Task 2 – Geotechnical Investigations (Falcon Engineering, Inc.).***

See Falcon Engineering Scope of Work Dated September 14, 2021 (Attachment C).

### ***Task 3 – Meetings and Coordination***

**Project Kick-Off Meeting.** Upon receiving notice to proceed, a project kick-off meeting will be held onsite to discuss the project's objectives and critical issues, particularly regarding coordination and scheduling between the different parties involved. This meeting will also establish the preferred greenway location. During this meeting the Consultant and these parties will finalize the project schedule, determine the extent of existing data available, define additional data to be collected, and establish an approval process.

Consultant will distribute a written summary of the Project Kick-Off meeting and a final project schedule based on the results of this meeting.

**Design Review Meetings** - Review meetings with the Town included in this scope of services will occur as specifically identified herein. These meetings will be scheduled in conjunction with the monthly progress meetings to the extent possible in respect to the overall project schedule.

**Progress Meetings** - Progress meetings with the Town will be held monthly to provide an update on the project schedule and coordinate the outstanding issues. Consultant shall provide up to two (2) staff to attend a maximum of ten (10) progress meetings associated with the Project.

**Town Greenway Advisory Board Meetings** - Consultant will meet with the Board and present the 30% Preliminary Design and 60% Design Plans for review and comment. Consultant shall provide up to two (2) staff to attend a maximum of two (2) meetings.

Meetings beyond those described above will be considered additional services.

### ***Task 4 – Wetland Delineation and Permitting***

Kimley-Horn will conduct a field investigation to determine the presence of streams, wetlands, and/or open waters within the project area utilizing the three-parameter approach for wetland delineation as described in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands. Potentially jurisdictional features will be assessed and verified in the field using the guidelines presented in the 1987 U.S. Army Corps of Engineers Wetland Delineation Manual and the 2010 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region (Version 2.0). Data forms required for certification by the U.S. Army Corps of Engineers (USACE) and the North Carolina Division of Water Resources (NCDWR) will be completed with the data necessary obtained during field investigations. Any jurisdictional streams will be classified as either perennial or intermittent and will be documented per NCDWR stream classification protocol. Critical points along streams, wetlands, and/or open waters will be flagged and GPS located. Data collected in the field will be sufficient to request a formal Stream Determination from NCDWR and a Preliminary Jurisdictional Determination from the USACE.

Based on the project's location in the Neuse River Basin, streamside riparian buffer zones within the project area may also be regulated by NCDWR. Kimley-Horn will review the most recent NRCS Soil Survey for Wake County and the USGS 1:24,000 topographic maps for the area and determine the

applicability of NCDWR riparian buffer rules within the tract. Data forms will be completed in the field sufficient to request formal NCDWR concurrence as to the applicability of riparian buffers rules within the project area. Kimley-Horn will prepare and submit an online buffer applicability determination request to NCDWR consisting of figures, stream data forms, and the required supporting documentation. Kimley-Horn anticipates that one site inspection will be required with the NCDWR where stream determinations will be reviewed in the field with the applicable agency representative. Kimley-Horn will perform any minor modifications to the stream critical points that may be deemed necessary by the NCDWR in order to obtain concurrence.

Kimley-Horn anticipates that a Preliminary Jurisdictional Determination (JD) will be required to meet the Client's objectives for the project. Kimley-Horn will prepare a Preliminary JD request package for submittal to the USACE. Kimley-Horn will seek to obtain concurrence from the USACE and/or NCDWR on the wetland and stream delineation within the project area. An application will be made to the USACE consisting of a letter, the required figures, and supporting data forms. It is anticipated that one site inspection will be required with the USACE where Kimley-Horn will review the final delineation in the field with applicable agency representatives. Kimley-Horn will perform any minor modifications to the jurisdictional feature boundaries that may be deemed necessary by the USACE in order to obtain concurrence.

The proposed project will likely require a Section 404 Nationwide Permit (NWP) from the USACE, a Section 401 Water Quality Certification (WQC) from NCDWR, and a Riparian Buffer Authorization from NCDWR. It is anticipated that the project will qualify for authorization under Nationwide Permit 14 criteria as a greenway (linear transportation project). Kimley Horn will submit a Pre-Filing Meeting Request to the NCDWR at least 30 days prior to the anticipated submittal of the Pre-Construction Notification (PCN) in compliance with Section 404/401 and Buffer Authorization application package requirements. If requested, Kimley-Horn will conduct a pre-filing/pre-application meeting with the USACE and/or NCDWR to present the permit approach, avoidance/minimization measures, and anticipated impacts. This will include working with the agencies to determine whether mitigation will be required for the project, and if so, the type and amount necessary. Should mitigation be required by the agencies for stream and/or wetland impacts resulting from the project, Kimley-Horn will coordinate with private mitigation banks or the North Carolina Division of Mitigation Services (DMS) In-Lieu Fee Program to reserve mitigation credits for the project. On-site mitigation design services are not included in this scope of services but can be provided as an additional service if required. Kimley-Horn will prepare a draft PCN package for the Town's review. Once reviewed and finalized, Kimley-Horn will submit the final PCN application package on behalf of the Town.

If the regulatory agencies determine that the project does not qualify for authorization under the Nationwide Permit program, and an Individual Section 404/401 Permit is required, these efforts will be considered as an additional service. Upon submittal, Kimley-Horn will track the application through the regulatory review process. This will include addressing up to one additional information request made by the permitting agencies.

### ***Task 5 – 30% Preliminary Plans***

**Preliminary Plans** - Consultant shall design preliminary plans for the Project including

greenway path alignment, potential pipe crossings and bridge locations. These plans will be CAD drafted and will be conceptual in nature. Consultant will submit plan graphics for review and comment by the Town. Consultant shall prepare an OPCC for the project using the preliminary quantities for unit price pay items.

Preliminary plans will include wetland delineation, topographic survey, final recommended horizontal layout, vertical geometry, and construction limits. We will evaluate the alignment and seek to avoid champion trees, wetlands, and other potential impacts along the greenway.

### **Task 6 – Hydraulic Design**

**Hydraulic Analysis** - Consultant will perform hydraulic analysis for drainage pipe crossings and linear ditches along the proposed alignment of the Greenway and Evaluate and design necessary revisions to existing hydraulic structures (drop inlets, cross pipes, headwalls) that may be impacted by the proposed greenway for incorporation into the 60% right of way plans. This analysis will be based upon the topographical information included in the survey and base information available for drainage designs such as GIS contour information, USGS Quad maps, and FEMA information. All hydraulic designs will be completed in accordance with the Town of Wake Forest and NCDOT requirements for Hydraulic Design, whichever is more stringent. The anticipated tasks associated with the drainage design concurrent with the 60% plans include:

- Conduct field reconnaissance of existing and proposed drainage features and patterns associated with proposed greenway pipe crossings and existing ditches. Supplemental hydraulic surveys will be performed in addition to the provided survey, to be used to set proposed bridge elevations and proposed culvert inverts.
- Size all cross pipes along greenway alignment and determine critical greenway profile minimums to allow for the proposed cross pipes. Communicate these critical profile control points to the greenway design staff to facilitate establishing the vertical profile grade. No cross pipes over 72” in diameter are anticipated. If a culvert over 72” is required, a Culvert Survey Report would be required by NCDOT and will be considered additional services. Culverts will be sized using HY-8 software by FHWA.
- Design proposed ditches necessary to appropriately drain low areas adjacent to proposed greenway and to replace existing ditches impacted by the proposed greenway. Design proposed storm drain systems (drop inlets, open end pipes, catch basins, etc.) along the proposed curb and gutter sections utilizing Geopak Drainage software.
- Evaluate and design necessary revisions to existing hydraulic structures (drop inlets, cross pipes, headwalls) that may be impacted by the proposed greenway.
- Finalize hydraulic designs for ditches, storm drainage systems, drop inlet locations, outfall analyses, and final cross pipe designs.
- Draft the proposed drainage features (ditches, cross pipes, inlets, etc.) and all associated labeling.
- Draft the proposed ditches and final cross pipes into the greenway profile sheets. These ditch profiles will be processed in Geopak to generate the proposed ditches in cross section.
- Complete Drainage Summary Sheet.



### **Task 7 – Stream Modeling**

It is assumed that the proposed greenway will include a new location pedestrian bridge over Dunn Creek, a FEMA re-delineated stream with both an effective and preliminary Flood Insurance Study (FIS). It is anticipated that the proposed pedestrian crossing will encroach into the FEMA 100-year floodplain and regulatory floodway and will require a hydraulic analysis. This evaluation will include a HEC-RAS based analysis of the proposed crossing to determine impacts to the Base Flood Elevation (BFE). If this evaluation demonstrates that the proposed project does not cause increases in base flood levels, the proposed project can be permitted through a No-Rise Certification. This scope of work assumes that a No-Rise Certification can be achieved for this project. If the proposed project is shown to cause increases in base flood levels, pedestrian crossing design modifications will be made toward the goal of achieving a No-Rise Certification. If a No-Rise Certification is not achieved, then the project will require FEMA-permitting through a Conditional Letter of Map Revision (CLOMR). This would be considered an additional service.

It is assumed that the preliminary FEMA study for Dunn Creek will be used as the base model for this analysis. It is assumed that the FEMA discharges will not be revised for this analysis. The hydraulic analysis and No-Rise Certification process will include the following steps:

- Perform a field investigation and gather supplemental hydraulic survey
- Review effective and preliminary FEMA hydrologic and hydraulic modeling data for Dunn Creek
- Develop duplicate effective, corrective effective, and existing conditions HEC-RAS modeling plans. The corrected effective and existing conditions modeling geometries will incorporate corrections to the base model based on survey and field investigation data
- Develop conceptual crossing design alternatives for hydraulic evaluation
- Develop revised conditions HEC-RAS modeling plans to evaluate proposed crossing options. Coordination with roadway, structural, and environmental design teams will be required for the development of design alternatives that meet Town and FEMA requirements.
- Calculate scour potential at proposed bridge piers and abutments
- Prepare a No-Rise Certification Report and Floodplain Development Permit
- Coordinate with Town Floodplain Manager to facilitate review and approval of the No-Rise Certification Report and Floodplain Development Permit

### **Task 8 – 60% Right-of-Way Plans**

**Design Plans** - Consultant shall incorporate the Town's comments received from the 30% Preliminary Design plans and refine the design. Consultant will prepare 60% plans consisting of final greenway horizontal alignment, vertical geometry, cross sections, construction limits, proposed easements, pavement marking, and signing plans. The designs will be performed in accordance with applicable Town, CORPUD, NCDOT, and AASHTO standards and guidelines.

Consultant will prepare the multi-use path plans on combined plan and profile sheets at a scale of 1" = 40' horizontal and 1" = 4' vertical. Consultant will prepare preliminary cross sections at a scale of 1" = 10'. This submittal will include an updated opinion of probable construction cost. Consultant will provide a

Quality Control/Quality Assurance review of the preliminary right-of-way plans prior to submittal. The Consultant will submit electronic plans through the Town's IDT site.

**Signage and Wayfinding Plans** - Consultant shall develop signing plans in accordance with MUTCD, NCDOT, and Town requirements, as well as, wayfinding for the Project using the Town's Comprehensive Wayfinding Plan for Parks and Greenways. Plans shall include sign locations, sign types, other appropriate information and sufficient dimensioning for field layout.

**Erosion and Sediment Control (ESC) Design** - Consultant will design and specify control measures which minimize erosion and limit off-site sedimentation during construction. The design will be in accordance with the requirements of the NCDENR and the Town. Erosion and sediment control measures will be identified on plan sheets with non-standard details not included in the NCDENR Erosion Control Manual drawn as a part of the plan set. The Consultant will submit these plans and calculations to the Town for review prior to the NCDENR submittal. The Consultant will then submit the necessary application, calculations, and erosion control plans to the NCDENR Division of Land Quality Regional Consultant to apply for a grading permit.

**Final Right-of-Way Plans** - Consultant will participate in a "Plans in Hand" field review and revise the final plans in accordance with the field review. The plans will also be revised based on comments received at the preliminary right-of-way plans review meeting and comments from environmental agencies. These plans will be considered Final Right of Way Plans (75% Plans). The Town will use these plans for use during the Right of Way and Easement Acquisition phase of the project. Kimley-Horn services related to easement acquisitions will be considered additional services and are not included in this project.

