



**Wake Forest Board of Commissioners
Meeting Agenda
May 20, 2025 – 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 [Evelyn Wright](#) at 919-435-9432 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 6 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 Deputy Town Clerk's office at 919-435-9432. 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 three 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 three minutes each to express his/her comments, ideas, concerns, expressions, and desires. Only comments on a Public Hearing will be allowed during this time.

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](#). 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 three minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

- 2.A April 1, 2025 BOC Work Session Minutes April 15, 2025 BOC Regular Meeting Minutes
[DRAFTBOCWSTMinutes_Apr20251 FINAL.pdf](#)
[DRAFTBOCMinutes_APR202515 FINAL \(use\).pdf](#)

3. Presentations

- 3.A Resolution Recognizing Sergeant Larry Neal Collie on his Retirement
[Collie Summary appreciation of services.docx](#)
[Collie Resolution of Appreciation for Services.docx](#)
- 3.B Proclamation Recognizing Tourette Syndrome Awareness Day
[Proclamation Recognizing Tourette Syndrome Awareness Day 2025.pdf](#)
- 3.C Proclamation Recognizing Older Americans Month
[Proclamation 2025 May Older Americans Month.pdf](#)
- 3.D Proclamation Recognizing May as Mental Health Month
[ProclamationMentalHealthMonthMay2025.pdf](#)

4. Public hearings / Public Comment

- 4.A Public Hearing to receive public comment on the proposed FY 2025-2026 Budget
[Public Hearing on Proposed Budget_Summary.pdf](#)
- 4.B Evidentiary Hearing on QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf of Town of Wake Forest, for the establishment of a Public Safety Station and Training Facility on 4.48± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.
[Staff Report SUP-24-02.pdf](#)
[Exhibit 1 - Neighborhood Meeting Information.pdf](#)
[Exhibit 2 - Application.pdf](#)
[Exhibit 3 - Maps.pdf](#)
[Exhibit 4 - Annotated Oblique Aerial Photograph.pdf](#)
[Exhibit 5 - Proposed Wake Forest Fire Station SUP Master Plan.pdf](#)
[Exhibit 6 - Wake Forest Fire Station #6 Traffic Memorandum.pdf](#)
[Exhibit 7 - Travel 4 minutes from Station Analysis Results.pdf](#)
[Exhibit 8 - Travel 6 minutes from Station Analysis Results.pdf](#)
[Exhibit 9 - Appraiser Impact Study.pdf](#)
[Exhibit 10 - UDO Section 9-4.pdf](#)

- 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 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5. Consent Agenda

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

- 5.A Approval of Budget Ordinance Amendment # 2 - FY 2024-2025
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment # 2 FY 2024 - 2025.pdf](#)
- 5.B Resolution to support NCDOT Abandonment of the old alignment of Rogers Branch Rd and assume maintenance, into the Town of Wake Forest Street System for Maintenance.
[Attachment_A_Summary_2025_Old Rogers Branch.docx](#)
[Attachment_B_Resolution_2025.05_Old Rogers Branch.docx](#)
[Attachment_C_Contract Exhibit.pdf](#)
[Attachment_D_Proposed Addition.pdf](#)
- 5.C Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Larry Neal Collie
[Collie Summary badge and weapon surplus.docx](#)
[Collie Resolution Badge and Weapon.docx](#)
- 5.D Approval of a contract to remodel the Town Hall Third Floor to add additional meeting rooms and work stations for \$803,500.00
[Summary Third Floor Remodel.pdf](#)
[Attachment A Third Floor Remodel Resolution.docx](#)
[Attachment B Berry Building Group Submittal.pdf](#)
[Attachment C Full Third Floor Bid Tab.pdf](#)

6. Legislative Items

7. Planning Items

- 7.A Consideration of QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf

of Town of Wake Forest, for the establishment of a Public Safety Station and Training Facility on 4.48± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.

8. Administration and Financial Items

- 8.A Consideration of approval of Resolution Authorizing an Internal Loan from the General Fund to Wake Forest Power for the purchase of Generation Systems
[GF to EF Internal Loan Resolution_Summary.pdf](#)
[Resolution2023-83PurchaseOfGenerationSystemsFromPowerSecure_Dec202319.pdf](#)
[Purchase Order 2024-441_Generators.pdf](#)
[resolution 2025-xx electric fund loan_generators.docx](#)

9. Public Services Items

10.Parks and Recreation Items

- 10.A Consideration to Authorize Contract for Flaherty Park Tennis Construction Management
[Summary Sheet - Consideration of Contract for Flaherty Park Tennis Courts Construction.pdf](#)
[Resolution for BOC - Contract for Flaherty Tennis Courts Construction.pdf](#)

11.Public Safety Items

12.Other Business

- 12.A Department Monthly Reports
[April 2025 Monthly Report Draft.pdf](#)

13.Adjournment



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-458-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: May 20, 2025

Subject

April 1, 2025 BOC Work Session Minutes
April 15, 2025 BOC Regular Meeting Minutes

Recommendation:

item Summary:

ATTACHMENTS:

- [DRAFTBOCWSEMinutes_Apr20251 FINAL.pdf](#)
- [DRAFTBOCMinutes_APR202515 FINAL \(use\).pdf](#)



**DRAFT Wake Forest Board of Commissioners
Work Session Meeting Minutes**

The Wake Forest Board of Commissioners met on **Tuesday, April 1, 2025, 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.

Commissioners Present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Nelson Hughes
Town Clerk Evelyn Wright
Deputy Town Clerk Ella Dowtin

Engineering Director Tim Watson
Interim Police Chief Julius Jefferson
Police Captain Brandon High
Police Captain Matt Perkinson
Senior Planner Tim Richards
Facility Director Mickey Rochelle

Presentations

- 1.1. Presentation of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701 Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD).

Tim Richards presented on behalf of Patrick Reidy. Mr. Richards advised of the rezoning of 4.48 acres from Wake County's Highway District (HD) to Rural Holding District (RD). The property is outside of ETJ but within the Town's long range urban service area. The applicant is requesting review and approval of the rezoning. The

Planning Board recommended approval of the rezoning plan on March 11th and staff recommends approval of the rezoning as it is consistent with the Comprehensive Plan and public interest.

Mayor Jones inquired as to why it was decided to do a Rural Holding District. Mr. Richards advised it is a good fit for the surrounding development and allows for a range of residential and infrastructure and civic use.

Town Manager Kip Padgett reminded the Board of the need to obtain a special use permit, and the Quasi-Judicial Hearing will occur in a few months.

Mayor Jones opened the floor for questions of which there were none.

1.2. Presentation of contract related to road improvements associated with the Reserve at Dunn Creek.

Allison Snyder presented the contract requesting the Town Manager be able to execute a contract with Dunn Creek Owner LLC to construct a two-lane section between Holding Village and the Reserve at Dunn Creek. Statute gives the Town authority to enter into agreements with developers, if it is in the financial best interest of the Town. The contract before the Board is in the best financial interest of the Town. Commissioner Cross and Mayor Jones asked for clarity on costs and the Town's financial responsibility. Ms. Snyder advised that the total project cost is estimated at \$6.3M with financial responsibility for the Town to be capped at \$4.3M (2/3 of the estimated total project cost).

Mayor Jones opened the floor for additional questions of which there were none.

1.3. Presentation on the construction of a public safety warehouse at 1412 Forestville Road for \$2,681,000.00.

Mickey Rochelle presented on the bids received for the construction of the Public Safety Warehouse and requested that the contract be placed on the Consent Agenda. Several bids were received, and Berry Building Group came in the lowest bid. It was determined that Berry Building Group is a good fit for the project.

Mayor Jones opened the floor for questions of which there were none.

- 1.4. Presentation of LEGISLATIVE CASE RZ-24-04, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Tim Richards conducted a review of the Site Plan and the Grading and Drainage Plan for the Board. TIA was completed in 2024. Mr. Richards discussed the recommended changes. Mr. Richards noted a change to condition #12 and the changes regarding gathering spaces and parking. Condition 13 provided pedestrian access, condition 15 and 16 addressed affordable units, and stop signs were recommended.

At the March 11th Planning Board meeting they voted 6-0 in favor of the change. Mr. Richards advised that the staff recommendation is for approval of the rezoning as proposed, finding it to be generally consistent with the comprehensive plan and in the public interest, because it is consistent with Community Plan direction for neighborhood, commercial areas, commercial industrial area number two, setbacks and parking lots, sidewalks and multi-use paths and gateways.

Commissioner Sliwinski asked Mr. Richards to remind the Board of the decision made concerning not burying the power lines. Mr. Richards advised that one line is the transmission line which is expensive to bury. After seeking clarity from the applicant, Mr. Richards advised that the cost would be \$90,000 and the wait time for materials and equipment would be one year. Commissioner Sliwinski also inquired about the \$20,000 that will be paid to the town for a safety project and if there were plans for the project. Mr. Richards advised that he consulted with the engineering staff and it was determined that would be enough to have high visibility crosswalks and stop signs.

Commissioner Cross confirmed the Community Plan classifying the change as a gateway, which requires the lines to be buried for appearances by the UDO. Mr. Richards confirmed that is correct. Commissioner Cross also inquired about the stories of the neighborhood businesses for the current zoning and the height of the retaining wall. Mr. Richards advised the retaining wall is six feet and, for the current zoning, the neighborhood stories is three. Commissioner Cross inquired about the distance of the tree buffer. Mr. Richards advised there is a 15-foot buffer. Commissioner Cross expressed concern for the turning lane suggested it begin at the turn into Flaherty Park. Mr. Richards advised that there are multiple options to address the concern and the matter has been discussed with engineering staff. Commissioner Cross inquired about the 2022 traffic study which was updated in 2024. Mr. Richards advised the study was conducted in November 2022 but was reviewed, revised, and finalized in January 2024.

Commissioner Cross raised concern that the study does not account for the baseball traffic during baseball season and growth.

Mayor Jones asked if there were any other questions. No questions were heard.

2. Discussion of Monthly Financial Report

2.1 Discussion of February Monthly Financial Summaries

Monthly Financial Report Received.

Commissioner Cross inquired about the staff considering a loan from the general fund to electric. Mayor Jones advised the matter will come before the Board at a later time. Town Manager Kip Padgett advised the loan is in lieu of getting a loan from a bank for the generators and paying the funds back with interest. Mr. Padgett advised that similar transactions have been done on occasion in the past.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda

Town Manager Kip Padgett advised the consideration of a contract to purchase property at 0 Forestville Rd. should be added to number eight Administration and Financial Items of the agenda.

4. Other Business

4.1 Appointment of Town Attorney

ACTION:

Motion to Approve the Appointment of Nathan McKinney as Town Attorney

1st- Commissioner Shackelford

2nd Commissioner Wright

Vote: Motion carried 5-0

Motion for Memorandum of Agreement for the contract of Mr. McKinney

1st Commissioner Wright

2nd Commissioner Sliwinski

Vote: Motion carried 5-0

5. Commissioner Reports

Commissioner Wright invited everyone out to STEM Saturday on April 12th and Friday Night on White.

Commissioner Shackleford had no report.

Commissioner Cross attended the CAMPO meeting regarding Capital Boulevard and the toll road study. Commissioner Cross congratulated Wake Forest Power for their national recognition. Commissioner Cross reminded everyone of the upcoming Forest Fest and the first memorial flag raising on Monday.

Commissioner Clapsaddle echoed Commissioner Sliwinski's concern for community safety and thanked the Town staff for all that they do.

Commissioner Sliwinski invited everyone out for the Easter Eggstravaganza. Commissioner Sliwinski mentioned the report regarding DWI arrests and implored people to be responsible as there are consequences associated with driving while impaired. Commissioner Sliwinski thanked Chief Jefferson and the law enforcement for keeping the community safe.

Mayor Jones advised she attended the CAMPO meeting. Mayor Jones gave an overview of the toll roads versus "hot lanes" from the toll road study. CAMPO asked the staff to do a public comments section and vote on whether to go forward with the Toll Authority at the CAMPO meeting in May. Mayor Jones asked staff to encourage everyone to respond to the upcoming poll regarding the toll road.

Mayor Jones also advised that she enjoyed visiting Wake Forest Charter Academy to read books to the children as March is their reading month. Mayor Jones advised the Comic Book Expo was a good event and the Western NC Exhibit at the museum is worth going to see.

Mayor Jones passed out a draft of Rules for Public Hearing and Public Comments for consideration at the next meeting. Mayor Jones also advised that the item will be added to the agenda for the next regular meeting.

Town Manager Padgett had no report.

6. Adjournment

The Board of Commissioners adjourned the meeting at 6:46 p.m.

Duly approved in open session this 20th day of May 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



DRAFT Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, April 15, 2025**, 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 everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioner Members Absent: None.

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Allison Snyder
Assistant Town Manager/CFO Aileen Staples
Town Attorney Sam Slater
Town Clerk Evelyn Wright
Deputy Town Clerk Ella Dowtin
Engineering Director Tim Watson
Fire Chief Ron Early
Interim Police Chief Julius Jefferson

Finance Director Samantha Sanchez
Senior Planner Patrick Reidy
Planner 1 Ari Schwartz
Street Maintenance Manager Joe Medlin
Public Works Director Tim Bailey
Senior Planner Tim Richards
Planning Director Jennifer Currin
Police Captain Brandon High
Police Captain Matt Perkinson

Mayor Vivian Jones recognized and welcomed the new Town Attorney Nathan McKinney.

1. Approval of Agenda

ACTION:

Mover: Commissioner Sliwinski moved to approve the agenda as presented.

Second: Commissioner Wright

Vote: Motion carried 5-0

2. Approval of Minutes

2.A. Approval of Minutes:

- March 4, 2025, Work Session
- March 18, 2025, Regular Meeting

ACTION:

Mover: Commissioner Wright moved to approve the minutes as presented.

Second: Commissioner Shackelford

Vote: Motion carried 5-0

3. Presentations

3.A. Proclamation Recognizing April 25, 2025 as Arbor Day in the Town of Wake Forest

3.B. Proclamation Recognizing April 22, 2025 as Earth Day in the Town of Wake Forest

3.C. Proclamation Recognizing May 2025 as "National Bike Month"

3.D. Proclamation Recognizing July 4, 2025 as America 250! Day

3.E. Resolution Recognizing Sergeant Charles Burchett on his Retirement

3.F. Proclamation Recognizing May 1, 2025 as "Global Love Day"

3.G. Recognizing Clarence Medlin, III on his Retirement

3.H. Introduction of Wake Forest Chamber of Commerce President Jim Thompson

Mr. Thompson gave a presentation requesting that the Town reinstates the partnership with the Wake Forest Chamber of Commerce of \$20,000- for 2024/2025 of which \$15,000 will be to support Chamber programming and \$5,000 to support the

3.I. Proclamation Recognizing National Day of Prayer

3.J. Proclamation Recognizing the 56th Annual Professional Municipal Clerks Week

4. Public hearings / Public Comment

4.A. Public Hearing on a petition requesting contiguous and non-contiguous annexation submitted by property owners Town of Wake Forest for property associated with the rezoning request RZ-24-06, located at 1621 and 1701 Wait Avenue being Wake County PINs 1850578617 and 1850670578 being approximately 4.48 acres.

Public Comment

William Altman – 5410 Trinity Rd.- Raleigh, NC

4.B. Public Hearing of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701 Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake County's Highway District (HD) to Wake Forestville Rural Holding District (RD).

Public Comment

William Altman – 5410 Trinity Rd.- Raleigh, NC

Margaret Watkins – 407 Belmellen Ct. – Wake Forest NC, 27587

Robert Nicholas– 1705 Wait Avenue – Wake Forest, NC

Loretta Humphrey – 123 Main St. – Wake Forest, NC 27587

4.C. Public Hearing on LEGISLATIVE CASE RZ-24-04, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Tim Richards gave an update on case RZ-24-04 since the work session on April 1, 2025. Mr. Richards reviewed the letter presented to the Commissioners regarding proposed conditions to the rezoning and highlighted the changes to condition nine, which now provides for burying the powerline, and condition twelve, which provides for a one-time payment of \$5,000 to the Town for transportation safety measures and those measures will be implemented by the Town. Mr. Richards advised that the staff continues to recommend the approval

of the requested changes for the rezoning.

Public Comments

Tamara Weightman – 9000 Willington Pl. – Wake Forest, NC 27587

Margaret Watkins – 407 Belmellen Ct. – Wake Forest NC, 27587

Wynn Baum – 203 Capcom Avenue – Wake Forest, NC 27587

- 4.D. Public Hearing on a contiguous annexation submitted by the property owner Sassom LLC, located at 0 Forestville Road being Wake County PIN 1749681910 (portion of) being approximately 0.175 acres.

No speakers were present. Mayor Jones declared the Public Hearing closed.

- 4.E. Public Hearing on a contiguous annexation submitted by the property owners Naught 1 LLC and 2517 BMC LLC, located at 2517, 2601, and 2605 Burlington Mills Road, being Wake County PINs 1738499517, 1738593572, and 1738592719 being approximately 3.875 acres.

No speakers were present. Mayor Jones declared the Public Hearing closed.

- 4.F. 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 3 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.

Mayor Jones opened the floor for general comments.

Public Comment

Margaret Watkins – 407 Belmellen Ct. – Wake Forest NC, 27587

Mayor Jones declared the public comments closed.

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 contract related to road improvements associated with the Reserve at Dunn Creek.

5.B. Approval of a resolution authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with Barry Building Group to construct a public safety warehouse at 1412 Forestville Rd. for \$2,681,000.00.

5.C. Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Charles Burchett

5.D. Resolution Authorizing Property Conveyance of 0.639 acres; Portion of 414 Wait Avenue, Wake Forest, NC For H.L. Miller Park Improvements

ACTION:

Mover: Commissioner Sliwinski moved to approve the Consent Agenda.

Second: Commissioner Wright

Vote: Motion carried 5-0

6. Legislative Items

No Legislative Items presented.

7. Planning Items

7.A. Consideration of a petition requesting contiguous and non-contiguous annexation submitted by property owners Town of Wake Forest for property associated with the rezoning request RZ-24-06, located at 1621 and 1701 Wait Avenue being Wake County PINs 1850578617 and 1850670578 being approximately 4.48 acres.

ACTION:

Mover: Commissioner Wright moved to approve the petition.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

7.B. Consideration of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701

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Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD).

ACTION:

Mover: Commissioner Wright moved to approve the rezoning.

Seconder: Commissioner Shackelford

Vote: Motion carried 5-0

Motion carried with a consistency statement.

7.C. Consideration LEGISLATIVE CASE RZ-24-04, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Commissioner Wright commended the developers on working with the Town on the recommendations that were presented and including affordable housing.

Commissioner Cross advised that she remains conflicted about the project as the entrance and exit at Flaherty Park due to a lack of accurate traffic study.

Commissioner Cross also confirmed that, if not approved, the neighborhood business with three stories will remain at three stories with the powerlines buried.

ACTION:

Mover: Commissioner Wright moved to approve the rezoning.

Seconder: Commissioner Shackelford

Vote: Motion carried 3-2

Commissioner Cross and Commissioner Sliwinski opposed.

7.D. Consideration of approval on a contiguous annexation submitted by the property owner Sassom LLC, located at 0 Forestville Road being Wake County PIN 1749681910 (portion of) being approximately 0.175 acres.

ACTION:

Mover: Commissioner Wright moved to approve the annexation.

Seconder: Commissioner Shackelford

Vote: Motion carried 5-0

7.E. Consideration of approval on a contiguous annexation submitted by the property owners Naught 1 LLC and 2517 BMC LLC, located at 2517, 2601, and 2605 Burlington Mills Road, being Wake County PINs 1738499517, 1738593572, and 1738592719 being

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approximately 3.875 acres.

ACTION:

Mover: Commissioner Sliwinski moved to approve the annexation.

Second: Commissioner Shackleford

Vote: Motion carried 5-0

8. Administration and Financial Items

8.A. Consideration of purchase and sale agreement for three parcels totaling 47.3 acres located at 0 Forestville Road.

Commissioner Cross expressed excitement regarding the prospect of a park for the community on such beautiful land.

ACTION:

Mover: Commissioner Sliwinski moved to approve the purchase and sale agreement.

Second: Commissioner Wright

Vote: Motion carried 5-0

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Reports

Received.

12.B. Consideration of Approval Guidelines for Public Comment at BOC Meetings

Commissioner Sliwinski requested clarity as to whether the guidelines covered public comment, public hearings, or both. Mayor Jones advised the guidelines covers both. Commissioner Sliwinski inquired if the guidelines would disallow video, anything digital, PowerPoints, and pictures. Mayor Jones confirmed. Commissioner Sliwinski requested more time to consider. Commissioner Wright agreed with Commissioner Sliwinski. Commissioner Cross advised that digital presentations should be kept in the public comments and public hearing section as to accommodate for the varied learning styles of the community. Commissioner Cross recommended implementing time/quantity restrictions. Commissioner Clapsaddle suggested implementing the quantity restriction but adhering to the current time limits. Commissioner Shackelford recommended including the minutes into the policy. Also, Commissioner Shackelford advised he supports continuing to have digital presentations but with clear parameters on what can be shown. Commissioner Clapsaddle interjected that he doesn't want to impede anyone's right to speech, however, if children are being asked to leave the room, then it should not be broadcasted. Commissioner Sliwinski requested that comments be allowed when digital materials are presented as the Commissioners receive comments/presentations prior to meeting.

12.C. Commissioner Reports

Commissioner Wright advised that he attended the FNOW which appeared to bring out many youth from the community. Commissioner Wright advised. Although missed, Commissioner Wright heard the STEM Saturday event went well.

Commissioner Shackelford mentioned the upcoming Pickleball Women's tournament and Men's Pickleball Tournament Championship on April 16th.

Commissioner Cross clarified that an item on the consent agenda regarding property conveyance for HL Miller Park improvements is being donated to the Town by Wake Electric which is great. Commissioner Cross also revisited a matter regarding not having vape shops within 1000 feet of schools and shared statistics from research about the use of nicotine and vapes by children to reiterate her position to implement the restriction. Commissioner Cross asked that the Board to enact an ordinance to prevent vape shops within 1000 feet of schools. Commissioner Cross has discussed the matter with the Town Manager and Town Attorney and was advised that the ordinance can be added to the code of ordinance for immediate enactment opposed to waiting on Senate Bill 382 to be passed. Mayor Jones inquired as to whether there are current issues with vape shops within 1000 feet of schools. Planning Director Jennifer Currin advised that tobacco currently falls under general commercial use within 1000 feet of schools, however, more research is needed regarding

whether those items are vape and tobacco products or solely tobacco products, moving forward. Commissioner Clapsaddle advised his agreement with Commissioner Cross. Commissioner Sliwinski also agrees with Commissioner Cross, however, being mindful of current businesses. Commissioner Shackelford wants to receive additional research before chiming in on the proposed ordinance.

Commissioner Clapsaddle extended appreciation to everyone that worked on Friday Night on White. The first Memorial Flag raising ceremony was outstanding. The next flag raising will be on May 5th in the Plaza. Commissioner Clapsaddle extended appreciation to the Fire Chief for all that he does.

Commissioner Sliwinski extended congratulations to Mikkell Patterson who received his Parks and Recreation certification credentials. Six Sundays in Spring starts April 27th and continues through June 1st at Joyner Park. Commissioner Sliwinski reminded everyone of the Fire Department Fish Fry and extended appreciation to the participants for always doing a great job at the event.

Mayor Jones advised she is on the nominating committee for the League of Municipalities and emails have gone out with the candidates for the Board. Mayor Jones advised a voting delegate must be named and requested that the Board names a delegate. The Board nominated Mayor Jones to be the voting delegate.

Mayor Jones advised she attended the 45th Trentini Scholarship Banquet where a \$40,000 scholarship was given to one student. Mayor Jones commended the residents on its growth over the years and being able to fund the scholarship. The goal is to be able to give a full scholarship to a North Carolina school.

Mayor Jones advised that she attended a student speed networking event at Wake Forest High School on April 11th where she interviewed nine students. Mayor Jones advised the students were impressive.

Mayor Jones advised the STEM Saturday event was great and the art show at the Renaissance Centre, which had art from 12 different schools, was beautiful. Mayor Jones advised that North Carolina sports betting, which predicted \$4 million in spending, reached \$6.6 million.

Mayor Jones advised CAMPO has begun its public campaign for the tolling of Capital Boulevard and they will have a public meeting on Monday, May 5th at

Wake Forest Board of Commissioners

Tuesday, April 15, 2025

Page 10 of 10

the Renaissance Centre. If unable to attend the meeting, there is a survey on CAMPO's website.

Town Manager Kip Padgett inquired regarding the support of the Wake Forest Chamber of Commerce partnership. The Board agreed to support the partnership. Commissioner Sliwinski expressed a desire to see how the money is being spent. Town Manager Kip Padgett advised we can request an accounting from the Wake Forest Chamber of Commerce to see how funds have been spent previously and to stipulate an agreement that the Board will receive an annual accounting before funds are released. Commissioner Cross and Commissioner Clapsaddle agreed with a desire to see an accounting to protect the taxpayers of the community. Commissioner Shackleford requested an audit of the current year's financials.

13. Adjournment

Mayor Jones adjourned the meeting at 7:22 pm.

Duly approved in open session this 20th day of May 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-440-

Submitted by: Brandon High, Public Safety

Submitting Department: Public Safety

Meeting Date: May 20, 2025

Subject

Resolution Recognizing Sergeant Larry Neal Collie on his Retirement

Recommendation:

item Summary:

ATTACHMENTS:

- [Collie Summary appreciation of services.docx](#)
- [Collie Resolution of Appreciation for Services.docx](#)

Agenda: Resolution recognizing Sergeant Larry Neal Collie on his retirement.

Summary: Sergeant Larry Neal Collie is retiring, effective June 1, 2025. Sergeant Collie started working for the town on February 9, 2001. He is retiring as a Sergeant assigned to the Narcotics Unit.

RESOLUTION 2025-XX

RESOLUTION OF APPRECIATION FOR
THE SERVICES OF

Larry Neal Collie

WHEREAS, Larry Neal Collie was hired as a Police Officer I in February of 2001 and has served as a sworn member of the Wake Forest Police Department for over 24 years with a retirement date of June 1, 2025; and

WHEREAS, Collie achieved Police Officer II in August of 2002; and

WHEREAS, Collie achieved Master Police Officer in February of 2004; and

WHEREAS, Collie was promoted to Police Sergeant in January of 2012; and

WHEREAS, Collie began his career in public service in 1996 at the Nash County Sheriff's Office before moving to the Wake Forest Police Department in 2001. Collie served in a variety of positions including Patrol Officer, Community Police Officer, Field Training Officer, Canine Handler, Canine Unit Coordinator, Narcotics and Criminal Investigation Detective, as well as Patrol Sergeant and Narcotics Unit Sergeant. In 2015, Collie was awarded the Narcotics Officer of the Year for Eastern North Carolina. Collie is a graduate of the Administrative Officers Management Program through N.C. State University and has completed the FBI LEEDA Trilogy Leadership Series.; and

WHEREAS, Collie served unselfishly as a law enforcement officer for the good of the Town of Wake Forest, making sacrifices in personal and family ties;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Sergeant Larry Neal Collie is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest Police Department in his official capacity.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Larry Neal Collie.

This the 20th day of May 2025.

ATTEST:

Vivian A. Jones
Mayor

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-445-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: May 20, 2025

Subject

Proclamation Recognizing Tourette Syndrome Awareness Day

Recommendation:

item Summary:

ATTACHMENTS:

- [Proclamation Recognizing Tourette Syndrome Awareness Day 2025.pdf](#)



**TOWN of
WAKE FOREST**

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

**PROCLAMATION RECOGNIZING
TOURETTE SYNDROME AWARENESS DAY**

WHEREAS Tourette Syndrome is an inherited neurological disorder that is characterized by involuntary physical and vocal tics that occur manytimes a day; and

WHEREAS Tourette Syndrome is often accompaniedby other mental health disorders such as attention deficit and obsessive-compulsive disorder, learning disabilities, and anxiety; and

WHEREAS Tourette Syndrome and persistent ticdisorders affect 1 in 50 children. More than 23,000school-age children in the State of North Carolina *alone* are dealing with Tourette Syndrome, and although some of these cases are aided by medication, there is no standard treatment or knowncure for the disorder; and

WHEREAS there is an important need for more professional help with interest and expertise to identify, counsel, and treat people with Tourette Syndrome, a disorder that is often misdiagnosed andmisunderstood; and

WHEREAS, positive actions to assist children and families living with Tourette Syndrome would resultfrom a broadening of public and professional knowledge and acceptance of Tourette Syndrome;and

WHEREAS the Tourette Association of America is actively providing services to families, educating medical professionals and teachers, and supportingresearch to better understand the signs and treatments of TS.

NOW THEREFORE BE IT RESOLVED THAT, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina, on behalf of the Board of Commissioners, do hereby proclaim June 4, 2025, Tourette Syndrome Awareness Day in the Town of Wake Forest as a special day to promote understanding, compassion, and acceptance for all of our fellow citizens who deserve and need our support to break the stigma that surrounds Tourette Syndrome.

This the 20th day of May 2025.

Attest:

Ella Dowtin, Deputy Town Clerk

Vivian A. Jones, Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-453-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: May 20, 2025

Subject

Proclamation Recognizing Older Americans Month

Recommendation:

item Summary:

ATTACHMENTS:

- [Proclamation 2025 May Older Americans Month.pdf](#)



TOWN of WAKE FOREST

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

www.wakeforestnc.gov

PROCLAMATION OLDER AMERICANS MONTH MAY 2025

WHEREAS, North Carolina strives to ensure that our state is a great place for people to grow older while thriving within families, neighborhoods, and communities; and

WHEREAS, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

WHEREAS, North Carolina must ensure that its older residents have the resources and support needed to stay involved in their communities, reflecting a commitment to inclusivity and connectedness; and

WHEREAS, Executive Order 280 was signed by Governor Josh Stein on May 2, 2023, establishing North Carolina's commitment to building an age-friendly state; and

WHEREAS, Resolution 2024-33 was approved by the Wake Forest Board of Commissioners on May 21, 2024 stating Wake Forest's commitment to being an age-friendly community and to begin a planning process to develop a plan for aging in Wake Forest;

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners, do hereby proclaim May 2025, as Older Americans Month in Wake Forst and encourage all community members to recognize and participate in Older Americans Month activities and events.

This the 20th day of May 2025.

Attest:


Town Clerk




Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-454-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: May 20, 2025

Subject

Proclamation Recognizing May as Mental Health Month

Recommendation:

item Summary:

ATTACHMENTS:

- [ProclamationMentalHealthMonthMay2025.pdf](#)



TOWN of WAKE FOREST

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

www.wakeforestnc.gov

PROCLAMATION RECOGNIZING MAY 2025 AS “MENTAL HEALTH MONTH”

WHEREAS, there is a proven connection between good mental health and overall personal health, and mental illnesses affect almost every family in America; and

WHEREAS, people with mental illnesses recover if given the necessary services and support in their communities, and people with mental illnesses make important contributions to our families and our communities; and

WHEREAS, millions of adults and children are disabled by mental illnesses every year only one out of two people with a serious form of mental illness seeks treatment for his or her mental illness; and

WHEREAS, stigma and fear of discrimination keep many who would benefit from mental health services from seeking help, research shows that the most effective way to reduce stigma is through personal contact with someone with a mental illness; and

WHEREAS, good mental health is critical to the well-being of our families, communities, schools, and businesses, greater public awareness about mental illnesses can change negative attitudes and behaviors toward people with mental illnesses;

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, and the Board of Commissioners do hereby proclaim the month of May 2025 as “**MENTAL HEALTH MONTH**”. As the Mayor of the Town of Wake Forest, I also call upon all Town of Wake Forest citizens, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental illnesses, reducing stigma and discrimination, and promoting appropriate and accessible services for all people with mental illnesses.

This the 20th day of May 2025.

Attest:

Town Clerk



Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-425-

Submitted by: ,Administration

Submitting Department: Administration

Meeting Date:May 20, 2025

Subject

Public Hearing to receive public comment on the proposed FY 2025-2026 Budget

Recommendation:

item Summary:

ATTACHMENTS:

- [Public Hearing on Proposed Budget_Summary.pdf](#)

Public Hearing to receive public comment on the proposed FY 2025-2026 Annual Operating Budget

Summary:

The public hearing is to receive comments on the proposed FY 2025 -2026 Budget.

The Board and staff will discuss the proposed budget at the June 3 work session with approval scheduled for the regular June 17 meeting.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-448-
Submitted by: Patrick Reidy, Planning
Submitting Department: Planning
Meeting Date: May 20, 2025

Subject

Evidentiary Hearing on QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf of Town of Wake Forest, for the establishment of a Public Safety Station and Training Facility on 4.48± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.

Recommendation:

item Summary:

ATTACHMENTS:

- [Staff Report SUP-24-02.pdf](#)
- [Exhibit 1 - Neighborhood Meeting Information.pdf](#)
- [Exhibit 2 - Application.pdf](#)
- [Exhibit 3 - Maps.pdf](#)
- [Exhibit 4 - Annotated Oblique Aerial Photograph.pdf](#)
- [Exhibit 5 - Proposed Wake Forest Fire Station SUP Master Plan.pdf](#)
- [Exhibit 6 - Wake Forest Fire Station #6 Traffic Memorandum.pdf](#)
- [Exhibit 7 - Travel 4 minutes from Station Analysis Results.pdf](#)
- [Exhibit 8 - Travel 6 minutes from Station Analysis Results.pdf](#)
- [Exhibit 9 - Appraiser Impact Study.pdf](#)
- [Exhibit 10 - UDO Section 9-4.pdf](#)
- [Exhibit 11 - UDO Section 15-10.pdf](#)



Staff Report

Case SUP-24-02: Wake Forest Fire Station #6

Meeting Date May 20, 2025

Requested Action Evidentiary Hearing on QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf of Town of Wake Forest, for the establishment of a Public Safety Station and Training Facility on 4.48± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.

Case Manager Patrick Reidy, Senior Planner - Development Services

PUBLIC MEETINGS

Neighborhood Meeting	Evidentiary Hearing
January 29, 2025 (See Exhibit 1)	May 20, 2025

CASE INFORMATION

Applicant	Chief Ron Early Town of Wake Forest 301 Brooks Street Wake Forest, N 27587
Developer	Town of Wake Forest 301 Brooks Street Wake Forest, NC 27587
Property Owner	Town of Wake Forest 301 Brooks Street Wake Forest, NC 27587
Location	Fronting on the North side of Wait Avenue, just East of the intersection of Wait Avenue and Middlegame Way.
Address	1621 and 1701 Wait Avenue
Wake County Tax PIN(s)	1850578617 and 1850670578
Acreage	4.48 acres
Zoning	Rural Holding District (RD) (RZ-24-06)
Land Use	Vacant parcel

Corporate Limits	This application is located in the Town's corporate limits.
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See Exhibit 2 for a copy of the application, Exhibit 3 for Aerial Zoning, and Future Land Use Maps and Exhibit 4 for an annotated oblique aerial photograph obtained February 1, 2024.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Dwelling – Single-Family (non-subdivision parcel)	Wake County: Highway District (HD)
South	Dwelling – Single-Family (Bowling Green and non-subdivision parcels); Vacant; Right-of-Way (Wait Avenue)	Wake County: Highway District (HD) Wake Forest: Conditional Use General Residential 3 (CU GR3)
East	Dwelling – Single-Family (non-subdivision parcel)	Wake County: Highway District (HD)
West	Dwelling – Single-Family (non-subdivision parcel)	Wake County: Highway District (HD)

FINDINGS OF FACT REQUIRED TO GRANT SPECIAL USE PERMIT

In order to grant the requested Special Use Permit, the Board of Commissioners must have a concurring vote of a majority of its members in accordance with Section 15.10.2 of the UDO (see Exhibit 11) and N.C.G.S. § 160D-406. The board shall grant the Special Use Permit only if the board makes all of the following findings (see Section 15.10.2.C of the UDO).

15.10.2.C.1	Required Finding:	<i>The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.</i>
	Staff Analysis:	- The proposed public safety station and training facility is located along Wait Avenue. The property is surrounded by a mix of one and two-story single-family detached dwellings and vacant land. A typical one-story house is about 15' in height and a typical two-story house is about 25' in height. The proposed building varies in height from 17'4" to 30' 8". - The UDO requires a Type B buffer where civic uses are proposed adjacent to single-family detached dwellings and vacant residentially zoned properties. There are two options for providing a Type B buffer. Option 1 is a 25' wide buffer with no fence required and Option 2 is a 15' wide buffer with a minimum 4' tall fence required. The SUP proposes an Option 1 buffer along the northern and western property lines using existing vegetation and supplemental plantings as needed. It should be noted that since the western property line is through the middle of the existing pond, the landscape buffer has been shifted to just east of the bank of the pond, which is the closest

		area that the landscape buffer can be installed. An additional 5' tall opaque fence is proposed along the northern buffer. The SUP also proposes an Option 2 buffer along the eastern property line with a 5' opaque fence being proposed. • The UDO also requires a 20' wide Type B, Option 1 street yard buffer along Wait Avenue. The SUP proposed a 25' Type B Option 1 buffer to satisfy this requirement. • Street trees and parking lot landscaping are also being provided in conformance with the UDO requirements.
15.10.2.C.2	Required Finding:	<i>The proposed use will not cause undue traffic congestion or create a traffic hazard.</i>
	Staff Analysis:	• Section 9.4.C of the UDO requires that public safety stations provide a parking study to be used by the Administrator to determine the number of parking spaces that should be required (<i>see Exhibit 10</i>). • The applicant has provided an engineer's traffic memorandum evaluating parking needs for the site (<i>see Exhibit 6</i>). • On a typical day, five firefighters will be on duty for each shift. Training will be conducted on approximately three days a month, where an additional 23 people will be on site, creating a total of 28 people. • 36 parking spaces are being proposed for the site. • Using the 11th Edition of the Institute of Transportation Engineer's (ITE) Trip Generation Manual, the fire station is expected to generate a total of 33 peak hour trips on training days. • The existing traffic signal at the intersection of Wait Avenue/Middlegame Way/Bowling Forest Drive will be modified to include an NCDOT compliant Fire Station Emitter System to stop traffic to assist with emergency vehicles leaving the site to respond to a service need.
15.10.2.C.3	Required Finding:	<i>Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use.</i>
	Staff Analysis:	• Access to water and sewer utilities is in the vicinity of the proposed fire station. A 12" water main will be extended across the property frontage, and an 8" sewer main will also be extended to the site. Stormwater infrastructure serving the site has been preliminarily reviewed as part of the SUP request and Construction Plans review will be conducted to ensure it complies with UDO standards. Electricity, gas, and fiber internet are available on the site.
15.10.2.C.4	Required Finding:	<i>The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.</i>

	Staff Analysis:	• The application states that no noxious or offensive smoke, noise and dust beyond what would be anticipated for a typical fire station and training facility and that no vibration, odor or gas is anticipated based on the following information. • The application states that there are two categories in which smoke, noise and dust is expected to be generated. ○ The first category is daily activities with hand tools, chainsaws, ladders, and truck noise. These activities would take place on each shift, on each day during regular business hours. The applicant could provide at the public hearing specific times that they are typically used. ○ The second category is related to training. This facility would provide training opportunities for live fire with the goal of putting the fire, and therefore smoke and odor, out as quickly as possible. These activities would vary in nature due to schedules and needs of the department. • If approved, this facility would provide the required training for the fire department and regional partners as needed, but no specifics were provided regarding the frequency of all trainings. • The application states that to minimize smoke, noise, dust and fire during and after training exercises, the town follows National Fire Protection Association guidelines 1402 & 1403, which make recommendations for safe fire training and provide standards for live fire training to include training clean up. • The application states that adhering to the NFPA and ISO guidelines ensures activities are not noxious or offensive in nature. • In addition, development will be required to conform to all applicable local, state and federal environmental regulations. • Additional stormwater runoff mitigation for car wash and training facility activities is provided by being captured by the proposed sand filter stormwater control measure. • The application states that sirens for late night calls are rarely used unless traffic conditions make them necessary.
15.10.2.C.5	Required Finding:	<i>The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property.</i>
	Staff Analysis:	• The proposed fire station would be self-contained within the property and have direct access to Wait Avenue. • Wait Avenue is being widened approximately 14' on the north side (outside of where the existing the pond dam prevents widening), curb and gutter is being installed, and a 10' multi-use path is being installed per the Town's Comprehensive Transportation Plan. • Surrounding properties would still have the ability to be developed or re-developed in accordance with the Town of Wake Forest or Wake County development regulations. • The required buffers are proposed to be met with a combination of existing vegetation, supplemental plantings, and

		fencing. In some instances, more buffering than required is provided.
15.10.2.C.6	Required Finding:	<i>The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, or general welfare.</i>
	Staff Analysis:	• This use is proposed to increase the protection of public health, safety, and general welfare by adding a new fire station in an area of town that is experiencing slower than desired 4-minute response times for fires and medical emergencies. • Over the last several years, the Town of Wake Forest has been experiencing development growth in the northeastern part of the town with new developments like the Tryon, Rosedale, Averette Woods, and Austin Creek subdivisions. • The applicant has provided a map showing 4-minute response times (see Exhibit 7) and a map showing 6-minute response times (see Exhibit 8). These maps show that the northeast part of town is not receiving adequate response times, which is the purpose of the request to build a new fire station to cover that area of town.
15.10.2.C.7	Required Finding:	<i>The proposed use will not substantially injure the value of adjoining or abutting property.</i>
	Staff Analysis:	• The application includes an appraiser's impact study (see Exhibit 9) from a licensed appraiser that reviews the sales of properties around other Wake Forest fire stations before and after the fire station was built. • The report concludes that the fire stations have not had a measurable negative impact on adjoining or surrounding property values and appear to be unaffected by those uses.
15.10.2.C.8	Required Finding:	<i>The proposed use is consistent with the officially adopted plans and policies of the town.</i>
	Staff Analysis:	• The Wake Forest Community Plan places this site within a Mixed Residential area, with the following description: ○ "Mixed Residential areas consist of planned developments that contain a wide mix of housing types, ranging from single-family homes to multifamily development. Such diversity in housing types provides opportunities to expand housing choices within the Town in a neighborhood environment. This land use category typically features smaller lot sizes and taller building heights than Conventional Residential areas. Where possible, Mixed Residential areas should serve as a transition from more intense development such as Transit-Supportive Residential and Neighborhood Commercial centers to Conventional Residential neighborhoods. Like Conventional Residential

		areas, Mixed Residential areas should incorporate pocket and neighborhood-scale parks, public gathering spaces, community gardens, and trails that serve surrounding residents. Mixed Residential areas may incorporate commercial corner stores located at key entry points and intersections.” (page 38) • The Community Facilities section of the Community Plan states that “as Wake Forest continues to grow, so too will the demand for community services and facilities, including infrastructure, libraries, schools, recreational amenities, and public safety services. As the needs and desires of residents change over time, the Town should plan ahead for increases in service demands and need for new amenities. Long-term planning and coordination with respective service providers will be key to ensuring the efficient and equitable distribution of new and expanded facilities and services.” It further recommends to “expand town facilities concurrently with new growth” and “coordinate with the Police and Fire Departments to ensure response times are sufficient for all areas of town with grown” (page 72)
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STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners conduct an evidentiary hearing in accordance with Section 15.10.2 of the UDO (see Exhibit 11) and applicable statutory requirements. The Board of Commissioners should make a determination on each required finding and approve the Special Use Permit if all findings are in the affirmative. The board may include conditions of approval in accordance with N.C.G.S. § 160D-705(c). If any of the findings of fact are not in the affirmative, the board should deny the request. If the board denies the request, the motion shall state the specific finding(s) that were not met.

EXHIBITS

- Exhibit 1: Neighborhood Meeting Information
- Exhibit 2: Application
- Exhibit 3: Maps
- Exhibit 4: Annotated Oblique Aerial Photograph
- Exhibit 5: Proposed Wake Forest Fire Station SUP Master Plan
- Exhibit 6: Wake Forest Fire Station #6 Traffic Memorandum
- Exhibit 7: Travel 4 minutes from Station Analysis Results
- Exhibit 8: Travel 6 minutes from Station Analysis Results
- Exhibit 9: Appraiser Impact Study
- Exhibit 10: UDO Section 9-4
- Exhibit 11: UDO Section 15-10

February 11, 2025

Wake Forest FS6- Neighborhood Meeting Notes for Special Use Permit (1-29-25)

Attendees

- Will Altman- Timmons Group
- Chief Ron Early- Town of Wake Forest Fire Department
- Mickey Rochelle- Town of Wake Forest
- Hugh Nourse (1620 Wait Ave, Wake Forest, NC 27587)
- Robert Cooper (1800 Wait Ave, Wake Forest, NC 27587)
- Dean and Becky Parsons (6736 Old Murray Dr, Wake Forest, NC 27587)
- Tony Gordon (1704 Wait Ave, Wake Forest, NC 27587)

The neighborhood meeting took place on January 29th, 2025 at the Town of Wake Forest building from 6:00 PM – 7:00 PM. This meeting was for the purpose of the Special Use Permit regarding the properties listed below:

- PIN # 1850578617
- PIN # 1850670578

A brief overview of the location of the property and layout was given. The discussion was then open for questions that were answered by myself (Will Altman) and Chief Early. See below for the questions/concerns the neighbors voiced during the meeting:

1. How many trucks will be at the station?
There will be 3 trucks.
2. How many people will this accommodate overnight?
There will be 11 staff on duty that will stay overnight.
3. How often do sirens/lights occur for calls? When do you turn on the sirens?
The answer from the Neighborhood Meeting was reviewed: It is based on the calls that come in, but Wait Ave is currently already a main pathway for the fire department. There shouldn't be much of a difference from now and when the fire station is constructed. The sirens will be turned on when in traffic/ when cars are present.
4. There were concerns of getting onto Wait Ave. There were suggestions to place the exit driveway at the crest of the hill.
The current layout is showing the exit driveway for the trucks at the existing driveway. This is right at the crest of the hill which should meet the neighbor's safety concerns. It was mentioned that we can coordinate with NCDOT about potentially reducing speed in this area to help with the traffic and safety concerns.
5. Is there access to Old Murray?
Yes the fire department gets back there currently.

6. Can you utilize permeable pavers in the parking areas?
Yes, we can take a look at that. Based on the geotechnical report and the budget will help determine if that is feasible for this project.
7. What is going to happen with the road widening drainage? There are concerns with existing stormwater and flooding to the properties south of Wait Ave.
We need to design and release stormwater per Town of Wake Forest and NCDOT standards. We will take a look at the predevelopment flows and try to match or release the stormwater at a slower rate in the post development conditions.
8. There is an existing berm currently at the front of the site, will you keep that?
At this time, we will not be able to utilize a berm based on existing and proposed grades. There will be a landscape buffer that will be required for the site.
9. Does the fire department only respond to people within City Limits?
There is a partnership with Wake County that the Town of Wake Forest Fire Department responds to. This ensures that all parts of Wake County are covered.
10. What will happen in the training areas? What burning materials will be used and will the smoke effect the neighboring properties? How frequent will the training exercises take place?
This question was asked again and we went through the same response below from the Rezoning Neighborhood Meeting: There will be a burn building and a tower. Wood and hay will be burned in these training exercises. We currently have a rating of ISO 1 which is the best you can get. In order to keep these ratings, we have to meet training requirements. The closest training location currently is Bunn. With Wake Forest growth we have determined it is beneficial for us to provide a similar training system for our Department. Training exercises will be once a month (3 days in a row due to 3 cohorts). We have will conduct the trainings during specific weather conditions (barometric pressures) that will push the smoke up and not out towards neighboring properties. There will also be training exercises that simulate forceable entries.

Overall the feedback was good for the overall layout of the site. The concerns of existing flooding and how the new development will effect this was talked about mostly. There was discussion about sediment and ensuring that it doesn't leave the site. Based on NCDEQ standards we will be required to abide by, this should not be an issue. It was mentioned that if there are still questions and concerns, to reach out to the Town of Wake Forest. It was also relayed that there is an opportunity to share concerns at the public Town meetings as well.

SUP

DATE: ~~11/13/2024~~ 1/29/2025

[illegible]

January 17, 2025

RE: Special Use Permit
Wake County Parcel Identification Numbers – [1850578617, 1850670578]

Dear Property Owner,

We are writing to advise you that Timmons Group, Inc is preparing to submit to the Town of Wake Forest a Special Use Permit application for 2 parcels totaling approximately 4.48 acres at 1621 Wait Avenue, Wake Forest, NC.

- PIN # 1850578617
- PIN # 1850670578

This application is to show the proposed fire station which will be annexed into the Town of Wake Forest municipal limits.

You are receiving this notice as a property owner within close proximity 500' of this site so that we may invite you to an informational meeting, where we will present the details of the request. We will have an open discussion with you and your neighbors to address any questions or concerns you may have.

The neighborhood meeting will be held at Wake Forest Town Hall in Ground Floor Rooms A & B at 6:00 p.m. on January 29, 2025.

Respectfully,

William Altman
Timmons Group
william.altman@timmons.com

Address	Owner	REID	PIN	PIN Extensi	Land Value	Building Va	Total Value	Deed Acres	Total Sale	F Sale Date	Year Built	Heated Are	Type and U-	Design Styl	City	Planning Ju	Township	Mailing Adc	Mailing Add	Mailing Add	Deed Book	Deed Page	Deed Date	Land Class	Map Name	Billing Clas	Property De	Street Nam	Old Parcel I	Parcel PK	Units	Exempt Des	Exempt Sta	Total Struct	Total Units	Other Build	ZIP	Parcel Status			
6740 OLD F WIGGINS, I	0170633		1.85E+09	000	86520	484426	570946	2.56	325000	#####	1989	2940	SINGLFAM	Conventional	WC	Wake	Fores	6740 OLD F WAKE FOREST NC 275f	011732	01247	#####	Residential	1850	02	Individual	LO4 GRACE OLD MURR	220-00000	134044	1							38990	27587	ACT			
112 DRY GI HARRIS, JAI	0416594		1.85E+09	000	100000	364555	464555	0.23	246000	9/2/2014	2014	2653	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	2669 BRIDL	BUFORD GA 30519	76f	015769	02747	9/2/2014	Residential	1850	02	Individual	LO197 BOV DRY GULLY --		433078	1			1	1			27587	ACT		
112 SHENA JUSTICE, PI	0271784		1.85E+09	000	138600	820274	958874	2			2000	4679	SINGLFAM	Conventional	WF	Wake	Fores	PO BOX 16f	WAKE FOREST NC 275f	008513	02268	2/4/2000	Residential	1850	02	Individual	LO4 SHENf SHENANDC	219-00000	274580	1			1	1	8380		27587	ACT			
1721 WAIT MCCAMY, J	0034190		1.85E+09	000	1680525		1680525	27.36	12000	#####					WC	Wake	Fores	6724 OLD F WAKE FOREST NC 275f	001836	00-E-	#####	Forestry	1850	02	Individual	MONTAGUI WAIT AVE	220-00000	281240	1									27587	ACT		
6736 OLD F PARSONS, O	150937		1.85E+09	000	80800	169176	249976	2.3	102000	#####	1990	1170	SINGLFAM	Conventional	WC	Wake	Fores	6736 OLD F WAKE FOREST NC 275f	004651	00045	2/15/1990	Residential	1850	02	Individual	PARCEL 3-f OLD MURR	219-00000	87330	1			1	1					27587	ACT		
113 DRY GI FLACK, LEN	0416589		1.85E+09	000	80000	412889	492889	0.28	259500	5/27/2014	2014	3103	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	113 DRY GI WAKE FOREST NC 275f	015669	00521	5/27/2014	Residential	1850	02	Individual	LO192 BOV DRY GULLY --		433073	1			1	1					27587	ACT		
1637 FROG MARTINS, S	0430504		1.85E+09	000	80000	313599	393599	0.1	231000	6/10/2016	2016	2182	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	1637 FROG WAKE FOREST NC 275f	016417	00049	6/10/2016	Residential	1850	02	Individual	LO403 BOV FROG HOLI --		449096	1			1	1					27587	ACT		
104 DRY GI CRUZ, VALI	0416592		1.85E+09	000	100000	310461	410461	0.19	219500	6/5/2015	2015	2098	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	104 DRY GI WAKE FOREST NC 275f	016041	01517	6/5/2015	Residential	1850	02	Individual	LO195 BOV DRY GULLY --		433076	1			1	1					27587	ACT		
1713 FERN GIVEN, AL	0405002		1.85E+09	000	100000	310894	410894	0.24	190500	2/11/2013	2012	2220	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	1713 FERN WAKE FOREST NC 275f	015138	01275	2/11/2013	Residential	1850	02	Individual	LO204 BOV FERN HOLL --		419393	1			1	1					27587	ACT		
125 DRY GI MOEHRING	0416586		1.85E+09	000	100000	422824	522824	0.28	271000	2/11/2014	2013	3278	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	125 DRY GI WAKE FOREST NC 275f	015578	01703	2/11/2014	Residential	1850	02	Individual	LO189 BOV DRY GULLY --		433070	1			1	1	4260				27587	ACT		
0 OLD MUR PARSONS, O	1811108		1.85E+09	000	96860		96860	3.03							WC	Wake	Fores	6736 OLD F WAKE FOREST NC 275f	004651	00045	2/15/1990	Vacant	1850	02	Individual	PARCEL 3-f OLD MURR	220-00000	15622	1										27587	ACT	
100 SHENA JUSTICE, PI	0271785		1.85E+09	000	150480		150480	1.92							WF	Wake	Fores	PO BOX 16f	WAKE FOREST NC 275f	012111	00227	8/11/2006	Vacant	1850	02	Individual	LO5 SHENf SHENANDC	219-00000	274589	1										27587	ACT
0 WAIT AVE JUSTICE, PI	0329382		1.85E+09	000	16500		16500	0.5							WAKE FORI WF	Wake	Fores	PO BOX 16f	WAKE FOREST NC 275f	012111	00227	8/11/2006	Vacant	1850	02	Individual	LO175 CONf WAIT AVE --		291493	1							00000			ACT	
6737 OLD F KUSHY, JO	0170632		1.85E+09	000	94660	358426	453086	2.93	28000	9/20/1988	1989	2835	SINGLFAM	Conventional	WC	Wake	Fores	6737 OLD F WAKE FOREST NC 275f	013150	02415	6/24/2008	Residential	1850	02	Individual	LO2 JOSEPI OLD MURR	219-00000	134031	1			1	1	2000				27587	ACT		
6724 OLD F MCCAMY, F	0150938		1.85E+09	000	169980	362223	532203	6.09			1986	4107	SINGLFAM	Conventional	WC	Wake	Fores	6724 OLD F WAKE FOREST NC 275f	013150	02412	6/24/2008	Residential	1850	02	Individual	LO1 ROBEF OLD MURR	219-00000	87338	1			1	1	6590				27587	ACT		
0 WAIT AVE JUSTICE, PI	0329381		1.85E+09	000	33880		33880	1.54							WAKE FORI WF	Wake	Fores	PO BOX 16f	WAKE FOREST NC 275f	011320	00723	4/20/2005	Vacant	1850	02	Individual	LO174 CONf WAIT AVE --		291492	1							00000			ACT	
0 WAIT AVE KUSHY, JO	0329383		1.85E+09	000	29920		29920	1.36							WAKE FORI WF	Wake	Fores	6737 OLD F WAKE FOREST NC 275f	011320	00729	4/20/2005	Vacant	1850	02	Individual	LO176 CONf WAIT AVE --		291494	1							00000			ACT		
0 MIDDLEG BISHOPS G	0341823		1.85E+09	000	1		1	0.51							WAKE FORI WF	Wake	Fores	PPM	11010 RAVI RALEIGH N	014640	00488	2/7/2012	HOA	1850	02	HOME ASSf	LOA PERMf MIDDLEGAf --		331631	1										ACT	
1620 WAIT NOURSE, H	0011846		1.85E+09	000	143800	309090	452890	4.9	124000	12/9/1986	1977	2179	SINGLFAM	Ranch	WC	Wake	Fores	1620 WAIT WAKE FOREST NC 275f	003887	00051	12/9/1986	Residential	1850	02	Individual	PROP HUGf WAIT AVE	219-00000	205245	1			1	1	1730				27587	ACT		
116 DRY GI KRZYKOWS	0416595		1.85E+09	000	100000	333627	433627	0.18	264000	9/29/2014	2014	2118	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	116 DRY GI WAKE FOREST NC 275f	015793	01861	9/29/2014	Residential	1850	02	Individual	LO198 BOV DRY GULLY --		433079	1			1	1					27587	ACT		
1616 FROG BOWLING	0405038		1.85E+09	000				1.6							WAKE FORI WF	Wake	Fores	833 WAKE I WAKE FOREST NC 275f	016244	00953	#####	HOA	1850	02	HOME ASSf	POS BOWLf FROG HOLI --		448320	1										27587	ACT	
100 DRY GI BOWLING	0416607		1.85E+09	000				0.48							WAKE FORI WF	Wake	Fores	833 WAKE I WAKE FOREST NC 275f	016244	00953	#####	HOA	1850	02	HOME ASSf	POS BOWLf DRY GULLY --		433091	1										27587	ACT	
425 BOWLI BOWLING	0430522		1.85E+09	000				0.04							WAKE FORI WF	Wake	Fores	833 WAKE I WAKE FOREST NC 275f	016244	00953	#####	HOA	1850	02	HOME ASSf	POS BOWLf BOWLING f --		449114	1										27587	ACT	
1645 FROG USCMF SN	0430502		1.85E+09	000	80000	366620	446620	0.1	490000	6/21/2022	2016	2488	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	8390 E VIA SCOTTSDALE AZ 85258	019064	02070	6/21/2022	Residential	1850	02	Business	LO401 BOV FROG HOLI --		449094	1			1	1						27587	ACT	
121 DRY GI BORATKO, I	0416587		1.85E+09	000	100000	405342	505342	0.46	299000	4/4/2016	2013	3103	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	121 DRY GI WAKE FOREST NC 275f	016340	01422	4/4/2016	Residential	1850	02	Individual	LO190 BOV DRY GULLY --		433071	1			1	1						27587	ACT	
1636 FROG GANT-GIBB	0430524		1.85E+09	000	100000	295066	395066	0.1	235000	4/15/2016	2016	2014	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	1636 FROG WAKE FOREST NC 275f	016352	02601	4/15/2016	Residential	1850	02	Individual	LO418 BOV FROG HOLI --		449116	1			1	1						27587	ACT	
404 BOWLI AYENI, ANC	0405001		1.85E+09	000	100000	399381	499381	0.28	315000	9/22/2016	2011	3278	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	404 BOWLI WAKE FOREST NC 275f	016539	01956	9/22/2016	Residential	1850	02	Individual	LO203 BOV BOWLING f --		419392	1			1	1						27587	ACT	
1633 FROG MELVIN, BF	0430505		1.85E+09	000	80000	335884	415884	0.12	263000	7/24/2017	2016	2470	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	1633 FROG WAKE FOREST NC 275f	016854	00874	7/24/2017	Residential	1850	02	Individual	LO404 BOV FROG HOLI --		449097	1			1	1						27587	ACT	
1628 FROG GERSTNER	0430517		1.85E+09	000	100000	413788	513788	0.14	275000	#####	2016	3158	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	1628 FROG WAKE FOREST NC 275f	016954	01473	#####	Residential	1850	02	Individual	LO416 BOV FROG HOLI --		449109	1			1	1						27587	ACT	
105 DRY GI JHA, SIDDH	0416591		1.85E+09	000	80000	377603	457603	0.21	249000	11/5/2015	2015	2728	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	105 DRY GI WAKE FOREST NC 275f	017349	01501	1/30/2019	Residential	1850	02	Individual	LO194 BOV DRY GULLY --		433075	1			1	1						27587	ACT	
1712 WAIT GORDON, O	148899		1.85E+09	000	40790		40790	5.78							WC	Wake	Fores	1704 WAIT WAKE FOREST NC 275f	017417	01889	4/22/2019	Vacant	1850	02	Individual	OT 3 AUSTIN WAIT AVE	220-00000	198438	1										27587	ACT	
1700 WAIT GORDON, O	148897		1.85E+09	000	76810		76810	2.14							WC	Wake	Fores	1704 WAIT WAKE FOREST NC 275f	017417	01889	4/22/2019	Vacant	1850	02	Individual	LO1 AUSTIN WAIT AVE	220-00000	198401	1										27587	ACT	
1704 WAIT GORDON, O	148898		1.85E+09	000	81650	238948	320598	3.15	98000	5/9/1990	1986	1980	SINGLFAM	Conventional	WC	Wake	Fores	1704 WAIT WAKE FOREST NC 275f	017417	01889	4/22/2019	Residential	1850	02	Individual	LO2 AUSTIN WAIT AVE	220-00000	198418	1			1	1							27587	ACT
108 DRY GI TODD, MIC	0416593		1.85E+09	000	100000	353310	453310	0.23	300000	9/3/2019	2015	2390	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	108 DRY GI WAKE FOREST NC 275f	017563	01266	9/3/2019	Residential	1850	02	Individual	LO196 BOV DRY GULLY --		433077	1			1	1						27587	ACT	
117 DRY GI GUTIERREZ	0416588		1.85E+09	000	90000	465363	555363	0.43	370000	7/1/2020	2013	3870	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	117 DRY GI WAKE FOREST NC 275f	017944	00368	7/1/2020	Residential	1850	02	Individual	LO191 BOV DRY GULLY --		433072	1			1	1						27587	ACT	
1632 FROG DESHMUKH	0430523		1.85E+09	000	100000	365155	465155	0.11	441000	11/1/2021	2016	2689	SINGLFAM	Convention	WAKE FORI WF	Wake	Fores	3537 GULF PLEASANTON CA 9458f	018776	01245	11/1/2021	Residential	1850	02	Individual	LO417 BOV FROG HOLI --		449115	1			1	1						27587		



Special Use Permit Application

(Special Use Permit Workflow)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

Project Overview

#1501325

Project Title: Wake Forest Fire Station Special Use Permit

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Special Use Permit

State: NC

Workflow: Special Use Permit

County: Wake

Checklist - Special Use Permit

Please review the checklist below, which identifies what must be submitted with this application. You will be asked to upload the required documents after you have finished entering your application information. A complete application must be submitted in order for the application to be deemed complete and routed for review. Missing items will result in the application being declined and returned to you for revision.

[VIEW SPECIAL USE PERMIT SUBMITTAL CHECKLIST](#)

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

Pre-Application Meeting

Has a pre-application conference been held?: Yes

*Note: This type of project requires a pre-application conference be completed prior to official submittal. If this has not been completed, please return to the home screen and select **Pre-Application Conference** from the application type drop down list in order to schedule your required meeting.*

Pre-Application Conference Date: 10/01/2024

Staff Member Met With: Patrick Reidy

Pre-application Conference Project Number: 1483449

Address & Basic Site Information

Please Note:

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

Project Address or PIN:

- 1621 Wait Ave (1850578617)
- 1701 Wait Ave (1850670578)

Tax PIN:

- 1850578617
- 1850670578

Acreage: 4.48

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

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

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

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

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

Parcel Area: GIS Acreage

- 1621 Wait Ave: 3
- 1701 Wait Ave: 1.48

Current Use:

Wake Forest (WF):

Base District:

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

Planning and Zoning:

In SH1-O Overlay:

In Water Supply Watershed Protection Overlay:

In SF Overlay:

In MVCP-O Overlay:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

Is there an existing Special Use Permit for the Property?: No

Case Number of related site plan (if applicable):

Case Numbers of other related approvals (if applicable):

Project Contacts

Please enter all project contacts related to your application.

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

Project Contact - Applicant

Ron Early
Town of Wake Forest- Fire Chief
301 BROOKS ST
Wake Forest, NC 27587
P:919-569-2201
REarly@wakeforestnc.gov

Project Contact - Developer

Ron Early
Town of Wake Forest- Fire Chief
301 BROOKS ST
Wake Forest, NC 27587
P:919-569-2201
REarly@wakeforestnc.gov

Project Contact - Property Owner

Kip Padgett

301 Brooks St
Wake Forest, NC 27587
P:919-435-9411
kipadgett@wakeforestnc.gov

Project Contact - Engineer

Will Altman

5410 Trinity Road
Raleigh, NC 27607
P:919-866-4938
william.altman@timmons.com

Special Use Amendment

Is this an amendment to a current special use permit?: No

Related Town of Wake Forest Case Numbers: SUP-24-02

Proposed Use: Public Safety Station

Description of Request:

Fire Station #6 is proposed to be built on parcels 1850578617 & 1850670578 with associated parking, utilities, and stormwater conveyance measures.

Special Use Permit Findings

In addition to determining that the application meets all other requirements of this ordinance (no variances are permitted) the Board of Commissioners must find the following in order to grant approval of a Special Use Permit. **Please address compliance with the following findings of fact.**

The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site:

Existing on-site vegetation will be preserved to the extent possible. Perimeter landscape buffers will be provided, and supplemental vegetation will be installed to help screen the facility from neighboring properties. The proposed building varies in height from 17'-4" to 34'-0". While Meeting the Town of Wake Forest UDO Requirements for a Civic Building, there are design elements that lend themselves to more of a human scale (ie. Watertable, Awnings, Brick Detailing), allowing the project to fit within the rural neighborhood character of the site.

The proposed use will not cause undue traffic congestion or create a traffic hazard:

Traffic flow to and from the new facility will be minimal. A traffic memo will be included within the submittal package and be presented as evidence. The facility will provide a preemptive device located at the traffic signal located at the intersection of Wait Avenue and Bowling Forest Drive to be approved by NCDOT. Egress and ingress are shown on the included conceptual site plan from Wait Avenue.

Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use:

The project will extend the existing waterline across the property frontage to provide water for domestic and fire suppression. Gravity sewer will connect to an existing manhole at the intersection of Frog Hollow Way and Bowling Forest Drive southwest of the property. Power, gas and fiber are located along the property frontage, Wait Avenue.

The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas:

No noxious or offensive smoke, noise and dust beyond what would be anticipated for a typical fire station and training facility is anticipated. No vibration, odor or gas is anticipated. For the purposes of this finding, noxious smoke, noise and dust is defined as physically harmful or destructive to living beings. Offensive smoke, noise and dust is defined (Webster) as painful or unpleasant sensations.

There are two categories in which smoke, noise and dust would be generated. The first related to daily activities with hand tools, chainsaws, ladders, and truck noise. These activities would take place on each shift, on each day. The frequency would not be harmful or offensive and therefore not noxious.

The second category is related to training. This facility provides a training opportunity for live fire with the goal of putting the fire and therefore smoke and odor out as quick as possible. These activities would vary in nature due to schedules and needs of the department. Each member of the fire department is required by ISO standards to have 18 hours of facility training per year. Facility training usually requires smoke, heat and fire. Currently there are four days twice a year where scheduled facility-based training occurs for our current staffing levels. If approved, this facility would provide the required facility training for the fire department and regional partners as needed.

To minimize smoke, noise, dust and fire during and after training exercises, the town follows National Fire Protection Association guidelines 1402 & 1403 which make recommendations for safe fire training and associated props and provide standards for live fire trainings to include training clean up. Adhering to NFPA and ISO guidelines ensures activities are not noxious or offensive in nature.

In addition, development will be required to conform to all applicable local, state and federal environmental regulations. Additional stormwater mitigation and water supply will be nearby for attenuation. Sirens for late night calls are rarely used unless traffic conditions make them necessary.

The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property:

The proposed facility will not impede development of the surrounding properties. Road widening and installation of a multiuse path will help with connectivity to the surrounding properties. The surrounding properties consist of mostly residential uses. The property has direct access to Wait Avenue and no shared access is needed.

The application will not substantially injure the value of adjoining or abutting property:

The Town has hired an appraiser who has evaluated the property and project and does not find this to impact the values of the surrounding property. While the appraisal found no harm and has been uploaded into the portal, the appraiser will be sworn in during the hearing and present the findings as part of evidence.

The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare:

The facility is being proposed to protect the public health, safety, and welfare of the community. A fire station at this location improves public health, safety and general welfare by reducing response times for fires and medical emergencies in the northeast quadrant of Town. As required by ISO, the Town, in coordination with Wake/Franklin County, map response times to service addresses. The current service times have been provided with this submittal as the 4 and 6 minute response time maps. New response times will be mapped following construction completion of this project which will show increased public safety. The proposed development is subject to all the requirements of the Unified Development Ordinance.

The proposed use is consistent with the officially adopted plans and policies of the town:

The proposed use shall comply with all section of the UDO, conditions of approval, and any other applicable local, state and Federal regulations. It is understood that unless relived of a requirement, in writing, all UDO requirements must be met. The frontage improvements conform to CTP specifications.

Supplemental Standards

Section 3 of the [Unified Development Ordinance](#) includes Supplemental Use Standards for specific uses.

Does the UDO include Supplemental Use Standards for your proposed use?: No

Please confirm how your project intends to comply with these standards:

Wake Forest Fire Station #6 - Findings of Fact for SUP

1. 5.10.2.C.1- The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site:

Existing on-site vegetation will be preserved to the extent possible. Perimeter landscape buffers will be provided, and supplemental vegetation will be installed to help screen the facility from neighboring properties. The proposed building varies in height from 17'-4" to 34'-0". While meeting the Town of Wake Forest UDO Requirements for a Civic Building, there are design elements that lend themselves to more of a human scale (ie. Watertable, Awnings, Brick Detailing), allowing the project to fit within the rural neighborhood character of the site.

2. 15.10.2.C.2 - The proposed use will not cause undue traffic congestion or create a traffic hazard:

Traffic flow to and from the new facility will be minimal. A traffic memo "Wake Forest Fire Station Parking Study 2025-03-05" prepared by Cliff Lawson of Timmons Group on March 5, 2025, will be included within the submittal package and be presented as evidence. The facility will provide a preemptive device located at the traffic signal located at the intersection of Wait Avenue and Bowling Forest Drive to be approved by NCDOT. Egress and ingress are shown on the included conceptual site plan from Wait Avenue.

3. 15.10.2.C.3 - Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use:

The project will extend the existing waterline across the property frontage to provide water for domestic and fire suppression. Gravity sewer will connect to an existing manhole at the intersection of Frog Hollow Way and Bowling Forest Drive southwest of the property. Power, gas and fiber are located along the property frontage, Wait Avenue.

4. 15.10.2.C.4 - The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas:

No noxious or offensive smoke, noise and dust beyond what would be anticipated for a typical fire station and training facility is anticipated. No vibration, odor or gas is anticipated. For the purposes of this finding, noxious smoke, noise and dust is

defined as physically harmful or destructive to living beings. Offensive smoke, noise and dust is defined (Webster) as painful or unpleasant sensations.

There are two categories in which smoke, noise and dust would be generated. The first related to daily activities with hand tools, chainsaws, ladders, and truck noise. These activities would take place on each shift, on each day. The frequency would not be harmful or offensive and therefore not noxious.

The second category is related to training. This facility provides a training opportunity for live fire with the goal of putting the fire and therefore smoke and odor out as quick as possible. These activities would vary in nature due to schedules and needs of the department. Each member of the fire department is required by ISO standards to have 18 hours of facility training per year. Facility training usually requires smoke, heat and fire. Currently there are four days twice a year where scheduled facility-based training occurs for our current staffing levels. If approved, this facility would provide the required facility training for the fire department and regional partners as needed.

To minimize smoke, noise, dust and fire during and after training exercises, the town follows National Fire Protection Association guidelines 1402 & 1403 which make recommendations for safe fire training and associated props and provide standards for live fire trainings to include training clean up. Adhering to NFPA and ISO guidelines ensures activities are not noxious or offensive in nature.

In addition, development will be required to conform to all applicable local, state and federal environmental regulations. Additional stormwater mitigation and water supply will be nearby for attenuation. Sirens for late night calls are rarely used unless traffic conditions make them necessary.

5. 15.10.2.C.5 - The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property:

The proposed facility will not impede development of the surrounding properties. Road widening and installation of a multiuse path will help with connectivity to the surrounding properties. The surrounding properties consist of mostly residential uses. The property has direct access to Wait Avenue and no shared access is needed.

6. 15.10.2.C.6 - The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare:

The facility is being proposed to protect the public health, safety, and welfare of the community. A fire station at this location improves public health, safety and general welfare by reducing response times for fires and medical emergencies in the

northeast quadrant of Town. As required by ISO, the Town in coordination with Wake/Franklin County map response times to service addresses. New response times will be mapped following construction completion of this project which will show increased public safety. The proposed development is subject to all the requirements of the Unified Development Ordinance.

7. 15.10.2.C.7 - The application will not substantially injure the value of adjoining or abutting property:

The Town has hired an appraiser who has evaluated the property and project and does not find this to impact the values of the surrounding property. While the appraisal found no harm and has been uploaded into the portal, the appraiser will be sworn in during the hearing and present the findings as part of evidence.

8. 15.10.2.C.8 - The proposed use is consistent with the officially adopted plans and policies of the town:

The proposed use shall comply with all section of the UDO, conditions of approval, and any other applicable local, state and Federal regulations. It is understood that unless relived of a requirement, in writing, all UDO requirements must be met. The frontage improvements conform to CTP specifications.

Agent Authorization Form



TOWN of
WAKE FOREST

The Wake Forest Unified Development Ordinance (UDO) states that applications for development approvals may only be made by the landowner, a lessee or person holding an option or contract to purchase or lease the land, or an authorized agent of the landowner (see [Sec. 15.2.5.C](#)). This agent authorization form must be signed by the landowner and included with any application not submitted by the landowner or lessee as specified above. If more than one landowner is involved, a separate agent authorization form must be submitted by each landowner.