**Public Utility Coordination** - Consultant will locate and identify ownership of private utilities located within the project and coordinate with the utility owners on what will need to be relocated, adjusted, or abandoned. Water and Sewer adjustments will be made by the contractor, but all other adjustments will be made by the utility owner.

Coordination with private utility owners is not anticipated and will be considered additional services.

### **Task 9 – Structure Design**

It is anticipated that Dunn Creek Greenway Phase 4 will have one (1) pedestrian bridge with an approximate length of 60 feet. The structure design will be performed in accordance with the AASHTO Guide Specification for the Design of Pedestrian Bridges and the AASHTO LRFD Bridge Design Manual, and based on the foundation recommendations, provided by the project geotechnical engineer, and the hydraulic study. It is assumed that the pedestrian bridge will consist of a prefabricated superstructure (designed by others), supported by cast-in-place concrete substructure designed by the Consultant.

**Preliminary Bridge Plans** - Consultant will develop Preliminary Bridge Plans, which will include two (2) plan sheets for the pedestrian bridge site showing plan, profile, and typical section. Preliminary Bridge Plans will be submitted to the Town for review at the 60% plan phase.

**Final Bridge Plans** - Consultant will finalize the design of the pedestrian bridge substructures and develop Final Plans and Specifications, to include design requirements and performance specifications for the prefabricated superstructure designed by others. The Final Bridge Plans and Specifications will be submitted to the Town and NCDOT for review at the 90% plan phase.

Consultant will incorporate Town and NCDOT 90% review comments and finalize the Final Construction Document Bridge Plans and Specifications, and calculations.

#### Pedestrian Bridge Basis of Design

- Bridge length, span options, and height above creek/stream shall be based on hydraulic requirements.
- The maximum walkway (clear) width for the pedestrian bridge shall be 10 feet.
- The maximum vehicular live load on the pedestrian bridge shall be H-5.
- The anticipated span range for the pedestrian bridge is 50 to 70 feet.
- Pedestrian bridge superstructure will be a prefabricated structure designed by others, based on the details and performance specifications in the contract documents.

Timber boardwalk design and detailing are not included in this scope of work since Kimley-Horn does not anticipate the need for boardwalk in the design. The addition of timber boardwalk during Preliminary Design will be considered additional services.

Construction phase services are not included in this scope of work.

#### **Task 10 – Final Plans**

**90% Final Design Plans** - Consultant shall incorporate the Town's comments received from the 60% Design Plans and finalize the design. Additional plan sheets including construction details will be developed. The Final Plans will include final details. Consultant will make up to one (1) revision to the plans based on comments received from the Town.

**Special Provisions** - Consultant shall draft technical specifications or special provisions for the Project for inclusion in the bid documents.

**Final Opinion of Probable Construction Cost (OPCC)** - Consultant shall prepare an OPCC for the Project using the final quantities for unit price pay items.

**100% Final Plans** - Upon receipt of comments or approval of the 90% final plans, Consultant will furnish one reproducible set of 100% final sealed construction plans and documents for use by the Town in the bidding and construction phases. Reproducible drawings will be 22" by 34" in accordance with NCDOT standards.

#### **Additional Services**

Any services not specifically provided for in the above scope will be considered additional services and can be performed at our then current hourly rates. Additional services include, but are not limited to, the following:

- Any meetings not specifically identified above requested by the Client or on the Client's behalf by a third party to this Agreement
- Phase I or Phase II archaeological investigations
- Additional Investigations regarding hazardous materials, waste, or contamination in addition to those noted in Falcon Engineering scope.
- Groundwater studies or analysis
- Stream Restoration & Pond Assessments
- Conditional Letter of Map Revision (CLOMR) for Dunn Creek
- Letter of Map Revision (LOMR) for Dunn Creek
- Onsite Mitigation Design
- Boardwalk Design
- Landscape and Hardscape Design
- Private Utility Coordinate and Design
- Easement Acquisition Services
- Bid Phase Services
- Construction Phase Services, including a Pre-Construction Conference

#### **Information provided by Town**

The following information will be provided to the Consultant by Town prior to notice to proceed:

- Available existing as-built information in the vicinity of the project area, including utilities
- Current development plans filed with the Town for adjacent development proposed
- Any project permitting fees and any project advertising fees

The Consultant shall be entitled to rely on the completeness and accuracy of all information provided by Town.

## Schedule

The Consultant shall develop a final project schedule following the Project Kick-Off Meeting with mutually agreed upon timelines during that meeting. The Consultant will provide these services as expeditiously as practicable with the goal of meeting the established schedule.

The Consultant shall not be held responsible for any delays in time of completion resulting from the following:

- Client's failure to carry out any of their responsibilities in a timely manner.
- Approving agencies failure to provide timely approval of permits, encroachments, or other entitlement applications.
- Additional Services requested by the Client.
- Any other circumstances beyond the control of the Consultant.

In the event Consultant is delayed by circumstances listed above, the time required to complete the Scope of Services and Additional Services will be extended by negotiation.

## Fee and Expenses

Consultant will perform the services described in the Scope of Services for a lump sum fee of **\$188,855.00**. Fees broken down by individual tasks are as follows:

| <u>Task No.</u> | <u>Design Tasks</u>                                    |           | <u>Estimated Fee</u> |
|-----------------|--------------------------------------------------------|-----------|----------------------|
| 1               | Location and Surveys (McKim & Creed)                   | \$        | 24,200.00            |
| 2               | Geotechnical Investigations (Falcon Engineering, Inc.) | \$        | 11,900.00            |
|                 | Review of Landfill Soil Contamination                  | \$        | 900.00               |
| 3               | Meetings and Coordination                              | \$        | 19,386.00            |
| 4               | Wetland Delineation and Permitting                     | \$        | 19,074.00            |
| 5               | 30% Preliminary Plans                                  | \$        | 5,311.00             |
| 6               | Hydraulic Design                                       | \$        | 16,649.00            |
| 7               | Stream Modeling                                        | \$        | 23,373.00            |
| 8               | 60% Right-of-Way Plans                                 | \$        | 23,315.00            |
| 9               | Structure Design                                       | \$        | 28,229.00            |
| 10              | Final Plans                                            | \$        | 15,018.00            |
|                 | Expenses                                               | \$        | 1,500.00             |
|                 | <b>Total</b>                                           | <b>\$</b> | <b>188,855.00</b>    |

All permitting, application, and similar project fees will be paid directly by the Client. Fees will be invoiced monthly based upon the percentage of services completed as of the invoice date. Payment will be due within 30 days of the date of the invoice.



## Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, the term "the Consultant" shall refer to Kimley-Horn and Associates, Inc., and the term "the Client" shall refer to the Town of Wake Forest.

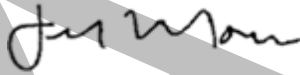
If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter. We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Caleb D. Lowman, P.E.  
Project Manager



Jeffrey W. Moore, P.E.  
Senior Vice President

Attachment B – McKim & Creed Scope and Fee  
Attachment C – Falcon Engineering Scope and Fee  
Attachment D – Kimley-Horn Fee

## Attachment B

September 14, 2021

213126

Kimley Horn & Associates, Inc.  
421 Fayetteville Street, Suite 600  
Raleigh, NC 27601

Attn: Mr. Caleb Lowman, PE

Ref: Dunn Creek Phase 4 Greenway - Wake Forest, NC

Dear Mr. Lowman,

Thank you for requesting our Geomatics services for the above project. Please find below our proposed scope of work, fee and schedule.

### Survey Limits

Survey limits for this project are per the orange highlight shown in "Dunn Creek Phase 4.pdf" provided by Kimley Horn on September 9, 2021. Side limits will be 25' each side of the orange highlight.



1730 Varsity Drive  
Suite 500  
Raleigh, NC 27606

919.233.8091

Fax 919.233.8031

www.mckimcreed.com

### 1. Courthouse Research (approximately 7 parcels)

McKim & Creed will perform courthouse research for properties to cover the limits. Copies of deeds and plats will be saved as PDF files for delivery. Additional research will be required for NCDOT existing rights-of-way lines.

2. **Contacting Property Owners (approximately 7 parcels)**

McKim & Creed will contact property owners via USPS prior to beginning surveys.

3. **Survey Control (6 points)**

All survey control will be referenced horizontally to the NAD 83/2011 SPC System and vertically to the NAVD 88 datum. We will locate control points horizontally using a minimum of two VRS-GPS positions and vertically using digital levels.

4. **Baseline Control (3,000')**

McKim & Creed will establish baseline control covering the project limits. All baseline control points will be referenced horizontally and vertically as described above.

5. **Pavement DTM's (300')**

McKim & Creed will obtain pavement DTM's on approximately 3,950 LF along Wendell Blvd and associated side / intersecting roadway using conventional survey.

6. **Location of Earth / Obscured DTM's**

McKim & Creed will perform conventional or mobile scan surveys to obtain topographic data sufficient to create an accurate Digital Terrain Model (DTM).

7. **Field Property Ties & Recon (7 parcels)**

McKim & Creed will attempt to locate front corners for all affected properties and go to back corners as needed. We will also recon and locate existing right-of-way monumentation if available.

8. **Property Analysis and Computations (7 parcels)**

McKim & Creed will perform computations and analysis on existing properties and easements within the limits.

9. **Field Location of Topo & Plan Features (Medium)**

McKim & Creed will obtain topographic and planimetric features from conventional surveying methods. We anticipate 3.5 acres

10. **Location of Gravity Utilities (estimated 10 storm & sanitary structures)**

McKim & Creed will locate gravity utilities covering the survey limits with one additional structure beyond the limits. Top elevations, invert elevations, pipe sizes, pipe materials and pipe connectivity will be

located.

**11. Location of Non-Gravity Utilities (16,000 LF QL-B / 10 QL-A)**

McKim & Creed will perform SUE QL-B,electromagnetic (EM) designation, to map existing non-gravity utilities within the survey limits (see QL-B description below).

**Quality Level B (QL-B)** services include the horizontal detection and mapping of underground facilities. Geophysical prospecting methods are used to indicate the presence and surface position of buried utilities. Non-gravity utilities such as water, gas, power, sanitary force main, telephone (direct buried and in conduit) and cable TV are investigated, identified and marked in the field in order to be surveyed and mapped. Irrigation systems and parking lot lights are typically not included. QL-B information should not be used for construction purposes, or where exact horizontal and vertical measurements are required. Utility exposure (QL-A) permits precise three-dimensional measurements to be taken on utilities for accurate locations. QL-A services allow for direct visual inspection of underground facilities. McKim & Creed uses a non-destructive and minimally intrusive vacuum excavation method to expose utilities at critical points. Verification of type and location of each utility is recorded and reported in a document describing the utility and the surrounding work site or tag and table.

Only **Quality Level A (QL-A)** information can be guaranteed. The accuracy of QL-B, designating information is subject to field conditions beyond our control. However McKim & Creed will make every attempt to provide a comprehensive and positionally correct utility map to the limit allowable by the instrumentation. Contracting McKim & Creed's SUE services does not relieve any party from their obligation to contact the utility damage prevention system before digging begins. Utility marks placed on the ground by McKim & Creed are not to be used for construction purposes.

Our field technicians are outfitted with state of the art equipment and our CAD operators and workstations meet industry standards. Our service will be performed in accordance with the Standards of Practice for The Subsurface Utility Engineering profession. Non-gravity utilities will be located using SUE QL-B methodology.

**12. 2D/3D Mapping**

McKim and Creed will map all 3D data into one DTM file and create an overall TIN file. The FS file will contain all the 2D data long with the

SUE data.

**13. Travel**

Round trip travel from our Raleigh office is 1 hours (50 miles).

**14. Project Management & Supervision**

Time will be allowed for a PLS to manage and supervise this project.

**15. Traffic Control & Safety**

McKim and Creed will perform a full safety meeting with all personnel prior to beginning this project. Proper safety signage will be required when working near roadways. Proper personal protective equipment (PPE) will be required at all times.

**Deliverables**

All data will be delivered per the current NCDOT standards (Microstation V8i format, 1" = 50')

- DTM file
- TIN file
- FS file
- GPK File

**Exclusions**

- R/W Acquisition Plats
- R/W Staking
- Metes and Bounds Descriptions
- Construction Staking
- Wetland Delineation, Locations, Mapping
- Geotech Hole Staking/Locations
- SUE Level A

**Schedule**

McKim and Creed can begin work (Survey & SUE QL-B) within 10 working days after receiving a fully executed subconsultant agreement. McKim and Creed can complete the above scope of work within an additional 60 working days.