Address(es) and Tax PIN(s) for which authorization is granted: 1621 Wait Avenue (1850578617) & 1701 Wait Avenue (1850670578)

Landowner's name*: Town of Wake Forest

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

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

Landowner's Signature: _____

Date: _____

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

Name: Kip Padgett

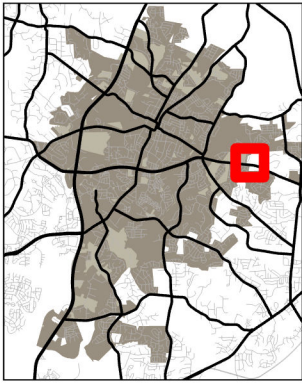
Address: 301 Brooks St, Wake Forest, NC 27587

Telephone number: 919-435-9411

Email address: kpadgett@wakeforestnc.gov

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

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



Aerial



TOWN of
WAKE FOREST

SUP-24-02

Wake Forest Fire Station Special Use Permit

PIN: 1850578617 & 18506700578

4/22/2025



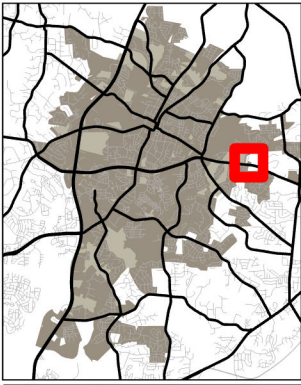
Subject Area

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

0 500 1,000 1,500 Feet



54



Zoning



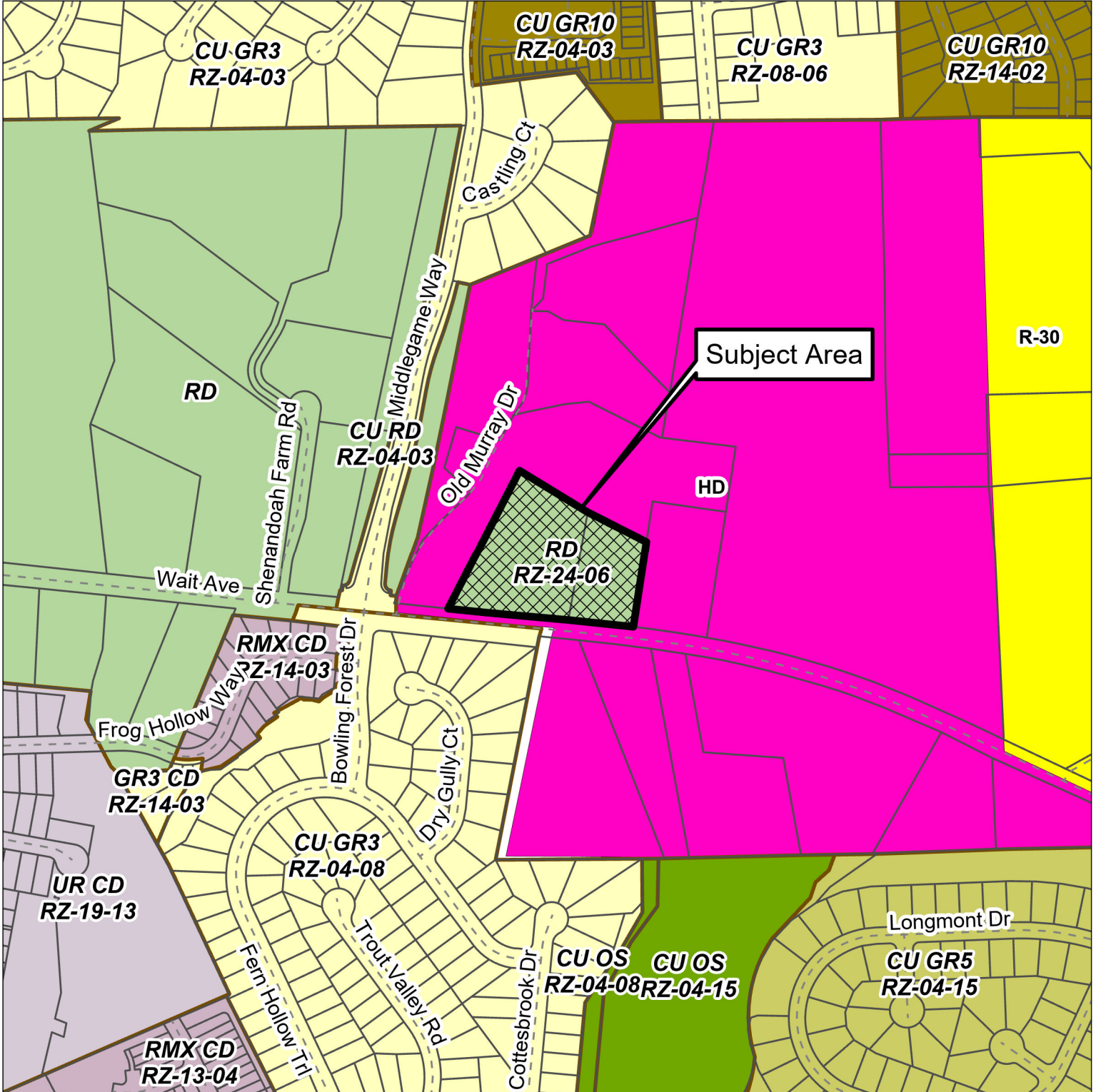
TOWN of
WAKE FOREST

SUP-24-02

Wake Forest Fire Station Special Use Permit

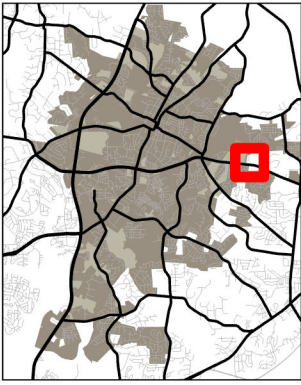
PIN: 1850578617 & 18506700578

5/9/2025



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





Land Use Plan



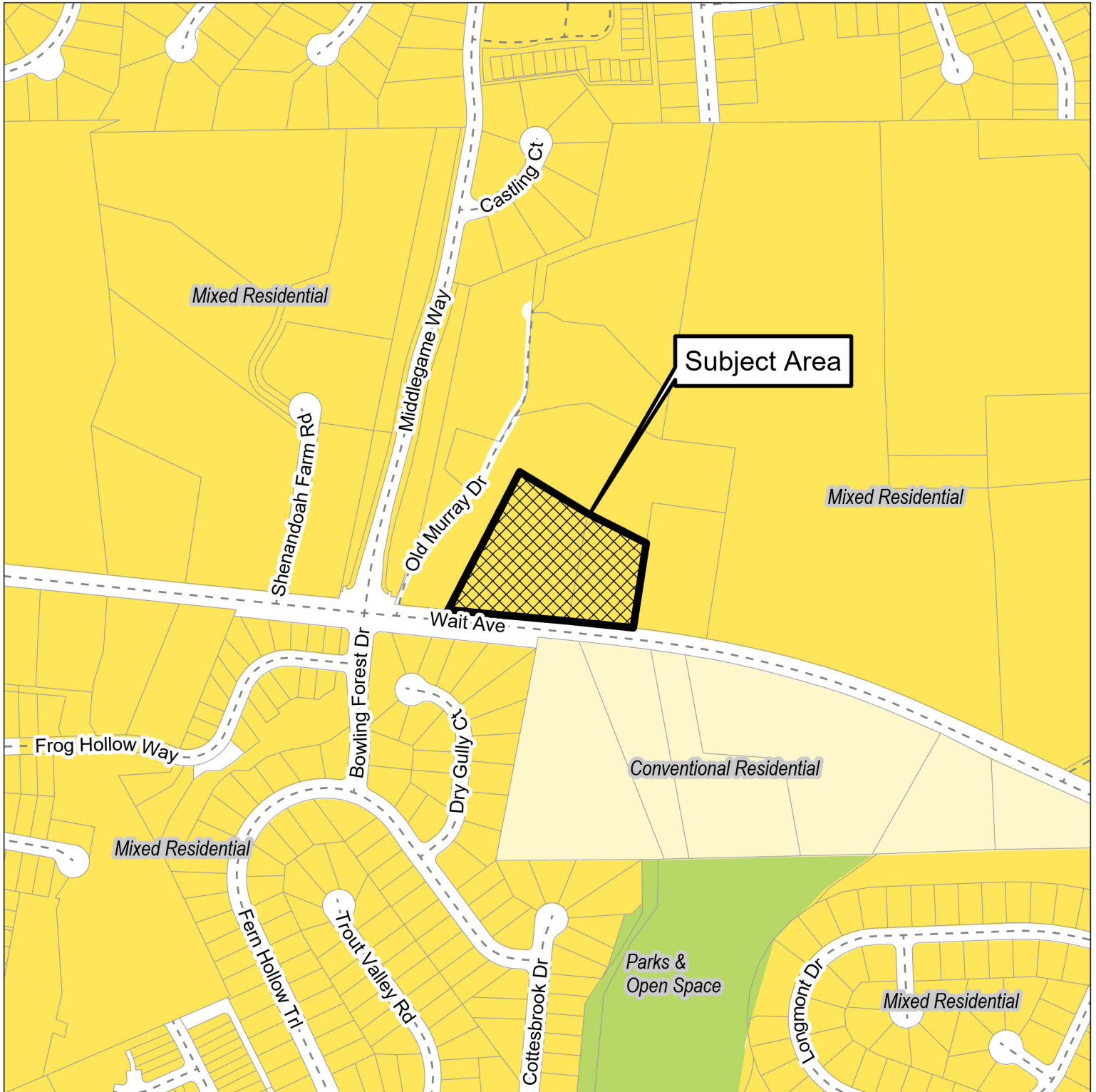
TOWN of
WAKE FOREST

SUP-24-02

Wake Forest Fire Station Special Use Permit

PIN: 1850578617 & 18506700578

4/22/2025



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

0 690 1,380
Feet





Oblique

< Fri Feb 7 2025 >



100% DESIGN DOCUMENT DRAWINGS FOR:

SUP-24-02

WAKE FOREST FIRE STATION

1621 WAIT AVENUE, WAKE FOREST, NC 27587

PROJECT TEAM

OWNER

WAKE FOREST
CONTACT: RON EARLY, FIRE CHIEF
PHONE: 919-569-2201
420 ELM AVENUE
WAKE FOREST, NC 27587
EMAIL: REARLY@WAKEFORESTNC.GOV
FAX: 919-556-9274

ARCHITECT

ADW ARCHITECTS CONTACT: MS. GINA
MOORE, R.A., NCARB, CCS
PHONE: (704) 749-5564
510 GLENWOOD AVE SUITE 313
RALEIGH, NC 27603
EMAIL:
GMOORE@ADWARCHITECTS.COM
FAX: 704-379-1920

CIVIL ENGINEER

TIMMONS GROUP
CONTACT: WILL ALTMAN, PE
PHONE: (919) 866-4938
5410 TRINITY ROAD, SUITE 102
RALEIGH, NC 27607
EMAIL: WILLIAM.ALTMAN@TIMMONS.COM
FAX: 919-859-5663

SITE DATA TABLE	
PIN:	1850578617, 1850670578
TOTAL SITE AREA:	4.48 AC PIN 1850578617: 3.00 AC, PIN 1850670578: 1.48 AC
DISTURBED AREA	3.81 AC
ZONING:	RURAL HOLDING DISTRICT (RZ-24-06)
ANNEXATION ORDINANCE NUMBERS	2025-04-CONTIGUOUS 2025-05-NON-CONTIGUOUS (AN-24-04)
FUTURE LAND USE MAP DESIGNATION	MIXED RESIDENTIAL
IS SITE IN A WATER SUPPLY WATERSHED PROTECTION OVERLAY DISTRICT	NO
DOES SITE CONTAIN SPECIAL FLOOD HAZARD AREAS	NO
MEANS AND PERCENTAGE OF NEIGHBORHOOD PARKS AND OPEN SPACE	N/A
NUMBER OF LOTS PER PHASE	N/A
WATERSHED:	SMITH CREEK
RIVER BASIN	NEUSE
PROPOSED IMPERVIOUS	ONSITE: 1.53 AC
MAXIMUM BUILDING HEIGHT:	35'
PROPOSED BUILDING HEIGHT	30' - 8"
BUILDING SETBACKS	FRONT: 20' SIDE (STREET): 20' SIDE (INTERIOR): 10' REAR: 25'
MINIMUM LANDSCAPE BUFFERS	TYPE B BUFFER: 15' WITH FENCE, 25' WITHOUT
TOTAL BUILDING FOOTPRINT AREA	21,776 SQFT

PARKING REQUIREMENTS

TOTAL REQUIRED PARKING	36 PARKING SPACES
TOTAL PARKING SPACES PROVIDED	36 PARKING SPACES (REFER TO PARKING MEMO ATTACHED)
REQUIRED BICYCLE PARKING	2 PER 40 AUTO SPACES
BICYCLE PARKING PROVIDED	2 SPACES
REQUIRED ADA PARKING	2 SPACES FOR PARKING FACILITIES WITH 26 TO 50 SPACES
ADA SPACES PROVIDED	2 SPACES



VICINITY MAP
1" = 500'

Sheet List Table

Sheet Number	Sheet Title
C0.0	COVERSHEET
C0.1	EXISTING CONDITIONS PLAN
C0.2	KEY PLAN
C1.0	DEMOLITION PLAN
C2.0	SITE PLAN
C2.1	STRIPING PLAN
C3.0	GRADING & DRAINAGE PLAN
C4.0	UTILITY PLAN
C4.1	UTILITY PLAN
C4.2	FIRE APPARATUS PLAN
L1.0	PLANTING PLAN
L2.0	TREE MITIGATION PLAN
L2.1	TREE MITIGATION TABLES & NOTES
E101	SITE LIGHTING

Wake Forest Fire Station #6 - Findings of Fact for SUP

1. 5.10.2.C.1 - The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site:

Existing on-site vegetation will be preserved to the extent possible. Perimeter landscape buffers will be provided, and supplemental vegetation will be installed to help screen the facility from neighboring properties. The proposed building varies in height from 17'-4" to 34'-0". While meeting the Town of Wake Forest UDO Requirements for a Civic Building, there are design elements that lend themselves to more of a human scale (ie. Waterfalls, Awnings, Brick Cladding), allowing the project to fit within the rural neighborhood character of the site.

2. 15.10.2.C.2 - The proposed use will not cause undue traffic congestion or create a traffic hazard:

Traffic flow to and from the new facility will be minimal. A traffic memo "Wake Forest Fire Station Parking Study 2025-03-05" prepared by Cliff Lawson of Timmons Group on March 5, 2025, will be included within the submittal package and be presented as evidence. The facility will provide a preemptions device located at the traffic signal located at the intersection of Wait Avenue and Bowling Forest Drive to be approved by NCDOT. Egress and ingress are shown on the included conceptual site plan from Wait Avenue.

3. 15.10.2.C.3 - Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use:

The project will extend the existing waterline across the property frontage to provide water for domestic and fire suppression. Gravity sewer will connect to an existing manhole at the intersection of Frog Hollow Way and Bowling Forest Drive southwest of the property. Power, gas and fiber are located along the property frontage, Wait Avenue.

4. 15.10.2.C.4 - The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas:

No noxious or offensive smoke, noise and dust beyond what would be anticipated for a typical fire station and training facility is anticipated. No vibration, odor or gas is anticipated. For the purposes of this finding, noxious smoke, noise and dust is

defined as physically harmful or destructive to living beings. Offensive smoke, noise and dust is defined (Webster) as painful or unpleasant sensations.

There are two categories in which smoke, noise and dust would be generated. The first related to daily activities with hand tools, chainaws, loaders, and truck noise. These activities would take place on each shift, on each day. The frequency would not be harmful or offensive and therefore not noxious.

The second category is related to training. This facility provides a training opportunity for live fire with the goal of putting the fire and therefore smoke and odor out as quick as possible. These activities would vary in nature due to schedules and needs of the department. Each member of the fire department is required by ISO standards to have 18 hours of facility training per year. Facility training usually requires smoke, heat and fire. Currently there are four days twice a year where scheduled facility based training occurs for our current staffing levels. If approved, this facility would provide the required facility training for the fire department and regional partners as needed.

To minimize smoke, noise, dust and fire during and after training exercises, the town follows National Fire Protection Association guidelines 1402 & 1403 which make recommendations for safe fire training and associated props and provide standards for live fire trainings to include training clean up. Adhering to NFPA and ISO guidelines ensures activities are not noxious or offensive in nature. In addition, development will be required to conform to all applicable local, state and federal environmental regulations. Additional stormwater mitigation and water supply will be nearby for attenuation. Sirens for late night calls are rarely used unless traffic conditions make them necessary.

5. 15.10.2.C.5 - The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property:

The proposed facility will not impede development of the surrounding properties. Road widening and installation of a multiuse path will help with connectivity to the surrounding properties. The surrounding properties consist of mostly residential uses. The property has direct access to Wait Avenue and no shared access is needed.

6. 15.10.2.C.6 - The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare:

The facility is being proposed to protect the public health, safety, and welfare of the community. A fire station at this location improves public health, safety and general welfare by reducing response times for fires and medical emergencies in the

northeast quadrant of Town. As required by ISO, the Town in coordination with Wake/Franklin County map response times to service addresses. New response times will be mapped following construction completion of this project which will show increased public safety. The proposed development is subject to all the requirements of the Unified Development Ordinance.

7. 15.10.2.C.7 - The application will not substantially injure the value of adjoining or abutting property:

The Town has hired an appraiser who has evaluated the property and project and does not find this to impact the values of the surrounding property. While the appraiser found no harm and has been uploaded into the portal, the appraiser will be sworn in during the hearing and present the findings as part of evidence.

8. 15.10.2.C.8 - The proposed use is consistent with the officially adopted plans and policies of the town:

The proposed use shall comply with all section of the UDO, conditions of approval, and any other applicable local, state and Federal regulations. It is understood that unless relieved of a requirement, in writing, all UDO requirements must be met. The frontage improvements conform to CTP specifications.

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE: _____

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environments for life

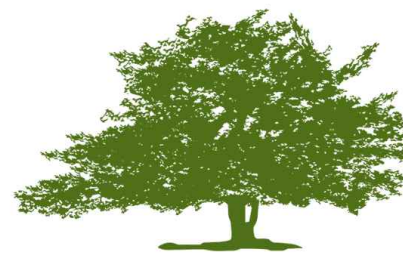
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SUITE 500
CHARLOTTE, NORTH CAROLINA 28217
P704.379.1919
F704.379.1920
www.adwarchitects.com

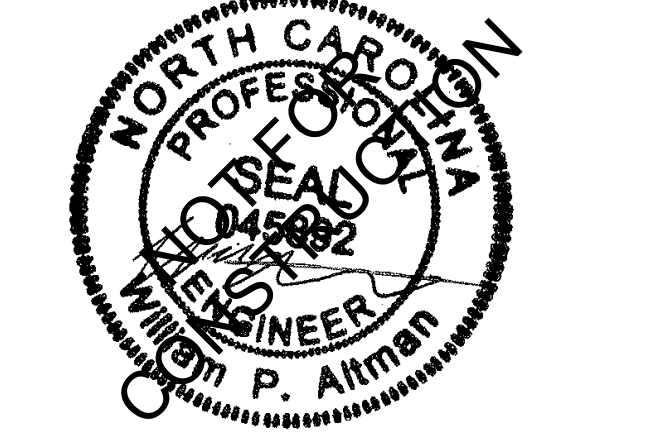
TIMMONS GROUP
ENGINEERING | DESIGN | TECHNOLOGY

NC LICENSE NUMBER 045892

EDIFICE
GENERAL CONTRACTORS



TOWN of
WAKE FOREST



WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

COVERSHEET

DATE: 10/30/24

PROJECT NO: 69776

CITY PROJECT #

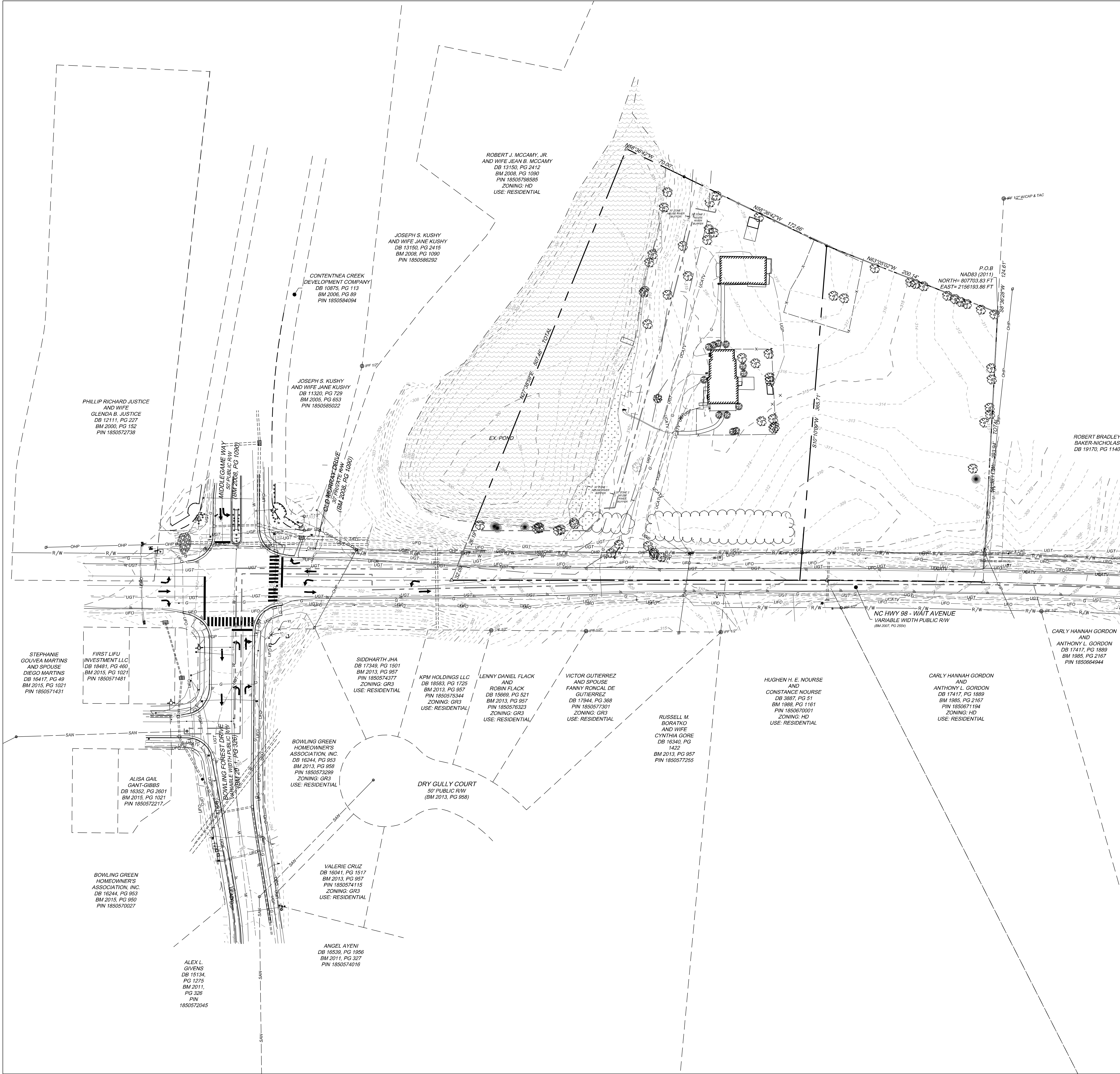
REVISIONS

NO:	DATE:	DESCRIPTION:
2	2025-01-29	2ND SUP SUBMITTAL
3	2025-03-05	3RD SUP SUBMITTAL
4	2025-03-05	4TH SUP SUBMITTAL

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SHEET NUMBER

C0.0



EXISTING CONDITIONS LEGEND

EX. CONSTRUCTION LIMITS	---
EX. STORM PIPE	---
EX. FENCE	---
EX. GAS LINE	---
EX. POWER LINE	---
EX. TELEPHONE LINE	---
EX. WATER LINE	---
EX. SANITARY SEWER FORCE MAIN	---
EX. SANITARY SEWER LINE	---
EX. CABLE TV LINE	---
EX. FIBER OPTIC LINE	---
EX. TREE LINE	---
LIGHT POLE	---
SITE BOLLARD	---
UTILITY POLE	---
SANITARY SEWER MANHOLE	---
STORM SEWER MANHOLE	---
CLEANOUT (SANITARY OR STORM)	---
DROP INLET	---
FIRE HYDRANT	---
WATER VALVE	---
TELECOM BOX	---
GROUND MOUNTED SIGN	---
REMOVE TREE	---
RIGHT OF WAY DEDICATION	---

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE: _____

SCALE 1"=40'

80'

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EDIFICE
GENERAL CONTRACTORS

TOWN of
WAKE FOREST

WAKE FOREST
FIRE DEPARTMENT
EST. 1921
N.C.

NORTH CAROLINA
PROFESSIONAL
ENGINEER
WILLIAM P. ALTMIRE

WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

EXISTING
CONDITIONS
PLAN

DATE: 10/30/24
PROJECT NO: 69776
CITY PROJECT #

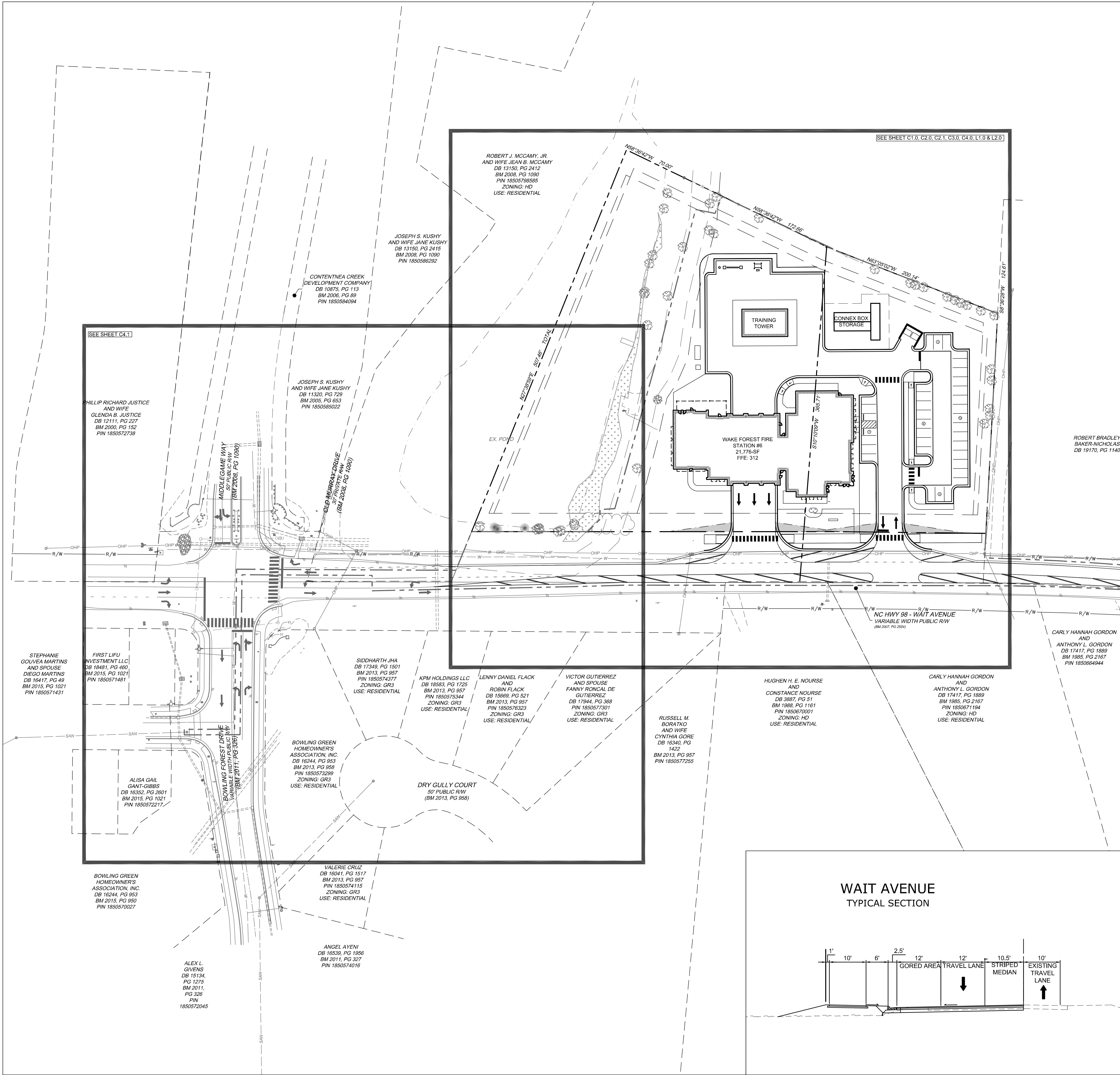
REVISIONS

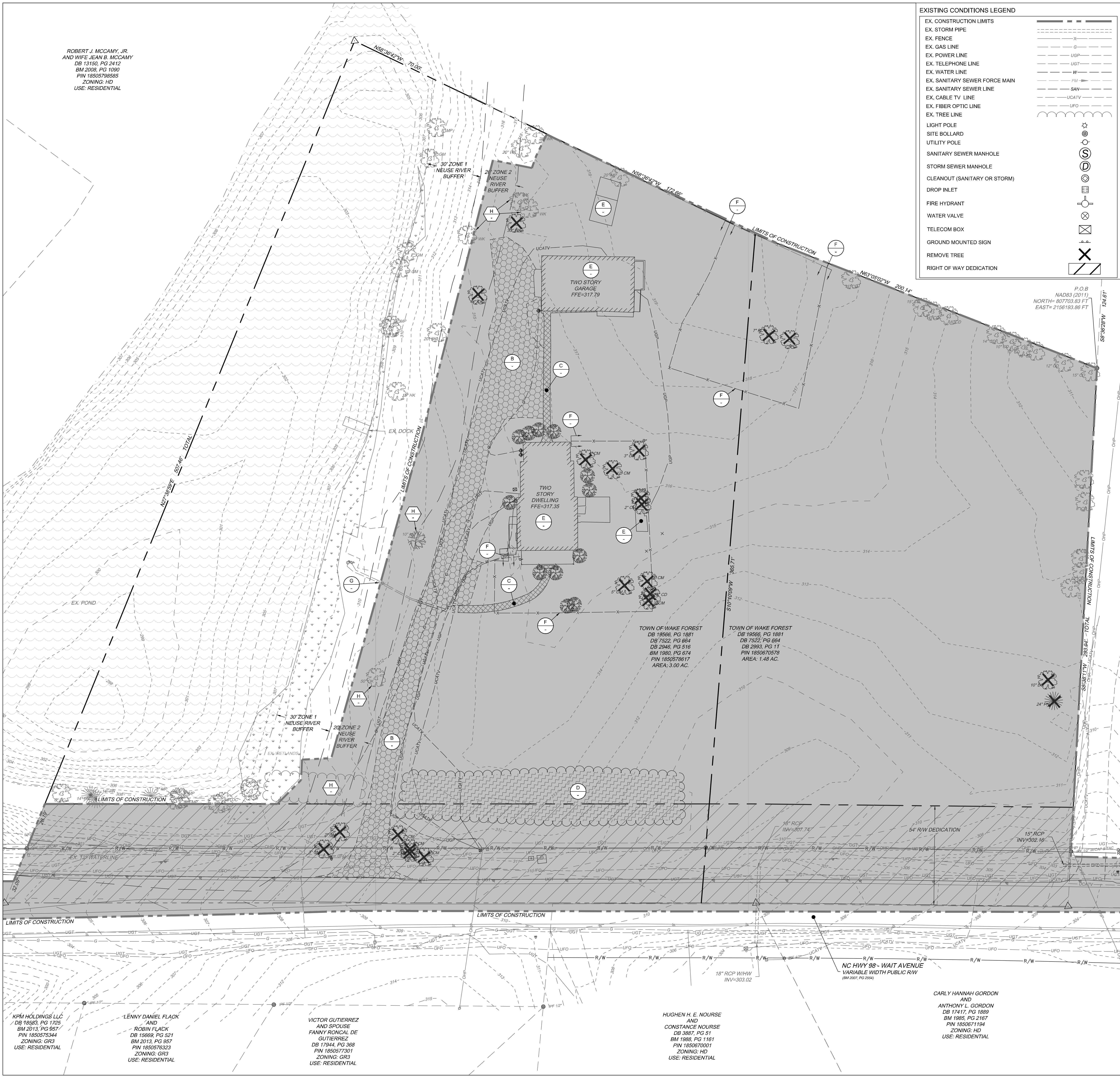
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SHEET NUMBER

C0.1





EXISTING CONDITIONS LEGEND	
EX. CONSTRUCTION LIMITS	---
EX. STORM PIPE	---
EX. FENCE	-X-
EX. GAS LINE	-G-
EX. POWER LINE	-UGP-
EX. TELEPHONE LINE	-UGT-
EX. WATER LINE	-W-
EX. SANITARY SEWER FORCE MAIN	-FM-
EX. SANITARY SEWER LINE	-SAW-
EX. CABLE TV LINE	-UCATV-
EX. FIBER OPTIC LINE	-UFO-
EX. TREE LINE	~~~~~
LIGHT POLE	⊙
SITE BOLLARD	⊙
UTILITY POLE	⊙
SANITARY SEWER MANHOLE	⊙
STORM SEWER MANHOLE	⊙
CLEANOUT (SANITARY OR STORM)	⊙
DROP INLET	⊙
FIRE HYDRANT	⊙
WATER VALVE	⊙
TELECOM BOX	⊙
GROUND MOUNTED SIGN	⊙
REMOVE TREE	⊗
RIGHT OF WAY DEDICATION	▤

- DEMOLITION NOTES**
- ALL UTILITIES OR STRUCTURES NOT INDICATED FOR REMOVAL OR MODIFICATION ARE TO REMAIN AND BE PROTECTED FROM DAMAGE.
 - ALL WASTE MATERIAL GENERATED FROM CLEARING AND DEMOLITION ACTIVITIES SHALL BE DISPOSED OF OFF-SITE IN ACCORDANCE WITH ALL APPLICABLE RULES AND REGULATIONS. CONTRACTOR SHALL SALVAGE ALL SIGNAGE, METERS, ETC. TO OWNER. COORDINATE WITH OWNER PRIOR TO DEMOLITION.
 - CLEAR AND GRUB AS NEEDED WITHIN CONSTRUCTION LIMITS PER SPECIFICATIONS AND DRAWINGS. EXISTING TREES, SHRUBS OR OTHER LANDSCAPE MATERIAL WHICH WILL CONFLICT WITH NEW CONSTRUCTION SHALL BE REMOVED (WHETHER OR NOT SHOWN ON THE DRAWINGS) FOLLOWING APPROVAL OF ENGINEER. BY SUBMITTING A BID, CONTRACTOR ACKNOWLEDGES THAT THE SITE HAS BEEN INVESTIGATED TO DETERMINE TYPE, SIZE AND QUANTITY OF CLEARING REQUIRED FOR CONSTRUCTION.
 - ALL PAVEMENT OR CONCRETE TO BE REMOVED SHALL BE SAW CUT TO PROVIDE A STRAIGHT AND UNIFORM JOINT WITH NEW CONSTRUCTION. ANY EXISTING PAVEMENT, SIDEWALK, CURB & GUTTER, ETC. THAT MUST BE REMOVED TO ALLOW NEW CONSTRUCTION SHALL BE REMOVED AND REPAIRED PER THE SPECIFICATIONS AND DETAILS OR TO MATCH EXISTING CONDITIONS (WHETHER OR NOT SHOWN ON THE DRAWINGS TO BE REMOVED). UTILITY INSTALLATIONS MAY UTILIZE OPEN CUT OF PAVEMENTS UNLESS INDICATED OTHERWISE. TRENCH IN EXISTING ASPHALT SHALL BE PATCHED PER PAVEMENT REPAIR DETAIL. PROTECT ALL ADJACENT PROPERTIES, THE GENERAL PUBLIC AND ALL OF THE OWNER'S FACILITIES. SHOULD DAMAGES OCCUR, NOTIFY ENGINEER IMMEDIATELY.
 - THE CONTRACTOR SHALL EMPLOY A QUALIFIED UTILITY LOCATOR SERVICE TO LOCATE ALL UNDERGROUND UTILITIES (INCLUDING BUT NOT LIMITED TO ELECTRICAL, TELEPHONE, GAS, CABLE, FIBER OPTIC) WITHIN THE LIMITS OF CONSTRUCTION.
 - VERIFY ALL ILLUSTRATED KNOWN UNDERGROUND ELEMENTS. EXERCISE REASONABLE EFFORTS TO PROTECT ANY UNKNOWN UNDERGROUND ELEMENTS. NOTIFY THE ENGINEER IMMEDIATELY IF UNKNOWN ELEMENTS ARE DISCOVERED THAT WOULD NECESSITATE MODIFICATION TO THE PROPOSED DESIGN.
 - ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE LOCAL, STATE AND OSHA REGULATIONS.
 - EXISTING MANHOLES, VALVE BOXES, VAULTS, CLEANOUTS, UTILITY POLES ETC. TO REMAIN WITHIN THE GRADING LIMITS SHALL BE ADJUSTED AS NEEDED TO FUNCTION PROPERTY WITH THE PROPOSED FINISHED GRADES (WETHER OR NOT INDICATED TO BE MODIFIED).
 - ANY AND ALL LANDSCAPING AND EXISTING TREES & SHRUBS TO REMAIN WHICH ARE DAMAGED DURING DEMOLITION OR CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR UTILIZING A LICENSED LANDSCAPE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
 - PROTECT EXISTING SITE FURNISHINGS AND PLAYGROUNDS DURING CONSTRUCTION. REPLACE AT NO COST TO THE OWNER IF DAMAGED.
 - THE PROJECT SITE IS NOT LOCATED IN ANY SPECIAL FLOOD HAZARD AREAS, AS SHOWN ON FIRM MAP NUMBER 372018500K DATED 07/19/2022.
 - CONTRACTOR TO LOCATE AND REMOVE SEPTIC SYSTEM BY TOWN STANDARDS

KEYNOTES - ITEMS TO REMOVE	
(A)	REMOVE ALL WITHIN SHADED AREA UNLESS OTHERWISE NOTED ON THIS DRAWING.
(B)	REMOVE GRAVEL PAVEMENT
(C)	REMOVE CONCRETE
(D)	TREE CLEARING
(E)	REMOVE EXISTING STRUCTURE
(F)	REMOVE FENCE
(G)	ABANDON UTILITIES

KEYNOTES - ITEMS TO REMAIN	
(H)	EXISTING TREES

TREE DISTURBANCE LEGEND	
CM	CRAPE MYRTLE
CR	CEDAR
MP	MAPLE
HL	HOLLY
PN	PINE
DC	DECIDUOUS
PL	POPLAR
OK	OAK
HK	HICKORY
BK	BLACK OAK
WK	WHITE OAK
GM	GUM

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WAKE FOREST FIRE DEPARTMENT
EST. 1921
NC

NORTH CAROLINA PROFESSIONAL ENGINEER
WILLIAM P. ALTMIRE

WAKE FOREST FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

DEMOLITION PLAN

DATE:	10/30/24	
PROJECT NO:	69776	
CITY PROJECT #		
REVISIONS		
NO:	DATE:	DESCRIPTION:
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SHEET NUMBER

C1.0

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE: _____

SCALE 1"=20'

0 20' 40'

ROBERT J. MCCAMY, JR.
AND WIFE JEAN B. MCCAMY
DB 13160, PG 2412
BM 2008, PG 1090
PIN 1850579855
ZONING: HD
USE: RESIDENTIAL



SITE LAYOUT NOTES

1. ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE WAKE COUNTY, TOWN OF WAKE FOREST, NCDOT AND OSHA STANDARDS AND SPECIFICATIONS.
2. ALL DIMENSIONS ARE TO FACE OF CURB, EDGE OF PAVEMENT, BUILDING WALL FACE OR PROPERTY LINE, UNLESS OTHERWISE NOTED.
3. ALL RADII ARE DIMENSIONED FROM BACK OF CURB. IF NOT STATED, RADI DIMENSION IS 5'.
4. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS, UTILITIES AND GRADES PRIOR TO CONSTRUCTION, NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO COMMENCING ANY RELATED CONSTRUCTION.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OFF-SITE DISPOSAL OF ALL WASTE MATERIALS GENERATED DURING CONSTRUCTION AND FOR OBTAINING ALL APPLICABLE PERMITS FOR OFF-SITE STOCKPILES AND/OR WASTE AREAS.
6. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGES DURING CONSTRUCTION AND SHALL MAKE REPAIRS AT NO EXPENSE TO THE OWNER.
7. AT LEAST 72 HOURS PRIOR TO CONSTRUCTION OR EXCAVATION THE CONTRACTOR SHALL NOTIFY NORTH CAROLINA ONE CALL (811) OR (1-800-632-4949) TO HAVE EXISTING UTILITIES LOCATED. ALL PRIVATE UTILITIES SHALL BE LOCATED AS NEEDED BY A PRIVATE UTILITY LOCATE COMPANY EMPLOYED BY THE CONTRACTOR.
8. ALL CURB AND GUTTER SHALL BE 30" WIDE UNLESS NOTED OTHERWISE.
9. ALL DISTURBED CURB & GUTTER AND ASPHALT SHALL BE REPLACED PER PROJECT DETAILS AND NCDOT STANDARDS AND SPECIFICATIONS. RAISE ALL STRUCTURES AT NO ADDITIONAL COST TO THE OWNER SO THAT THE TOP OF THE STRUCTURE EQUALS THE FINISH GRADE OF THE NEW ASPHALT. STORM INLETS SHALL BE AN EXCEPTION.
10. COORDINATE THE PROJECT SCHEDULE WITH THE CIVIL ENGINEER AND OWNER IN ACCORDANCE WITH THE OWNER'S ONGOING ON-SITE OPERATIONS. ANY UTILITY INTERRUPTIONS SHALL BE COORDINATED WITH THE OWNER AT LEAST 72 HOURS PRIOR TO THE INTERRUPTION.
11. PROVIDE A SMOOTH TRANSITION BETWEEN NEW ASPHALT AND EXISTING ASPHALT SURFACES.
12. ALL SIDEWALKS ARE TO HAVE NO MORE THAN A 1:20 (5.0%) SLOPE FOR THE LENGTH OF THE SIDEWALK AND NO MORE THAN A 1:50 (2.0%) SLOPE FOR THE WIDTH OF THE SIDEWALK. NOTIFY ENGINEER IF THIS CANNOT BE ACHIEVED.
13. EXISTING MANHOLES, VALVE BOXES, VAULTS, CLEANOUTS, UTILITY POLES ETC. TO REMAIN WITHIN THE GRADING LIMITS SHALL BE ADJUSTED AS NEEDED TO FUNCTION PROPERLY WITH THE PROPOSED FINISH GRADES (WHETHER OR NOT INDICATED TO BE MODIFIED).
14. LANDSCAPING AREAS WILL BE PROVIDED IN COMPLIANCE WITH PDD SEC. 9.5.2.
15. UNDER NCGS 70-29-33 - THE UNMARKED HUMAN BURIAL AND HUMAN SKELETAL REMAINS PROTECTION ACT ANY INADVERTENT DISCOVERY OF HUMAN BURIAL OR SKELETAL REMAINS REQUIRES THAT WORK STOP IMMEDIATELY AND THE PROCEDURE OUTLINED UNDER THE GENERAL STATUTE BE FOLLOWED.

KEYNOTES

1 C6.0	HEAVY DUTY ASPHALT	
2 C6.0	GRAVEL PAVEMENT	
3 C6.0	LIGHT DUTY ASPHALT	
4 C6.0	STANDARD DUTY CONCRETE	
5 C6.0	HEAVY DUTY CONCRETE	
6 C6.0	30" CONCRETE CURB AND GUTTER	
7 C6.0	FLAGPOLE	
8 C6.0	CONCRETE WHEEL STOP	
9 C6.0	ACCESSIBLE CURB RAMP	
10 C6.0	6" STEEL BOLLARD W/ HDPE SLEEVE	
1 C6.1	ROLL CURB	
2 C6.1	TYPICAL MODULAR BLOCK RETAINING WALL	
A	DRAFTING PIT (SEE STRUCTURAL PLANS)	
B	FUEL TANK (DESIGNED BY OTHERS)	
C	DUMPSTER ENCLOSURE (SEE ARCHITECTURAL PLANS)	
D	GENERATOR (SEE ELECTRICAL PLANS)	
E	TRANSFORMER (SEE ELECTRICAL PLANS)	
F	BIKE RACK	
G	10' X 70' SITE DISTANCE TRIANGLES	
H	MONUMENT SIGN	

GENERAL NOTES

A SIGNAL PERMIT WILL BE OBTAINED TO MEET NCDOT'S RECOMMENDATION OF A PRE-EMPTION DEVICE AT THE EXISTING TRAFFIC SIGNAL.

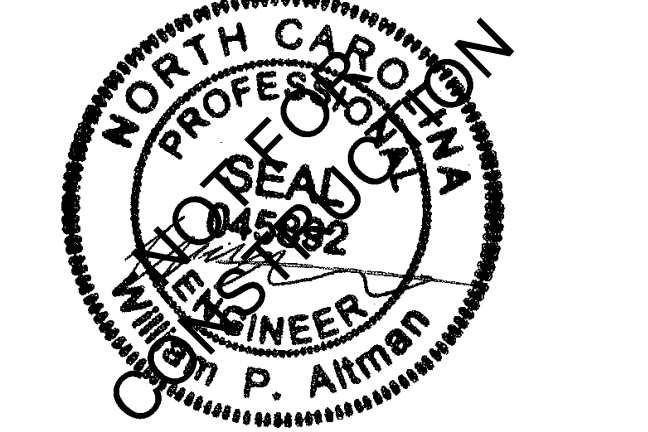
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NC LICENSE NUMBER 045892

EDIFICE
GENERAL CONTRACTORS

TOWN of
WAKE FOREST



WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

SITE PLAN

DATE: 10/30/24
PROJECT NO: 69776

CITY PROJECT #

REVISIONS

NO.	DATE:	DESCRIPTION:
2	2025-01-29	2ND SUP SUBMITTAL
3	2025-03-05	3RD SUP SUBMITTAL
4	2025-03-05	4TH SUP SUBMITTAL

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SHEET NUMBER

C2.0

Wake Forest Fire Station #6

TOWN OF WAKE FOREST
DB 19566, PG 1881
DB 7522, PG 664
DB 2046, PG 516
BM 1980, PG 674
PIN 1850578617
AREA: 3.00 AC.

TOWN OF WAKE FOREST
DB 19566, PG 1881
DB 7522, PG 664
DB 2093, PG 11
PIN 1850670578
AREA: 1.48 AC.

Training Tower

CONNEX BOX STORAGE

EX DOCK

EX POND

Setbacks and Buffers:
 - 10' NEUSE RIVER BUFFER SETBACK
 - 25' SETBACK
 - 30' ZONE 1 NEUSE RIVER BUFFER
 - 20' ZONE 2 NEUSE RIVER BUFFER
 - 15' TYPE 'B' LANDSCAPE BUFFER
 - 10' SETBACK
 - 20' SETBACK
 - 20' TYPE 'B' LANDSCAPE BUFFER

LIMITS OF CONSTRUCTION

NC HWY 98 - WAIT AVENUE
VARIABLE WIDTH PUBLIC RW
(BM 2007, PG 2504)

Adjacent Properties:
 - KPM HOLDINGS LLC DB 18583, PG 1725 BM 2013, PG 957 PIN 1850575344 ZONING: GR3 USE: RESIDENTIAL
 - LENNY DANIEL FLACK AND ROBIN FLACK DB 12669, PG 521 BM 2013, PG 957 PIN 1850576323 ZONING: GR3 USE: RESIDENTIAL
 - VICTOR GUTIERREZ AND SPOUSE FANNY RONCAL DE GUTIERREZ DB 17944, PG 368 PIN 1850577301 ZONING: GR3 USE: RESIDENTIAL
 - HUGHEN H. E. NOURSE AND CONSTANCE NOURSE DB 3867, PG 51 BM 1988, PG 1161 PIN 1850670001 ZONING: HD USE: RESIDENTIAL
 - CARLY HANNAH GORDON AND ANTHONY L. GORDON DB 17417, PG 1889 BM 1985, PG 2167 PIN 1850671104 ZONING: HD USE: RESIDENTIAL

1. ALL SITE SIGNAGE SHALL BE IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND NCDOT STANDARDS.
2. ALL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC.
3. ALL PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH NCDOT STANDARDS AND THE PROJECT SPECIFICATIONS, WHICHEVER IS MORE STRINGENT.
4. ALL SIGNAGE SHALL HAVE HIGH INTENSITY PRISMATIC SHEETING.
5. SIGNS SHALL BE FABRICATED FROM ALUMINUM ALLOY SHEETS.
6. MOUNTING HARDWARE SHALL BE GALVANIZED.
7. "VAPS" ON PLANS DENOTES VAN ACCESSIBLE PARKING SIGN. INSTALL R7-8A, R7-8D, & R7-8P.
8. "APS" ON PLANS DENOTES ACCESSIBLE PARKING SIGN. INSTALL R7-8A

		<u>NCDOT STD.</u>	<u>WIDTH</u>	<u>COLOR</u>
	PARKING STALL AND TRAFFIC STRIPE	1205.07 (STD)	4-IN	WHITE
	HIGH-VISIBILITY CROSSWALK	1205.07 (STD)	24-IN	WHITE
	ACCESSIBLE PARKING LAYOUT			
	STRAIGHT ARROW	-	-	WHITE
	STOP BAR	-	24-IN	WHITE

		<u>MUTCD</u>
	ACCESSIBLE PARKING SIGN	R7-8P, R7-8A, R7-8D (PER PLAN & DETAIL)
	STOP SIGN	R1-1 (PER PLAN & DETAIL)
	DO NOT ENTER SIGN	R5-1 (PER PLAN & DETAIL)

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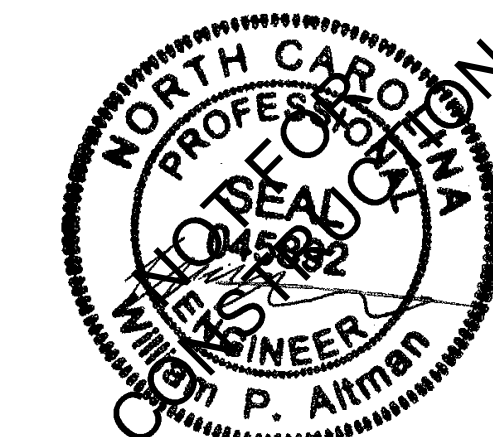
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TOWN of
WAKE FOREST



WAKE FOREST
FIRE STATION

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WAKE FOREST, NC
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SCHEMATIC DESIGN

STRIPING PLAN

DATE: 10/30/24
PROJECT NO: 69776
CITY PROJECT #

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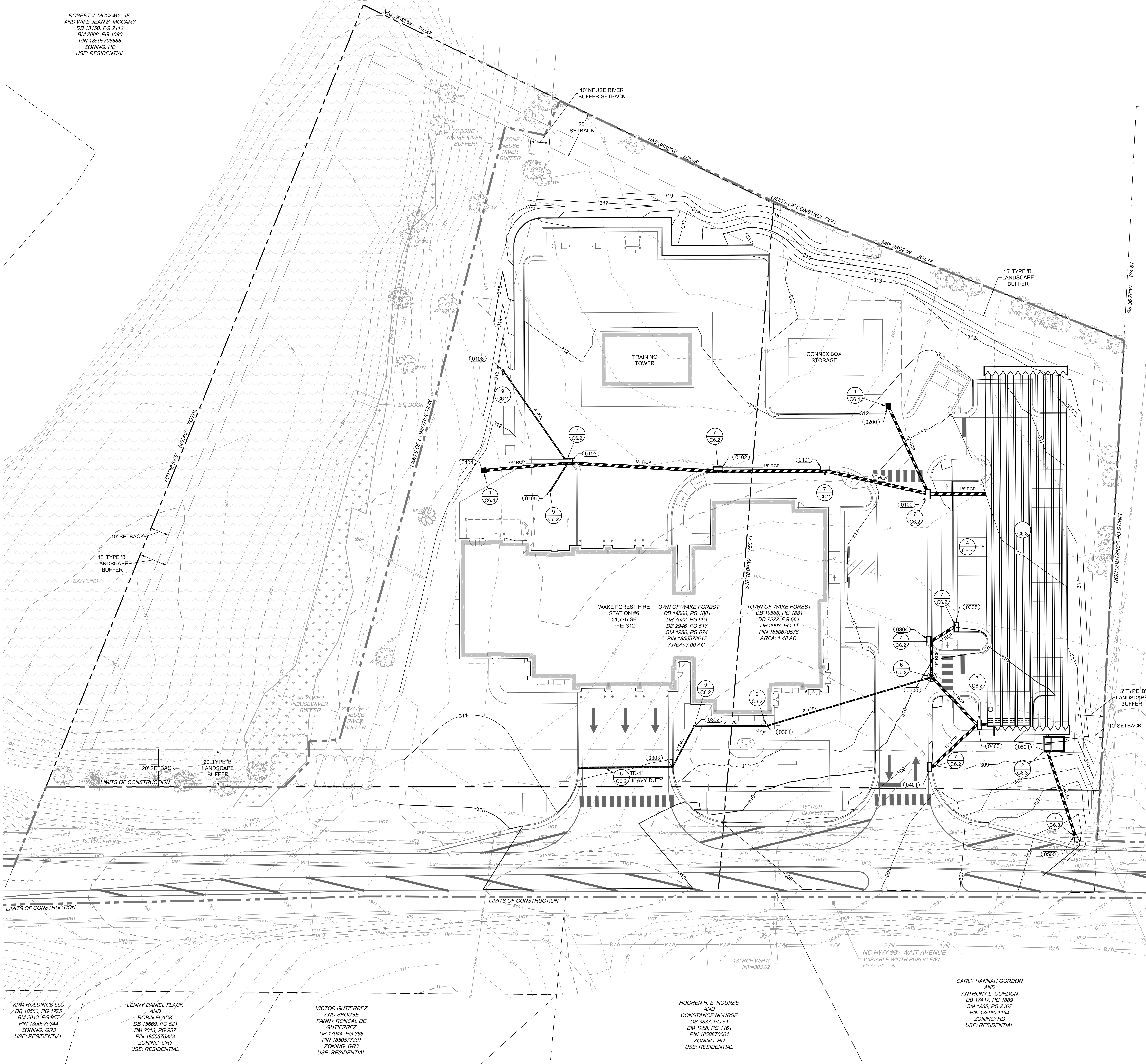
SHEET NUMBER

C2.1

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE: _____

ROBERT J. MCCAMY, JR.
AND WIFE JEAN B. MCCAMY
DB 13150, PG 2412
BM 2008, PG 1090
PIN 18505798585
ZONING: HD
USE: RESIDENTIAL



KPM HOLDINGS LLC
DB 18833, PG 1255
BM 2013, PG 957
PIN 1850575344
ZONING: GR3
USE: RESIDENTIAL

LÉNNY DANIEL FLACK
AND SPOUSE
ROBIN FLACK
DB 15689, PG 521
BM 2013, PG 957
PIN 1850576323
ZONING: GR3
USE: RESIDENTIAL

VICTOR GUTIERREZ
AND SPOUSE
FANNY RONCAL DE
GUTIERREZ
DB 17944, PG 368
PIN 1850577301
ZONING: GR3
USE: RESIDENTIAL

HUGHEN H. E. NOURSE
AND
CONSTANCE NOURSE
DB 3887, PG 51
BM 1988, PG 1161
PIN 1850670001
ZONING: HD
USE: RESIDENTIAL

CARLY HANNAH GORDON
AND
ANTHONY L. GORDON
DB 17417, PG 1889
BM 1985, PG 2167
PIN 1850671194
ZONING: HD
USE: RESIDENTIAL

GRADING & DRAINAGE NOTES

- ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE WAKE COUNTY, TOWN OF WAKE FOREST, NCDOT AND OSHA STANDARDS.
- COORDINATE THE PROJECT SCHEDULE WITH THE OWNER, AND ADJACENT USERS OF THE PROPERTY. MAINTAIN TRAFFIC FLOW AND DO NOT INTERRUPT UTILITIES AROUND THE SITE. DO NOT DISTURB OPERATIONS OF ADJACENT SITES AND FACILITIES AND/OR THEIR OWNER'S ONGOING OPERATIONS.
- ALL EXISTING VAULTS, MANHOLES, STORM DRAIN STRUCTURES, VALVE BOXES, CLEANOUTS, ETC. SHALL BE ADJUSTED AS NEEDED TO MATCH FINISHED GRADE.
- ALL BACKFILL, COMPACTION, SOILS TESTING, ETC. SHALL BE PERFORMED BY THE OWNER'S INDEPENDENT TESTING LABORATORY.
- ALL SPOT ELEVATIONS INDICATED ARE AT TOP OF CURB UNLESS NOTED OTHERWISE.
- SPOT GRADE ABBREVIATIONS:
 - TC: TOP OF CURB
 - BC: BOTTOM OF CURB
 - EP: EDGE OF PAVEMENT
 - EX GND: MATCH EXISTING
 - SWK: SIDEWALK
 - FFE: FINISHED FLOOR ELEVATION
 - TW: TOP OF WALL
 - BW: BOTTOM OF WALL
- SPOT ELEVATIONS ARE GIVEN AT THE MAJORITY OF THE MAJOR BREAK POINTS BUT IT SHOULD NOT BE ASSUMED THAT ALL NECESSARY SPOT ELEVATIONS ARE SHOWN. DUE TO SPACE LIMITATIONS, THERE MAY BE OTHER CRITICAL SPOTS NOT LABELED THAT SHOULD BE TAKEN INTO CONSIDERATION. THE CONTRACTOR SHALL REVIEW THE GRADING PLAN IN DETAIL AND SHALL ENSURE THAT ALL CRITICAL GRADE POINTS ARE STAKED AND FOLLOWED TO PROVIDE POSITIVE DRAINAGE.
- ALL ELEVATIONS ARE BASED ON NC GRID NORTH (NAD 83).
- THE CONTRACTOR SHALL USE NC ONE CALL (811) TO LOCATE ALL UNDERGROUND UTILITIES. PRIVATE UTILITIES SHALL BE LOCATED BY A PRIVATE LOCATE SERVICE AT THE EXPENSE OF THE CONTRACTOR.
- INSTALL ALL STORM SEWERS TO PROVIDE REQUIRED CLEARANCES TO CROSSING UTILITIES AS INDICATED IN THE DRAWINGS AND SPECIFICATIONS.
- ALL ROOF DRAINS SHALL BE 6" PVC (SCH 40) @ 1.04% MIN. SLOPE UNLESS INDICATED OTHERWISE. USE DUCTILE IRON WHEN COVER IS LESS THAN 24-IN.
- PVC ROOF DRAIN PIPING UNDER PAVEMENT SHALL HAVE A 24-IN MINIMUM COVER. IF ROOF DRAIN PIPING UNDER PAVEMENT HAS LESS THAN 24-IN COVER, ROOF DRAIN PIPING SHALL BE 8" DIP (IN LIEU OF PVC).
- JOINT FILL AND CAULK EACH CONCRETE EXPANSION JOINT AND WHERE CONCRETE PAVEMENT ABUTS OTHER PAVEMENTS, SIDEWALKS, OR HARD SURFACES.
- MAINTAIN ALL EROSION CONTROL DEVICES AFTER EACH RAINFALL EVENT IN ACCORDANCE WITH NCDOT LAND QUALITY REQUIREMENTS AND AS DIRECTED BY THE NCDOT AND CIVIL ENGINEER.
- FLUSH ALL SEDIMENT OUT OF STORM DRAINAGE PIPES AND STRUCTURES FOLLOWING SITE STABILIZATION AND AT THE END OF CONSTRUCTION. FLUSH OUT PIPES AS NEEDED THROUGHOUT CONSTRUCTION TO MAINTAIN PROPER FUNCTIONING OF THE DRAINAGE SYSTEM.
- IN DISTURBED AREAS, AMEND THE TOP 6 INCHES OF LAWN AREAS WITH TOPSOIL FROM THE SITE.
- ALL SIDEWALKS ARE TO HAVE NO MORE THAN A 1.20 (5.0%) SLOPE FOR THE LENGTH OF THE SIDEWALK AND NO MORE THAN A 1.50 (2.0%) SLOPE FOR THE WIDTH OF THE SIDEWALK.
- IF CONTRACTOR NOTICES ANY DISCREPANCIES IN ANY OF THESE SLOPE REQUIREMENTS, IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE OWNER & ENGINEER PRIOR TO POURING ANY CONCRETE.
- PRIOR TO FINAL PROJECT ACCEPTANCE, PROVIDE AN AS-BUILT SURVEY OF ALL UTILITY SYSTEMS AND STORM SEWERS.
- ANY AND ALL LANDSCAPING AND EXISTING TREES & SHRUBS TO REMAIN WHICH ARE DAMAGED DURING DEMOLITION OR CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR USING A LICENSED LANDSCAPE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.

KEY NOTES

- | | |
|-----------|--|
| 5
C6.2 | TRENCH DRAIN |
| 6
C6.2 | STORMWATER MANHOLE |
| 7
C6.2 | STANDARD CLEANOUT |
| 8
C6.2 | CONCRETE CATCH BASIN |
| 9
C6.2 | YARD INLET |
| 1
C6.3 | UNDERGROUND DETENTION SYSTEM |
| 2
C6.3 | 8' X 11' FILTER UNIT (BASIS OF DESIGN) |
| 3
C6.3 | MAHOLE CAP DETAIL, CONSTRUCTION LOADS DIAGRAM & MATERIAL SPECIFICATION |
| 4
C6.3 | TYPICAL BACKFILL DETAIL |
| 5
C6.3 | CONCRETE FLARED END SECTION |
| 1
C6.4 | CONCRETE DROP INLET |
| 2
C6.4 | STANDARD SEWER CLEANOUT |
| A
- | PROVIDE SMOOTH PAVING TRANSITION |



SCALE 1"=20'
0 20' 40'

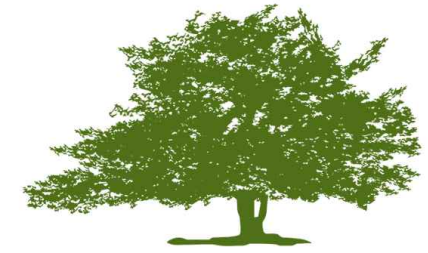
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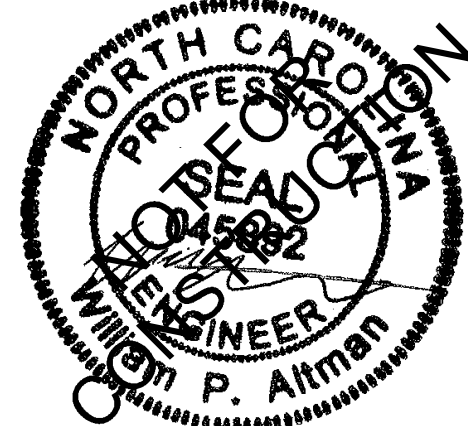
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TOWN of
WAKE FOREST



WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

GRADING &
DRAINAGE
PLAN

DATE: 10/30/24

PROJECT NO: 69776

CITY PROJECT #

REVISIONS

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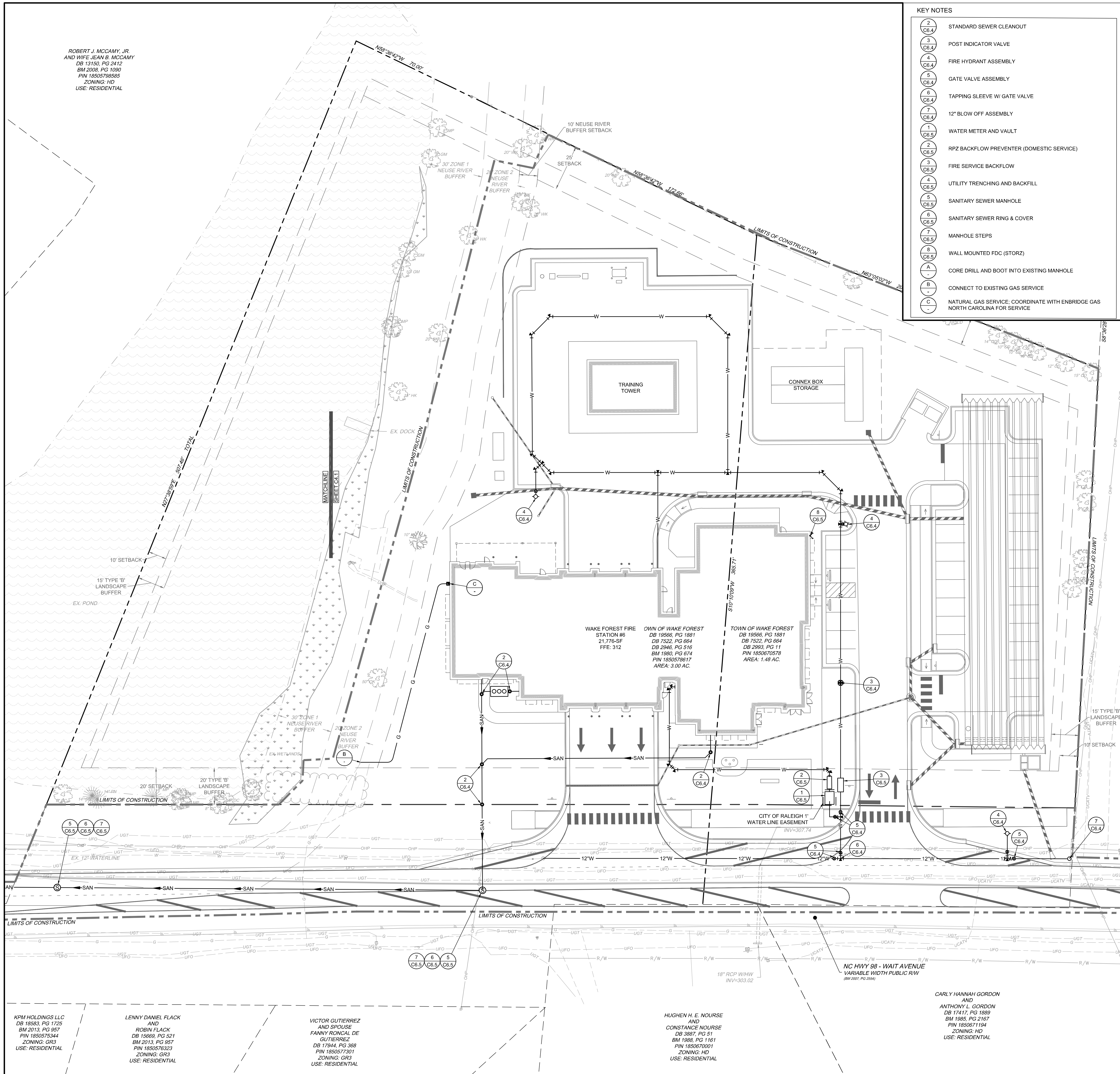
SHEET NUMBER

C3.0

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE: _____

ROBERT J. MCCAMY, JR.
AND WIFE JEAN B. MCCAMY
DB 13150, PG 2412
BM 2008, PG 1090
PIN 18505798585
ZONING: HD
USE: RESIDENTIAL



KEY NOTES

- 2 C6.4 STANDARD SEWER CLEANOUT
- 2 C6.4 POST INDICATOR VALVE
- 4 C6.4 FIRE HYDRANT ASSEMBLY
- 5 C6.4 GATE VALVE ASSEMBLY
- 6 C6.4 TAPPING SLEEVE W/ GATE VALVE
- 7 C6.4 12" BLOW OFF ASSEMBLY
- 1 C6.5 WATER METER AND VAULT
- 2 C6.5 RPZ BACKFLOW PREVENTER (DOMESTIC SERVICE)
- 3 C6.5 FIRE SERVICE BACKFLOW
- 4 C6.5 UTILITY TRENCHING AND BACKFILL
- 5 C6.5 SANITARY SEWER MANHOLE
- 6 C6.5 SANITARY SEWER RING & COVER
- 7 C6.5 MANHOLE STEPS
- 8 C6.5 WALL MOUNTED FDC (STORZ)
- A CORE DRILL AND BOOT INTO EXISTING MANHOLE
- B CONNECT TO EXISTING GAS SERVICE
- C NATURAL GAS SERVICE; COORDINATE WITH ENBRIDGE GAS NORTH CAROLINA FOR SERVICE

CITY OF RALEIGH UTILITY NOTES

1. ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUD HANDBOOK, CURRENT EDITION)
2. UTILITY SEPARATION REQUIREMENTS:
 - a) A DISTANCE OF 100' SHALL BE MAINTAINED BETWEEN SANITARY SEWER & ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED RESERVOIR USED AS A SOURCE OF DRINKING WATER. IF ADEQUATE LATERAL SEPARATION CANNOT BE ACHIEVED, FERROUS SANITARY SEWER PIPE SHALL BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS, HOWEVER, THE MINIMUM SEPARATION SHALL NOT BE LESS THAN 25' FROM A PRIVATE WELL OR 50' FROM A PUBLIC WELL.
 - b) WHEN INSTALLING WATER &/OR SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10' IF THIS SEPARATION CANNOT BE MAINTAINED DUE TO EXISTING CONDITIONS, THE VARIATION ALLOWED IS THE WATER MAIN IN A SEPARATE TRENCH WITH THE ELEVATION OF THE WATER MAIN AT LEAST 18" ABOVE THE TOP OF THE SEWER & MUST BE APPROVED BY THE PUBLIC UTILITIES DIRECTOR. ALL DISTANCES ARE MEASURED FROM OUTSIDE DIAMETER TO OUTSIDE DIAMETER.
 - c) WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASEMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS.
 - d) 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM DRAIN FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER.
 - e) MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS; MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS. WHERE ADEQUATE SEPARATIONS CANNOT BE ACHIEVED, SPECIFY DIP MATERIALS & A CONCRETE CRADLE HAVING 6" MIN. CLEARANCE (PER CORPUD DETAILS W-41 & S-49).
 - f) ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED.
3. ANY NECESSARY FIELD REVISIONS ARE SUBJECT TO REVIEW & APPROVAL OF AN AMENDED PLAN &/OR PROFILE BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION.
4. DEVELOPER SHALL PROVIDE 30 DAYS ADVANCE WRITTEN NOTICE TO OWNER FOR ANY WORK REQUIRED WITHIN AN EXISTING CITY OF RALEIGH UTILITY EASEMENT TRAVERSING PRIVATE PROPERTY.
5. CONTRACTOR SHALL MAINTAIN CONTINUOUS WATER & SEWER SERVICE TO EXISTING RESIDENCES & BUSINESSES THROUGHOUT CONSTRUCTION OF PROJECT. ANY NECESSARY SERVICE INTERRUPTIONS SHALL BE PRECEDED BY A 24 HOUR ADVANCE NOTICE TO THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT.
6. 3.0' MINIMUM COVER IS REQUIRED ON ALL WATER MAINS & SEWER FORCEMAINS. 4.0' MINIMUM COVER IS REQUIRED ON ALL REUSE MAINS.
7. IT IS THE DEVELOPER'S RESPONSIBILITY TO ABANDON OR REMOVE EXISTING WATER & SEWER SERVICES NOT BEING USED IN REDEVELOPMENT OF A SITE UNLESS OTHERWISE DIRECTED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT. THIS INCLUDES ABANDONING TAP AT MAIN & REMOVAL OF SERVICE FROM ROW OR EASEMENT PER CORPUD HANDBOOK PROCEDURE.
8. INSTALL 1.5" PVC WATER SERVICES WITH METERS LOCATED AT ROW OR WITHIN A 2'X2' WATERLINE EASEMENT IMMEDIATELY ADJACENT. NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO PROPERLY SIZE THE WATER SERVICE FOR EACH CONNECTION TO PROVIDE ADEQUATE FLOW & PRESSURE.
9. INSTALL 4" PVC SEWER SERVICES @ 1.0% MINIMUM GRADE WITH CLEANOUTS LOCATED AT ROW OR EASEMENT LINE & SPACED EVERY 75 LINEAR FEET MAXIMUM.
10. PRESSURE REDUCING VALVES ARE REQUIRED ON ALL WATER SERVICES EXCEEDING 80 PSI; BACKWATER VALVES ARE REQUIRED ON ALL SANITARY SEWER SERVICES HAVING BUILDING DRAINS LOWER THAN 1.0' ABOVE THE NEXT UPSTREAM MANHOLE.
11. ALL ENVIRONMENTAL PERMITS APPLICABLE TO THE PROJECT MUST BE OBTAINED FROM NCDWQ, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION.
12. NCDOT / RAILROAD ENCROACHMENT AGREEMENTS ARE REQUIRED FOR ANY UTILITY WORK (INCLUDING MAIN EXTENSIONS & SERVICE TAPS) WITHIN STATE OR RAILROAD ROW PRIOR TO CONSTRUCTION.
13. GREASE INTERCEPTOR / OIL WATER SEPARATOR SIZING CALCULATIONS & INSTALLATION SPECIFICATIONS SHALL BE APPROVED BY THE RW FOG PROGRAM COORDINATOR PRIOR TO ISSUANCE OF A UC / BLDG PERMIT. CONTACT (919) 986-4516 OR FOG@RALEIGHNC.GOV FOR MORE INFORMATION.
14. CROSS-CONNECTION CONTROL PROTECTION DEVICES ARE REQUIRED BASED ON DEGREE OF HEALTH HAZARD INVOLVED AS LISTED IN APPENDIX-B OF THE RULES GOVERNING PUBLIC WATER SYSTEMS IN NORTH CAROLINA. THESE GUIDELINES ARE THE MINIMUM REQUIREMENTS. THE DEVICES SHALL MEET AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE) STANDARDS OR BE ON THE UNIVERSITY OF SOUTHERN CALIFORNIA APPROVAL LIST. THE DEVICES SHALL BE INSTALLED AND TESTED (BOTH INITIAL AND PERIODIC TESTING THEREAFTER) IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE LOCAL CROSS-CONNECTION CONTROL PROGRAM, WHICHEVER IS MORE STRINGENT. A CERTIFICATE OF COMPLIANCE SHALL ALSO BE OBTAINED FROM THE RW CROSS-CONNECTION COORDINATOR FOR EACH DEVICE PRIOR TO ISSUANCE OF A UC / BLDG PERMIT. CONTACT (919) 986-5923 OR CROSS.CONNECTION@RALEIGHNC.GOV FOR MORE INFORMATION.
15. NOTIFY WAKE COUNTY PARCELS 1850613161 (SCHOOL), 1850611627 (DAYCARE), 1850616622 (TASHONDA BROOKS), AND 1850614731 (STEPHANIE CANNON) OF SEWER SHUT DOWN 2 WEEKS PRIOR TO STARTING WORK. WORK SHALL BE PERFORMED OVER A WEEKEND OR UTILIZING BYPASS PUMPING AS COORDINATED AND APPROVED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT.

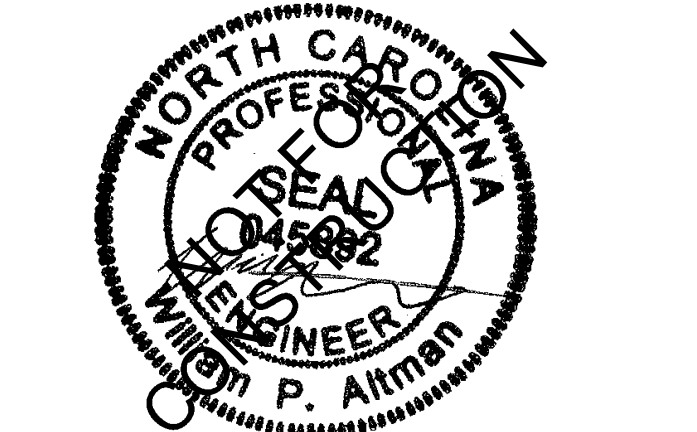
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SCHEMATIC DESIGN

UTILITY PLAN

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SHEET NUMBER

C4.0

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE:

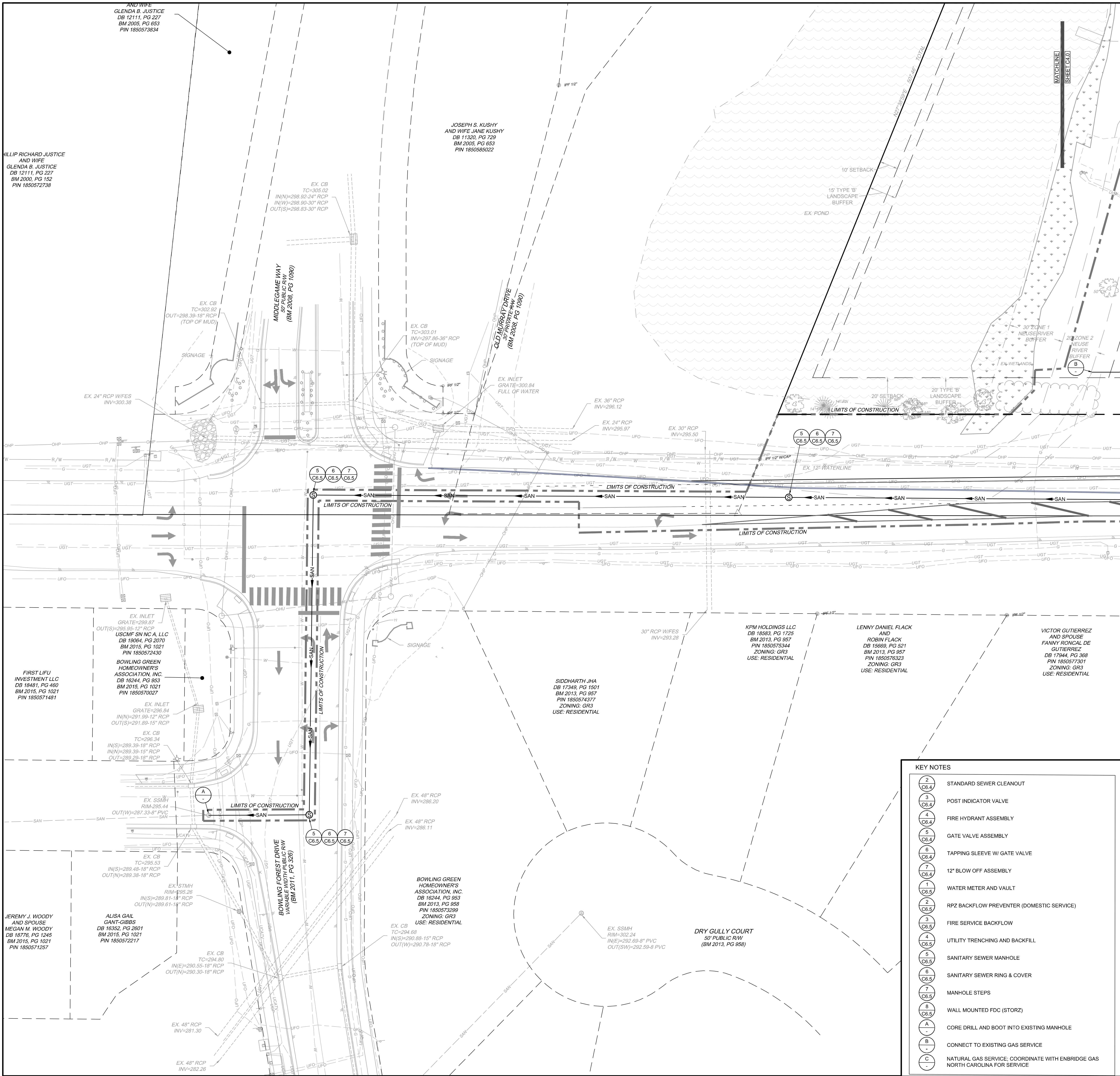
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ZONING: HD
USE: RESIDENTIAL

CARLY HANNAH GORDON
AND
ANTHONY L. GORDON
DB 17417, PG 1889
BM 1985, PG 2167
PIN 1850671194
ZONING: HD
USE: RESIDENTIAL



- CITY OF RALEIGH UTILITY NOTES
- ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUD HANDBOOK, CURRENT EDITION)
 - UTILITY SEPARATION REQUIREMENTS:
 - A DISTANCE OF 10' SHALL BE MAINTAINED BETWEEN SANITARY SEWER & ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED RESERVOIR USED AS A SOURCE OF DRINKING WATER. IF ADEQUATE LATERAL SEPARATION CANNOT BE ACHIEVED, FERROUS SANITARY SEWER PIPE SHALL BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS. HOWEVER, THE MINIMUM SEPARATION SHALL NOT BE LESS THAN 25' FROM A PRIVATE WELL OR 50' FROM A PUBLIC WELL.
 - WHEN INSTALLING WATER &/OR SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10'. IF THIS SEPARATION CANNOT BE MAINTAINED DUE TO EXISTING CONDITIONS, THE VARIATION ALLOWED IS THE WATER MAIN IN A SEPARATE TRENCH WITH THE ELEVATION OF THE WATER MAIN AT LEAST 18" ABOVE THE TOP OF THE SEWER & MUST BE APPROVED BY THE PUBLIC UTILITIES DIRECTOR. ALL DISTANCES ARE MEASURED FROM OUTSIDE DIAMETER TO OUTSIDE DIAMETER.
 - WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASUREMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS.
 - 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER.
 - MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS; MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS. WHERE ADEQUATE SEPARATIONS CANNOT BE ACHIEVED, SPECIFY DIP MATERIALS & A CONCRETE CRADLE HAVING 6" MIN. CLEARANCE (PER CORPUD DETAILS W-41 & S-49).
 - ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED.
 - ANY NECESSARY FIELD REVISIONS ARE SUBJECT TO REVIEW & APPROVAL OF AN AMENDED PLAN &/OR PROFILE BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION.
 - DEVELOPER SHALL PROVIDE 30 DAYS ADVANCE WRITTEN NOTICE TO OWNER FOR ANY WORK REQUIRED WITHIN AN EXISTING CITY OF RALEIGH UTILITY EASEMENT TRAVELING PRIVATE PROPERTY.
 - CONTRACTOR SHALL MAINTAIN CONTINUOUS WATER & SEWER SERVICE TO EXISTING RESIDENCES & BUSINESSES THROUGHOUT CONSTRUCTION OF PROJECT. ANY NECESSARY SERVICE INTERRUPTIONS SHALL BE PRECEDED BY A 24 HOUR ADVANCE NOTICE TO THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT.
 - 3.0' MINIMUM COVER IS REQUIRED ON ALL WATER MAINS & SEWER MAINS. 4.0' MINIMUM COVER IS REQUIRED ON ALL REUSE MAINS.
 - IT IS THE DEVELOPER'S RESPONSIBILITY TO ABANDON OR REMOVE EXISTING WATER & SEWER SERVICES NOT BEING USED IN REDEVELOPMENT OF A SITE UNLESS OTHERWISE DIRECTED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT. THIS INCLUDES ABANDONING TAP AT MAIN & REMOVAL OF SERVICE FROM ROW OR EASEMENT PER CORPUD HANDBOOK PROCEDURE.
 - INSTALL 1.5" PVC WATER SERVICES WITH METERS LOCATED AT ROW OR WITHIN A 2'X2' WATERLINE EASEMENT IMMEDIATELY ADJACENT. NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO PROPERLY SIZE THE WATER SERVICE FOR EACH CONNECTION TO PROVIDE ADEQUATE FLOW & PRESSURE.
 - INSTALL 4" PVC SEWER SERVICES @ 1.0% MINIMUM GRADE WITH CLEANOUTS LOCATED AT ROW OR EASEMENT LINE & SPACED EVERY 75 LINEAR FEET MAXIMUM.
 - PRESSURE REDUCING VALVES ARE REQUIRED ON ALL WATER SERVICES EXCEEDING 80 PSI; BACKWATER VALVES ARE REQUIRED ON ALL SANITARY SEWER SERVICES HAVING BUILDING DRAINS LOWER THAN 1.0' ABOVE THE NEXT UPSTREAM MANHOLE.
 - ALL ENVIRONMENTAL PERMITS APPLICABLE TO THE PROJECT MUST BE OBTAINED FROM NCDWQ, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION.
 - NC DOT / RAILROAD ENCROACHMENT AGREEMENTS ARE REQUIRED FOR ANY UTILITY WORK (INCLUDING MAIN EXTENSIONS & SERVICE TAPS) WITHIN STATE OR RAILROAD ROW PRIOR TO CONSTRUCTION.
 - GREASE INTERCEPTOR / OIL WATER SEPARATOR SIZING CALCULATIONS & INSTALLATION SPECIFICATIONS SHALL BE APPROVED BY THE RW FOG PROGRAM COORDINATOR PRIOR TO ISSUANCE OF A UC / BLDG PERMIT. CONTACT (919) 986-4516 OR FOG@RALEIGHNC.GOV FOR MORE INFORMATION.
 - CROSS-CONNECTION CONTROL PROTECTION DEVICES ARE REQUIRED BASED ON DEGREE OF HEALTH HAZARD INVOLVED AS LISTED IN APPENDIX-B OF THE RULES GOVERNING PUBLIC WATER SYSTEMS IN NORTH CAROLINA. THESE GUIDELINES ARE THE MINIMUM REQUIREMENTS. THE DEVICES SHALL MEET AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE) STANDARDS OR BE ON THE UNIVERSITY OF SOUTHERN CALIFORNIA APPROVAL LIST. THE DEVICES SHALL BE INSTALLED AND TESTED (BOTH INITIAL AND PERIODIC TESTING THEREAFTER) IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE LOCAL CROSS-CONNECTION CONTROL PROGRAM, WHICHEVER IS MORE STRINGENT. A CERTIFICATE OF COMPLIANCE SHALL ALSO BE OBTAINED FROM THE RW CROSS-CONNECTION COORDINATOR FOR EACH DEVICE PRIOR TO ISSUANCE OF A UC / BLDG PERMIT. CONTACT (919) 986-4516 OR CROSS-CONNECTION@RALEIGHNC.GOV FOR MORE INFORMATION.
 - NOTIFY WAKE COUNTY PARCELS 1850613161 (SCHOOL), 1850611627 (DAYCARE), 1850616622 (TASHONDA BROOKS), AND 1850614731 (STEPHANIE CANNON) OF SEWER SHUT DOWN 2 WEEKS PRIOR TO STARTING WORK. WORK SHALL BE PERFORMED OVER A WEEKEND OR UTILIZING BYPASS PUMPING AS COORDINATED AND APPROVED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT.