**Compensation**

Kimley-Horn agrees to compensate McKim & Creed a Lump Sum Fee per the following breakdown. Additional services beyond the above scope of work will require a supplemental agreement.



|              |                     |
|--------------|---------------------|
| Survey       | \$ 19,800.00        |
| SUE Level B  | \$ 4,400.00         |
| <b>Total</b> | <b>\$ 24,200.00</b> |

Thanks again for requesting our services. I truly look forward to working with you and Kimley Horn again!

Sincerely,

*Jeffrey D. Aker*

Jeffrey D. Aker, PLS  
Geomatics Project Manager



September 14, 2021

Caleb Lowman, PE  
Kimley-Horn  
421 Fayetteville Street, Suite 600  
Raleigh, NC 27601

**Re: Proposal for Engineering Services**  
Dunn Creek Greenway Phase 4  
Town of Wake Forest, North Carolina  
Falcon Proposal No.: F2021-075

Mr. Lowman:

Falcon Engineering Inc. (Falcon) is pleased to present this proposal to provide geotechnical engineering services for the above referenced project. The following letter proposal presents our understanding of the project, proposed scope of services, schedule, and fee.

## PROJECT DESCRIPTION

Based on our phone and email correspondence, it is our understanding the following apply to the project:

- Town of Wake Forest is planning a new greenway generally north of the existing Flaherty Park and connecting with existing and future planned greenways in adjacent neighborhood developments. A map of the planned greenway corridor has been provided to us.
- Kimley-Horn will be the prime design firm for the project.
- The greenway will include a single bridge/boardwalk structure, and one pipe culvert. Otherwise, we anticipate it will consist of an asphalt paved trail at or near existing site grades totaling approximately 3,000 feet in length.
- An existing solid waste landfill owned by the Town is located north of the project. While the project lies entirely outside of the landfill limits, we understand subsurface contaminants are being actively monitored and may exist within portions of the project site.

Should any of the above information stated by Falcon be inconsistent with the planned project, we request that you contact us immediately to allow us to make any necessary modifications to this proposal.

## GEOTECHNICAL SCOPE OF SERVICES

### Underground Utility Location

Falcon will contact the North Carolina One-call Center (NCOCC) to request underground subscriber utilities be located onsite. This process takes a mandatory four (4) days to complete before any excavations can be made. Separate private utility location services are not proposed. Falcon is not proposing to locate all utilities on site nor provide utility location mapping services. We will request only the utilities believed to be potentially in conflict with our borings to be located and marked.

### **Boring Layout and Field Investigation**

Prior to mobilization, boring locations will be staked/marked in the field using handheld GPS equipment. Offsets may be necessary based on existing features such as topography, vegetation, trees, overhead obstructions, and underground utilities. We propose a subsurface investigation consisting of a total of seven (7) borings – one near each end of each bridge (total 2 bridge borings) and five (5) additional borings along paved greenway trail alignments. One of the greenway borings will be performed in close proximity to the proposed pipe culvert and advanced to a depth of up to 15 feet. Remaining greenway borings will be advanced to a depth of up to 10 feet. Bridge borings will be advanced to depths sufficient to provide driven pile foundation recommendations.

We anticipate all borings can be drilled in existing easements or cleared areas and will not require cutting of vegetation for access or safe working areas. Based on site reconnaissance, we believe all boring locations will be accessible with typical ATV mounted equipment.

Soil test borings will be performed in general accordance with ASTM D1586 “Penetration Test and Split Spoon Sampling of Soils”. Select borings may Following completion of drilling, boreholes will be inspected for the presence of groundwater and select boreholes will be left open for at least 24 hours to obtain static groundwater measurements and final borehole cave-in depths. One (1) bulk sample will be collected for compaction testing and strength testing.

Following completion of all borehole readings, boreholes will be backfilled with soil cuttings or bagged sand. Cuttings will be evenly dispersed around the ground surface surrounding the borehole. No additional site restoration efforts aside from backfilling boreholes are included in this cost estimate. As-drilled boring coordinates will be collected with handheld GPS capable of sub-meter accuracy.

If we encounter site or subsurface conditions which in our opinion warrant additional explorations, such as deeper borings or additional borings, in order to adequately assess the subsurface conditions of the site, we will contact you to discuss the possibility of modifying our scope and fee.

### **Laboratory Testing**

Our laboratory testing program for split-spoon and bulk samples recovered during the investigation will consist of the following soil tests: Natural Moisture Content (Qty. 3), Atterberg Limits (Qty. 3), Grain Size Analysis (Qty. 3), and standard Proctor compaction test (Qty. 1). Tested samples will be retained in our office for a period of seven (7) days and untested samples will be retained in our office for a period of thirty (30) days unless otherwise requested.

### **Assumptions**

1. Property owner notification will be completed by others prior to our mobilization in accordance with applicable NC Statutes. Falcon can prepare exhibits illustrating the boring locations and review/comment on the language in the notification letters upon request.
2. Falcon will have access to the site with only minimal coordination with the Client (i.e. prior notification via phone/email) and the site will be accessible between normal business hours (7am to 6pm, Monday through Friday).
3. All work will be performed outside of existing landfill limits. Our borings are considered exploratory only and therefore any contaminated soils excavated in the borings can be placed back in the borehole and/or “smeared” on-site.
4. No special work permits or site specific safety training is required.

### **Deliverables**

Upon completion of the geotechnical field investigation and laboratory testing program, Falcon will prepare a Subsurface Report of Geotechnical Investigation for the project, including but not limited to the following information:

- Descriptions of the Project, Site, and Site Geology.
- Description of field and laboratory testing methods.

- Discussion of subsurface conditions encountered including soil, rock and groundwater.
- Discussion of noted areas of geotechnical interest.
- Discussion of anticipated design and construction difficulties associated with the encountered site and subsurface conditions.
- Recommendations for roadway pay items related to construction of at-grade paved greenway trail.
- Recommendations for bridge foundations in a format similar to NCDOT structure recommendations, consisting of a tabular format accompanied by recommended notes on plans and pay item quantities.
- Appendix with the following:
  - Site Vicinity Map
  - Site Photographs
  - Legend to Soil/Rock Classification Symbols and Definitions
  - Boring Location Plans
  - Subsurface Profile(s) depicting subsurface conditions along the bridges and paved trail
  - Test Boring Logs with coordinates and ground surface elevation
  - Laboratory test results

## ENVIRONMENTAL SCOPE OF SERVICES

Based on preliminary research, we understand contamination associated with the landfill is being monitored within and beyond the landfill limits, and monitoring results are available on the NCDENR Site Locator Tool. Falcon will utilize this resource to perform a State file review for the landfill site. Falcon will review groundwater reports available to determine known locations of contamination sources at the landfill and assess their potential to impact the project. Falcon will summarize the reviewed reports and prepare a brief letter report. The report will include a map of locations that may pose an environmental liability to the project, and any recommendations for further study. The report will include a recent aerial photograph and topographic map for reference. Falcon will endeavor to issue reports within two weeks from receiving notice to proceed. The report will NOT be a full Phase I Environmental Site Assessment in accordance with ASTM E1527, and should not be considered as such for land or easement acquisition purposes. Site visits, interviews, or Federal or local file reviews are not included. Falcon can provide these services upon request at an additional fee in accordance with our standard rates.

## PROPOSED SCHEDULE AND FEE

The scopes of services described herein can be completed for the following **LUMP SUM FEES**:

|                                        |                 |
|----------------------------------------|-----------------|
| <b>Geotechnical Scope of Services</b>  | <b>\$11,900</b> |
| <b>Environmental Scope of Services</b> | <b>\$900</b>    |

We anticipate field and laboratory data and initial analyses for foundation type selection will be available within 30 days of receiving formal Notice-To-Proceed. Final design recommendations are anticipated within an additional 15 days of furnishment of preliminary structure plans and foundation loading information.

We will not exceed the authorized lump sum fee without prior Client authorization. We will provide regular updates to the schedule during the investigation to alert you of inclement weather days, equipment breakdown, and/or other circumstances potentially impacting our schedule. If we encounter site or subsurface conditions which in our opinion warrant additional services, such as excessively difficult or costly access beyond that discussed within, deeper borings or additional borings, in order to adequately assess the subsurface conditions of the site, we will contact you to discuss the possibility of modifying our scope and fee.

Additional services including but not limited to recommendations for additional project elements, attendance at design team meetings, review of project documents following completion of our report, involvement in bid

procurement, provision of foundation submittal reviews, or observation/testing/inspection services during construction will be invoiced on a time and materials basis in accordance with attached unit rate schedule or as detailed in a separate supplemental scope and fee proposal.

We reserve the right to revisit this proposal if authorization is delayed more than 60 days from the time of this proposal or if the project is delayed longer than 30 days once a contract is signed.

## AUTHORIZATION

If this proposal is acceptable, please provide us with an IPO in accordance with our Master Services Agreement (MSA). A copy will be executed and returned to you for your files. Falcon will invoice monthly as a percent complete for all work performed. All invoices are payable per the MSA.

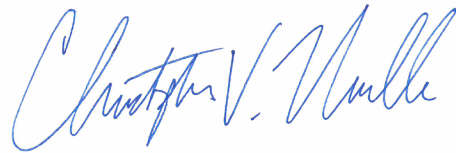
We appreciate the continued opportunity to provide our services to KHA and look forward to partnering with you on this and future projects. If you have any questions or desire additional information about Falcon Engineering, Inc. and the many ways in which we may benefit you, please contact us at 919.871.0800.

Respectfully submitted:

**FALCON ENGINEERING, INC.**



Jeremy R. Hamm, PE  
Geotechnical Services Manager



Christopher V. Norville, PE  
Vice President

Enclosures:      Unit Rate Schedule  
                         Agreement for Services