KEY NOTES	
	STANDARD SEWER CLEANOUT
	POST INDICATOR VALVE
	FIRE HYDRANT ASSEMBLY
	GATE VALVE ASSEMBLY
	TAPPING SLEEVE W/ GATE VALVE
	WATER METER AND VAULT
	RPZ BACKFLOW PREVENTER (DOMESTIC SERVICE)
	FIRE SERVICE BACKFLOW
	UTILITY TRENCHING AND BACKFILL
	SANITARY SEWER MANHOLE
	SANITARY SEWER RING & COVER
	MANHOLE STEPS
	WALL MOUNTED FDC (STORZ)
	CORE DRILL AND BOOT INTO EXISTING MANHOLE
	CONNECT TO EXISTING GAS SERVICE
	NATURAL GAS SERVICE; COORDINATE WITH ENBRIDGE GAS NORTH CAROLINA FOR SERVICE

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TOWN of
WAKE FOREST

WAKE FOREST
FIRE DEPARTMENT

WAKE FOREST
FIRE STATION

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WAKE FOREST, NC
27587

SCHEMATIC DESIGN

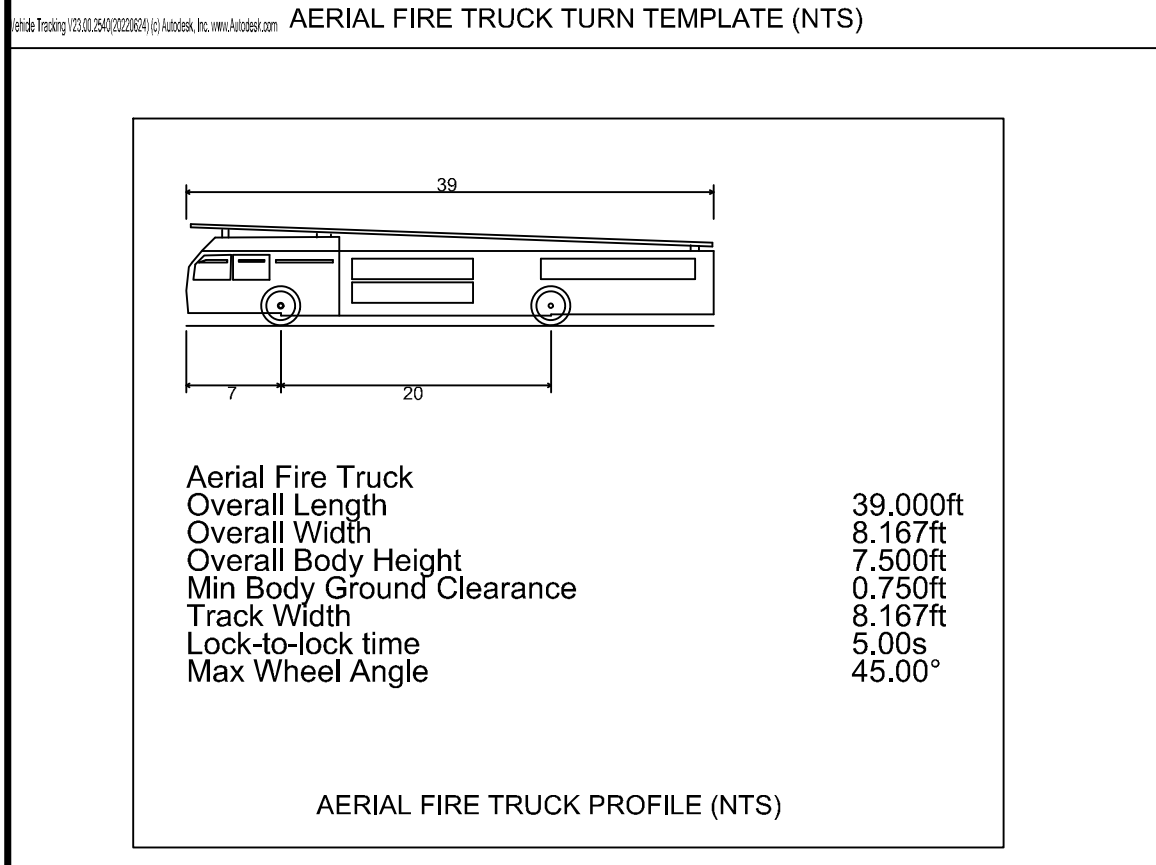
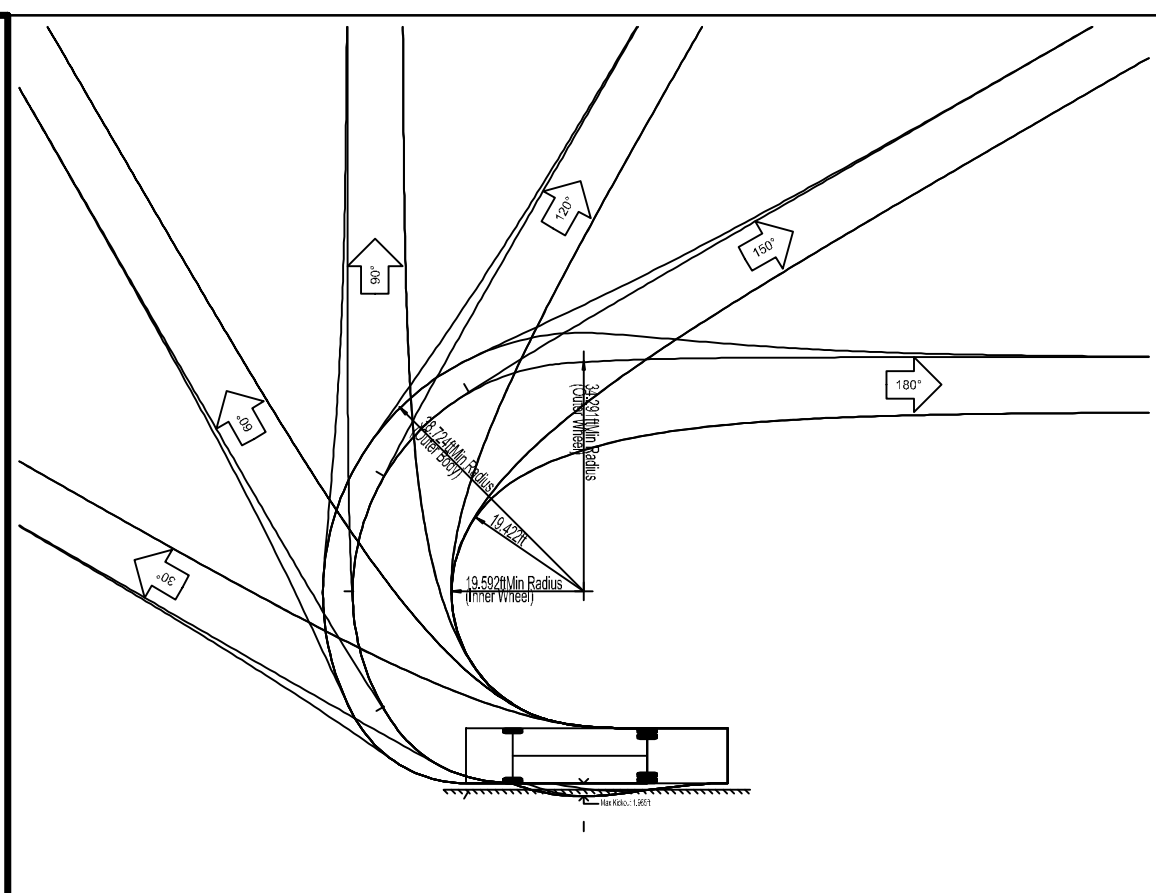
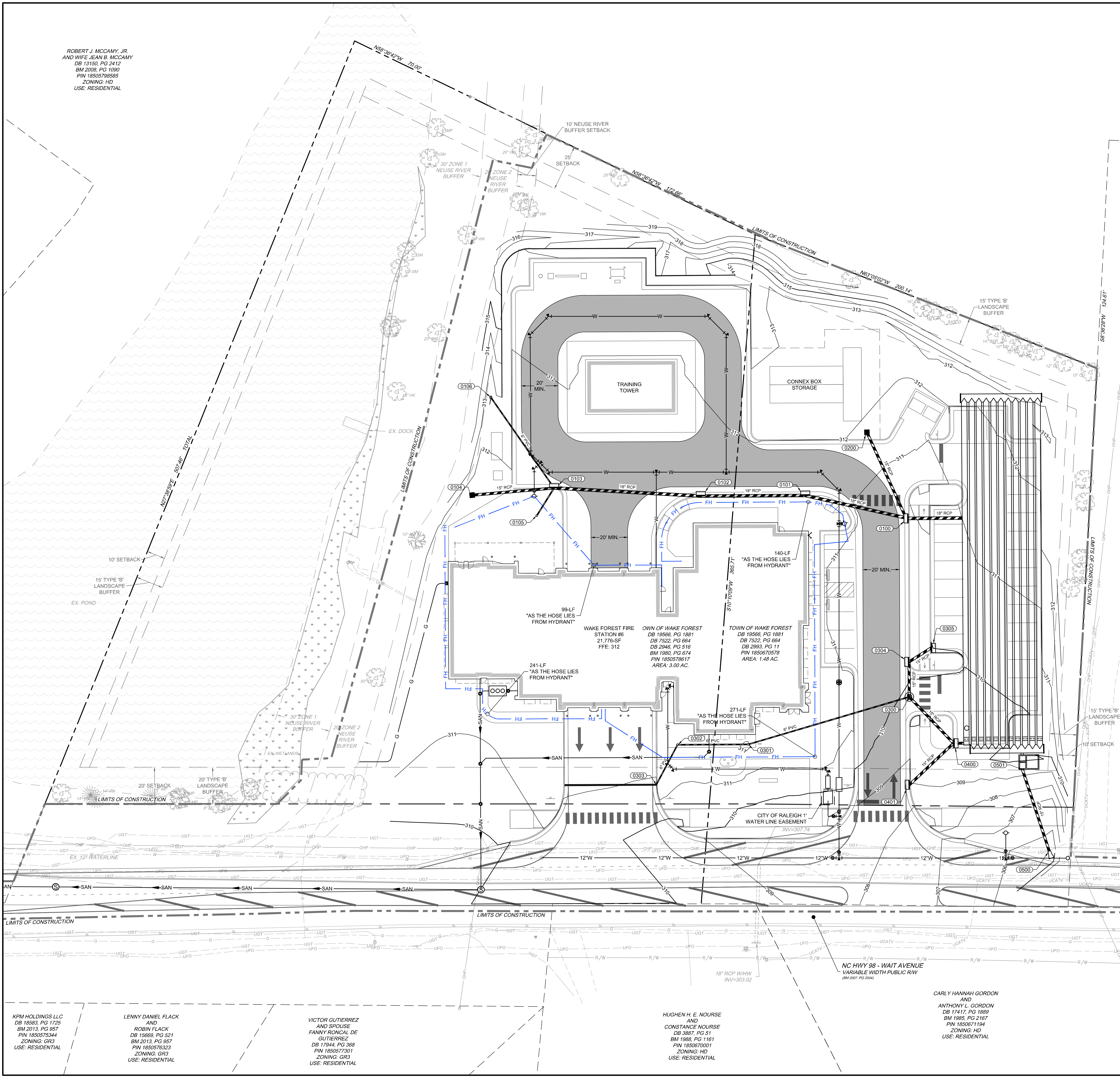
UTILITY PLAN

DATE: 10/30/24
PROJECT NO: 69776
CITY PROJECT #
REVISIONS
NO: DATE: DESCRIPTION:
2 2025-01-29 2ND SUP SUBMITTAL
3 2025-03-05 3RD SUP SUBMITTAL
4 2025-03-05 4TH SUP SUBMITTAL

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SHEET NUMBER

C4.1



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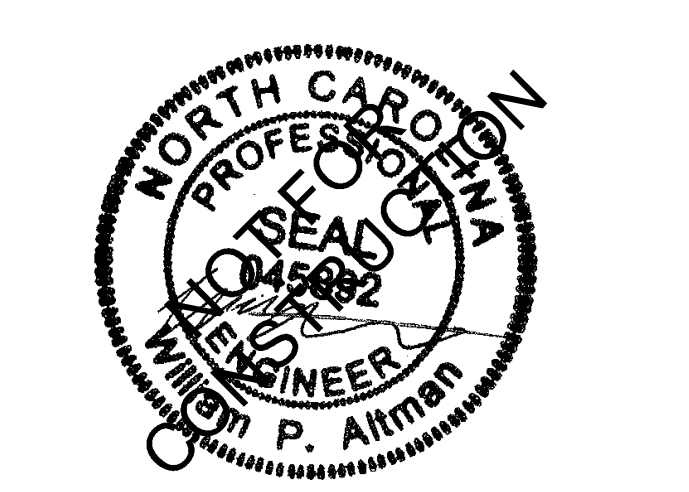
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WAKE FOREST**



**WAKE FOREST
FIRE STATION**

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

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**FIRE APPARATUS
PLAN**

DATE: 10/30/24
PROJECT NO: 69776
CITY PROJECT #

REVISIONS		
NO:	DATE:	DESCRIPTION:
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3	2025-03-05	3RD SUP SUBMITTAL
4	2025-03-05	4TH SUP SUBMITTAL

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SHEET NUMBER

C4.2

KPM HOLDINGS LLC
DB 18833, PG 1725
BM 2013, PG 957
PIN 1850575344
ZONING: GR3
USE: RESIDENTIAL

LENNY DANIEL FLACK
AND
ROBIN FLACK
DB 15669, PG 521
BM 2013, PG 957
PIN 1850576323
ZONING: GR3
USE: RESIDENTIAL

VICTOR GUTIERREZ
AND SPOUSE
FANNY RONCAL DE
GUTIERREZ
DB 17944, PG 368
PIN 1850577301
ZONING: GR3
USE: RESIDENTIAL

HUGHEN H. E. NOURSE
AND
CONSTANCE NOURSE
DB 3887, PG 51
BM 1988, PG 1161
PIN 1850670001
ZONING: HD
USE: RESIDENTIAL

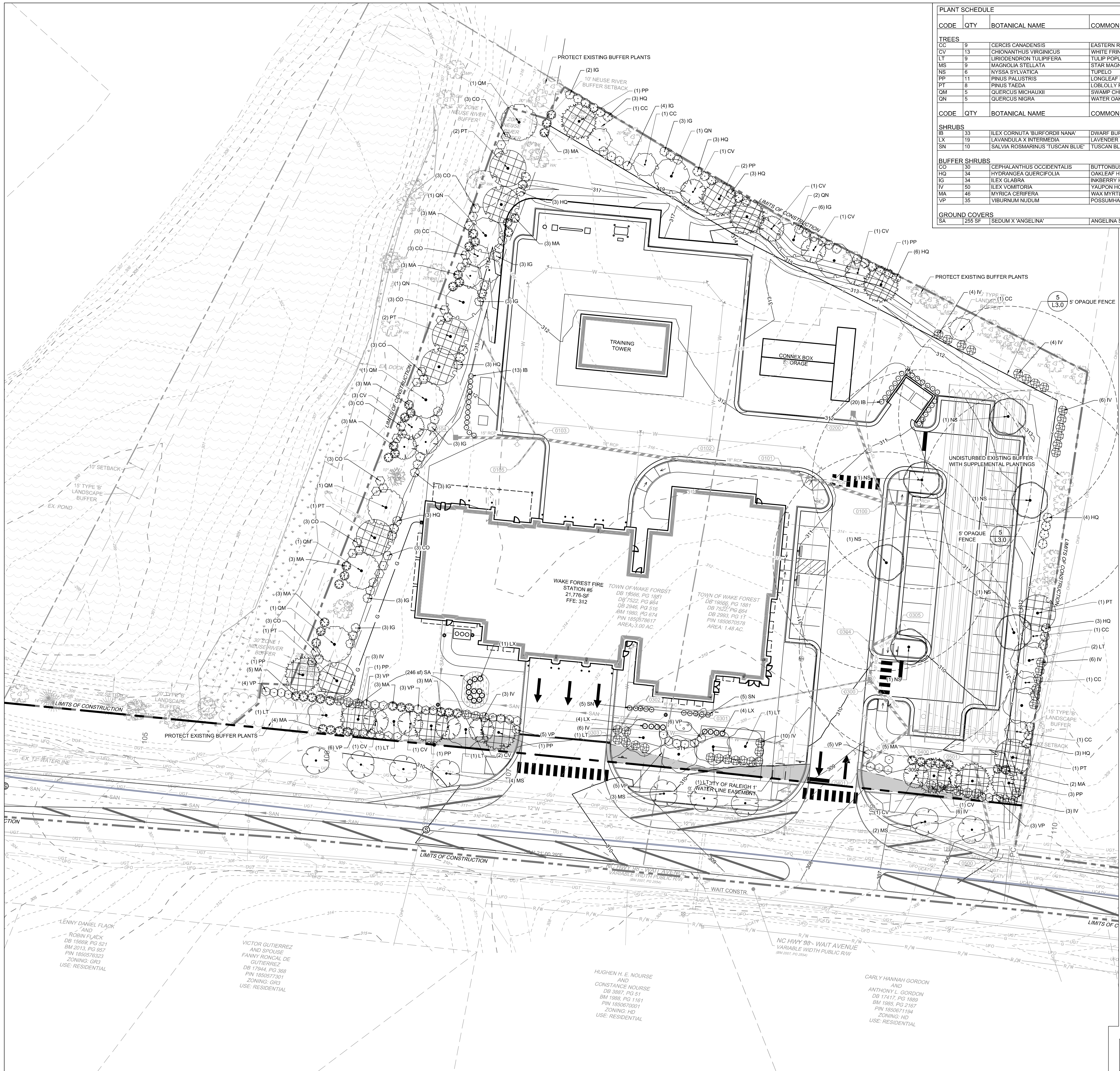
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AND
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NC HWY 98 - WAIT AVENUE
VARIABLE WIDTH PUBLIC RW
(BM 2001, PG 2554)

18" RCP W/HW
INV=303.02

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE: _____



PLANT SCHEDULE					
CODE	QTY	BOTANICAL NAME	COMMON NAME	MIN. INSTALLED SIZE	TYPE
TREES					
CC	9	CERCIS CANADENSIS	EASTERN REDBUD	1" CAL. MIN.	UNDERSTORY TREE
CV	13	CHIONANTHUS VIRGINICUS	WHITE FRINGETREE	1" CAL. MIN.	UNDERSTORY TREE
LT	9	LIRIODENDRON TULIPIFERA	TULIP POPLAR	1.5" CAL. MIN.	CANOPY TREE
MS	9	MAGNOLIA STELLATA	STAR MAGNOLIA	1" CAL. MIN.	UNDERSTORY TREE
NS	6	NYSSA SYLVATICA	TOPELO	1.5" CAL. MIN.	CANOPY TREE
PP	11	PINUS PALUSTRIS	LONGLEAF PINE	1.5" CAL. MIN.	EVERGREEN
PT	8	PINUS TAEDA	LOBLOLLY PINE	1.5" CAL. MIN.	EVERGREEN
QM	5	QUERCUS MICHAUXII	SWAMP CHESTNUT OAK	1.5" CAL. MIN.	CANOPY TREE
QN	5	QUERCUS NIGRA	WATER OAK	1.5" CAL. MIN.	CANOPY TREE
CODE	QTY	BOTANICAL NAME	COMMON NAME	MIN. INSTALLED SIZE	TYPE
SHRUBS					
IB	33	ILEX CORNUTA 'BURFORDII NANA'	DWARF BURFORD HOLLY	18" HT.	EVERGREEN
LX	19	LAVANDULA X INTERMEDIA	LAVENDER	18" HT.	EVERGREEN
SN	10	SALVIA ROSMARINUS 'TUSCAN BLUE'	TUSCAN BLUE ROSEMARY	18" HT.	EVERGREEN
BUFFER SHRUBS					
CO	30	CEPHALANTHUS OCCIDENTALIS	BUTTONBUSH	36" HT./SPRD.	DECIDUOUS
HQ	34	HYDRANGEA QUERCIFOLIA	OAKLEAF HYDRANGEA	36" HT./SPRD.	DECIDUOUS
IG	34	ILEX GLABRA	INGEBERRY HOLLY	36" HT./SPRD.	EVERGREEN
IV	50	ILEX VOMITORIA	YALPON HOLLY	36" HT./SPRD.	EVERGREEN
MA	46	MYRICA CERIFERA	WAX MYRTLE	36" HT./SPRD.	EVERGREEN
VP	35	VIBURNUM NUDDUM	POSSUMHAW	36" HT./SPRD.	EVERGREEN
GROUND COVERS					
SA	255 SF	SEDUM X 'ANGELINA'	ANGELINA SEDUM	2.25" TRAYS	

PLANTING NOTES

TYPE B-1 BUFFER 25 FT
PER 100 LF:
2 Evergreen Trees
2 Canopy Trees
24 Shrubs (50% OF ALL SHRUBS MUST BE EVERGREEN)

SOUTHERN STREET YARD B-1 BUFFER: 415 LF - 75 LF (DRIVEWAYS) = 340 LF
REQUIRED PROVIDED
6 EVERGREEN TREES 6 EVERGREEN TREES
6 CANOPY TREES 6 CANOPY TREES
6 UNDERSTORY TREES 6 UNDERSTORY TREES
72 SHRUBS 72 SHRUBS

WESTERN B-1 BUFFER: 338 LINEAR FEET
REQUIRED PROVIDED
6 EVERGREEN TREES 6 EVERGREEN TREES
6 CANOPY TREES 6 CANOPY TREES
6 UNDERSTORY TREES 6 UNDERSTORY TREES
72 SHRUBS 72 SHRUBS

TYPE B-2 BUFFER 15'
fence, opaque min 4"
PER 100 LF:
2 Evergreen Trees
2 Canopy Trees
3 Understory Trees
12 Shrubs (50% OF ALL SHRUBS MUST BE EVERGREEN)

NORTHERN B-2 BUFFER: 353 LF - 130 LF (TREE SAVE) = 223 LF
REQUIRED PROVIDED
4 EVERGREEN TREES 4 EVERGREEN TREES
4 CANOPY TREES 4 CANOPY TREES
6 UNDERSTORY TREES 6 UNDERSTORY TREES
26 SHRUBS 26 SHRUBS

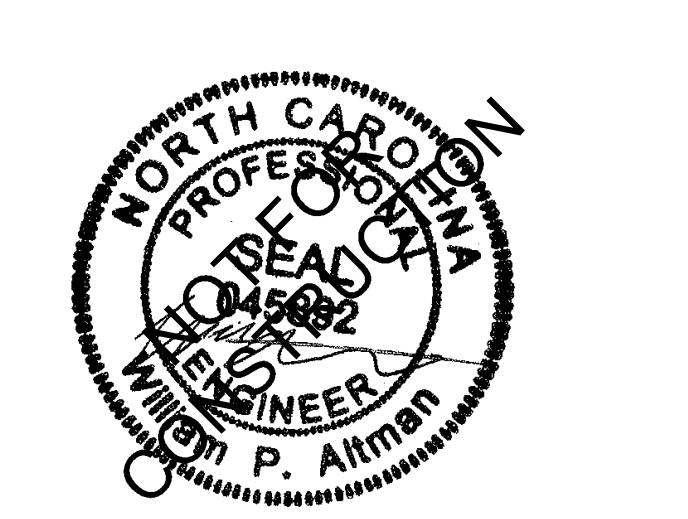
EASTERN B-2 BUFFER: 214 LF - 110 LF (TREE SAVE) = 104 LF
REQUIRED PROVIDED
2 EVERGREEN TREES 2 EVERGREEN TREES
2 CANOPY TREES 2 CANOPY TREES
3 UNDERSTORY TREES 3 UNDERSTORY TREES
12 SHRUBS 25 SHRUBS

STREET TREES : 1 UNDERSTORY TREE PER 35 FT OF FRONTAGE (UNDER OHP)
338 LF / 35 = 9 TREES REQUIRED 9 TREES PROVIDED

At the time of planting, all shrubs except for shrubs planted as part of a buffer requirement shall be a minimum of 18 inches in height or spread and reach a minimum height of 36 inches and a minimum spread of 30 inches at maturity. Shrubs required in buffers shall be a minimum of 3 feet in height at time of installation measured above grade and reach a minimum of 6 feet in height at maturity and shall be spaced a minimum of 5 feet on-center

CANOPY COVERAGE SECTION 8.3
2 CANOPY TREES PER 5,000 SQFT PARCEL AREA
195,149 SQFT = 39 TREES REQUIRED
48 TREES PROVIDED

- GENERAL PLANTING NOTES:
- ALL PLANT MATERIALS TO COMPLY WITH AMERICAN STANDARD FOR NURSERY STOCK ANSI Z60.
 - CONTRACTOR ENGAGED IN LANDSCAPE IMPLEMENTATION SHALL BE A LANDSCAPE CONTRACTOR LICENSED IN THE STATE OF NORTH CAROLINA.
 - LANDSCAPE ARCHITECT TO APPROVE BED LAYOUT IN FIELD.
 - SUBSTITUTIONS OF PLANT MATERIALS SPECIFIED CAN ONLY OCCUR WITH PRIOR APPROVAL BY LANDSCAPE ARCHITECT.
 - PREPARE PLANT BEDS PER SPECIFICATIONS.
 - INSTALL PLANTS AND MULCH BEDS WITH 3" OF TRIPLE-SHREDDED HARDWOOD MULCH.
 - ALL DISTURBED AREAS NOT NOTED FOR PLANT BEDS OR PAVING TO BE STABILIZED AT THE DIRECTION OF THE LANDSCAPE ARCHITECT AND/OR ENGINEER AND SHALL BE PERMANENTLY SEEDED WITH BERMUDA SEED TURF GRASS.
 - LANDSCAPE CONTRACTOR TO GUARANTEE PLANT MATERIALS FOR A ONE YEAR PERIOD FOLLOWING SUBSTANTIAL COMPLETION PER SPECIFICATIONS.
 - CONTRACTOR TO MAINTAIN PLANT MATERIAL PER SPECIFICATIONS.
 - AREAS DAMAGED BY LANDSCAPE CONTRACTOR TO BE REPAIRED AT NO ADDITIONAL COST TO OWNER.
 - ANY EXISTING VEGETATION, NOT INVOLVED IN NEW CONSTRUCTION, SHALL BE ISOLATED AND PROTECTED BY TREE PROTECTION FENCING.
 - CONTRACTOR SHALL INSURE THAT ALL PLANT MATERIAL IS FREE OF FIRE ANTS PRIOR TO INSTALLATION.
 - FOR NATURALIZED AREAS, CONTRACTOR TO GRADE SMOOTH AND UNIFORM, REMOVE ALL DEBRIS, STICKS, STONES, ETC., AND COVER WITH PINE STRAW MULCH.



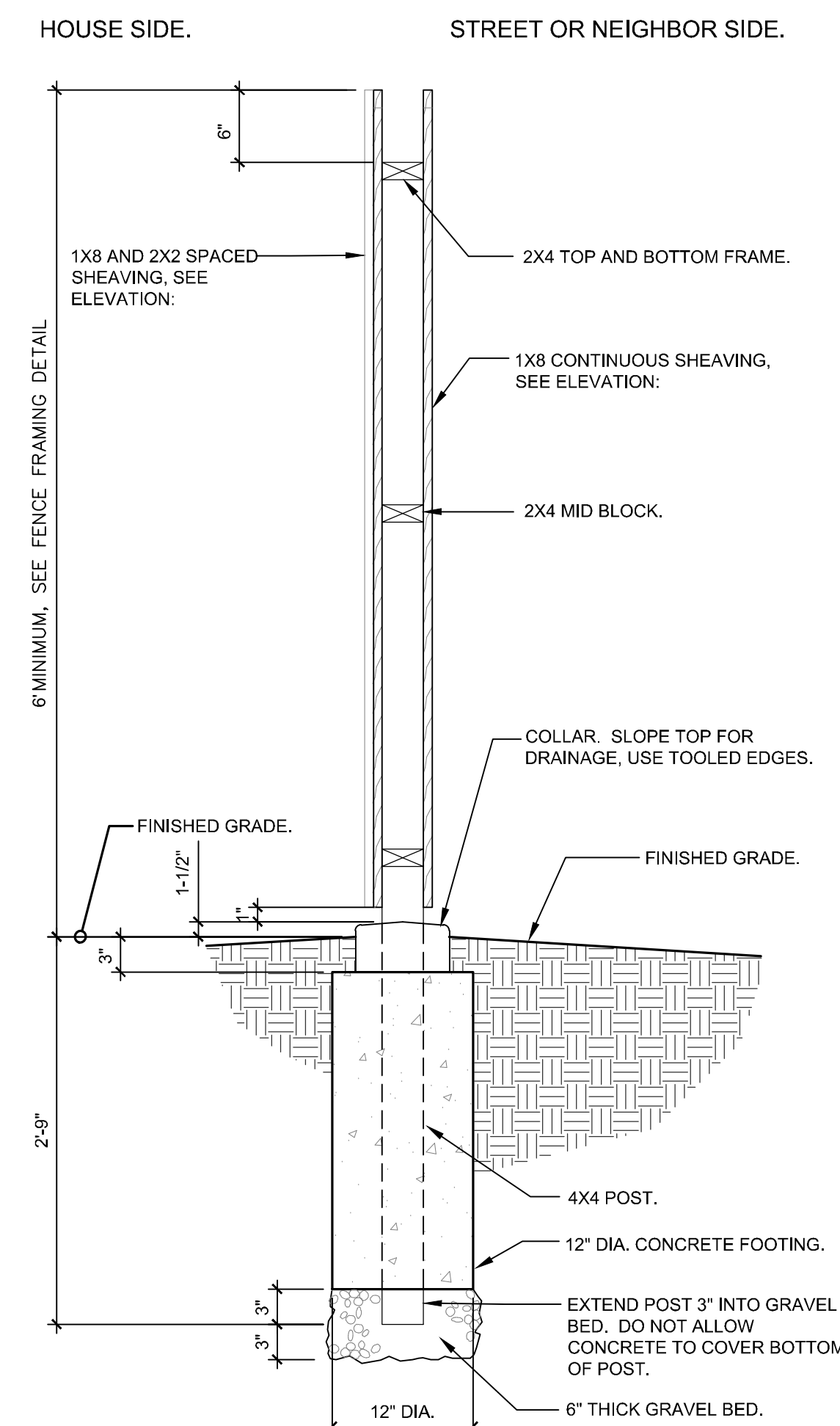
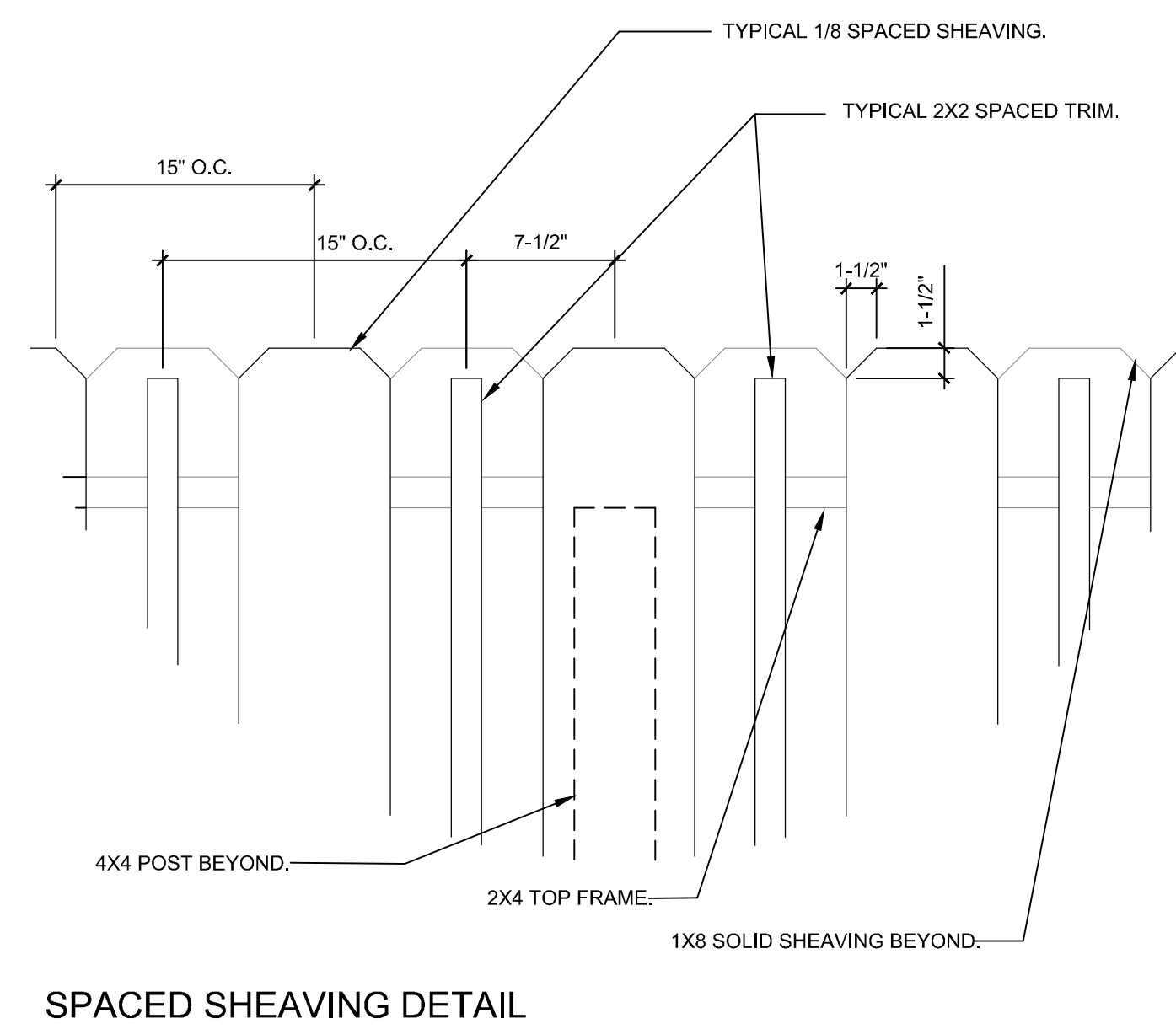
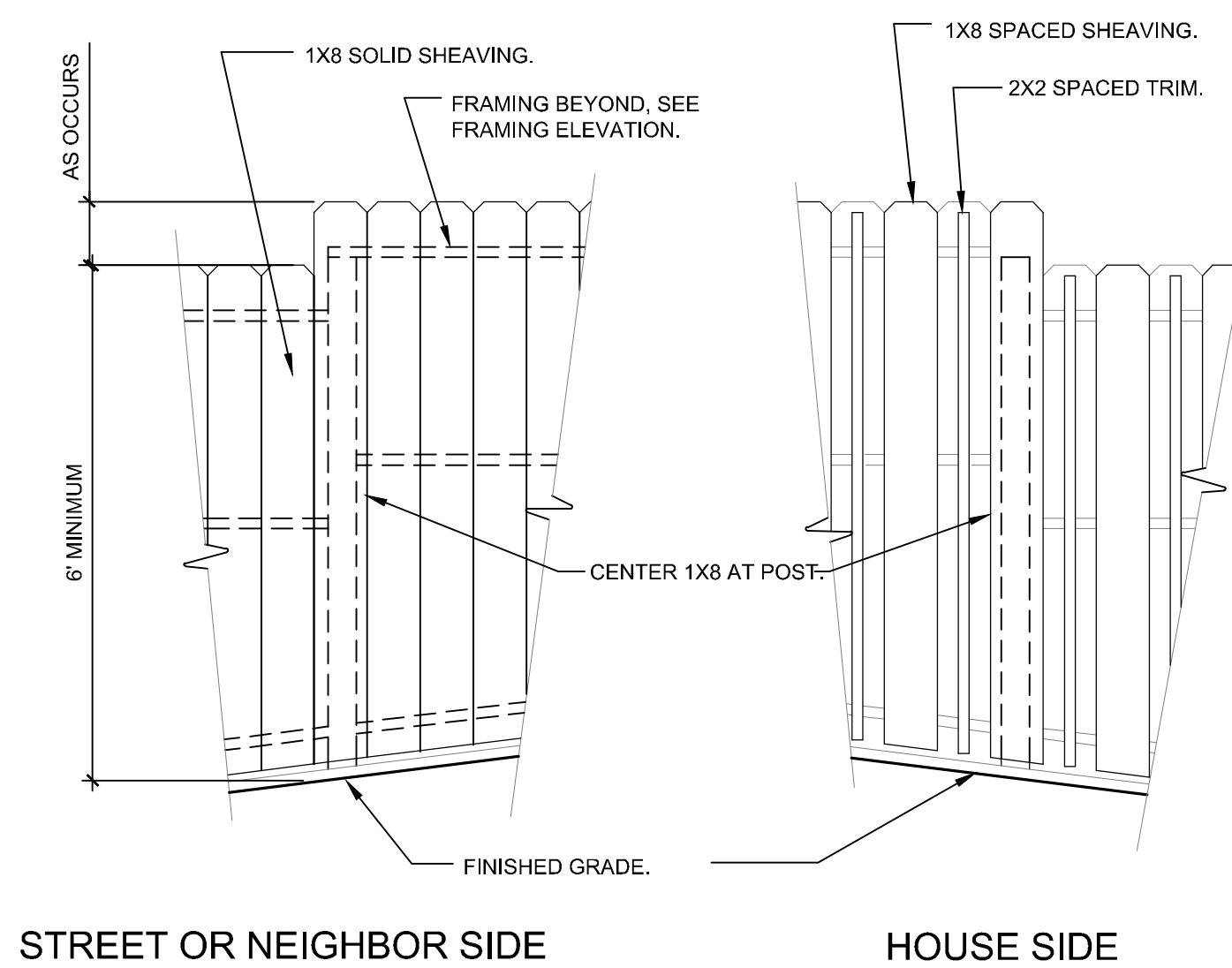
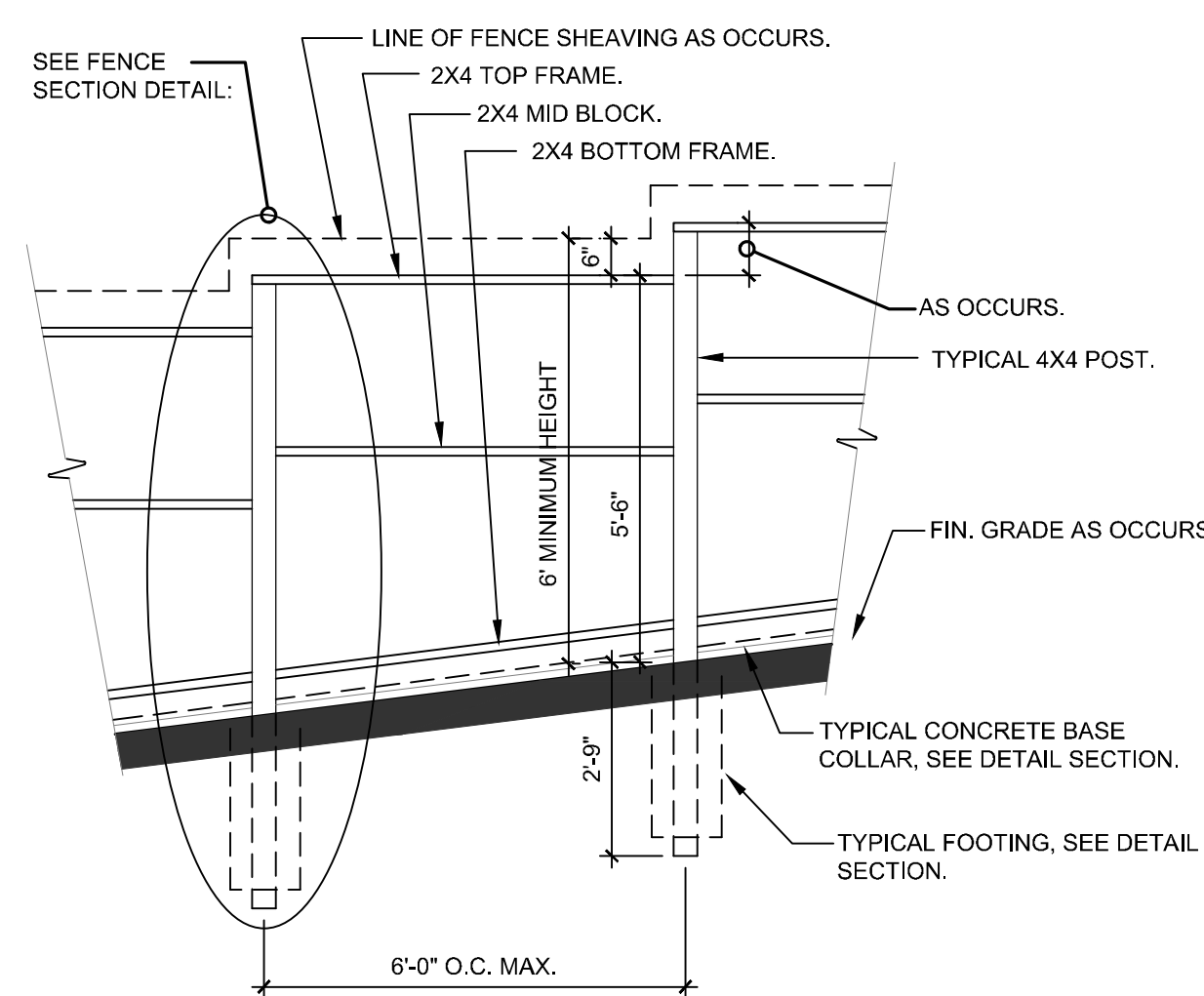
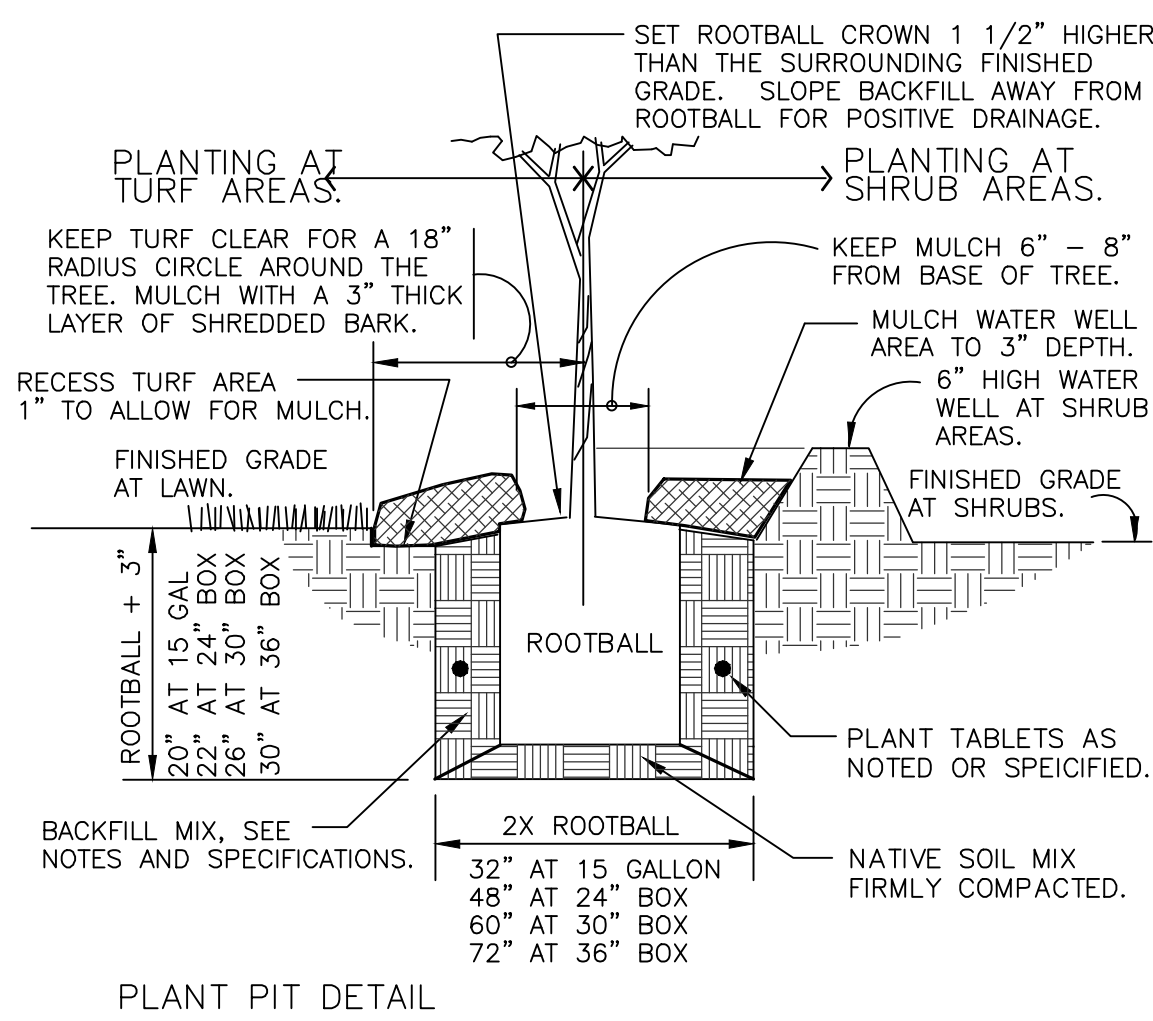
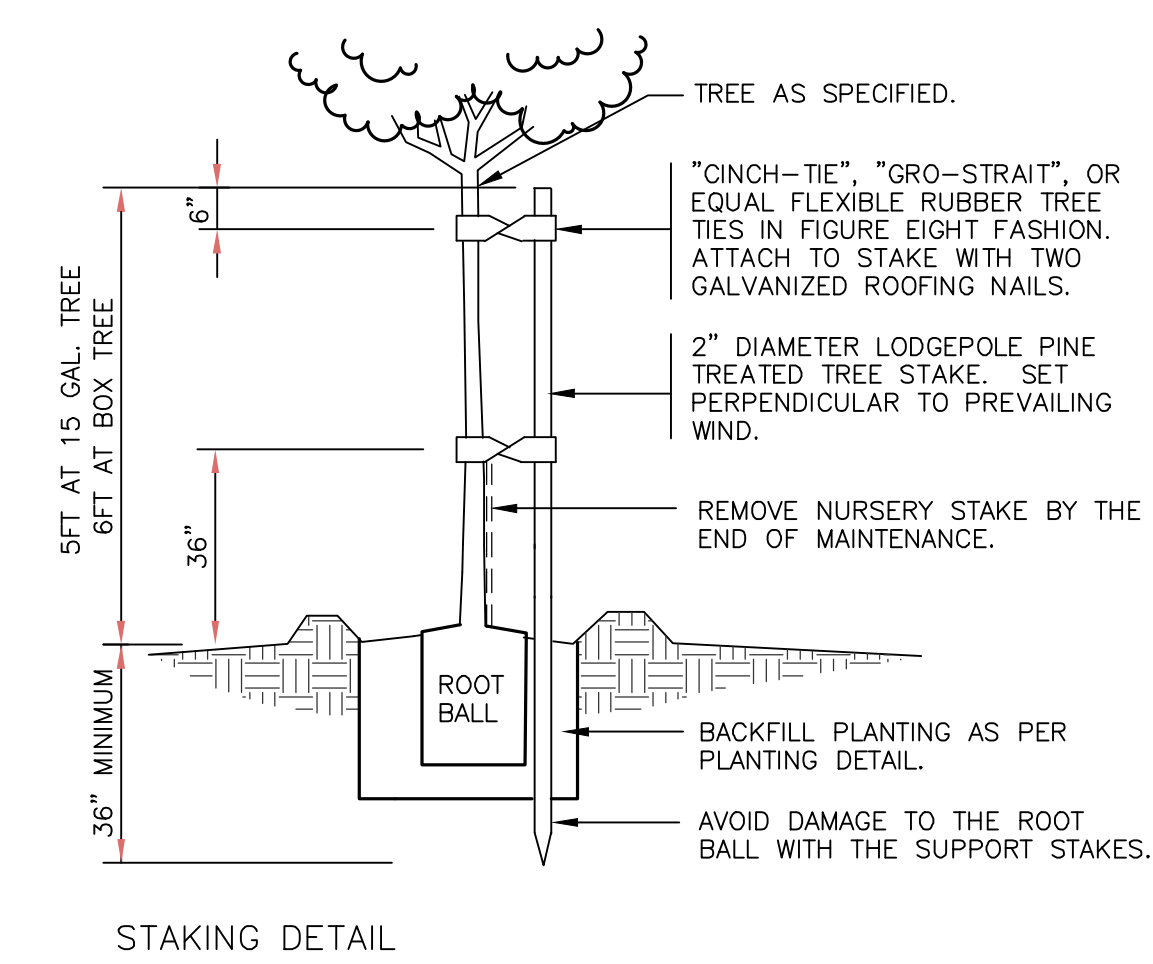
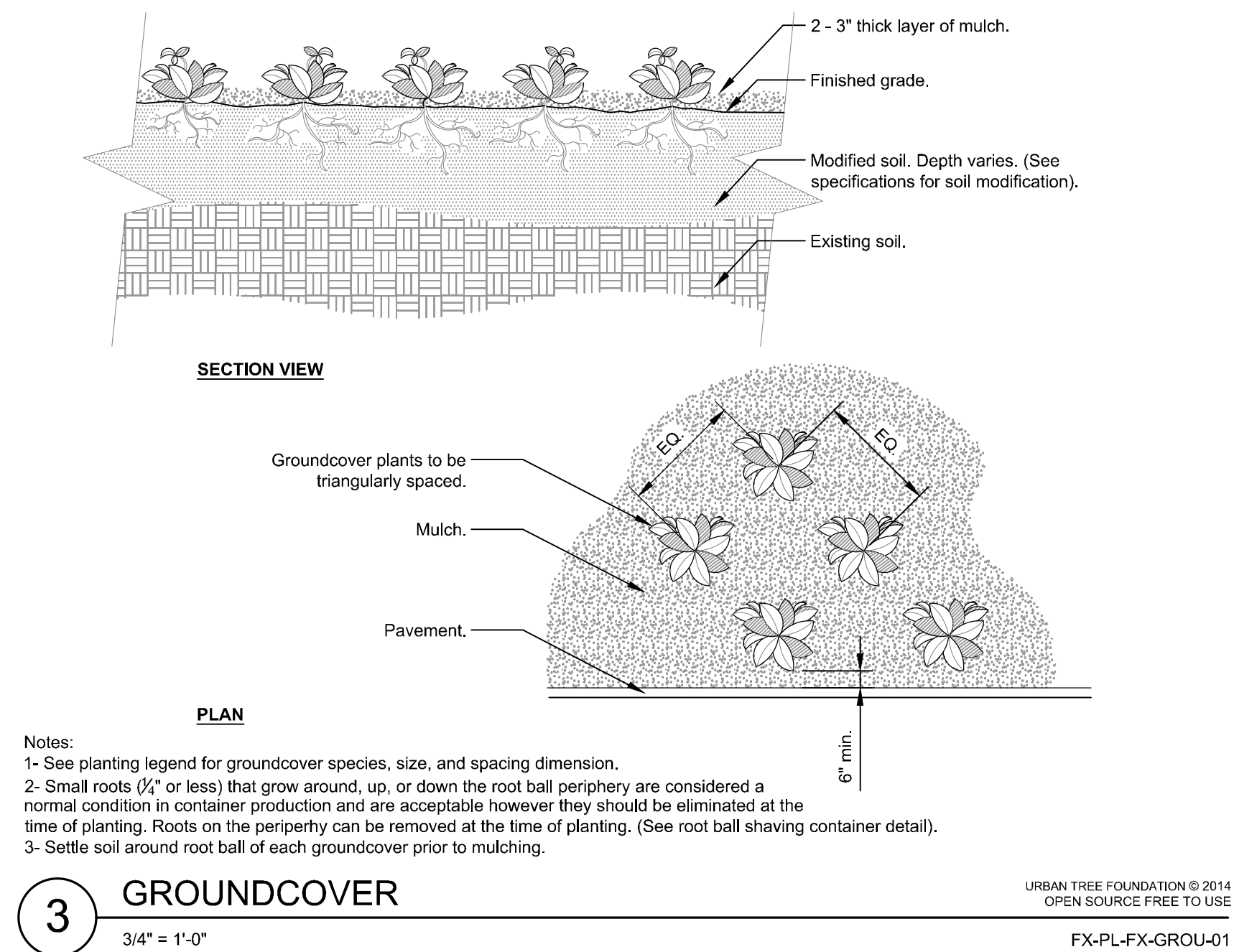
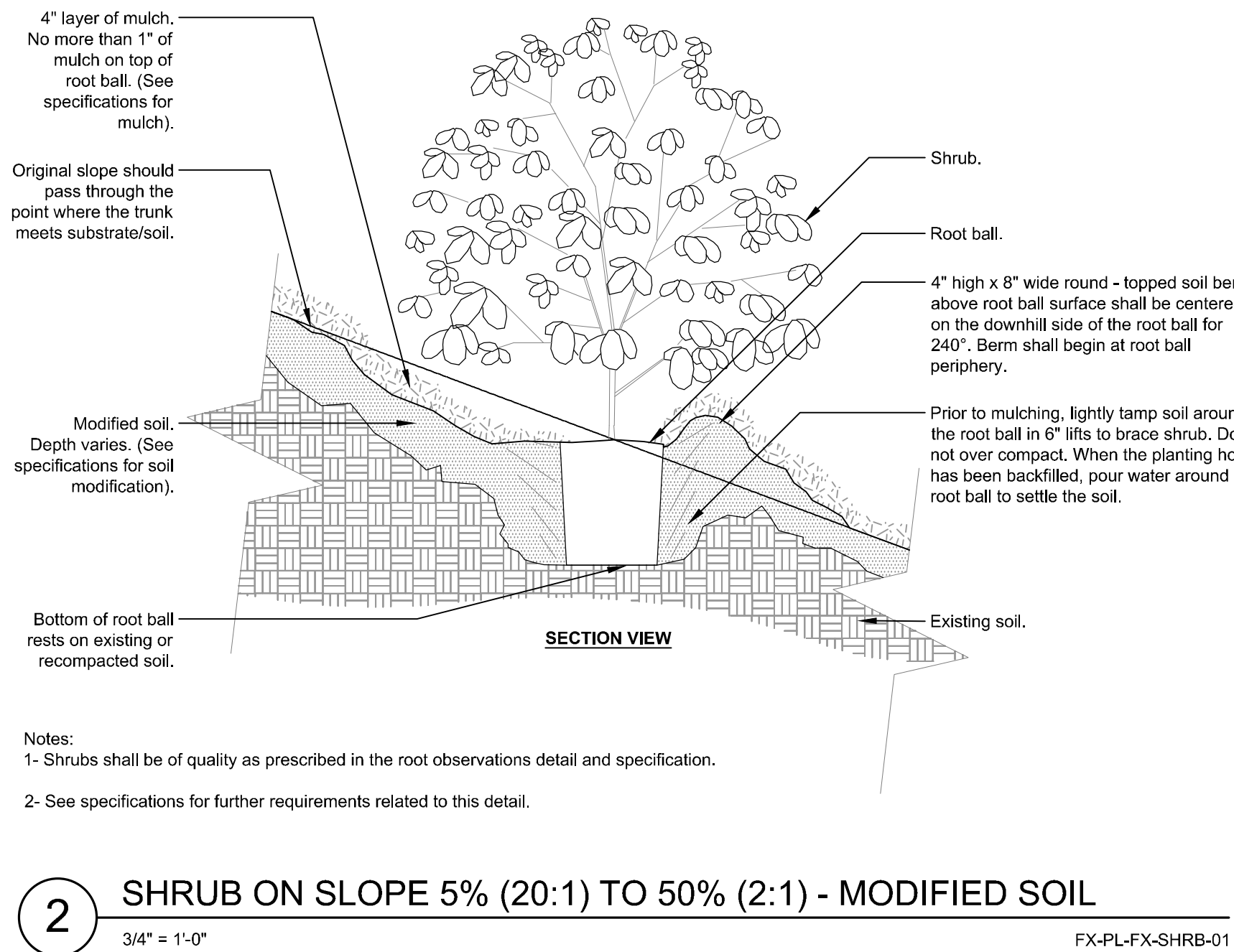
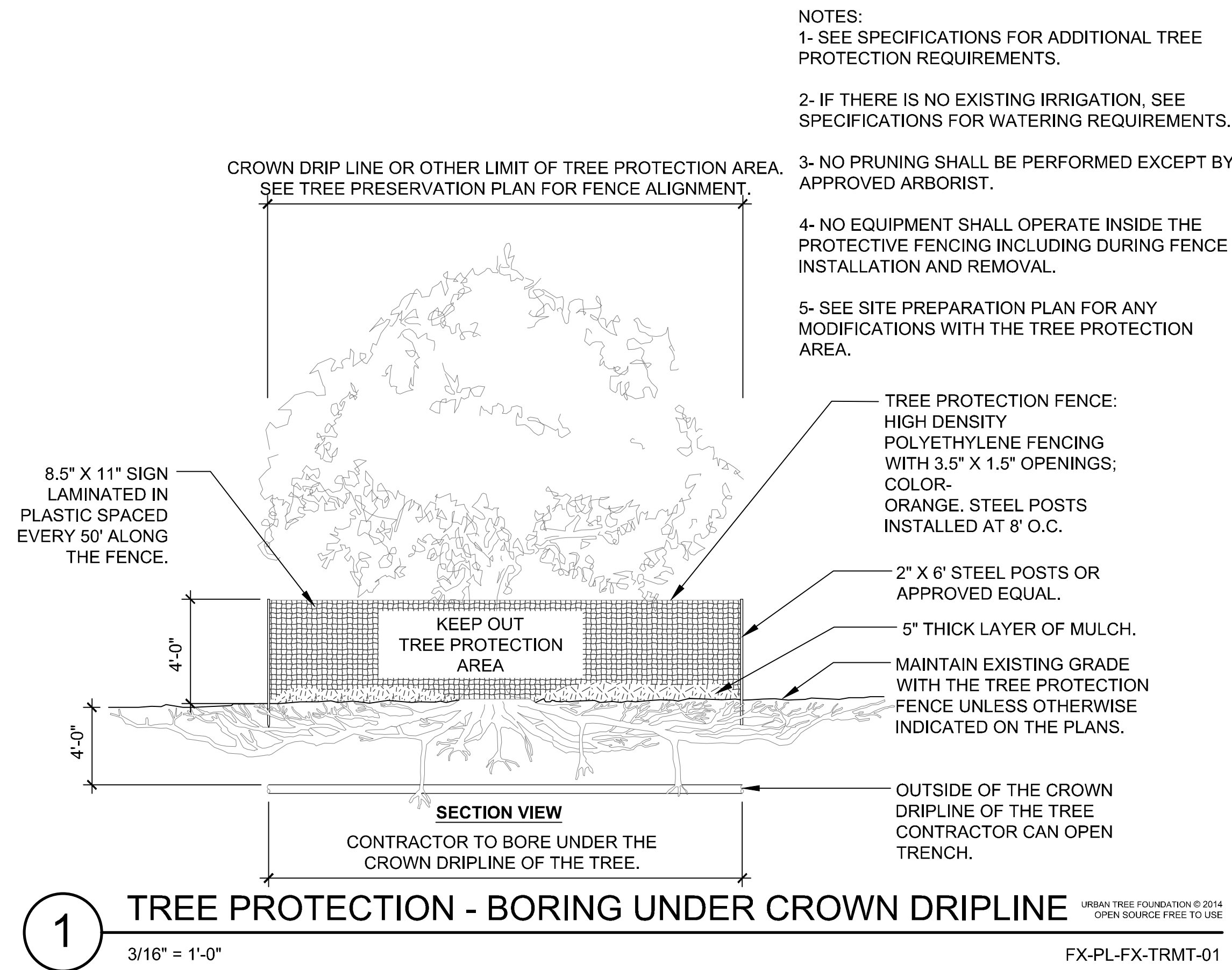
WAKE FOREST FIRE STATION

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27587

SCHEMATIC DESIGN

DATE:	10/30/24
PROJECT NO:	69776
CITY PROJECT #	
REVISIONS	
NO:	DATE: DESCRIPTION:
2	2025-01-29 2ND SUP SUBMITTAL
3	2025-03-05 3RD SUP SUBMITTAL
4	2025-03-05 4TH SUP SUBMITTAL

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4

TREE SINGLE STAKE PLANTING

1" = 1'-0"

FX-PL-FX-TREE-01

5

TYPICAL FENCE FRAMING

3/8" = 1'-0"

FX-SI-FX-FENC-03

6

SHEAVING DETAILS

1/2" = 1'-0"

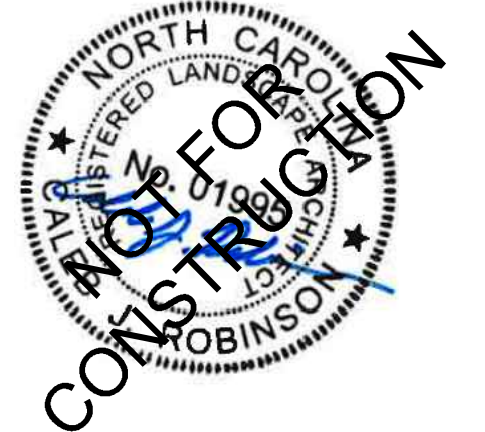
FX-SI-FX-FENC-04

7

WOOD FENCE SECTION

1" = 1'-0"

FX-SI-FX-FENC-05



WAKE FOREST FIRE STATION

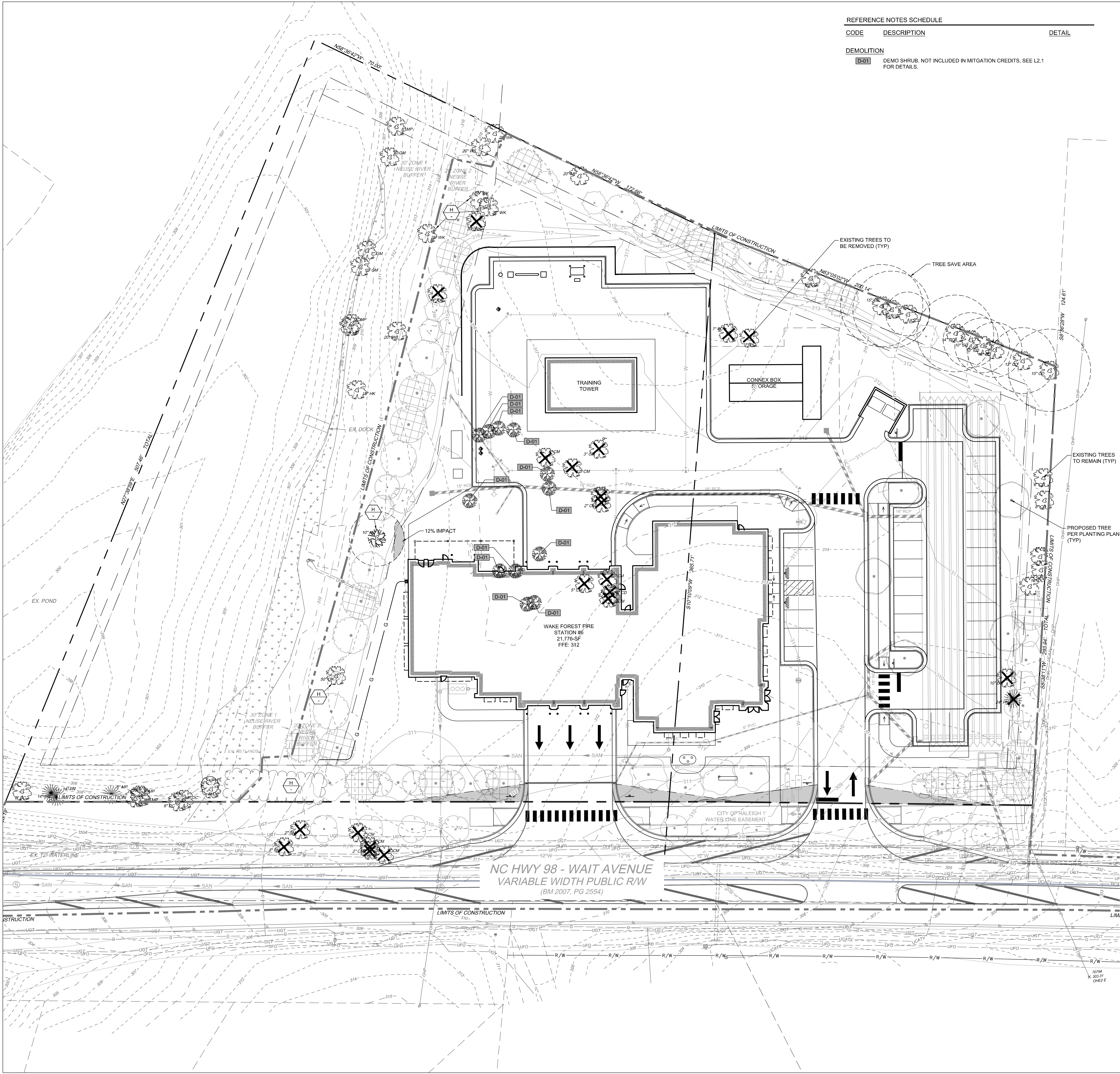
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PLANTING NOTES & DETAILS

DATE:	10/30/24
PROJECT NO:	69776
CITY PROJECT #	
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REFERENCE NOTES SCHEDULE		
CODE	DESCRIPTION	DETAIL
DEMOLITION		
D-01	DEMO SHRUB, NOT INCLUDED IN MITIGATION CREDITS. SEE L2.1 FOR DETAILS.	

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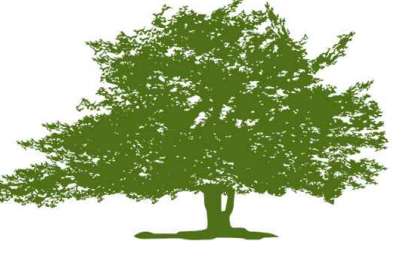
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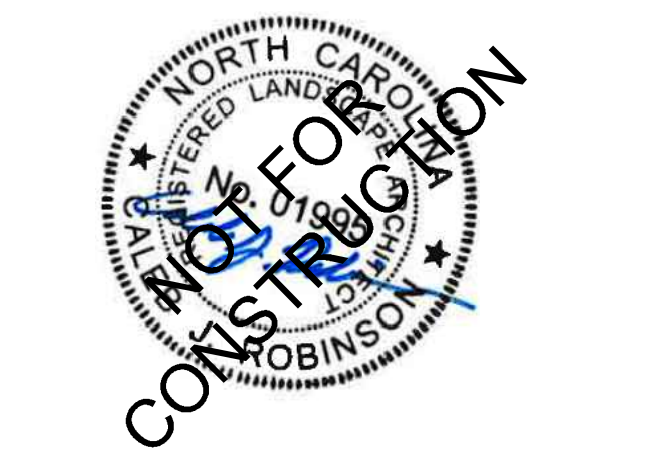
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GENERAL CONTRACTORS


TOWN of
WAKE FOREST



WAKE FOREST
FIRE STATION

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WAKE FOREST, NC
27587

SCHEMATIC DESIGN

TREE MITIGATION PLAN

DATE:	10/30/24	
PROJECT NO:	69776	
CITY PROJECT #		
REVISIONS		
NO:	DATE:	DESCRIPTION:
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2	2025-03-03	3RD SUP SUBMITTAL

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SHEET NUMBER

L2.0

EX.TREES & PLANTS

Point #	DESCRIPTION
73037	6" DECIDUOUS
73034	14" PINE
73032	14" PINE
73026	10" MAPLE
73027	8" MAPLE
73024	6" DECIDUOUS
73022	7" POPLAR
20022	2" CREPE MYRTLE
72944	8" CEDAR
72945	14" CEDAR
72946	15" CEDAR
72968	20" MAPLE
72999	10" GUM
72998	7" GUM
73000	8" MAPLE
20086	SHRUB
20087	SCRUB
20073	SCRUB
20074	SHRUB
20303	SCRUB

EX.TREES & PLANTS

Point #	DESCRIPTION
20200	5" CREPE MYRTLE
20207	2" CREPE MYRTLE
20200	5" CEDAR
20205	3" CREPE MYRTLE
20204	2" CREPE MYRTLE
20203	2" CREPE MYRTLE
20288	SHRUB
20287	SHRUB
20206	4" CREPE MYRTLE
20200	3" CREPE MYRTLE
20205	12" CREPE MYRTLE
20168	SHRUB
20167	SHRUB
20166	SHRUB
20165	SHRUB
20113	SHRUB
73035	14" PINE
73028	8" MAPLE
73025	8" DECIDUOUS
73020	8" DECIDUOUS

EX.TREES & PLANTS

Point #	DESCRIPTION
20010	3" CREPE MYRTLE
20011	2" CREPE MYRTLE
20021	2" CREPE MYRTLE
20020	2" CREPE MYRTLE
20019	3" CREPE MYRTLE
70054	24" PINE
70055	10" DECIDUOUS
70060	10" DECIDUOUS
79057	8" CEDAR
79056	10" CEDAR
79058	8" CEDAR
79059	8" CEDAR
72938	15" CEDAR
72939	12" CEDAR
72940	10" CEDAR
72941	10" CEDAR
72943	14" CEDAR
72942	10" CEDAR
72947	15" CEDAR
72051	7" PEACH

EX.TREES & PLANTS

Point #	DESCRIPTION
72052	7" PEACH
72978	28" WHITE OAK
72961	20" WHITE OAK
72981	8" MAPLE
72985	8" GUM
72975	16" WHITE OAK
72070	30" WHITE OAK
72974	25" WHITE OAK
72007	36" WHITE OAK
20200	44" TWIN OAK
73003	20" BLACK OAK
73001	10" MAPLE
73006	15" HICKORY
20116	10" HOLLY
20032	50" OAK
TOTAL SPECIMEN TREES REMOVED	7
LEGEND	
	TO BE REMOVED
	SPECIMEN TREE TO BE REMOVED

PRESERVED TREE CREDITS

Point #	Description	DBH	Type	Tree Credits
20032	50" OAK	50	CANOPY	5
72940	10" CEDAR	10	UNDERSTORY	2
72941	10" CEDAR	10	UNDERSTORY	2
72942	10" CEDAR	10	UNDERSTORY	2
72939	12" CEDAR	12	UNDERSTORY	2
72943	14" CEDAR	14	UNDERSTORY	2
72945	14" CEDAR	14	UNDERSTORY	2
72938	15" CEDAR	15	UNDERSTORY	2
72947	15" CEDAR	15	UNDERSTORY	2
72946	15" CEDAR	15	UNDERSTORY	2
72968	20" MAPLE	20	CANOPY	3
72961	20" WHITE OAK	20	CANOPY	3
20116	10" HOLLY	10	CANOPY	2
73006	15" HICKORY	15	CANOPY	2
72985	8" GUM	8	UNDERSTORY	2
72999	10" GUM	10	UNDERSTORY	2
72944	8" CEDAR	8	UNDERSTORY	2
73027	8" MAPLE	8	UNDERSTORY	2
72981	8" MAPLE	8	UNDERSTORY	2
73026	10" MAPLE	10	CANOPY	2
73001	10" MAPLE	10	CANOPY	2
73034	14" PINE	14	CANOPY	2
73032	14" PINE	14	CANOPY	2
73037	6" DECIDUOUS	6	UNDERSTORY	2
73024	6" DECIDUOUS	6	UNDERSTORY	2
73022	7" POPLAR	7	CANOPY	2
73001	10" MAPLE	10	CANOPY	2
72998	7" GUM	7	CANOPY	2
73000	8" MAPLE	8	CANOPY	2
73035	14" PINE	14	CANOPY	2
73025	8" DECIDUOUS	8	UNDERSTORY	2
73020	8" DECIDUOUS	8	UNDERSTORY	2
72974	25" WHITE OAK	25	CANOPY	3
72978	28" WHITE OAK	28	CANOPY	3
72975	16" WHITE OAK	16	CANOPY	2
73003	20" BLACK OAK	16	CANOPY	2
73028	8" MAPLE	8	UNDERSTORY	2
79058	8" CEDAR	8	UNDERSTORY	2
79059	8" CEDAR	8	UNDERSTORY	2
79057	8" CEDAR	8	UNDERSTORY	2
79056	10" CEDAR	10	UNDERSTORY	2

TOTAL TREE CREDIT ALLOWANCE	90
-----------------------------	----

PLANT SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	MIN. INSTALLED SIZE	TYPE
TREES					
CC	9	CERCIS CANADENSIS	EASTERN REDBUD	1" CAL. MIN.	UNDERSTORY TREE
CV	13	CHIONANTHUS VIRGINICUS	WHITE FRINGETREE	1" CAL. MIN.	UNDERSTORY TREE
LT	9	LIRIODENDRON TULIPIFERA	TULIP POPLAR	1.5" CAL. MIN.	CANOPY TREE
MS	9	MAGNOLIA STELLATA	STAR MAGNOLIA	1" CAL. MIN.	UNDERSTORY TREE
NS	6	NYSSA SYLVATICA	TUPELO	1.5" CAL. MIN.	CANOPY TREE
PP	11	PINUS PALUSTRIS	LONGLEAF PINE	1.5" CAL. MIN.	EVERGREEN
PT	8	PINUS TAEDA	LOBLOLLY PINE	1.5" CAL. MIN.	EVERGREEN
QM	5	QUERCUS MICHAUXII	SWAMP CHESTNUT OAK	1.5" CAL. MIN.	CANOPY TREE

All parcels, regardless of land use, shall maintain a minimum tree canopy coverage according to their district classification as follows:

District	Canopy Coverage Requirement
Rural and Suburban Districts	2 canopy trees per 5,000 sq. ft. of parcel area, OR 1 canopy tree and 1 understory tree per 4,000 sq. ft. of parcel area
UR, RMX	1 canopy tree per 10,000 sq. ft. of parcel area
NMX, RA-HC, UMX, PUD	1 canopy tree per 10,000 sq. ft. of parcel area – may be waived or altered by the Administrator depending on lot coverage of proposed development and adequate street tree installation.