**FEE ESTIMATE**

| MANHOURS BY CLASSIFICATION |                |               |         |        |                |               |               |          |      | TOTAL    |         | PROJECT PHASE                                                                         |
|----------------------------|----------------|---------------|---------|--------|----------------|---------------|---------------|----------|------|----------|---------|---------------------------------------------------------------------------------------|
| ASSOC ENGR                 | SENIOR PROF II | SENIOR PROF I | ENGR II | ENGR I | DESIGN ENGR II | DESIGN ENGR I | SENIOR DESIGN | TECH     | CLER | MANHOURS | MANDAYS | Task 3 - Meetings and Coordination                                                    |
|                            |                |               | 8       |        |                | 8             |               |          |      | 16       | 2.00    | Field Reconnaissance                                                                  |
| 4                          |                |               | 4       |        |                |               |               |          |      | 8        | 1.00    | Kickoff Meeting with Town                                                             |
|                            |                |               | 18      |        |                | 18            |               |          |      | 36       | 4.50    | Monthly Progress Meetings (6)                                                         |
|                            |                |               | 4       |        |                | 4             |               |          |      | 8        | 1.00    | 30% Design Review Meeting                                                             |
|                            |                |               | 4       |        |                | 4             |               |          |      | 8        | 1.00    | 60% Design Review Meeting                                                             |
| 1                          |                |               | 8       |        |                | 8             |               |          |      | 17       | 2.13    | Develop rendering of project map and presentation for Greenway Advisory Board Meeting |
| 2                          |                |               | 4       |        |                |               |               |          |      | 6        | 0.75    | Greenway Advisory Board Meeting                                                       |
|                            |                |               | 8       |        |                | 4             |               |          |      | 12       | 1.50    | Miscellaneous Coordination with Town, CORPUD, and other stakeholders during project   |
|                            |                |               | 6       |        |                |               |               |          |      | 6        | 0.75    | Subconsultant Coordination (3)                                                        |
|                            |                |               | 8       |        |                | 8             |               |          | 5    | 21       | 2.63    | Project Administration and Miscellaneous Coordination                                 |
|                            |                |               | 8       |        |                |               |               |          |      | 8        | 1.00    | Develop and maintain project schedule                                                 |
| 7                          | 0              | 0             | 80      | 0      | 0              | 54            | 0             | 0        | 5    |          |         |                                                                                       |
|                            |                |               |         |        |                |               |               | SUBTOTAL |      | 146      | 18.25   |                                                                                       |
| ASSOC ENGR                 | SENIOR PROF II | SENIOR PROF I | ENGR II | ENGR I | DESIGN ENGR II | DESIGN ENGR I | SENIOR TECH   | TECH     | CLER | MANHOURS | MANDAYS | Task 4 - Wetland Delineation and Permitting                                           |
|                            |                |               | 2       |        | 10             | 15            |               | 4        |      | 31       | 3.88    | File Review and Site Visit                                                            |
|                            |                |               | 6       |        | 6              | 26            |               |          |      | 38       | 4.75    | Calculate Impacts/Coordination with Design Team on Avoidance/Minimization             |
|                            |                |               |         |        | 4              | 8             |               | 4        |      | 16       | 2.00    | Draft Pre-Construction Notification Package                                           |
|                            |                |               |         |        | 6              | 4             |               |          |      | 10       | 1.25    | Mitigation Coordination                                                               |
|                            |                |               | 10      |        | 10             | 30            |               | 8        |      | 58       | 7.25    | Final Pre-Construction Notification Package                                           |
|                            |                |               | 4       |        | 4              |               |               |          |      | 8        | 1.00    | Agency Coordination/Permit Tracking                                                   |
| 0                          | 0              | 0             | 22      | 0      | 40             | 83            | 0             | 16       | 0    |          |         |                                                                                       |
|                            |                |               |         |        |                |               |               | SUBTOTAL |      | 161      | 20.13   |                                                                                       |
| ASSOC ENGR                 | SENIOR PROF II | SENIOR PROF I | ENGR II | ENGR I | DESIGN ENGR II | DESIGN ENGR I | SENIOR TECH   | TECH     | CLER | MANHOURS | MANDAYS | Task 5 - 30% Preliminary Plans                                                        |
|                            |                |               |         |        |                |               |               |          |      |          |         | 30% Plans                                                                             |
|                            |                |               |         |        |                | 4             |               | 4        |      | 8        | 1.00    | CAD File Conversion                                                                   |
|                            |                |               |         |        |                |               |               | 4        |      | 4        | 0.50    | Incorporate Additional Survey                                                         |
| 2                          |                |               | 6       |        |                | 12            |               |          |      | 20       | 2.50    | Multi-Use Path (MUP) Centerline and Sidewalks                                         |
|                            |                |               | 2       |        |                | 4             |               | 8        |      | 14       | 1.75    | MUP edges of pavement, design drafting                                                |
| 2                          | 0              | 0             | 8       | 0      | 0              | 20            | 0             | 16       | 0    |          |         |                                                                                       |
|                            |                |               |         |        |                |               |               | SUBTOTAL |      | 46       | 5.75    |                                                                                       |

**FEE ESTIMATE**

| ASSOC ENGR | SENIOR PROF II | SENIOR PROF I | ENGR II | ENGR I | DESIGN ENGR II | DESIGN ENGR I | SENIOR TECH | TECH     | CLER | MANHOURS | MANDAYS | Task 6 - Hydraulic Design                                                        |
|------------|----------------|---------------|---------|--------|----------------|---------------|-------------|----------|------|----------|---------|----------------------------------------------------------------------------------|
|            |                |               |         | 4      | 4              | 8             |             |          |      | 8        | 1.00    | Data Collection, Research                                                        |
|            |                |               |         | 4      |                |               |             |          |      | 8        | 1.00    | Field Reconnaissance / Evaluate Existing Survey                                  |
|            |                |               |         |        |                | 2             |             |          |      | 6        | 0.75    | Crosspipe Analysis                                                               |
| 2          |                |               |         | 24     | 10             | 4             |             |          |      | 40       | 5.00    | Drainage Design (ditches/cross pipes/systems)                                    |
|            |                |               |         |        |                | 4             |             | 6        |      | 10       | 1.25    | Cadd Work (plan, cross sections & profile view)                                  |
|            |                |               |         |        |                | 4             |             |          |      | 4        | 0.50    | Drainage Summary Sheet                                                           |
|            |                |               |         | 2      | 4              |               |             |          |      | 6        | 0.75    | Stormwater Management Plan                                                       |
|            |                |               |         | 6      | 8              | 18            |             | 12       |      | 44       | 5.50    | Permit Drawings (Assume 2 sites)                                                 |
| 2          |                |               |         | 6      | 4              | 2             |             |          |      | 14       | 1.75    | Hydraulic Review and Rework                                                      |
| 4          | 0              | 0             | 0       | 46     | 30             | 42            | 0           | 18       | 0    |          |         |                                                                                  |
|            |                |               |         |        |                |               |             | SUBTOTAL |      | 140      | 17.50   |                                                                                  |
| ASSOC ENGR | SENIOR PROF II | SENIOR PROF I | ENGR II | ENGR I | DESIGN ENGR II | DESIGN ENGR I | SENIOR TECH | TECH     | CLER | MANHOURS | MANDAYS | Task 7 - Stream Modeling                                                         |
|            |                |               | 4       |        |                | 8             |             |          |      | 12       | 1.50    | FIS Data Research, Collection, and Review                                        |
|            |                |               | 4       |        |                | 8             |             |          |      | 12       | 1.50    | Hydraulic Survey and Field Investigation                                         |
| 4          |                |               | 8       |        |                | 24            |             |          |      | 36       | 4.50    | Preparation of Duplicate, Corrected and Existing Conditions Modeling Plans       |
| 2          |                |               | 8       |        |                | 12            |             |          |      | 22       | 2.75    | Preliminary Alternative Evaluation                                               |
|            |                |               | 8       |        |                | 12            |             |          |      | 20       | 2.50    | Preparation of Proposed Conditions Modeling Plans and Evaluation of Alternatives |
|            |                |               | 4       |        |                | 8             |             |          |      | 12       | 1.50    | Scour Analysis                                                                   |
| 2          |                |               | 8       |        |                | 4             |             |          |      | 14       | 1.75    | Coordination with Town                                                           |
| 2          |                |               | 8       |        |                | 24            |             |          |      | 34       | 4.25    | Preparation of No-Rise Report                                                    |
| 2          |                |               | 8       |        |                | 12            |             |          |      | 22       | 2.75    | Review and Rework                                                                |
| 0          | 12             | 0             | 60      | 0      | 0              | 112           | 0           | 0        | 0    |          |         |                                                                                  |
|            |                |               |         |        |                |               |             | SUBTOTAL |      | 184      | 23.00   |                                                                                  |

**FEE ESTIMATE**

| ASSOC ENGR | SENIOR PROF II | SENIOR PROF I | ENGR II | ENGR I | DESIGN ENGR II | DESIGN ENGR I | SENIOR TECH | TECH     | CLER | MANHOURS | MANDAYS | Task 8 - 60% Right-of-Way Plans                                  |
|------------|----------------|---------------|---------|--------|----------------|---------------|-------------|----------|------|----------|---------|------------------------------------------------------------------|
|            |                |               |         |        |                |               |             |          |      |          |         | <b>60% Plans</b>                                                 |
|            |                |               | 4       |        |                | 6             |             |          |      | 10       | 1.25    | Existing ground and proposed profiles                            |
|            |                |               |         |        | 2              | 4             |             |          |      | 6        | 0.75    | Cross sections / layout to sheets                                |
|            |                |               |         |        |                | 4             |             |          |      | 4        | 0.50    | Construction limits                                              |
|            |                |               | 2       |        | 4              | 8             |             |          |      | 14       | 1.75    | Set up plan/profile sheets (4)                                   |
|            |                |               |         |        | 2              | 2             |             |          |      | 4        | 0.50    | Title sheet                                                      |
|            |                |               | 2       |        |                | 8             |             |          |      | 10       | 1.25    | Pavement marking and signing plans                               |
|            |                |               | 4       |        |                | 4             |             |          |      | 8        | 1.00    | Construction details                                             |
|            |                |               | 8       |        | 16             | 24            |             |          |      | 48       | 6.00    | Erosion control plans and submit to DLQ                          |
|            |                |               | 2       |        |                | 6             |             |          |      | 8        | 1.00    | Draft Right-of-Way and Easements on Plans                        |
| 4          |                |               |         |        | 6              | 6             |             |          |      | 16       | 2.00    | Internal QC/QA review and Revise                                 |
|            |                |               | 4       |        | 8              | 8             |             |          |      | 20       | 2.50    | 60% Opinion of Probable Construction Cost (Greenway & Trailhead) |
|            |                |               | 2       |        |                |               |             |          | 2    | 4        | 0.50    | Submit 60% Plans                                                 |
|            |                |               | 6       |        | 6              |               |             |          |      | 12       | 1.50    | Plans-in-hand field review                                       |
|            |                |               | 4       |        | 8              | 8             |             |          |      | 20       | 2.50    | Revise plans per comments                                        |
|            |                |               | 8       |        |                |               |             |          |      | 8        | 1.00    | Utility coordination                                             |
| 4          | 0              | 0             | 46      | 0      | 52             | 88            | 0           | 0        | 2    |          |         |                                                                  |
|            |                |               |         |        |                |               |             | SUBTOTAL |      | 192      | 24.00   |                                                                  |
| ASSOC ENGR | SENIOR PROF II | SENIOR PROF I | ENGR II | ENGR I | DESIGN ENGR II | DESIGN ENGR I | SENIOR TECH | TECH     | CLER | MANHOURS | MANDAYS | Task 9 - Structure Design                                        |
|            |                |               |         |        |                |               |             |          |      |          |         | <b>Pedestrian Bridge Design:</b>                                 |
|            |                |               |         |        |                |               |             |          |      |          |         | <b>Preliminary Pedestrian Bridge &amp; Boardwalk Design</b>      |
|            |                | 1             |         | 5      |                |               |             |          |      | 6        | 0.75    | Coord. With Geotechnical Engineer                                |
|            |                | 1             |         | 4      |                |               |             |          |      | 5        | 0.63    | Coord. With roadway & hydraulics                                 |
|            | 2              | 6             |         | 12     |                |               | 30          |          |      | 50       | 6.25    | Prelim Ped. Br. Plans (Bridge 1) plan & profile, typ. section    |
|            |                | 2             |         | 4      |                |               | 4           |          |      | 10       | 1.25    | Respond to Town comments                                         |
|            |                |               |         |        |                |               |             |          |      |          |         | <b>Final Pedestrian Bridge Design</b>                            |
|            |                |               |         |        |                |               |             |          |      |          |         | <b>Design</b>                                                    |
|            | 1              |               |         | 10     |                |               |             |          |      | 11       | 1.38    | Design Ped. Br. Substructure                                     |
|            |                | 6             |         | 2      |                |               |             |          |      | 8        | 1.00    | Check Ped. Br. Substructure design                               |
|            |                |               |         |        |                |               |             |          |      |          |         | <b>Plans</b>                                                     |
|            |                |               |         |        |                |               |             |          |      |          |         | <b>Pedestrian Bridges</b>                                        |
|            | 1              | 4             |         | 10     |                |               | 18          |          |      | 33       | 4.13    | Pedestrian Bridge - 2 layout sheets & 3 detail sheets            |
|            |                |               |         |        |                |               |             |          |      |          |         | <b>Miscellaneous</b>                                             |
|            |                | 1             |         | 2      |                |               |             |          |      | 3        | 0.38    | Quantities – Superstructure                                      |
|            |                | 2             |         | 6      |                |               |             |          |      | 8        | 1.00    | Quantities – Substructure                                        |
|            |                |               |         | 8      |                |               | 2           |          |      | 10       | 1.25    | Specification/Special Provision/Seal Plans                       |
|            | 4              | 3             |         | 4      |                |               | 6           |          |      | 17       | 2.13    | Internal QC/QA for final plans                                   |
|            | 1              | 4             |         | 5      |                |               | 4           |          |      | 14       | 1.75    | FINAL Comments/Revisions                                         |
| 0          | 9              | 30            | 0       | 72     | 0              | 0             | 64          | 0        | 0    |          |         |                                                                  |
|            |                |               |         |        |                |               |             | SUBTOTAL |      | 175      | 21.88   |                                                                  |
| ASSOC ENGR | SENIOR PROF II | SENIOR PROF I | ENGR II | ENGR I | DESIGN ENGR II | DESIGN ENGR I | SENIOR TECH | TECH     | CLER | MANHOURS | MANDAYS | Task 10 - Final Plans and Bid Phase Services                     |
|            |                |               |         |        |                |               |             |          |      |          |         | <b>100% Final Plans</b>                                          |
| 2          |                |               | 4       |        | 6              | 6             |             |          |      | 18       | 2.25    | Final Internal QC/QA and Revise                                  |
|            |                |               | 6       |        | 16             |               |             |          |      | 22       | 2.75    | Final Technical Specifications                                   |
|            |                |               |         |        | 4              |               |             |          |      | 4        | 0.50    | Special conditions and unit price proposal page                  |
|            |                |               | 2       |        |                |               |             |          | 2    | 4        | 0.50    | Submit 90% Plans                                                 |
|            |                |               | 2       |        |                | 4             |             |          |      | 6        | 0.75    | Revise 90% Plans per comments                                    |
|            |                |               | 4       |        |                | 8             |             |          |      | 12       | 1.50    | Finalize Pay Items and Quantity Calculations                     |
| 2          |                |               | 4       |        |                | 12            |             |          |      | 18       | 2.25    | Final Opinion of Probable Construction Cost                      |
|            |                |               | 4       |        | 8              | 12            |             |          |      | 24       | 3.00    | Address Town & CoR & NCDEQ Comments                              |
|            |                |               | 2       |        |                |               |             |          | 2    | 4        | 0.50    | Submit 100% Sealed Plans                                         |
| 4          | 0              | 0             | 28      | 0      | 34             | 42            | 0           | 0        | 4    |          |         |                                                                  |
|            |                |               |         |        |                |               |             | SUBTOTAL |      | 112      | 14.00   |                                                                  |



## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-356-

Submitted by: Jennifer Herbert

Submitting Department: Downtown Development

Meeting Date: November 16, 2021

### **SUBJECT**

Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2022 Series dates: April 8, May 13, June 10, July 15, August 12, and September 9.