B. Credit for Preservation of Specimen Trees

Existing DBH of Preserved Tree(s)	Number/Type (Canopy or Understory) of Tree Credits
8" + (Understory)	2 / Understory
20" – 30"	3 / Canopy
31" – 41"	4 / Canopy
42" +	5 / Canopy

DBH shall be rounded off to the nearest inch.
Trees must be of Specimen quality. See Section 8.4.3.

TREE MITIGATION TABLE

	SPECIMEN REMOVED	TOTAL REQUIRED	TREES PROVIDED
TOTAL TREES	7	28	65

CREDIT FOR PRESERVED SPECIMEN TREES

EXISTING DBH	NUMBER/TYPE OF TREE CREDITS	TOTAL TREES REMOVED	TOTAL TREES REQUIRED
8" + UNDERSTORY	2/UNDERSTORY	3	12
20" - 30"	3/CANOPY	2	8
31" - 41"	4/CANOPY	1	4
42" +	5/CANOPY	1	4

adw architects

environments for life

architectureplanninginteriors

2815 COLISEUM CENTRE DRIVE
SUITE 500
CHARLOTTE, NORTH CAROLINA 28217
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www.adwarchitects.com

TIMMONS GROUP

ENGINEERING | DESIGN | TECHNOLOGY

NC LICENSE NUMBER 045892

EDIFICE

GENERAL CONTRACTORS

TOWN of
WAKE FOREST

WAKE FOREST
FIRE DEPARTMENT

EST. 1921

N.C.

NORTH CAROLINA
BUILDING CODE COMMISSION

CONSTRUCTION

WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

TREE MITIGATION TABLES
& NOTES

DATE:	10/30/24
PROJECT NO:	69776
CITY PROJECT #	
REVISIONS	
NO:	DATE: DESCRIPTION:
2	2025-01-29 2ND SUP SUBMITTAL
2	2025-03-03 3RD SUP SUBMITTAL

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SHEET NUMBER

L2.1



March 5th, 2025

Keith Carlyon, AIA, LEED AP, NCARB
adw architects
Six Coliseum Centre
2815 Coliseum Centre Drive, Suite 500
Charlotte, NC 28217
704-988-9427
kcarlyon@ADWArchitects.com

RE: Wake Forest Fire Station #6 Traffic Memorandum, Wake Forest, NC

Dear Mr. Carlyon,

Timmons Group is providing civil engineering services for the proposed Wake Forest Fire Station #6 located off NC-98 in Wake Forest, NC. Per your request, Timmons Group performed a parking analysis and trip generation assessment for the proposed development.

This memorandum summarizes Timmons Group’s calculations and findings to estimate the parking requirements and trip generation for the proposed development.

Background

The proposed Wake Forest Fire Station #6 Development will include a 21,776 square-foot (SF) fire station. The development will also include a fire training area with a training tower.

Due to its unique nature, the Town’s Unified Development Ordinance (UDO) does not provide parking rates for this development type.

Parking Demand Study

Per discussions with the Town fire chief, it was determined that the fire station would house 5 firefighters on a typical day. Additionally, the fire station will host training sessions for 3 days per month. Each training session will include approximately 3 instructors and 20 attendees. Training sessions will consist of either burn simulations or classroom learning. On those days where burn simulations will be performed, all instructors and trainees will arrive on approximately 3 – 4 fire trucks. Fire trucks will park where available (i.e., in the fire station, behind the fire station, etc.) which is typical for other training facilities. On days where there will be classroom learning, all instructors and trainees will arrive in their personal vehicles. This results in an additional 23 parking spaces required for training days. Note: Per discussions with the fire chief, burn simulations and classroom learning will not occur on the same days.

Tables 1 and 2 summarizes the parking requirements for a typical day and training day, respectively.

Table 1 – Parking Demand (Typical Day)

Source	Parking Spaces
Firefighters	5
Total	5

1201 Main Street, Suite 960 | Columbia, SC 29201
TEL 919-866-4945 FAX 704-376-1076

Site Development | Residential | Infrastructure | Technology
www.timmons.com

**Table 2 – Parking Demand (Training Day)**

Source	Parking Spaces
Firefighters	5
Instructors	3
Attendees	20
Total	28

It is anticipated that 5 parking spaces will be needed for a typical day and 28 parking spaces will be needed for training days. This equates to a maximum parking demand of 28 spaces. Per the site plan, the proposed site provides approximately 36 parking spaces. Based on this, the development should have adequate parking to accommodate the projected parking demand.

Trip Generation

Table 3 provides a trip generation estimation for the subject development on a typical day based on trip generation information provided in the 11th Edition of the Institute of Transportation Engineer's (ITE) *Trip Generation Manual* and engineering judgement.

Table 3 – Trip Generation Summary (Typical Day)

ITE Land Use Code	Independent Variable	ADT*	AM Peak Hour*			PM Peak Hour		
			In	Out	Total	In	Out	Total
575 – Fire and Rescue Station	21,776 SF	-	-	-	-	3	7	10

Source: ITE *Trip Generation Manual* 11th Edition (2021)

*Not provided per ITE

On a typical day, the fire station is projected to generate 10 PM peak hour trips (3 incoming and 7 outgoing).

It is understood that trip generation will be higher on those days where training is occurring. To account for this, additional trips were estimated using the information obtained from the fire chief. For the purposes of trip generation, it was assumed that all training participants will enter and exit the site during the AM and PM peak hours, respectively. Trip generation estimation for the subject development on training days are provided in **Table 4**, below.

Table 4 – Trip Generation Summary (Training Day)

ITE Land Use Code	Independent Variable	ADT*	AM Peak Hour*			PM Peak Hour		
			In	Out	Total	In	Out	Total
575 – Fire and Rescue Station	21,776 SF	-	-	-	-	3	7	10
Additional Trips for Training		23	23	0	23	0	23	23
Total Estimated Trips		-	23	0	23	3	30	33

Source: *Trip Generation Manual* 11th Edition (2021) (ITE)

*Not provided per ITE

The proposed development is projected to generate 23 AM peak hour trips (23 incoming and 0 outgoing) and 33 PM peak hour trips (3 incoming and 30 outgoing) during training days.

Based on the projected trips, it is not anticipated that the proposed fire station will significantly impact traffic operations in the area.



Conclusions

Timmons Group performed a parking analysis and trip generation assessment for the proposed Wake Forest Fire Station #6 Development to be located off NC-98 in Wake Forest, NC. Based on the analyses performed, it is anticipated that provided number of parking spaces (36) will adequately accommodate parking demands for the proposed development. The parking summary is detailed in **Table 5** below.

Table 5 – Parking Summary

Fire Station	Parking Spaces
Parking (Typical Day)	5
Parking (Training Days)	23
Provided Parking	36

Additionally, based on traffic projections, it is not anticipated that the proposed Fire Station will significantly impact traffic operations in the area.

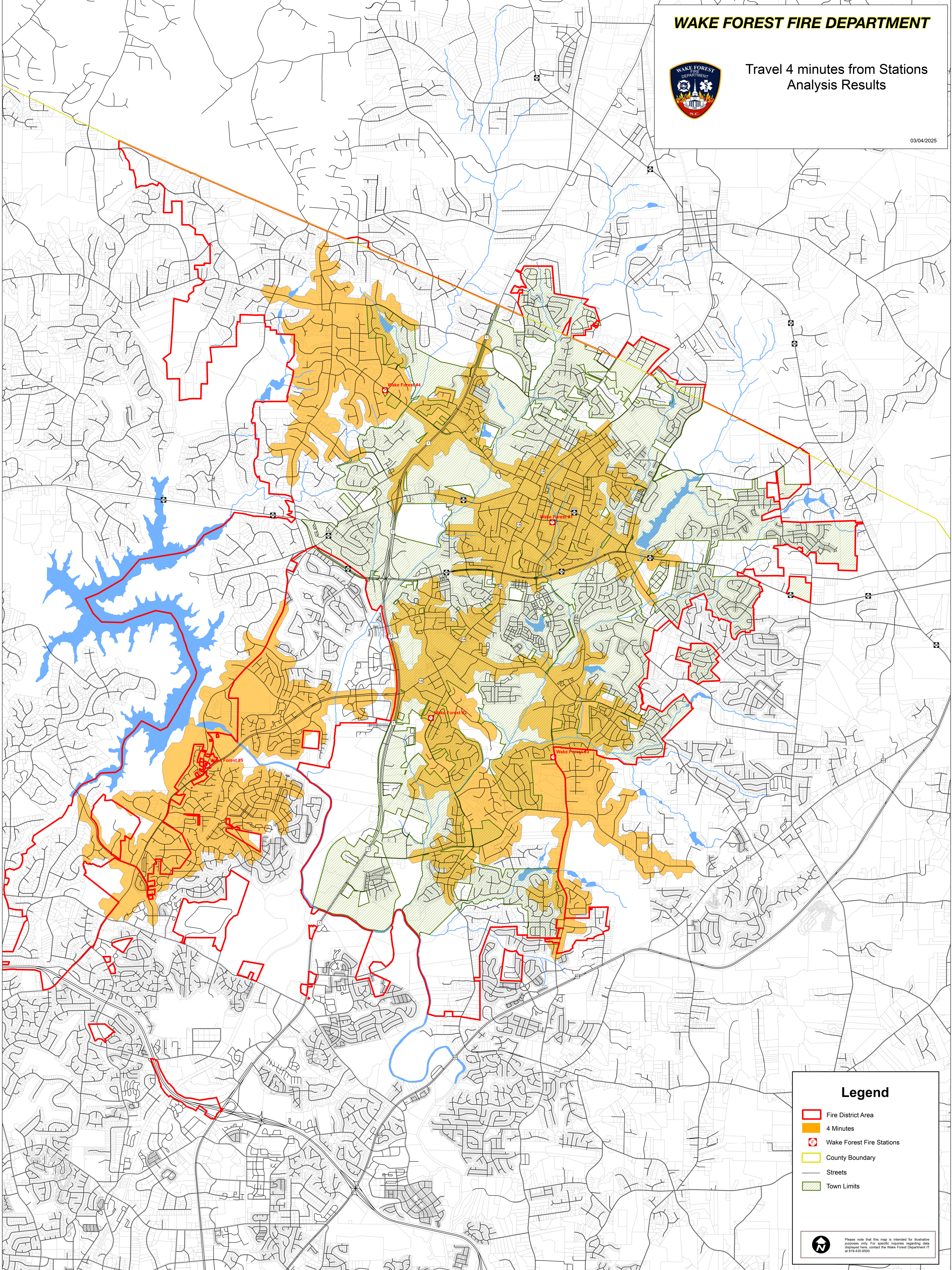
Should you have any questions regarding this memorandum, please do not hesitate to contact me.

Sincerely,

DocuSigned by:

 SEAL
 043203
 ENGINEER
 CLIFFTON E. LAWSON
 3/5/2025
 A71C57A8A9564D71

Cliff Lawson, PE, PTOE
 Senior Project Manager, Transportation

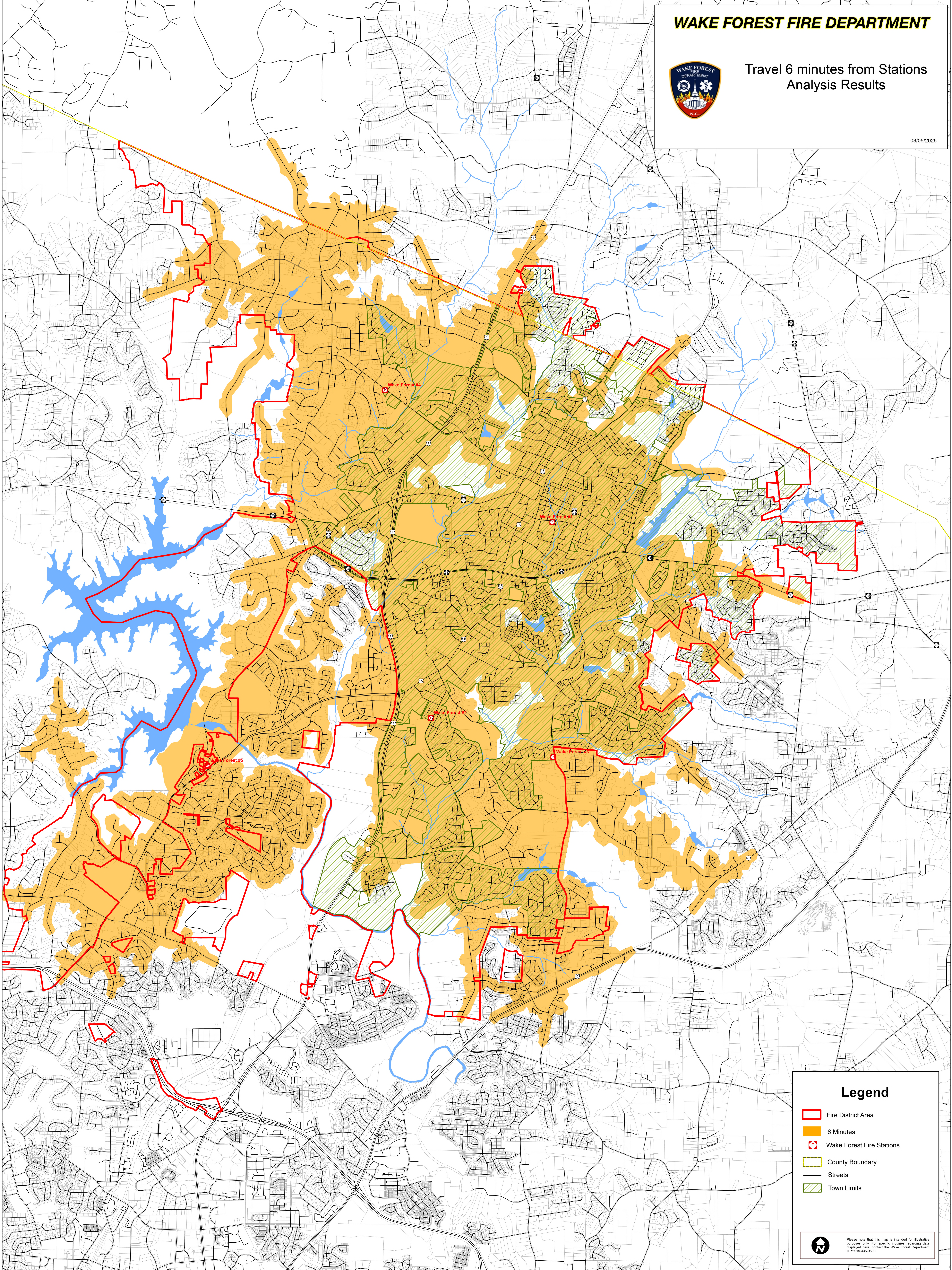


Legend

- Fire District Area
- 4 Minutes
- Wake Forest Fire Stations
- County Boundary
- Streets
- Town Limits



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding data displayed here, contact the Wake Forest Department IT at 919-435-6500.



Legend

- Fire District Area
- 6 Minutes
- Wake Forest Fire Stations
- County Boundary
- Streets
- Town Limits



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding data displayed here, contact the Wake Forest Department IT at 919-435-8600.

Leatherman Real Estate Services

Real Estate Appraisers • Consultants • Brokers

4006 BARRETT DRIVE • SUITE 201 • RALEIGH, NORTH CAROLINA 27609
(919) 571-1244 (PHONE) • (919) 571-4661 (FAX)

Frank D. Leatherman, Jr., MAI, CCIM



March 25, 2025

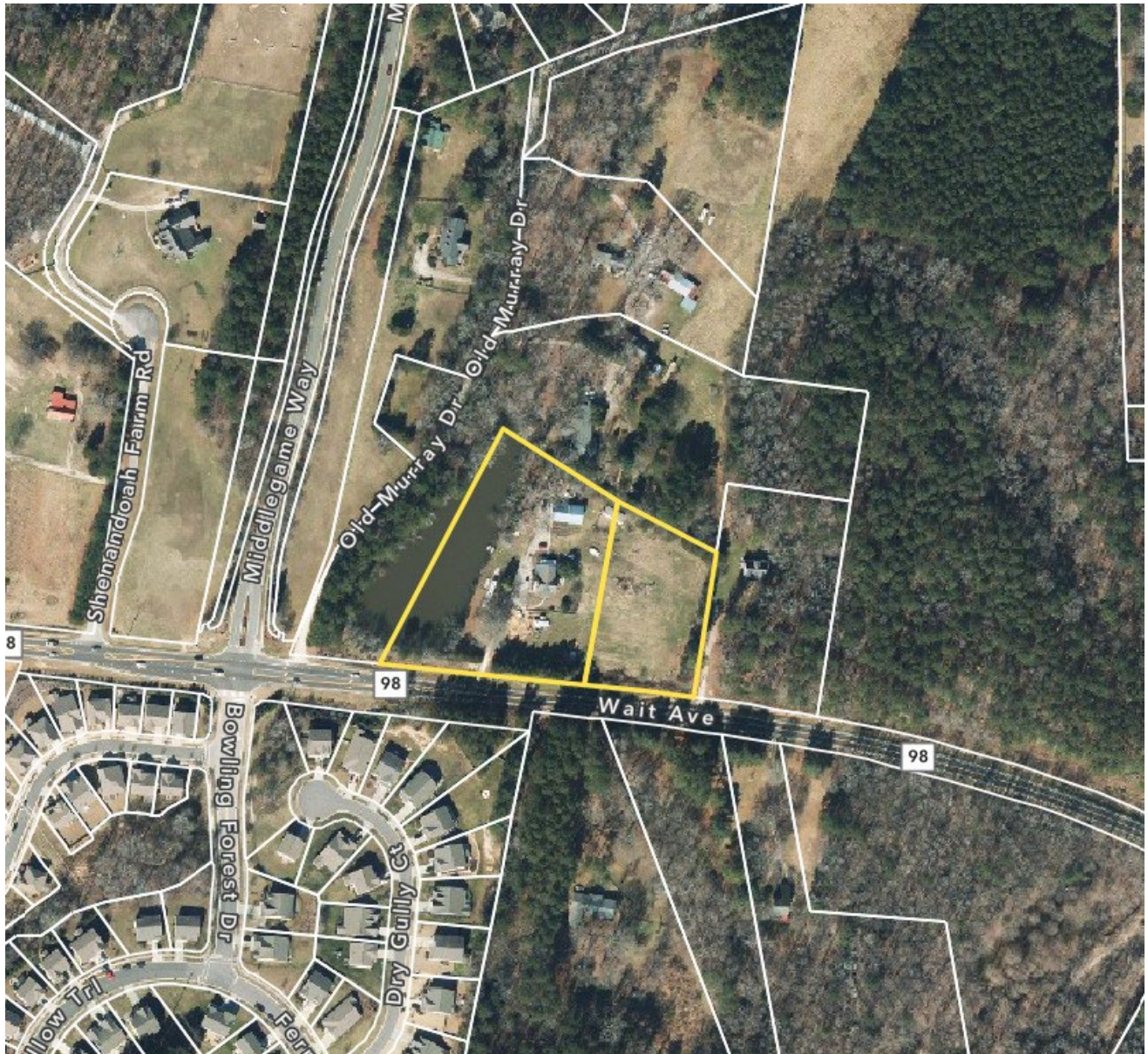
Allison Snyder
Assistant Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27293-1657

RE: 4.478 acres at 1621 Wait Avenue, Wake Forest, NC for the
proposed development of a municipal fire station facility

Dear Allison Snyder:

Per your request, I have investigated the market in and around the prospective site on Wait Avenue proposed to be developed for a municipal fire station. This investigation was to determine whether the proposed development ***“will injure or adversely affect the adjacent area or property values therein.”*** Following is a summary of my findings and conclusions regarding the proposed development.

1. A primary consideration is whether the proposed use (municipal fire station facility) is consistent with the surrounding area and other existing institutional uses in the area. The prospective use is classified as an Institutional Use under the Town of Wake Forest's Unified Development Ordinance, but has characteristics of a municipal use which is similar to other uses in the area. The surrounding uses, including Wait Avenue (NC 98) the south boundary. The west boundary is a pond and residential use. There is a single family residence on the east boundary. The north boundary has a single family use. The proposed use conforms to, and will be consistent with, the surrounding uses and the other uses in the area. All of the surrounding properties are zoned HD by Wake County as the highest and best use has changed. The proposed use would be a compatible use with the existing zoning and improve the development potential of the surrounding uses.



2. Next, I considered what, if any, impact the proposed development would have on the surrounding uses and vacant properties. The subject is located on Wait Avenue which is NC 98, the major east/west artery of The Town of Wake Forest and this portion of Wake County. The proposed municipal fire station will further improve access and support for municipal services in the area. This area is a very active and developing residential and commercial area of the east side of Wake Forest that has seen significant development over the recent past and this trend is expected to continue for the foreseeable future. The subject development would be supportive of this development as the demand for municipal services has and will continue to grow over the foreseeable future. The access on NC 98 will make this development more productive by reducing access times to the surrounding areas.

3. Another required consideration for an appraiser to evaluate is whether the proposed development (municipal fire station) would constitute a legal use of the property. Based on my conversations with the Town Planning department, the intended use would be a legal use of the property upon issuance of a special use permit. Issuance of a special use permit by the Town of Wake Forest requires findings that the proposed development will not materially endanger the public health or safety, comply with requirements of the UDO, not injure the value of adjoining property, be in harmony with existing or planned development, not cause undue traffic congestion or created a traffic hazard and not generate needs for public service that cannot be handled by available infrastructure and facilities. For many of the reasons discussed herein, I consider the proposed development to meet all of these requirements and it to be a legal use of the property.
4. Finally, an appraiser is required to evaluate the physical possibility that the property can be developed as proposed. Based on a review of the similar uses in the area in the Town of Wake Forest, and in consideration of other similar sites in the County, the property can be developed as proposed.

Values of Properties Adjoining or Similar Commercial Facilities

To further analyze whether the proposed development will substantially injure the value of adjoining property, I have studied sales of properties abutting or near these municipal fire stations located in Wake County, North Carolina. I address each of these below:

A. 1412 Forestville Road (Fire Station):



Residential area to the west and north is Thornrose. As can be seen from the aerals, the neighborhoods actually bound the property. A study of housing values over the last few years is shown below.

Sales in 2013

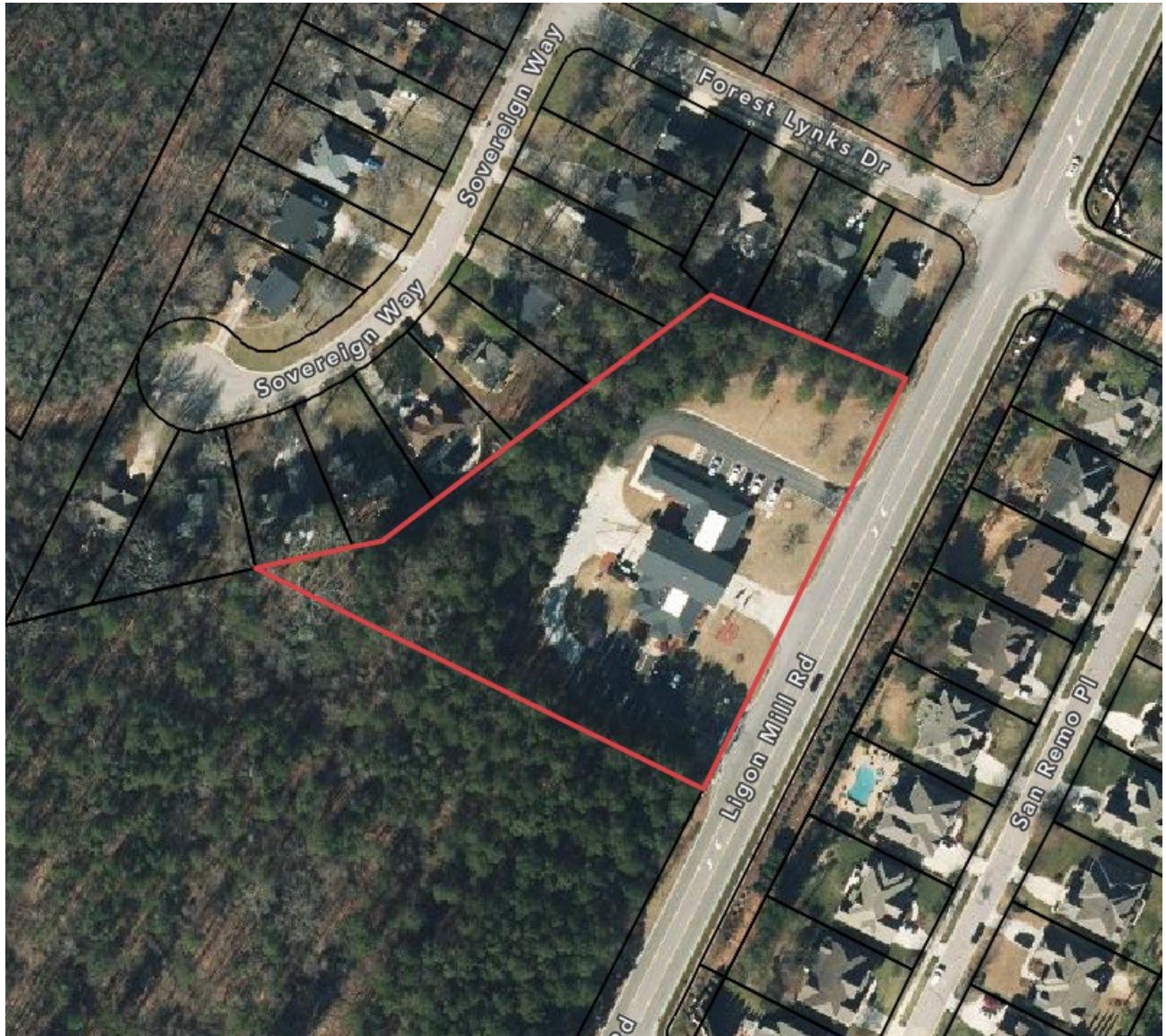
MLS#	Address	AREA	YEAR	BED	BATH	HALF	PRICE	Close Date	PRICE/SF	Lot Size Acres
1863876	4016 Song Sparrow Drive	3031	2004	5	2	1	\$220,000	5/13/2013	\$72.58	0.180
1879153	4013 Song Sparrow Drive	3016	2006	5	2	1	\$263,000	11/27/2013	\$87.20	0.180
1910698	4025 Song Sparrow Drive	2987	2006	6	2	1	\$264,000	12/27/2013	\$88.38	0.180
1876419	1316 Trailing Rose Court	3187	2005	5	2	1	\$270,000	4/1/2013	\$84.72	0.300
1915347	3901 Song Sparrow Drive	2976	2006	4	2	1	\$272,000	12/12/2013	\$91.40	0.210
1890599	1305 Lindenberg Square	2800	2005	4	3	1	\$275,000	7/3/2013	\$98.21	0.210
1918087	1501 Lindenberg Square	2976	2005	4	2	1	\$275,000	12/20/2013	\$92.41	0.260
	AVERAGES	2996	2005	4.7	2.14	1	\$262,714		\$87.84	0.217

Sales in 2022

MLS#	Address	AREA	YEAR	BEDS	BATHS	HALF	PRICE	Close Date	PRICE/SF	Lot Size Acres
2413254	3929 Song Sparrow Drive	2919	2006	4	3	1	\$480,000	1/6/2022	\$164.44	0.21
2459807	1321 Lagerfeld Way	2945	2007	4	3	1	\$485,000	8/25/2022	\$164.69	0.25
2423105	1317 Trailing Rose Court	2912	2005	4	3	1	\$488,000	1/26/2022	\$167.58	0.3
2426417	3901 Song Sparrow Drive	3059	2005	5	2	1	\$500,000	2/25/2022	\$163.45	0.21
2427289	3925 Song Sparrow Drive	3223	2006	4	3	1	\$500,000	3/7/2022	\$155.13	0.2
2417908	3817 Song Sparrow Drive	2915	2008	4	3	1	\$505,000	2/2/2022	\$173.24	0.29
2455215	1312 Lindenberg Square	2900	2005	4	3	1	\$520,000	7/25/2022	\$179.31	0.18
2447854	1412 Lindenberg Square	2912	2005	4	3	1	\$540,000	6/21/2022	\$185.44	0.17
2434883	1316 Trailing Rose Court	3187	2005	5	2	1	\$560,000	4/13/2022	\$175.71	0.3
2423738	1408 Lagerfeld Way	3388	2006	5	4	0	\$560,000	1/20/2022	\$165.29	0.26
	AVERAGES	3036	2006	4.3	2.9	0.9	\$513,800		\$169.43	0.237

The range of annual increase was 10.62% for the total price and 10.32% for the SF price. The subject comparisons were annual increases of 7.14% and 11.93%; above and below the average.

B. 9925 Ligon Mill Road (Fire Station)



There is an adjoining residential development to the northwest and northeast called Forest Mill Subdivision.

Sales in 2016

MLS#	Address	SF	YEAR	BED	BATH	HALF	PRICE	Close Date	PRICE/SF	Lot Size Acres
2053664	1601 Forest Lynks Drive	1230	1996	3	2	0	\$154,900	4/15/2016	\$125.93	0.23
2076074	1605 Forest Road	1540	1992	3	2	1	\$191,000	8/31/2016	\$124.03	0.35
2048050	9908 Sovereign Way	1812	1994	3	2	1	\$209,000	4/7/2016	\$115.34	0.26
	AVERAGES	1527	1994	3	2	0.67	\$184,967		\$121.77	0.28

Sales in 2022

MLS#	Address	SF	YEAR	BED	BATH	HALF	PRICE	Close Date	PRICE/SF	Lot Size Acres
2433018	1601 Forest Lynks Drive	1269	1996	3	2	0	\$300,000	2/23/2022	\$236.41	0.23
2442207	9830 Sovereign Way	1346	1994	3	2	0	\$330,000	5/23/2022	\$245.17	0.26
	AVERAGES	1308	1995	3	2	0	\$315,000		\$240.79	0.245

The range of annual increase was 11.72% for the total price and 16.29% for the SF price. The subject comparison which was on the corner of Forest Lynks Drive and Ligon Mill Road (which generally sell for lower prices than the overall neighborhood) had an annual increases of 15.59%; above and below the average.

The statistics show increasing pricing levels for these residential units over the term. As noted, there was no market data or information I could locate that would indicate the property values of other surrounding uses were adversely impacted by the operation of a fire station.

I did not locate any sales data or other pertinent market information that would indicate the value of the adjoining properties were impacted by the fire station or that sale of those properties were impaired by the fire station.

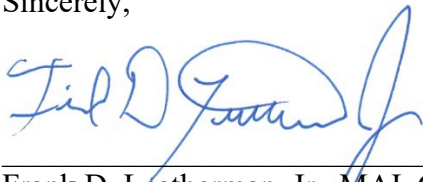
Conclusion

Based on the studies above of sales of properties abutting or near these fire stations (which is a similar use), I've identified no data or market trends that would indicate similar uses in Wake Forest have had a measurable negative impact on adjoining or surrounding property values and, in fact, the surrounding properties appear to be unaffected by these uses. I could find no evidence of "damages" or substantial injury for users that adjoin or are in close proximity to similar uses during my research. Therefore, it is my professional opinion that surrounding uses would be somewhat immune to "damages" due to the nature of the uses and the compatibility with an institutional use such as a fire station.

In summary, I consider the proposed development to be a legal use of the property consistent with the intent of the land use plan and existing zoning. It should not have any negative impacts on the surrounding uses or the value of adjoining or surrounding properties. The proposed use is physically possible, financially feasible and maximally productive use of the site. Furthermore, the proposed use will effectively enhance the overall property values for surrounding properties. Based on my experience, which has involved valuation of fire stations and other institutional uses, this location is proper for a fire station as it is located in an area with other institutional uses, has good access and should provide great service to the community. In my professional opinion as a licensed North Carolina appraiser and based on the research performed and data collected concerning other similar facilities, the proposed fire station on Wait Avenue ***"will not injure or adversely affect the adjacent area or property values therein."***

Please advise if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "Frank D. Leatherman, Jr.", written over a horizontal line.

Frank D. Leatherman, Jr., MAI, CCIM
Certified General Real Estate Appraiser

ADDENDA

LEATHERMAN REAL ESTATE SERVICES
4006 BARRETT DRIVE
SUITE 201
RALEIGH, NORTH CAROLINA 27609

FRANK D. LEATHERMAN, JR.

MAI, CCIM

Partner; Chief Appraiser

NCAI Chapter President 2017

EDUCATION

B.S. in Business Administration (1980), University of NC at Chapel Hill

WORK EXPERIENCE

Leatherman Real Estate Services, LLC; Raleigh, NC
Partner/Chief Appraiser
1991 – Present

Wake Tech Community College, Raleigh, NC
Course Instructor
1991-1995

T.B. Harris, Jr. & Associates, Charlotte, NC
Staff Appraiser
1991

First American Savings Bank, Charlotte, NC
Asst. Vice Present
1988-1989

1981-1988
Shipleff Wilkins & Associates; Stockton, White and Company,
Greensboro, NC;
NC State Employees Credit Union, Fayetteville, NC

CONTACT

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Relevant Course Work

Valuation of Solar; Green Buildings, Federal Land, Personal Property, Conservation Easements, Partial Interests, Eminent Domain

Client References Available Upon Request

9.4. Parking Requirements

Permanent off-street parking (including on-street parking in accordance with the requirements below) is required subject to the table below. If required, parking shall be provided at the time of erection, alteration, enlargement, establishment or change of use of any building or open use of land which require additional off-street parking. Mixed use developments or lots containing more than one use shall determine the total number of required parking spaces by adding together the required number of spaces for each of the proposed uses as if they were separate.

A. OFF-STREET PARKING SCHEDULE "A"

Use Category	Minimum Required Auto Spaces	Minimum Required Bicycle Parking Spaces ¹
Residential		
Dwelling-Single Family & Two Family	1 per unit, or 2 per unit if parking is provided in an enclosed garage	No requirement
Dwelling-Townhome & Multifamily	1.8 per unit	2 per 40 auto spaces
Dwelling-Accessory	1 per unit	No requirement
Live-Work Units	1 per 600 sf	2 per 40 auto spaces
Residential Care Facilities	1 per 2 resident rooms	2 per 40 auto spaces
All Other Residential Uses	No requirement	No requirement
Cluster Mailbox Unit	2 spaces per location, one space must meet ADA accessibility requirements	No requirement
Recreation facility, private (single-family dwellings or townhomes)	Subdivisions with 100 or more dwelling units shall provide: • 1 per 300 sf of clubhouse with interior gathering space • 1 per 100 sf of surface area of the pool (water area) • 2 per sports amenity (e.g., court, field, playground, park, etc.) Subdivisions with less than 100 dwelling units shall provide: • 1 per 300 sf of clubhouse with interior gathering space • 1 per 200 sf of surface area of the pool (water area) • 2 per sports amenity (e.g., court, field, playground, park, etc.)	4 spaces or 1 space per 30 dwelling units, whichever is greater
Recreation facility, private (multi-family)	No requirement	4 spaces or 1 space per 30 dwelling units, whichever is greater
Lodging – All Lodging Uses	1 per room	2 per 50 auto spaces
Office/Service		
Child/Adult Day Care Centers (More than 8 persons)	1 per 6-person capacity	2 per 50 auto spaces
Funeral Home	1 per 5 seats in chapel	2 per 50 auto spaces
Medical Clinic	1 per 250 sf	2 per 50 auto spaces
Office	1 per 300 sf	2 per 50 auto spaces
Veterinary Services	Schedule B	2 per 50 auto spaces

Use Category	Minimum Required Auto Spaces	Minimum Required Bicycle Parking Spaces ¹
All Other Office/Service Uses	1 per 500 sf	2 per 50 auto spaces
Commercial		
Restaurant Bar/Tavern Nightclub	1 per 200 sf (minimum of 8)	2 per 50 auto spaces
General Commercial	1 per 350 sf	2 per 40 auto spaces
General Commercial – Greater than 100,000 sf	1 per 300 sf	2 per 40 auto spaces
Shooting range, outdoor	1 space per target and 1 space for every 300 sf of office area	2 per 50 auto spaces
All Other Commercial Uses	1 per 400 sf	2 per 40 auto spaces
Automotive	Schedule B	2 per 50 auto spaces
Entertainment/Recreation		
Amusements (Indoor)	1 per 4 persons permitted	2 per 40 auto spaces
Amusements (Outdoor)	1 per 4 persons permitted	2 per 40 auto spaces
Recreational Facility (Indoor)	1 per 4 persons permitted	2 per 40 auto spaces (minimum of 4 racks)
Recreational Facility (Outdoor)	Schedule C	4 spaces or a minimum of 2 per 40 auto spaces (minimum of 4 racks)
Sports Arena/ Stadium	Schedule C	2 per 40 auto spaces
Theater (Indoor & Outdoor)	1 per 5 seats	2 per 40 auto spaces
All Other Entertainment/Recreation Uses	Schedule C	2 per 40 auto spaces
Civic/Educational/Institutional		
Civic Meeting Facilities	1 per 100 sf	2 per 50 auto spaces
Community or Cultural Facility	1 per 300 sf	
Hospital	1 per 2 beds plus 1 per employee	2 per 50 auto spaces
Religious Institution (RA-HC, NMX, UMX)	No requirement	2 per 50 seats
Religious Institution (All Other Districts)	1 per 4 seats in the main assembly hall	2 per 50 seats
Schools – Elementary & Secondary	1 per 4 seats in the main assembly hall or gymnasium*	2 per 50 students
Studio – Art, dance, martial arts, music	1 per 400 sf	2 per 20 auto spaces
Vocational School/Technical	Schedule C	2 per 50 auto spaces
All Other Civic/Educational/Institutional Uses	Schedule C	2 per 40 auto spaces
Industry/Wholesale/Storage		
All Industry/Wholesale/Storage Uses	Schedule B	2 per 50 auto spaces
Agricultural		
Garden or Nursery	1 per 1,000 sf of open-air sales plus space for retail sales per Schedule B	2 per 50 auto spaces
Kennel, Outdoor	Schedule B	2 per 50 auto spaces
All Other Agricultural Uses	Schedule C	No requirement
Infrastructure – All Infrastructure Uses	Schedule C	No requirement
¹ Bicycle parking minimums are based on the number of automobile parking spaces provided on site, not the minimum number of automobile parking spaces required.		