### **Recommendation:**

Approval of Waiver of Code of Ordinances. For the Friday Night on White 2022 Series, The Town of Wake Forest, Downtown Development Department, is requesting a waiver of the alcohol ordinance from 5pm-9pm to allow approved beer and wine vendors to sell or serve alcohol to customers in an approved, clear container. It would further allow event visitors to carry and consume said beverages within the contained event area. The Town of Wake Forest's Special Event Committee has reviewed and approved the event request (with the stipulation that the presenter must meet the Wake Forest Police Department's requirement for number of on-site officers).

### **Item Summary:**

### **ATTACHMENTS**

- [Item\\_Summary\\_2022\\_Friday\\_Night\\_On\\_White\\_Alcohol\\_Ordinance\\_Waiver.docx](#)
- [Resolution\\_for\\_Open\\_Container\\_Waiver\\_FNOW\\_Series\\_2022.docx](#)
- [Attachment\\_A\\_FNOW\\_2022\\_VENUE\\_MAP\\_.jpg](#)
- [Attachment\\_B\\_2022\\_Series\\_Friday\\_Night\\_on\\_White\\_Alcohol\\_Ordinance\\_Waiver\\_Request.docx](#)
- [Sec.\\_20\\_2.\\_Public\\_consumption\\_possession\\_etc.\\_of\\_alcohol.docx](#)

Agenda Item: Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2022 Series dates: April 8, May 13, June 10, July 15, August 12, and September 9.

Item Summary: For the Friday Night on White 2022 Series dates, The Town of Wake Forest, Downtown Development Department, is requesting a waiver of the alcohol ordinance from 5pm-9pm to allow approved beer and wine vendors to sell or serve alcohol to customers in an approved, clear container. It would further allow event visitors to carry and consume said beverages within the contained event area.

The Town of Wake Forest's Special Event Committee has reviewed and approved the event request (with the stipulation that the presenter must meet the Wake Forest Police Department's requirement for number of on-site officers).

Attachment: Resolution, Map, Ordinance Waiver Request



Authorization to Waive Wake Forest Town Ordinance 20-2.  
(Public Consumption, Possession, etc. of Alcohol)

WHEREAS the Town of Wake Forest is dedicated to the enrichment of the town's civic, social, and economic welfare; creating a better understanding and appreciation for the importance of downtown to the community; and are continuously seeking to develop downtown as a center of government, service, professional, retail, and cultural activity; and

WHEREAS the Town of Wake Forest will celebrate "Friday Night on White" from 5 pm - 10 pm on the following dates in 2022: April 8, May 13, June 10, July 15, August 12, and September 9; and

WHEREAS, the "Friday Night on White" event will take place in the Historic Downtown Commercial District, as defined in Attachment A; and

WHEREAS the Town of Wake Forest's alcoholic beverage ordinance shall be relaxed to allow the sale of alcohol for public consumption as set forth in Attachment B. The consumption of alcohol will be permitted within the parameters as shown in Attachment A.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the Town of Wake Forest hereby authorizes the Town of Wake Forest to celebrate "Friday Night on White" event in the Historic Downtown District from 5 pm - 10 pm September 10, 2021.

BE IT FURTHER RESOLVED THAT the area as shown in Attachment A shall allow for the sale and consumption of beer and wine as described in Attachment B.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Vivian Jones, Mayor

This is to verify that I am Town Clerk of the Town of Wake Forest. As such, I keep its official records, including its minutes. In the capacity, my signature below certified this resolution was adopted as stated and will be recorded in the official minutes.

Attest:

\_\_\_\_\_  
Deeda Harris, Town Clerk



## ATTACHMENT B

### CONDITIONS OF THE SALE AND CONSUMPTION OF ALCOHOL

1. The sale and public consumption of beer and wine is allowed within the designated area as shown on Attachment A for Friday Night on White for the 2022 Series dates from 5 PM to 9 PM. The FNOW 2022 series dates are April 8, May 13, June 10, July 15, August 12, and September 9.
2. All alcohol sales must conform to current state and local laws and comply with all applicable codes. All alcohol must be distributed in clear plastic containers, no greater than 20 fluid ounces in size.
3. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass or to possess in an open can, bottle, or glass any alcoholic beverage on the streets, sidewalks, rights-of-way, and parking lots, whether public or private.
4. No alcoholic beverages purchased within the designated area as shown on Attachment A shall be allowed to leave or be consumed outside of the designated area. No alcoholic beverages purchased from outside of the designated area shall be allowed within the designated area.
5. Each vendor shall be responsible for checking the identification of patrons before selling alcohol.
6. No establishment shall dispense to any person more than one such alcoholic beverage at a time for removal from the premises, and no person shall remove at one time more than one such alcoholic beverage from the licensed premises.
7. The prohibitions and restrictions defined in Sec. 20-2 (Public consumption, possession, etc., of alcohol) of the Town of Wake Forest Code of Ordinances, shall not apply during the specific time and dates set out above.
8. Each vendor allowed to sell alcoholic beverages must provide a Certificate of Insurance showing "liquor liability" coverage in an amount no less than \$3,000,000. For businesses that do not typically sell alcohol, a commercial general liability policy with host liquor coverage will suffice. Certificates of Insurance must list the Town of Wake Forest as an additional insured for the Friday Night on White event. Policies should be endorsed to support the additional insured language. Certificates and a copy of the additional insured endorsement (CG 20 10 or equivalent) must be provided to the Town of Wake Forest's Safety and Risk Manager no less than 10 days prior to the event.
9. The Town Manager upon recommendation of the Chief of Police may reinstate the Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption, in the occurrence of any violation, which threatens the safety, public health or welfare of the community. The Town Manager may also reinstate the Town of Wake Forest's alcoholic beverage

ordinance to disallow the sale of alcohol for public consumption for any other reason the Town Manager deems is in the best interest of the Town. Such action by the Town Manger shall remain in effect until ratified by the Board of Commissioners at its next scheduled voting meeting.

Sec. 20-2. - Public consumption, possession, etc., of alcohol.

- (a) Except as provided in subsection (b) of this section, no person shall consume malt beverages, unfortified wine, fortified wine, spirituous beverages or mixed beverages ("alcoholic beverages") on property owned or occupied by the town, including, but not limited to, public streets, boulevards, alleys, rights-of-way, sidewalks and parks.
- (b) The consumption of alcoholic beverages shall be lawful upon securing the necessary authorization from the parks and recreation director, or his/her designee, and the necessary permits from the North Carolina Alcoholic Beverage Control Commission ("ABC Permit") in the town event center located at 405, 407 and 409 Brooks Street, Wake Forest, North Carolina, known as the Wake Forest Renaissance Centre.
- (c) Any person ("applicant") desiring to provide alcoholic beverages in the Wake Forest Renaissance Centre shall submit the appropriate forms and obtain an authorization from the parks and recreation director, or his/her designee. The provision of alcoholic beverages in the Wake Forest Renaissance Centre shall, at all times, comply with the requirements of the applicant's ABC Permit.
- (d) As used in this section, the terms "malt beverages," "unfortified wine," "fortified wine," "spirituous beverages" and "mixed beverages" have the meanings provided by G.S. 18B-101.

(Code 1985, § 13-4; Ord. No. 2013-19, 7-16-2013)

**State Law reference**— Local ordinances providing for different rules on sale, purchase, possession or consumption of alcoholic beverages prohibited unless expressly authorized, G.S. 18B-100; local ordinances regulating consumption of malt beverages and fortified wine on property owned or occupied by municipality, G.S. 18B-300(b); public possession, consumption, etc., of fortified wine, spirituous liquor or mixed beverages prohibited, G.S. 18B-301(f).





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-375-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: November 16, 2021

### **SUBJECT**

Department Monthly Report

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [October 2021 Monthly Report.pdf](#)

# October 2021 | Department Monthly Report



## Communications

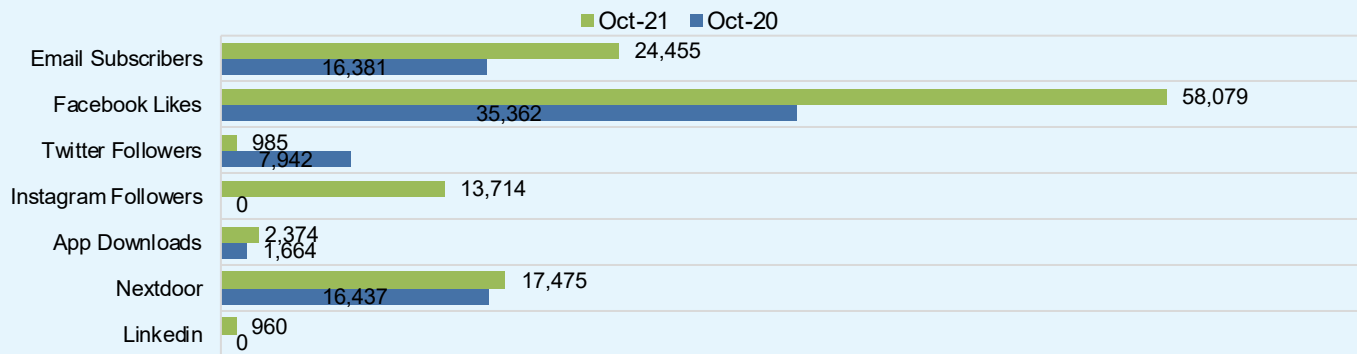
### ANNOUNCEMENTS

|                                    |    |
|------------------------------------|----|
| Media Releases                     | 38 |
| Email Announcements                | 31 |
| Town-to-Resident Phone Calls/Texts | 3  |

### TOP 5 VIEWED PAGES ON WEBSITE

| RANK | PAGE            | IEWS   |
|------|-----------------|--------|
| 1    | Homepage        | 11,013 |
| 2    | COVID-Testing   | 3,844  |
| 3    | Boo Bash        | 3,004  |
| 4    | Jobs            | 2,753  |
| 5    | Online Bill Pay | 2,272  |

### SUBSCRIBERS



## Downtown Development

UPDATES PROVIDED QUARTERLY

### OCCUPANCY

|                              | APR- JUN 2021 | JULY-SEPT 2021 |
|------------------------------|---------------|----------------|
| Occupancy Rate in Percentage | 88%           | 88%            |

### NEW BUSINESSES

|                             | OCT 2021 | FISCAL YEAR-TO- DATE |
|-----------------------------|----------|----------------------|
| Number of New Businesses    | 0        | 2                    |
| Number of Businesses Closed | 0        | 3                    |

UPDATES PROVIDED QUARTERLY

### EVENTS

| FIRST QUARTER EVENTS  | ATTENDANCE IN 2021 | ATTENDANCE IN 2020 |
|-----------------------|--------------------|--------------------|
| Friday Night on White | 10,000             | N/A - COVID        |

- South White Street (Downtown Wake Forest) was recognized as the Finest Main Street in NC by Carolina Country magazine.
- Six thirty-minute parking spaces were added downtown (three at the top of Wait and three at the top of Jones) to accommodate those picking up food or making a quick retail stop. The Board of Commissioners approved this 10.19.21 and streets department had signage installed before the end of the month.
- Spirits of Wake Forest tours presented by Wake Forest Downtown were a success with 700 tickets sold and no weather cancellations.
- Positive merchant engagement with approximately 30 downtown businesses participating in the fall window decorating contest. This really helped reinforce a sense of community downtown. Page 158 Books was the winner. We also saw a great turnout for Goodies for Goblins, which was organized by the business owners.
- Over 1/3 of downtown vacancies are pending new tenants which

- will increase vacancy rate to less than 10%.
- Downtown Development Manager, Jennifer Herbert, is participating in the WF Area Chamber of Commerce Leadership Program.

## Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

WFBIP QUARTERLY REPORT [VIEW](#)

The Wake Forest Business & Industry Partnership's Quarterly Report is updated at the end of each quarter.

Use Chrome, Firefox, Safari or Edge to view the newsletter and the report.

### REQUESTS FOR INFORMATION (RFIs)

|                             | SEPT 2021 | OCT 2021 |
|-----------------------------|-----------|----------|
| Number of responses to RFIs | 1         | 1        |

### BUSINESS RETENTION & EXPANSION (BRE)

#### NAMES OF BUSINESSES VISITED THIS MONTH

Nucleas

Accu Tech USA

Phaxtec

## Engineering

### ENGINEERING PROJECTS Public Infrastructure, Environmental Engineering & Construction

| PROJECT                                               | CODE | UPDATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ailey Young Dam and Stream Restoration Project</b> |      | Town staff met with the Division of Water Quality Water Resources Development Grant Project Manager, Amin Davis, to inspect the Ailey Young Project on October 14th. The stream was found to be stable, and the riparian buffer vegetation nicely established. Staff can proceed with the closing out the grant for the project. Fluvial Solutions anticipates completing the repairs to the observation deck in November. (Project Manager – Carrie Mitchell)                                                                                    |
| <b>Ligon Mill Operational Improvements</b>            |      | The revised schedule shows they will be substantially complete by December 14. At this point they need to install a small amount of sidewalk, curb, and gutter, and median. Once complete, they will install the final lift of asphalt and striping.                                                                                                                                                                                                                                                                                              |
| <b>MS4 Program Updates</b>                            |      | The audit was initiated November 1. We have submitted all requested documentation for the initial review. Once NCDEQ has reviewed, they will setup an official audit date.                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Wake Forest Reservoir</b>                          |      | Wood Environment & Infrastructure Solutions completed an inspection of the dam on September 29, 2021. The summary of the inspection noted that conditions observed during the inspection did not represent unsafe structural stability concerns requiring immediate attention. WithersRavenel completed sampling of the clay liners at the base of the two lagoons and semiannual sampling of groundwater monitoring well MW-4. WithersRavenel will be submitting sampling reports to NCDEQ in November 2021. (Project Manager – Carrie Mitchell) |

## Finance

| FINANCIAL TASKS COMPLETED                       |                 |
|-------------------------------------------------|-----------------|
| TAX RETURNS & REPORTS                           | COMPLETION DATE |
| NC Sales and Use Tax Form E500                  | October 19      |
| 941/NC-5Q Quarterly Payroll Tax Returns         | October 25      |
| ORBIT/LGERS Report – NC State Treasurer         | October 1       |
| Utility Sales Tax Return – E500 E               | October 18      |
| Wake County Prepared Food and Beverage          | October 19      |
| ACCOUNTING/FINANCE                              | AMOUNT          |
| Total Accounts Payable Disbursement             | \$ 2,194,532    |
| Total ePayables Disbursement                    | 142,629         |
| Total Number of Invoices Paid                   | 639             |
| Total Amount of Invoices Paid with credit card  | 734,386         |
| GENERAL TASKS                                   | COMPLETION DATE |
| FYE June 30, 2021 Audit ongoing                 |                 |
| Annual financial statement preparation underway |                 |
| Vaccine Incentive Pay                           | October 29      |
| FY 2022–2027 CAPITAL IMPROVEMENTS PLAN UPDATE   | COMPLETION DATE |
| Departmental requests submitted                 | October 8       |
| Meetings with management team                   | November        |
| Updated CIP document                            | January         |

| PURCHASING / WAREHOUSE    |                                                  |
|---------------------------|--------------------------------------------------|
| New Vendors Set Up        | 9                                                |
| Purchase Orders Processed | 50                                               |
| Informal Quotes           | 12                                               |
| HUBSCO Report             | One (1) item sold - \$4,450<br>One (1) submitted |

| NORTHERN WAKE FOOD SECURITY TEAM |                                                                                                               |
|----------------------------------|---------------------------------------------------------------------------------------------------------------|
| Staff Hours                      | 18 hours per week – Drew Brown and Corey Johnson                                                              |
| Updates                          | Expanded partnership with Backpack Buddies<br>Delivering and picking up food from Hope House – every Thursday |

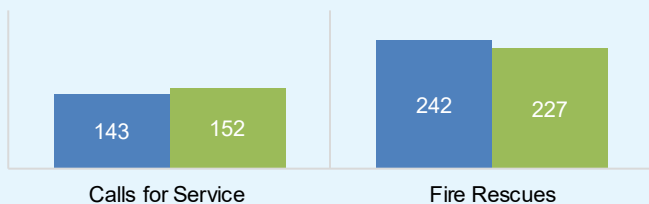
## Fire

| KEY STATS             |           |          |
|-----------------------|-----------|----------|
|                       | SEPT 2021 | OCT 2021 |
| Calls for Service     | 415       | 414      |
| Average Response Time | 4:29      | 4:44     |

| TYPES OF CALLS                |           |          |
|-------------------------------|-----------|----------|
|                               | SEPT 2021 | OCT 2021 |
| Fire                          | 143       | 152      |
| Medical                       | 242       | 227      |
| Motor Vehicle Accidents (MVA) | 30        | 35       |

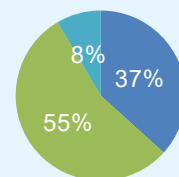
FIRE-KEY STATS

■ Sep-21 ■ Oct-21



TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



## Human Resources

### PROMOTIONS / TRANSFERS

| EMPLOYEE NAME     | DEPARTMENT | POSITION                      | DATE       |
|-------------------|------------|-------------------------------|------------|
| Lee Perry         | Purchasing | Inventory Specialist          | 10/4/2021  |
| Michael Underhill | Purchasing | Senior Inventory Specialist   | 10/4/2021  |
| Ronnie Allen      | Police     | Telecommunications Supervisor | 10/17/2021 |

### EMPLOYMENT

|                                                 |     |
|-------------------------------------------------|-----|
| Positions Filled                                | 361 |
| Vacancies                                       | 34  |
| <b>Total Authorized Positions</b><br>FY 2020–21 | 395 |

## Information Technology

### SERVICE STATS

|                            | SEPT 2021 | OCT 2021 |
|----------------------------|-----------|----------|
| Service Requests Completed | 323       | 283      |
| 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

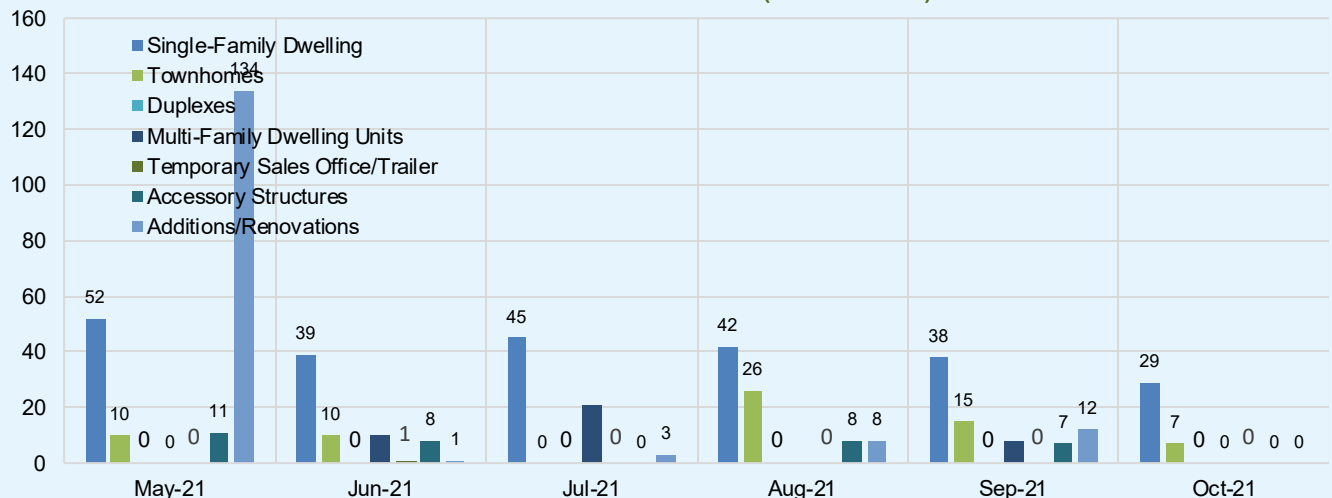
### RESIDENTIAL PERMITS

|                             | SEPT 2021  | OCT 2021   |
|-----------------------------|------------|------------|
| Single-Family Dwelling      | 38         | 29         |
| Townhomes                   | 15         | 07         |
| Duplexes                    | 00         | 00         |
| Multi-Family Dwelling Units | 08/248     | 00/000     |
| Other                       | 112        | 108        |
| <b>Total</b>                | <b>174</b> | <b>144</b> |

### NON-RESIDENTIAL PERMITS

|                | SEPT 2021 | OCT 2021  |
|----------------|-----------|-----------|
| New Commercial | 05        | 00        |
| Fit-Ups        | 03        | 05        |
| Other          | 37        | 29        |
| <b>Total</b>   | <b>45</b> | <b>34</b> |

### RESIDENTIAL BUILDING PERMITS (last 6 months)

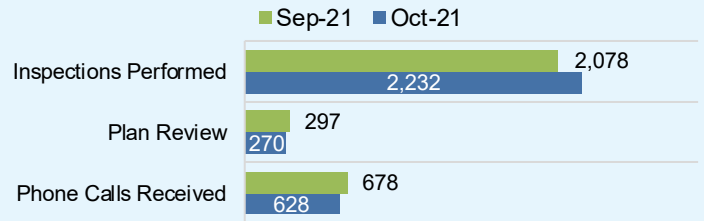




### PUBLIC FACILITIES

|                                    | SEPT 2021 | OCT 2021 |
|------------------------------------|-----------|----------|
| Preventative Maintenance Completed | 508       | 456      |
| Reactive Work Orders               | 107       | 122      |

### DEPARTMENTAL PRODUCTIVITY



### BUSINESSES

#### FIT-UPS

|                                   |                        |
|-----------------------------------|------------------------|
| Earthwise Pet Store & Grooming    | 416 S White St         |
| Chaos Werx                        | 2804 Crusher Run 102   |
| Fireball Basketball Academy       | 1839 S Main St         |
| Associate Urologists of NC (AUNC) | 110 Capcom Ave 201     |
| F45 Fitness                       | 1894 S Franklin St 104 |

#### PRE-OCCUPANCY

|                                   |                             |
|-----------------------------------|-----------------------------|
| Urban Anemone (aquarium business) | 11216 Capital Blvd 111      |
| Big Pixel LLC                     | 1772 Heritage Center Dr 201 |
| Cardinal Financial Company LP     | 1776 Heritage Center Dr 103 |
| Phina LLC                         | 1760 Heritage Center Dr 104 |
| Maggie Mae Hair Fix Inc           | 5107 Unicon Dr B            |
| Bioserenity                       | 1772 Heritage Center Dr 101 |
| JMG Technical Services            | 5103 Unicon Dr B            |

## Parks, Recreation & Cultural Resources

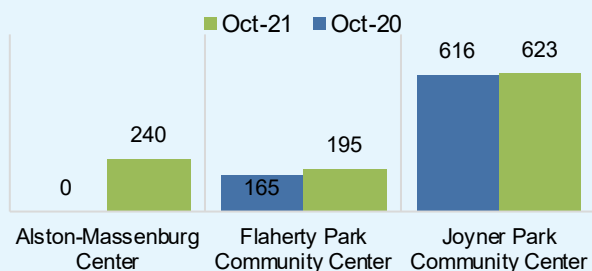
### ATHLETICS

|                                | OCT 2021  | OCT 2020 |
|--------------------------------|-----------|----------|
| Registrations Received – Youth | 56        | 0 COVID  |
| Registrations Received – Adult | 0         | 0 COVID  |
| Games Held                     | 108       | 117      |
| Revenue                        | \$4300.00 | 0 COVID  |

### PROGRAMS

|                                | OCT 2021   | OCT 2020   |
|--------------------------------|------------|------------|
| Registrations Received – Youth | 54         | 52         |
| Registrations Received – Adult | 755        | 733        |
| Classes/Programs Held          | 41         | 40         |
| Revenue                        | \$6,256.25 | \$5,334.95 |

### VISITORS TO COMMUNITY CENTERS



### RECONNECT PROGRAM GUIDE [VIEW](#)

The program guide is updated twice per year in January and July.

#### PARK MAINTENANCE

| TYPE OF MAINTENANCE             | QUANTITY |
|---------------------------------|----------|
| Vandalism                       | 3        |
| Reactive Maintenance            | 1        |
| PM Inspections & Services       | 73       |
| Evening & Weekend Park Services | 10       |

#### FACILITY RENTALS

|                                    | OCT 2021 | OCT 2020 |
|------------------------------------|----------|----------|
| Athletic Fields                    | 41       | 26       |
| Joyner Park Outdoor/ Open Space    | 7        | 11       |
| General Outdoor/ Open Space        | 0        | 0        |
| Picnic Shelters                    | 1        | 0        |
| Wake Forest Community House        | 2        | 0        |
| Joyner Park Community Center       | 0        | 0        |
| Flaherty Park Community Center     | 0        | 0        |
| Alston-Massenburg Community Center | 1        | 0        |

#### VISITORS TO AQUATIC CENTER & SPRAYGROUND

|                           | OCT 2021 | OCT 2020 |
|---------------------------|----------|----------|
| Aquatic Center            | closed   | closed   |
| Taylor Street Sprayground | closed   | closed   |

## Planning

DEVELOPMENT SERVICES MONTHLY REPORT [VIEW](#)

ZONING VIOLATIONS DASHBOARD [VIEW](#)

Use Chrome, Firefox, Safari or Edge when viewing the dashboard.

#### CERTIFICATES OF APPROPRIATENESS

|               | OCT 2021 | OCT 2020 |
|---------------|----------|----------|
| COAs Received | 2        | 1        |
| COAs Approved | 2        | 1        |

## Police

#### KEY STATS

|                   | OCT 2021 | OCT 2020 |
|-------------------|----------|----------|
| Calls for Service | 4493     | 5230     |
| Vehicle Crashes   | 197      | 155      |

## Public Works

- During the month of Oct, loose leaf season started the first week of October. Fleet is having issue with parts availability for timely repairs. PW sold 10 plots at the cemetery. Urban Forestry are in the planting season with 250 trees potentially being planted. Streets did the winter weather snow practice and equipment check.

### SOLID WASTE

|                              | OCT 2021 | OCT 2020 |
|------------------------------|----------|----------|
| New Construction Homes Added | 47       | 55       |
| New Cart Sets                | 47       | 55       |

### CEMETERY

|                       | OCT 2021 | OCT 2020 |
|-----------------------|----------|----------|
| Number of Plots Sold  | 10       | 3        |
| Number of Niches Sold | 0        | 0        |
| Total Plots Available | 259      | 441      |

### RECYCLING

|                                       | OCT 2021 | OCT 2020 |
|---------------------------------------|----------|----------|
| Volunteer Collected Litter            | 200      | n/a      |
| Volunteer Collected Recycling         | 0        | n/a      |
| Volunteer Hours                       | 8        | n/a      |
| Volunteer Miles of Streets            | 2        | n/a      |
| Sections of Roads Cleaned (not miles) | 0        | n/a      |
| Number of Creeks Cleaned              | 1        | n/a      |
| Number of Litter Kits Issued/Returned | 2        | n/a      |

## Renaissance Centre for the Arts

### EVENT & PROGRAM ATTENDANCE

|                              | OCT 2021 | OCT 2020 |
|------------------------------|----------|----------|
| Monthly In-Person Attendance | 2234     | 273      |
| Virtual Views                | 899      | 6018     |
| Ticketed Events Held         | 5        | 1        |
| Free Events Held             | 2        | 10       |

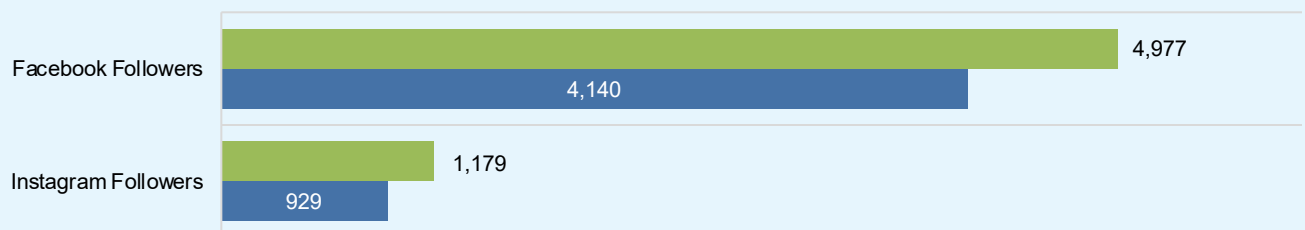
### RENAISSANCE CENTRE PROGRAM GUIDE [VIEW](#)

The program guide is updated twice per year in January and July.

- The Renaissance Centre is back up and running. The attendance for October was just over 2200 guests. This is 82% of the attendance for October 2019 (pre-pandemic). In October the RC hosted 2 expos, National Night out, the candidates' forum, 4 musical theater classes and 5 performances. It's good to be gathering and celebrating the arts.

### SOCIAL ENGAGEMENT

■ Oct-21 ■ Oct-20



## Wake Forest Power

### CUSTOMER SUMMARY

|                              | OCT 2021 | OCT 2020 |
|------------------------------|----------|----------|
| Electric Meters/Customers    | 6,596    | 6,412    |
| Pre-Pay Power Customers      | 460      | 436      |
| H.O.P.E. Participants        | 45       | 44       |
| N.C. GreenPower Participants | 17       | 18       |

### POWER OUTAGES

| AUG 2021                                                 | OCT 2021 | OCT 2020 |
|----------------------------------------------------------|----------|----------|
| Total Number of Customers Affected by Outages this Month | 45       | 237      |
| Average Number of Customers Affected per Outage          | 15       | 47.4     |

#### PAYMENTS RECEIVED

|                                       | SEPT 2021 | OCT 2021  |
|---------------------------------------|-----------|-----------|
| eSuite Credit Card Payments           | \$560,657 | \$350,048 |
| eSuite Credit Card Payments (Pre-Pay) | 6,993     | 5,331     |
| Paymentus CC Payments                 | 609,219   | 620,603   |
| Paymentus CC Payments (Pre-Pay)       | 43,309    | 39,473    |

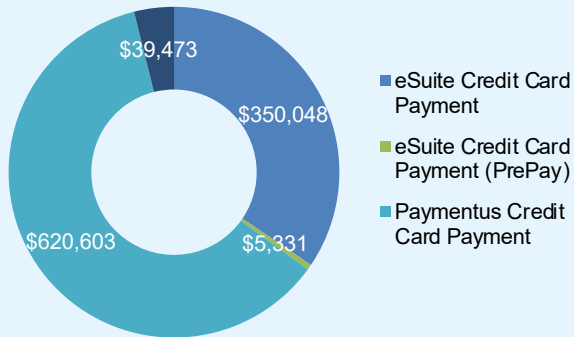
#### NUMBER OF TRANSACTIONS

|                                       | SEPT 2021 | OCT 2021 |
|---------------------------------------|-----------|----------|
| eSuite Credit Card Payments           | 1,139     | 847      |
| eSuite Credit Card Payments (Pre-Pay) | 223       | 173      |
| Paymentus CC Payments                 | 3,037     | 2,478    |
| Paymentus CC Payments (Pre-Pay)       | 1,098     | 1,044    |

Note: Transitioning to Paymentus during FY 2021

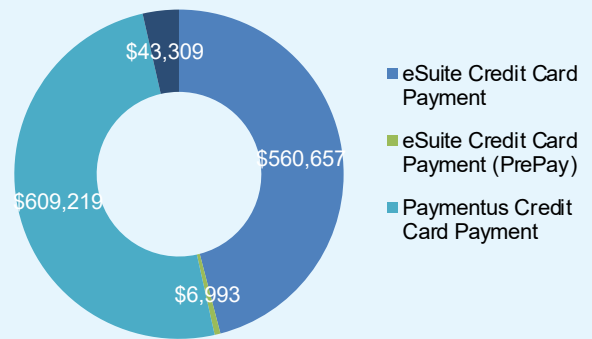
#### PAYMENTS RECEIVED

OCTOBER 2021



#### PAYMENTS RECEIVED

SEPTEMBER 2021



#### TREE TRIMMING

Removed dead trees at substation and clearing ROW at Unicon.

# Advisory Boards

## Historic Preservation Commission

### MEETINGS

|                          |            |
|--------------------------|------------|
| Most recent meeting held | 10/13/2021 |
|--------------------------|------------|

|                                 |              |
|---------------------------------|--------------|
| Number of members in attendance | 8 of 9 total |
|---------------------------------|--------------|

Update on Work Plan: The Historic Preservation Commission (HPC) held two public hearings at the October meeting. The first was a demolition request for a property in the Glen Royal Mill Village. The second was to replace a walkway in the local historic district. Both were approved. Members of the HPC attended the virtual statewide historic preservation conference on October 21-22. Planning for the Historic Holiday Festival on December 4, 2021, from 10-2 at the Museum is ongoing

## Human Relations Council

### MEETINGS

|                          |            |
|--------------------------|------------|
| Most recent meeting held | 10/28/2021 |
|--------------------------|------------|

|                                 |                   |
|---------------------------------|-------------------|
| Number of members in attendance | 9 out of 11 total |
|---------------------------------|-------------------|

Updates on Work Plan: Good Neighbor Award plaques were purchased. Multicultural Day 2022: The group discusses plans for the event and agreed to finalize plans in the new year

## Public Art Commission

### MEETINGS

|                          |            |
|--------------------------|------------|
| Most recent meeting held | 10/28/2021 |
|--------------------------|------------|

|                                 |               |
|---------------------------------|---------------|
| Number of members in attendance | 7 of 10 total |
|---------------------------------|---------------|

Updates on Work Plan: Held Arts Celebration in NE Community on October 9.

## Parks, Recreation & Cultural Resources Advisory Board

### MEETINGS

|                          |            |
|--------------------------|------------|
| Most recent meeting held | 10/25/2021 |
|--------------------------|------------|

|                                 |               |
|---------------------------------|---------------|
| Number of members in attendance | 9 of 17 total |
|---------------------------------|---------------|

Updates on Work Plan: All task team assignments have been completed. National Trails Day will be held next year and will include a 5k Race. The board interviewed candidates and nominated 2 new members for BOC approval.

## Technology Advisory Board

### MEETINGS

|                          |            |
|--------------------------|------------|
| Most recent meeting held | 10/25/2021 |
|--------------------------|------------|

|                                 |                  |
|---------------------------------|------------------|
| Number of members in attendance | 6 out of 8 total |
|---------------------------------|------------------|

Updates on Work Plan: TAB members continue to work on STEM Saturday. One new and one incumbent member were voted onto the board.

## Urban Forestry Board

### MEETINGS

|                          |            |
|--------------------------|------------|
| Most recent meeting held | 10/26/2021 |
|--------------------------|------------|

|                                 |                   |
|---------------------------------|-------------------|
| Number of members in attendance | 9 out of 11 total |
|---------------------------------|-------------------|

Updates on Work Plan: The board may procure American chestnut seeds and plant them on town property. 3 new members were voted onto the board.





## Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-376-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: November 16, 2021

### **SUBJECT**

Wake County Tax Releases

### **Recommendation:**

### **Item Summary:**

### **ATTACHMENTS**

- [WakeCountyTaxReleases.pdf](#)



**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

November 2, 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 November 1, 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,

A handwritten signature in black ink, appearing to read "Yvonne Gilyard".

Yvonne Gilyard  
Deputy Clerk to the Board  
Wake County Board of Commissioners

**Board Report**

Date : 11/01/2021

TO : WAKE COUNTY BOARD OF COMMISSIONERS

RE: CONSIDERATION OF REFUND FOR TAXES, INTEREST AND PENALTIES FOR WAKE FOREST

**Return**Approved By : *M. Kinrade*

| No. | Name of Tax Payer                                                     | Account Number                 | Tax and Penalties              | Total Rebate | Total Refund | Request Status |
|-----|-----------------------------------------------------------------------|--------------------------------|--------------------------------|--------------|--------------|----------------|
| 1   | LUI, YICK K<br>1165 HERITAGE KNOLL DR<br>WAKE FOREST NC, 27587 - 5096 | 0000363411- 2021- 2021- 000000 | City 961.97<br>County 1,166.02 | 2,127.99     | 2,127.99     | Refund         |
|     | Marcus D. Kinrade                                                     |                                | Total City Rebated 961.97      |              |              |                |
|     | Wake County Tax Administrator                                         |                                | Total County Rebated 1,166.02  |              |              |                |
|     |                                                                       |                                | Total Rebate/Refund            | 2,127.99     | 2,127.99     |                |

CC:

\*Refund amount may differ from rebated total due to released interest or application of payment to any balance due on the account.

Print

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## WAKE COUNTY TAX ADMINISTRATION

Rebate details  
9/1/2021 - 9/30/2021

WAKE FOREST

PAGE

TIME

DATE

10/03/2021 02:41:18 PM

1

| REBATE<br>NUMBER | PROPERTY | SPEC<br>DIST | CITY | LATE LIST<br>TAG | BILLED | INT | TOTAL<br>REBATED | PROCESS<br>DATE | ACCOUNT<br>NUMBER | TAX<br>YEAR | YEAR<br>FOR | BILLING<br>TYPE | OWNER |
|------------------|----------|--------------|------|------------------|--------|-----|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|
|------------------|----------|--------------|------|------------------|--------|-----|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|

## WAKE FOREST (Not In District)

## BUSINESS ACCOUNTS

|        |       |      |      |        |      |  |        |            |            |      |      |        |                                           |
|--------|-------|------|------|--------|------|--|--------|------------|------------|------|------|--------|-------------------------------------------|
| 795366 | 0.00  | 0.00 | 0.00 | 2.87   | 0.00 |  | 2.87   | 09/10/2021 | 0006862458 | 2021 | 2021 | 000000 | CAA ENGINEERS INC                         |
| 795247 | 0.00  | 0.00 | 0.00 | 101.82 | 0.00 |  | 101.82 | 09/09/2021 | 0006870821 | 2021 | 2021 | 000000 | CHIPOTLE MEXICAN GRILL OF<br>COLORADO LLC |
| 795712 | 90.56 | 0.00 | 0.00 | 0.00   | 0.00 |  | 90.56  | 09/15/2021 | 0005005790 | 2021 | 2021 | 007000 | COCA COLA COMPANY                         |
| 795208 | 23.92 | 0.00 | 0.00 | 0.00   | 0.00 |  | 23.92  | 09/09/2021 | 0006821489 | 2021 | 2021 | 007000 | LOOMIS ARMORED US LLC                     |

Subtotal for

BUSINESS  
ACCOUNTS

4 Properties Rebated

219.17

104.69

0.00

0.00

0.00

114.48

## BUSINESS REAL ESTATE ACCOUNTS

|        |       |      |      |      |      |  |       |            |            |      |      |        |                                      |
|--------|-------|------|------|------|------|--|-------|------------|------------|------|------|--------|--------------------------------------|
| 796104 | 3.71  | 0.00 | 0.00 | 0.00 | 0.00 |  | 3.71  | 09/21/2021 | 0000448010 | 2021 | 2021 | 000000 | TRADITIONS MASTER<br>ASSOCIATION INC |
| 796103 | 3.71  | 0.00 | 0.00 | 0.00 | 0.00 |  | 3.71  | 09/21/2021 | 0000448009 | 2021 | 2021 | 000000 | TRADITIONS MASTER<br>ASSOCIATION INC |
| 796473 | 3.47  | 0.00 | 0.00 | 0.00 | 0.00 |  | 3.47  | 09/24/2021 | 0000421799 | 2021 | 2021 | 000000 | TRADITIONS MASTER<br>ASSOCIATION INC |
| 796106 | 3.71  | 0.00 | 0.00 | 0.00 | 0.00 |  | 3.71  | 09/21/2021 | 0000448007 | 2021 | 2021 | 000000 | TRADITIONS MASTER<br>ASSOCIATION INC |
| 796107 | 12.62 | 0.00 | 0.00 | 0.00 | 0.00 |  | 12.62 | 09/21/2021 | 0000439615 | 2021 | 2021 | 000000 | TRADITIONS MASTER<br>ASSOCIATION INC |
| 796105 | 3.71  | 0.00 | 0.00 | 0.00 | 0.00 |  | 3.71  | 09/21/2021 | 0000448008 | 2021 | 2021 | 000000 | TRADITIONS MASTER<br>ASSOCIATION INC |
| 796471 | 9.80  | 0.00 | 0.00 | 0.00 | 0.00 |  | 9.80  | 09/24/2021 | 0000421579 | 2021 | 2021 | 000000 | TRADITIONS MASTER<br>ASSOCIATION INC |
| 796472 | 3.47  | 0.00 | 0.00 | 0.00 | 0.00 |  | 3.47  | 09/24/2021 | 0000421798 | 2021 | 2021 | 000000 | TRADITIONS MASTER<br>ASSOCIATION INC |



## WAKE COUNTY TAX ADMINISTRATION

Rebate details  
9/1/2021 - 9/30/2021

## WAKE FOREST

PAGE

TIME

DATE

2

02:41:18 PM

10/03/2021

| REBATE<br>NUMBER | PROPERTY | SPEC<br>DIST | CITY<br>TAG | LATE LIST | BILLED<br>INT | TOTAL<br>REBATED | PROCESS<br>DATE | ACCOUNT<br>NUMBER | TAX<br>YEAR | FOR<br>YEAR | BILLING<br>TYPE | OWNER |
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|

Subtotal for

BUSINESS

REAL

ESTATE

ACCOUNTS

8 Properties Rebated

44.20

0.00

0.00

0.00

0.00

44.20

## INDIVIDUAL PROPERTY ACCOUNTS

|        |          |      |        |      |      |          |            |            |      |      |        |                                       |
|--------|----------|------|--------|------|------|----------|------------|------------|------|------|--------|---------------------------------------|
| 795866 | 369.97   | 0.00 | 0.00   | 0.00 | 0.00 | 369.97   | 09/20/2021 | 0006795057 | 2021 | 2021 | 000050 | PENSKE TRUCK LEASING LP               |
| 795368 | 95.83    | 0.00 | 0.00   | 0.00 | 0.00 | 95.83    | 09/10/2021 | 0006893615 | 2021 | 2021 | 000000 | SAVE TIME TRANSPORTATION SERVICES LLC |
| 795086 | 6.49     | 0.00 | 0.00   | 0.65 | 0.00 | 7.14     | 09/08/2021 | 0006814294 | 2020 | 2020 | 000000 | NORRIS, JERRY ROBERTS JR              |
| 797058 | 101.88   | 0.00 | 0.00   | 0.00 | 0.00 | 101.88   | 09/30/2021 | 0006893615 | 2021 | 2021 | 000000 | SAVE TIME TRANSPORTATION SERVICES LLC |
| 794624 | 3,885.76 | 0.00 | 250.00 | 0.00 | 0.00 | 4,135.76 | 09/01/2021 | 0006795057 | 2021 | 2021 | 000000 | PENSKE TRUCK LEASING LP               |
| 797057 | 113.20   | 0.00 | 0.00   | 0.00 | 0.00 | 113.20   | 09/30/2021 | 0006893615 | 2020 | 2020 | 000000 | SAVE TIME TRANSPORTATION SERVICES LLC |

Subtotal for

INDIVIDUAL

PROPERTY

ACCOUNTS

6 Properties Rebated

4,823.78

0.00

0.65

250.00

0.00

4,573.13

## INDIVIDUAL REAL ESTATE ACCOUNTS

|        |        |      |      |      |      |        |            |            |      |      |        |                         |
|--------|--------|------|------|------|------|--------|------------|------------|------|------|--------|-------------------------|
| 794865 | 287.26 | 0.00 | 0.00 | 0.00 | 0.00 | 287.26 | 09/03/2021 | 0000280495 | 2021 | 2021 | 000000 | HOPE, ANNIE ARLENE      |
| 794494 | 239.23 | 0.00 | 0.00 | 0.00 | 0.00 | 239.23 | 09/01/2021 | 0000047746 | 2021 | 2021 | 000000 | MITCHELL, WILLIAM HENRY |
| 795728 | 961.97 | 0.00 | 0.00 | 0.00 | 0.00 | 961.97 | 09/15/2021 | 0000363411 | 2021 | 2021 | 000000 | LUI, YICK KEUNG         |
| 796467 | 856.27 | 0.00 | 0.00 | 0.00 | 0.00 | 856.27 | 09/24/2021 | 0000054057 | 2021 | 2021 | 000000 | PELOSI, JOHN W          |

Subtotal for

INDIVIDUAL

REAL

ESTATE

ACCOUNTS

4 Properties Rebated

2,344.73

0.00

0.00

0.00

2,344.73





WAKE COUNTY TAX ADMINISTRATION

Rebate details  
9/1/2021 - 9/30/2021

WAKE FOREST

DATE 10/03/2021  
TIME 02:41:18 PM  
PAGE 3

| REBATE<br>NUMBER | PROPERTY | SPEC<br>DIST | CITY<br>TAG | LATE LIST | BILLED<br>INT | TOTAL<br>REBATED | PROCESS<br>DATE | ACCOUNT<br>NUMBER | TAX<br>YEAR | FOR<br>YEAR | BILLING<br>TYPE | OWNER |
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|
|------------------|----------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-------------|-------------|-----------------|-------|

|       |          |      |        |        |      |          |  |  |    |                                          |  |  |
|-------|----------|------|--------|--------|------|----------|--|--|----|------------------------------------------|--|--|
| TOTAL | 7,076.54 | 0.00 | 250.00 | 105.34 | 0.00 | 7,431.88 |  |  | 22 | Properties Rebated for the District/City |  |  |
|-------|----------|------|--------|--------|------|----------|--|--|----|------------------------------------------|--|--|

WAKE  
FOREST (Not  
In District)

|                   |          |      |        |        |      |          |  |  |    |                                 |  |  |
|-------------------|----------|------|--------|--------|------|----------|--|--|----|---------------------------------|--|--|
| TOTAL FOR<br>CITY |          |      |        |        |      |          |  |  | 22 | Properties Rebated for the City |  |  |
| WAKE              | 7,076.54 | 0.00 | 250.00 | 105.34 | 0.00 | 7,431.88 |  |  |    |                                 |  |  |
| FOREST            |          |      |        |        |      |          |  |  |    |                                 |  |  |



WAKE COUNTY TAX ADMINISTRATION

Rebate details  
9/1/2021 - 9/30/2021

WAKE FOREST

DATE 10/03/2021  
TIME 02:41:18 PM  
PAGE 1

| REBATE<br>NUMBER | PROPERTY   | SPEC<br>DIST | CITY<br>TAG | LATE LIST | BILLED<br>INT | TOTAL<br>REBATED | PROCESS<br>DATE | ACCOUNT<br>NUMBER | TAX<br>YEAR                       | FOR<br>YEAR | BILLING<br>TYPE | OWNER |
|------------------|------------|--------------|-------------|-----------|---------------|------------------|-----------------|-------------------|-----------------------------------|-------------|-----------------|-------|
| Grand Total:     | 330,999.72 | 835.17       | 10,477.50   | 25,536.32 | 0.00          | 367,848.71       |                 | 146               | Properties Rebated for All Cities |             |                 |       |