B. OFF-STREET PARKING SCHEDULE "B"

Activity	Minimum Required Auto Spaces
Office or administrative area	1 per 300 sf
Indoor Sales Area	1 per 200 sf
Outdoor sales or display area (3,000 sf or less)	1 per 750 sf
Outdoor sales or display area (Over 3,000 sf)	
Motor vehicles/equipment sales	1 per 2,000 sf
Other sales/display	1 per 1,000 sf
Indoor Storage/warehousing	
1-50,000 sf	1 per 1,500 sf
50,001 and greater sf	1 per 2,000 sf
Vehicle Service/manufacturing area	
1-3,000 sf	1 per 250 sf
3,001-5,000 sf	1 per 500 sf
5,001-10,000 sf	1 per 750 sf
10,001-50,000 sf	1 per 1,250 sf
50,001 and greater sf	1 per 2,000 sf

C. OFF-STREET PARKING SCHEDULE "C"

Uses that are not listed in Schedule A or that reference Schedule C have widely varying parking and loading demand characteristics, making it impossible to specify a single off-street parking or loading standard. Upon receiving a development application for a use subject to Schedule C standards, the Administrator shall apply the off-street parking and loading standard specified for the listed use that is deemed most similar to the proposed use, or shall establish minimum off-street parking requirements based on a parking and loading study prepared by the applicant. Such a study must include estimates of parking demand based on recommendations of the Institute of Traffic Engineers (ITE), or other acceptable estimates as approved by the Administrator, and should include other reliable data collected from uses or combinations of uses that are the same as, or comparable with, the proposed use. Comparability will be determined by density, scale, bulk, area, type of activity, and location. The study must document the source of data used to develop the recommendations.

9.4.1. Maximum Parking

The minimum parking requirements above have intentionally been set below general market expectations as a means to mitigate against the negative aspects of paved surfaces on the environment such as excessive water runoff, water pollution, and urban heat island effect. To this end, there shall also be a maximum parking standard for large parking facilities as follows:

A. Pervious Pavement Required

1. If a parking lot exceeds 150 spaces and includes more than twice the minimum number of spaces established for a use, as outlined in Section 9.4.1 above, any parking spaces over twice the minimum required must be installed using pervious pavement systems only.
2. If there are no minimum parking requirements for the use given in Section 9.4.1 above, the maximum parking standard shall be 35% of the site area.

space or a park on a plat shall be considered to be offered for dedication, but not accepted until the Board of Commissioners has by expressed action done so.

- I. **Phasing:** Final plats for phased subdivisions shall be recorded in accordance with the schedule presented by the applicant during the Subdivision Construction Plan approval.
- J. **Permit Validity:** Final plats that have been granted approval must be recorded within 30 days following approval or the approval becomes invalid. No lots in a subdivision shall be sold prior to approval by the town and recording of the Final Plat for the subdivision.
- K. **Permit Extension:** None.

15.10. Special Use Permits (Sup)

Special uses are land uses that are generally compatible with the land uses permitted by right in a zoning district, but which require individual review of their location, design, and configuration so as to evaluate the potential for adverse impacts on adjacent property and uses. Special uses ensure the appropriateness of the use at a particular location within a given zoning district. Applications requiring a Special Use Permit are noted in Section 2.3 & Chapter 3.

15.10.1. Application Procedures

- A. **Process Type:** Quasi-Judicial (See also 15.5)
- B. **Pre-Application Meeting:** Every applicant for a Special Use Permit is required to meet with the Administrator in a pre-application conference prior to the submittal of a formal application. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.
- C. **Required Application Information:** An application for a Special Use Permit may be filed by the owner of the property or by an agent specifically authorized by the owner to file such application. Each application for a Special Use Permit shall contain, at a minimum, an Existing Conditions Map (15.4.1) (may be waived by Administrator as appropriate) and Master Plan (15.4.3). Other information necessary to show that the use or structure complies with the standards set forth in this ordinance shall also be provided.
- D. **Determination of Compliance:** The Administrator shall review the application to ensure that it is complete, prepare a report and recommendation on the application, and schedule the matter for an evidentiary public hearing before the Board of Commissioners.
- E. **Public Notification:** Level 1, 2, 4 & 5 required.

15.10.2. Consideration By Board of Commissioners

- A. **Public Hearing and Consideration by the Board of Commissioners:** The Board of Commissioners shall conduct an evidentiary public hearing on the matter. Upon reviewing all pertinent information, the Board of Commissioners may approve, deny, or approve with conditions the Special Use Permit.
- B. **Review Period:** The Board of Commissioners shall take action (approve, deny, or approve with conditions) within 65 days of the evidentiary public hearing on the matter. Should the Board of Commissioners fail to act on the Special Use Permit application within the prescribed period, the application shall be considered approved.
- C. **Findings of Fact:** In addition to determining that the application meets all other requirements of this ordinance (no variances are permitted) the Board of

Commissioners must find the following in order to grant approval of a Special Use Permit:

1. The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.
2. The proposed use will not cause undue traffic congestion or create a traffic hazard.
3. Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use.
4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.
5. The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property.
6. The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, or general welfare.
7. The proposed use will not substantially injure the value of adjoining or abutting property.
8. The proposed use is consistent with the officially adopted plans and policies of the town.

D. Additional Standards for Special Uses in Floodplain Hazard Areas: Applications for Special Use Permits in the Special Flood Hazard Areas and Future Conditions Flood Hazard Areas shall be subject to the following additional standards of review:

1. The Board of Commissioners shall determine the specific flood or erosion hazard of the site and shall evaluate the suitability of the proposed use in relation to the flood hazard.
2. In passing upon such applications, the Board of Commissioners shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance and:
 - a. The danger that material may be swept onto other lands to the injury of others.
 - b. The danger to life and property due to flooding or erosion damage.
 - c. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions
 - d. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
 - e. The importance of the services provided by the proposed facility to the community.
 - f. The necessity to the facility of a waterfront location, where applicable.
 - g. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.
 - h. The compatibility for the proposed use with existing development anticipated in the foreseeable future.
 - i. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area.
 - j. The safety of access to the property in times of flood for ordinary and emergency vehicles.

- k. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site.
 - l. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- E. **Additional Conditions:** The Board of Commissioners may place conditions on the use as part of the approval to assure that mitigation measures are associated with the use if written consent to the conditions is obtained by the applicant or the landowner. The conditions shall become part of the Special Use Permit approval and shall be included in the final site plan application.

15.10.3. Effect of Decisions

- A. **Appeals:** An appeal from the decision of the Board of Commissioners regarding a Special Use Permit application may be made by an aggrieved party and shall be made to the Superior Court of Wake County in the nature of certiorari. Any such petition shall be filed with the clerk of the superior court within 30 days after the decision of the Board is filed with the Town Clerk, or after a written copy thereof is delivered to every aggrieved party who has filed a written request for such copy with the secretary or chair of the Board at the time of its hearing of the case, whichever is later. The decision of the Board may be delivered to the aggrieved party either by personal service or by registered mail or certified mail return receipt requested.
- B. **Permit Validity:** Special Uses that have been granted approval must begin site development within 2 years following approval or the approval becomes invalid.
- C. **Permit Extension:** The Board of Commissioners may grant 1 extension of this time period of up to one year upon submittal by the applicant of sufficient justification for the extension. Sufficient justification may include, but is not limited to, delays in other outside agency permits, financing institution delays, or other similar reasons beyond the control of the applicant.
- D. **Substantial Changes:** Any substantial change to a Special Use Permit as noted below shall be reviewed by the Board of Commissioners and approved or denied by the Board of Commissioners as an amended Special Use Permit. The following changes to a Special Use Permit shall require approval by the Board of Commissioners:
 - 1. Modification of special performance criteria, design standards, or other requirements specified by the Special Use Permit.
 - 2. A change in land use or development type beyond that permitted by the approved Special Use Permit.
 - 3. When there is introduction of a new vehicular access point to an existing street, road or thoroughfare not previously designated for access.
 - 4. When there is an increase in the total number of residential dwelling units originally authorized by the approved Special Use Permit.
 - 5. When the total floor area of a commercial or industrial classification is increased more than 10% beyond the total floor area last approved by Board of Commissioners. Changes of less than 10% may be approved by the Administrator.
 - 6. Any change which alters the basic development concept of the Special Use Permit.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-459-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: May 20, 2025

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 3 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.: 2025-422-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: May 20, 2025

Subject

Approval of Budget Ordinance Amendment # 2 - FY 2024-2025

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Budget Ordinance Amendment_summary.pdf](#)
- [Budget Ordinance Amendment # 2 FY 2024 - 2025.pdf](#)

Agenda Item: Budget Ordinance Amendment # 2 – FY 2024-2025

Summary: North Carolina General Statutes 159-15 authorizes the governing board to amend the budget ordinance at any time after the ordinance is adopted. Amendments generally include additional revenues, appropriations from contingency for unforeseen events, transfers to/from capital reserve funds and/or fund balance and periodic modifications to capital projects funds.

Attachments: Summary worksheets

Budget Amendment # 2

General Fund

Budget Amendment Worksheet

For the fiscal year ending June 30, 2025

		Prior Budget	Current Budget	Amended
Estimated Revenues:	Dept.	Budget Adopted	Amendments	Budget
General Fund revenues		\$ 81,590,085	130,000	719,825
				82,439,910
Total Revenues		81,590,085	130,000	719,825
				82,439,910
Appropriations:				
Board of Commissioners	410	450,200		450,200
Legal Services	412	309,225		50,000
Town Manager's Office	420	965,255	65,924	60,000
Town Clerk	421	281,000		25,200
Organizational Performance	422	580,445		580,445
Budget Management	423	339,430		339,430
Communications	425	1,311,315		1,311,315
Human Resources	430	1,319,140		7,500
Risk Management	431	515,430	65,000	580,430
Downtown Development	435	545,610		545,610
Financial Services	440	1,594,445	65,000	64,700
Information Technology	445	2,660,440		2,660,440
Inspections	480	2,425,530		2,425,530
Planning	490	3,979,290	251,570	4,230,860
Public Facilities	500	3,974,485	1,116,509	5,090,994
Public Safety: Police	510	18,096,625		54,875
Public Safety: Fire	520	13,572,320		82,500
Public Works:				
PW Administration	530	305,630		305,630
Urban Forestry	535	632,960		632,960
Fleet Maintenance	550	701,625		701,625
Streets	560	4,374,905		4,374,905
Solid Waste	580	6,554,365		6,554,365
Engineering	540	1,819,205	23,553	1,842,758
Stormwater Management	545	-		-
Parks, Recreation & Cultural Resources	620	6,421,405	688,712	7,110,117
Transfers	999	13,195,220	250,000	13,445,220
Total Appropriations		86,925,500	2,526,268	344,775
				89,796,543
Estimated revenues over total appropriations		\$ (5,335,415)	\$ (2,396,268)	\$ 375,050
				\$ (7,356,633)
Other financing sources (uses):				
Sale of assets		600,000		600,000
Installment note proceeds		1,781,000		(375,050)
Lease Financing				1,405,950
Operating transfers from other funds:				-
Special Revenue Fund - DMSD		32,500		32,500
Special Revenue Fund - Police		40,500		40,500
Special Revenue Fund - Futures Fund				-
American Rescue Plan - ARPA Fund				-
Rec Capital Reserve Fund - Rec Impact Fees		90,750		90,750
Gen Capital Reserve Fund - Fire Impact Fees		255,000		255,000
Proceeds from NCCHIP Reserve		415,000		415,000
Appropriated Fund Balance		2,120,665	2,396,268	4,516,933
Total other financing sources		5,335,415	2,396,268	(375,050)
				7,356,633
Estimated revenues and other sources over appropriations and other uses		\$ -	\$ -	\$ -
				\$ -

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
GENERAL FUND

[illegible]

Explanation:

1 - Reclassify revenues and expenses to reflect actual activity projected through May 31, 2025

[illegible]

Electric Fund
Budget Amendment Worksheet
For the fiscal year ending June 30, 2025

	<i>Dept./ Div.</i>	<i>Budget Adopted</i>	<i>Prior Budget Amendments</i>	<i>Current Budget Amendment</i>	<i>Amended Budget</i>
Estimated Revenues:					
Sale of Power		\$23,918,460			\$23,918,460
Other Revenue		2,057,040	185,000	95,950	2,337,990
Total revenues		<u>25,975,500</u>	<u>185,000</u>	<u>95,950</u>	<u>26,256,450</u>
Appropriations:					
Billing & Collections	840	898,365	2,000		900,365
Operations & Maintenance	850	24,774,985	183,000	(4,050)	24,953,935
Tree Trimming	860	402,150			402,150
Total appropriations		<u>26,075,500</u>	<u>185,000</u>	<u>(4,050)</u>	<u>26,256,450</u>
Estimated revenues over total appropriations		<u>(100,000)</u>	<u>-</u>	<u>100,000</u>	<u>-</u>
Other financing sources (uses):					
Operating transfer to other funds:					
Installment Purchase Proceeds		100,000		(100,000)	-
Tsfer from Cap Reserve		-			-
General Fund					-
Total other financing uses		<u>100,000</u>	<u>-</u>	<u>(100,000)</u>	<u>-</u>
Estimated revenues and other sources over appropriations and other uses		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE: Allocating funds from Contingency requires Board approval but does not affect budget totals.

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
ELECTRIC FUND

[illegible]

Explanation:

1 Reclassify revenues and expenses to reflect actual activity projected through June 30, 2025.

[illegible]

Budget Amendment #2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
DEBT SERVICE FUND

[illegible]

Explanation:
Reclassify revenues and expenses to reflect actual activity projected through June 30, 2025.

[illegible]

Budget Amendment #2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
Grants and Special Revenue Fund

Funds coming from:					
Fund	Dept	Account	Project	Account Description	Amount
430	000	4332	430 Cyber 2023	- Federal Grants	122,900
430	000	4332	PLANNING_Hist Preserv 23	- Federal Grants	4,800
430	000	4710	PLANNING_Hist Preserv 23	- Interfund Transfers	2,200
430	000	4332	POLICE DEPT_BULLETPROOF VEST_BPV 2024	- Federal Grants	11,005
430	000	4720	POLICE DEPT_BULLETPROOF VEST_BPV 2024	- Transfer from General Fund	11,005
430	000	4720	POLICE DEPT_TRAFFIC SAFETY_Traffic Unit 18	- Transfer from General Fund	10,230
430	000	4501	WFRC_UAC 2025	- Donations	5,000

167,140

Explanation:

Allocate grant funds to reflect actual activity through June 30, 2025.

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
430	445	5740	430 Cyber 2023	- Cap Outlay - Equipment	122,900
430	490	5495	PLANNING_Hist Preserv 23	- Historic Preservation Projects	7,000
430	510	5560	POLICE DEPT_BULLETPROOF VEST_BPV 2024	- Uniforms	22,010
430	510	5740	POLICE DEPT_TRAFFIC SAFETY_Traffic Unit 18	- Cap Outlay - Equipment	10,230
430	626	5650	WFRC_UAC 2025	- Recreation - Programs	5,000

167,140

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
410 Police Special Revenue Fund

Funds coming from:				
Fund	Dept	Account	Project	Account Description Amount
Police Special Revenue Fund 410				
410	000	4501	POLICE DEPT POLICE SRF DONATIONS	- Donations 181,180
410	000	4600	POLICE DEPT POLICE SRF DONATIONS	- Investment Earnings 20,170
410	000	4335	POLICE DEPT POLICE SRF FEDERAL ASSET	- Federal Forfeited Currency 59,510
410	000	4600	POLICE DEPT POLICE SRF FEDERAL ASSET	- Investment Earnings 2,515
410	000	4500	POLICE DEPT POLICE SRF MISCELLANEOUS	- Miscellaneous Revenue 114,580
410	000	4600	POLICE DEPT POLICE SRF MISCELLANEOUS	- Investment Earnings 4,565
410	000	4501	POLICE DEPT POLICE SRF Shop w Cop	- Donations 56,015
410	000	4334	POLICE DEPT POLICE SRF STATE CONTROLLED	- State Forfeited Currency 60,205
410	000	4600	POLICE DEPT POLICE SRF STATE CONTROLLED	- Investment Earnings 4,590

503,330

Explanation:

Allocate donations and restricted revenues to project expenditures reflect actual activity through June 30, 2025.

Funds going to:				
Fund	Dept	Account	Project/Department	Account Description Amount
Police Special Revenue Fund 410				
410	000	5904	POLICE DEPT POLICE SRF DONATIONS	- Transfer to General Fund 238,850
410	000	5904	POLICE DEPT POLICE SRF FEDERAL ASSET	- Transfer to General Fund 62,000
410	510	5610	POLICE DEPT POLICE SRF FEDERAL ASSET	- Computer Supplies 25
410	000	5904	POLICE DEPT POLICE SRF MISCELLANEOUS	- Transfer to General Fund 81,645
410	510	5600	POLICE DEPT POLICE SRF Shop w Cop	- Departmental Supplies 56,015
410	000	5904	POLICE DEPT POLICE SRF STATE CONTROLLED	- Transfer to General Fund 64,795

503,330

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
ARPA Fund

Funds coming from:					
Fund	Dept	Account	Project	Account Description	Amount
435	638	5497	ARPA_Broadband_DuBois Center	- Grant Pass Through	200,000
435	445	5735	ARPA_Broadband_Smart City	- Cap Outlay - System Improvements	205,000
435	000	4332	ARPA_Economic Impact_ComplianceMgr	- Federal Grants	2,115
435	000	4332	ARPA_Economic Impact_Food Security	- Federal Grants	179,205
435	000	4332	ARPA_Economic Impact_Holding Park	- Federal Grants	255,100
435	000	4600	ARPA_Economic Impact_Kaleidocscope	- Investment Earnings	250,000
435	000	4332	ARPA_Economic Impact_Mental Health	- Federal Grants	3,500
435	638	5497	ARPA_Economic Impact_NE Neighborhood	- Grant Pass Through	550,000
435	000	4600	ARPA_Economic Impact_TrafficStudy	- Investment Earnings	73,500
435	638	5335	ARPA_Economic Impact_Transit	- Professional Services-Consulting	125,745
435	638	5735	ARPA_Economic Impact_Transit	- Cap Outlay - System Improvements	500,000
435	638	5904	ARPA_Economic Impact_COVIDCoordinator	- Transfer to General Fund	46,865
435	000	4332	ARPA_Stormwater_Flaherty Dam	- Federal Grants	535,690
435	000	4332	ARPA_Stormwater_Miller Park	- Federal Grants	570,735
435	000	4600	ARPA_Stormwater_Miller Park	- Investment Earnings	57,740
435	540	5330	ARPA_Stormwater_North Main	- Professional Services - Engineer	350,000
435	540	5735	ARPA_Stormwater_North Main	- Cap Outlay - System Improvements	1,000,000
435	540	5730	ARPA_Stormwater_StreamRestore	- Cap Outlay - Improvements	1,303,310

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
435	000	4332	ARPA_Broadband_DuBois Center	- Federal Grants	200,000
435	000	4332	ARPA_Broadband_Smart City	- Federal Grants	205,000
435	638	5904	ARPA_Economic Impact_ComplianceMgr	- Transfer to General Fund	2,115
435	638	5460	ARPA_Economic Impact_Food Security	- Contracted Services	179,205
435	000	4600	ARPA_Economic Impact_Holding Park	- Investment Earnings	236,820
435	638	5740	ARPA_Economic Impact_Holding Park	- Cap Outlay - Equipment	18,280
435	638	5497	ARPA_Economic Impact_Kaleidocscope	- Grant Pass Through	250,000
435	638	5460	ARPA_Economic Impact_Mental Health	- Contracted Services	3,500
435	000	4332	ARPA_Economic Impact_NE Neighborhood	- Federal Grants	550,000
435	540	5460	ARPA_Economic Impact_TrafficStudy	- Contracted Services	73,500
435	638	5460	ARPA_Economic Impact_Transit	- Contracted Services	625,745
435	638	5904	ARPA_Economic Impact_Vaccines	- Transfer to General Fund	46,865
435	540	5300	ARPA_Stormwater_Flaherty Dam	- Professional Services	34,480
435	540	5730	ARPA_Stormwater_Flaherty Dam	- Cap Outlay - Improvements	501,210
435	540	5300	ARPA_Stormwater_Miller Park	- Professional Services	17,200
435	540	5330	ARPA_Stormwater_Miller Park	- Professional Services - Engineer	521,275
435	540	5730	ARPA_Stormwater_Miller Park	- Cap Outlay - Improvements	90,000
435	540	5730	ARPA_Stormwater_North Main	- Cap Outlay - Improvements	1,350,000
435	000	4332	ARPA_Stormwater_StreamRestore	- Federal Grants	591,345
435	540	5300	ARPA_Stormwater_StreamRestore	- Professional Services	335,600
435	540	5330	ARPA_Stormwater_StreamRestore	- Professional Services - Engineer	340,375
435	540	5437	ARPA_Stormwater_StreamRestore	- R/M - Storm Drainage	31,085
435	540	5700	ARPA_Stormwater_StreamRestore	- Cap Outlay - Prop Acquisition	4,905

Explanation:

Reallocate ARPA funds to projects reflect actual activity.

6,208,505

6,208,505

Budget Amendment #2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
Public Facilities Capital Project Fund

Funds coming from:					
Fund	Dept	Account	Project	Account Description	Amount
Public Facilities Capital Project Fund (550)					
550	520	5300	n/a	- Professional Services	125,000
550	520	5330	n/a	- Professional Services - Engineer	75,000
550	520	5700	n/a	- Cap Outlay - Prop Acquisition	1,503,755
550	000	4600	550 FireStation6	- Investment Earnings	5,500
550	000	4715	550 FireStation6	- Transfer from Capital Reserve	2,779,250
550	000	4720	550 FireStation6	- Transfer from General Fund	231,510
550	000	4715	550 FS3Warehouse	- Transfer from Capital Reserve	3,409,630
550	000	4501	PLANNING Ailey Young Home	- Donations	550
550	490	5721	PLANNING Ailey Young Home	- Cap Outlay - Building Improvements	170,330

8,300,525

Explanation:

Allocate capital reserve funds to public facilities capital projects to reflect actual through June 30, 2025.

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
Public Facilities Capital Project Fund (550)					
550	000	4600	n/a	- Investment Earnings	5,000
550	000	4715	n/a	- Transfer from Capital Reserve	1,698,755
550	520	5300	550 FireStation6	- Professional Services	1,456,305
550	520	5330	550 FireStation6	- Professional Services - Engineer	56,200
550	520	5700	550 FireStation6	- Cap Outlay - Prop Acquisition	1,503,755
550	520	5300	550 FS3Warehouse	- Professional Services	578,115
550	520	5330	550 FS3Warehouse	- Professional Services - Engineer	26,515
550	520	5730	550 FS3Warehouse	- Cap Outlay - Improvements	2,805,000
550	000	4720	PLANNING Ailey Young Home	- Transfer from General Fund	170,880

8,300,525

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
Greenway Improvements Fund

Funds coming from:					
Fund	Dept	Account	Project	Account Description	Amount
593	000	4500	593 Dunn Creek	- Miscellaneous Revenue	5,645
593	000	4600	593 Dunn Creek	- Investment Earnings	93,930
593	000	4706.242	593 Dunn Creek	- 2024B Bond Proceeds	5,650,000
593	000	4706.243	593 Dunn Creek	- 2024B Bond Premiums	630,270
593	000	4715	593 Dunn Creek	- Transfer from Capital Reserve	3,686,490
593	000	4500	593 Smith Creek	- Miscellaneous Revenue	4,440

10,070,775

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
593	000	4706	593 Dunn Creek	- Bond Proceeds	5,640,000
593	638	5300	593 Dunn Creek	- Professional Services	175,555
593	638	5330	593 Dunn Creek	- Professional Services - Engineer	137,565
593	638	5350	593 Dunn Creek	- Bond Issuance Costs	72,780
593	638	5730	593 Dunn Creek	- Cap Outlay - Improvements	3,983,935
593	638	5903	593 Dunn Creek	- Transfer to Special Revenue Fund	56,500
593	638	5730	593 Smith Creek	- Cap Outlay - Improvements	4,440

10,070,775

Explanation:

Reallocate project budgets to reflect actual activity.

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
Roadway and Transportation Fund

Funds coming from:					
Fund	Dept	Account	Project	Account Description	Amount
582	560	5300	n/a	- Professional Services	1,495,000
582	560	5700	n/a	- Cap Outlay - Prop Acquisition	130,000
582	560	5730	n/a	- Cap Outlay - Improvements	8,585,000
582	560	5899	n/a	- Contingency	290,000
582	561	5730	n/a	- Cap Outlay - Improvements	3,915,000
582	561	5899	n/a	- Contingency	85,000
582	567	5300	n/a	- Professional Services	485,000
582	567	5310	n/a	- Professional Services - Legal	50,000
582	567	5730	n/a	- Cap Outlay - Improvements	12,815,000
582	567	5899	n/a	- Contingency	100,000
582	638	5300	582 Bus Shelter	- Professional Services	7,500
582	638	5700	582 Bus Shelter	- Cap Outlay - Prop Acquisition	225,000
582	638	5730	582 Bus Shelter	- Cap Outlay - Improvements	42,500
582	638	5899	582 Bus Shelter	- Contingency	25,000
582	000	4600	582 Frndshipchap	- Investment Earnings	46,865
582	000	4706	582 Frndshipchap	- Bond Proceeds - Future Issuance	2,742,380
582	000	4706.242	582 Frndshipchap	- 2024B GO Bond Issuance	1,536,320
582	000	4706.243	582 Frndshipchap	- 2024B Bond Issuance Premium	33,465
582	000	4372	582 Frndshipchap	- P-I-L Fees	227,290
582	000	4372	582 LigonMillRd	- P-I-L Fees	110,075
582	000	4720	582 S Franklin	- Transfer from General Fund	4,152,105
582	000	4372	582 Separation	- P-I-L Fees	127,805
582	000	4706.243	582 Separation	- 2024B Bond Issuance Premium	342,195
582	000	4372	582 Signals	- P-I-L Fees	95,000
582	000	4600	582 Signals	- Investment Earnings	29,415
582	000	4706.242	582 Signals	- 2024B GO Bond Issuance	1,000,000
582	000	4706.243	582 Signals	- 2024B Bond Issuance Premium	34,680
582	000	4600	582 StreetResurf	- Investment Earnings	266,090
582	000	4705	582 StreetResurf	- Installment Purchase Proceeds	5,500,000
582	000	4706.242	582 StreetResurf	- 2024B GO Bond Issuance	6,213,480
582	000	4706.243	582 StreetResurf	- 2024B Bond Issuance Premium	565,735
582	000	4600	582 Wait Ave	- Investment Earnings	66,480
582	000	4706.242	582 Wait Ave	- 2024B GO Bond Issuance	4,000,000
582	000	4706.243	582 Wait Ave	- 2024B Bond Issuance Premium	446,210
582	000	4720	PLANNINGROADWAY Endeavor Charter	- Transfer from General Fund	220,000

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
582	000	4705	n/a	- Installment Purchase Proceeds	5,500,000
582	000	4706	n/a	- Bond Proceeds	22,450,000
582	000	4706	582 Bus Shelter	- Bond Proceeds	300,000
582	560	5730	582 Frndshipchap	- Cap Outlay - Improvements	4,527,290
582	560	5350	582 Frndshipchap	- Bond Issuance Costs	16,230
582	560	5903	582 Frndshipchap	- Transfer to Special Revenue Fund	43,000
582	638	5730	582 LigonMillRd	- Cap Outlay - Improvements	110,075
582	560	5310	582 S Franklin	- Professional Services - Legal	185
582	560	5330	582 S Franklin	- Professional Services - Engineer	350
582	560	5700	582 S Franklin	- Cap Outlay - Prop Acquisition	2,250
582	560	5710	582 S Franklin	- Cap Outlay - Land	279,780
582	560	5730	582 S Franklin	- Cap Outlay - Improvements	3,869,540
582	000	4706	582 Separation	- Bond Proceeds	470,000
582	000	4706	582 Signals	- Bond Proceeds	500,000
582	638	5300	582 Signals	- Professional Services	505
582	638	5330	582 Signals	- Professional Services - Engineer	234,730
582	638	5350	582 Signals	- Bond Issuance Costs	6,445
582	638	5730	582 Signals	- Cap Outlay - Improvements	412,415
582	638	5903	582 Signals	- Transfer to Special Revenue Fund	5,000
582	567	5300	582 StreetResurf	- Professional Services	1,303,985
582	567	5310	582 StreetResurf	- Professional Services - Legal	15,000
582	567	5350	582 StreetResurf	- Bond Issuance Costs	90,040
582	567	5730	582 StreetResurf	- Cap Outlay - Improvements	11,056,780
582	567	5903	582 StreetResurf	- Transfer to Special Revenue Fund	79,500
582	560	5300	582 Wait Ave	- Professional Services	4,030
582	560	5350	582 Wait Ave	- Bond Issuance Costs	51,525
582	560	5730	582 Wait Ave	- Cap Outlay - Improvements	4,417,135
582	560	5903	582 Wait Ave	- Transfer to Special Revenue Fund	40,000
582	561	5730	PLANNINGROADWAY Endeavor Charter	- Cap Outlay - Improvements	220,000

Explanation:

Reallocate project budgets to reflect actual activity.

56,005,790

56,005,790

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
Parks and Recreation Capital Projects Fund

Funds coming from:					
Fund	Dept	Account	Project	Account Description	Amount
573	000	4600	573 Lighting	- Investment Earnings	32,155
573	000	4706.242	573 Lighting	-2024B Bond Proceeds	3,650,000
573	000	4706.243	573 Lighting	- 2024B Bond Premiums	407,160
573	000	4600	573 Miller Park	- Investment Earnings	20,460
573	000	4706.240	573 Miller Park	-2024A Bond Proceeds	1,460,000
573	000	4706.241	573 Miller Park	- 2024A Bond Premiums	49,685
573	000	4715	573 Tennis Court	- Transfer from Capital Reserve	1,220,350
573	000	4500	573 Reservoir	- Miscellaneous Revenue	500,000
573	000	4332	573 Reservoir	- Federal Grants	2,175,000
573	000	4600	573 Skate Park	- Investment Earnings	28,500
573	000	4715	573 Skate Park	- Transfer from Capital Reserve	501,755

10,045,065

Explanation:

Reallocate project budgets to reflect actual.

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
573	000	4706	573 Lighting	- Bond Proceeds	3,650,000
573	620	5350	573 Lighting	- Bond Issuance Costs	47,015
573	620	5730	573 Lighting	- Cap Outlay - Improvements	355,800
573	620	5903	573 Lighting	- Transfer to Special Revenue Fund	36,500
573	638	5300	573 Miller Park	- Professional Services	1,825
573	638	5330	573 Miller Park	- Professional Services - Engineer	16,045
573	638	5730	573 Miller Park	- Cap Outlay - Improvements	1,512,275
573	638	5300	573 Tennis Court	- Professional Services	69,600
573	638	5330	573 Tennis Court	- Professional Services - Engineer	50,750
573	638	5730	573 Tennis Court	- Cap Outlay - Improvements	1,100,000
573	638	5300	573 Reservoir	- Professional Services	250,000
573	638	5310	573 Reservoir	- Professional Services - Legal	33,000
573	638	5330	573 Reservoir	- Professional Services - Engineer	1,000,000
573	638	5730	573 Reservoir	- Cap Outlay - Improvements	1,392,000
573	621	5300	573 Skate Park	- Professional Services	28,500
573	621	5700	573 Skate Park	- Cap Outlay - Prop Acquisition	501,755

10,045,065



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-436-

Submitted by: Elisabeth Palermo, Engineering

Submitting Department: Engineering

Meeting Date: May 20, 2025

Subject

Resolution to support NCDOT Abandonment of the old alignment of Rogers Branch Rd and assume maintenance, into the Town of Wake Forest Street System for Maintenance.

Recommendation:

Approve Resolution to support NCDOT Abandonment of the old alignment of Rogers Branch Rd and assume maintenance, into the Town of Wake Forest Street System for Maintenance.

item Summary:

ATTACHMENTS:

- [Attachment_A_Summary_2025_Old Rogers Branch.docx](#)
- [Attachment_B_Resolution_2025.05_Old Rogers Branch.docx](#)
- [Attachment_C_Contract Exhibit.pdf](#)
- [Attachment_D_Proposed Addition.pdf](#)

Agenda Item: Resolution to support NCDOT's Abandonment of the old alignment of Rogers Branch Road and addition of the old alignment into the Town of Wake Forest Street System.

Summary: On July 7, 2020 a developer's agreement between Sassom, LLC and the Town of Wake Forest was approved by the Board of Commissioners to extend and realign Rogers Branch Rd to the intersection of Forestville Rd. and Foundation Dr. A small section of the old alignment is currently used primarily as secondary access to Heritage Station shopping center.

This road segment no longer serves the purpose of a state-maintained road, because the new alignment of Rogers Branch Road no longer includes this segment. Sassom, LLC, also the developer of an adjacent parcel to the old alignment of Rogers Branch Rd., intends to use this segment as a primary access to their proposed development and as a shared driveway with Heritage Station. Because of State Law § 160A-299, NCDOT cannot abandon the old alignment entirely to Sassom, LLC, but is required to abandon the road equally between both adjacent parcels. This process requires the consent and signature of all parcels adjacent to the segment being abandoned.

While Sassom, LLC was trying to move forward with plans to develop the adjacent parcel and needed a resolution to the maintenance of the road to be able to move forward, the Heritage Station Shopping Center was listed for sale and the current owner at that time did not want to take any action that could impede the sale of the property. The Heritage Station shopping center was recently bought by a new owner, USCRF Heritage Station Owner LLC. The new owner of Heritage Station shopping center has not been willing to sign a required form to take over shared maintenance to the segment without having more time to better understand the situation and their options. USCRF Heritage Station Owner LLC could choose to abandon the entire road segment to Sassom LLC.

As an alternative option so that the developer is not further delayed by the shopping center owner, NCDOT can abandon the road segment to the Town. The developer has agreed to maintain the old alignment of Rogers Branch Rd until the time when the old alignment can be abandoned by the Town to the two adjacent properties for their ownership. In an effort to demonstrate the developer's commitment to maintaining the driveway, Sassom has recorded a contract with Wake County Register of Deeds (see attachment C). The Engineering Department recommends that the Town of Wake Forest support NCDOT's decision to abandon the road segment to the Town and for the Town to assume maintenance of this segment of the old alignment of Rogers Branch Road with the intent of abandoning it evenly to the owners of the parcel on Forestville Rd with the PIN numbers: 1749681910 and 1749695135 at a time when an agreement can be reached for the two owners to accept the segment.

Attachments: Attachment_A_Summary_2025_Old Rogers Branch
 Attachment_B_Resolution_2025.05_Old Rogers Branch
 Attachment_C_Contract Exhibit
 Attachment_D_Proposed Addition

RESOLUTION 2025-XX

RESOLUTION TO SUPPORT NCDOT'S ABANDONMENT OF THE OLD ALIGNMENT OF ROGERS BRANCH ROAD AND ADDITION OF THE OLD ALIGNMENT INTO THE TOWN'S STREET SYSTEM

WHEREAS, Rogers Branch Road was realigned and extended to intersect the Forestville Road and Foundation Drive intersection in accordance with a Developer's Agreement adopted in Resolution 2020-059, which was passed on July 7, 2020; and

WHEREAS, a section of the old alignment of Rogers Branch Road between the new alignment and the back entrance to the Heritage Station shopping center no longer serves the purpose of a state road, but instead currently acts primarily as an access point to the Heritage Station shopping center. Attachment_D_Proposed Addition shows the location of the described section.

WHEREAS, § 160A-299 requires NCDOT or a municipality to divide an abandoned street equally between adjacent owners.

WHEREAS, the owner of the Heritage Station shopping center is unwilling to accept half of this street segment at this time.

WHEREAS, Sassom LLC is in the process of developing the parcel identified by PIN number 1749681910, which is adjacent to this street segment.

WHEREAS, § 136-63 allows NCDOT to abandon this right-of-way to the Town of Wake Forest.

WHEREAS, in order to avoid development delays the developer has agreed to maintain this section of Rogers Branch Road until it can be abandoned between the two adjacent properties and has recorded a contract in Wake County's Register of Deeds Book 019850 page 02565 to commit to the maintenance of it. See Attachment_C_Contract Exhibit.

WHEREAS, the engineering and planning departments support the intention of NCDOT to remove the old alignment of Rogers Branch Road from the NCDOT state maintained road system so that it can be added to the Town's street system.

WHEREAS, the new alignment of Rogers Branch Rd is in the process of being accepted by NCDOT and the Town has provided a resolution of support – Resolution 2024-34.

WHEREAS, the engineering and planning departments have agreed that this section of Rogers Branch Road will be abandoned to the Town of Wake Forest with the

understanding that the responsibility of maintenance of this segment will be governed by the previously mentioned agreement so as not to delay the development of the parcel identified by pin number 1749681910.

WHEREAS, the Town will not be responsible for the cost of maintaining the section, a 0-mile length will be added to the Powell Bill spreadsheet along with a reference to the maintenance agreement so that no State funds are collected by the Town for this section. The actual length of the segment is approximately 300 ft.

BE IT RESOLVED that the Town of Wake Forest supports NCDOTs decision to abandon the old alignment of Rogers Branch Road to the Town of Wake Forest, and that the Board of Commissioners of the Town of Wake Forest accept the old alignment of Rogers Branch Road into the Town maintained road system:

SUBDIVISION	STREET NAME	BEGIN DESCRIPTION	END DESCRIPTION	LENGTH (MI)
N/A	Rogers Branch Road	New Alignment of Rogers Branch Road	Heritage Station Back Entrance	0

Duly adopted this 20th day of May, 2025.

Vivian A. Jones
Mayor

ATTEST:

Evelyn Wright
Town Clerk

10121 Capital blvd Suite 105
Wake Forest NC 27587

STATE OF NORTH CAROLINA

COUNTY OF WAKE

AGREEMENT

This **AGREEMENT** (this "**Agreement**") is made and entered into this 13 day of MARCH, 2025 (the "**Effective Date**") by and between the **TOWN OF WAKE FOREST**, a North Carolina municipal corporation (the "**Town**"), and **SASSOM LLC**, a North Carolina limited liability company (the "**Developer**").

WITNESSETH:

WHEREAS, the Developer is the owner of that certain tract(s) of land located at 0 Forestville Road, Wake Forest North Carolina (the "**Property**"), which the Developer intends to develop for commercial purposes, as shown on site plan submitted to the Town's Planning Department labeled "Site Master Plan SP-23-14 Wake Forest, Wake County, North Carolian Wheatfield II, 0 Forestville Road, dated July 2023 (the "**Project**)";

WHEREAS, the Developer is constructing certain Improvements (defined below) in order to facilitate traffic flow within, and adjacent to, the Project including the property owned by USCRF HERITAGE STATION OWNER LLC ("**Heritage Property**");

WHEREAS, a portion of the Improvements are or will be located on that portion of the Rogers Branch Road right-of-way located adjacent to the Property as identified on Exhibit A which is incorporated by reference ("**RBR Right of Way**"), which such portion of the right of way does not connect to Forestville Road but dead ends on the Property;

WHEREAS, the Town and the Developer desire to enter into this Agreement to set forth the terms and conditions relative to the Improvements and the Town is authorized to enter into this Agreement pursuant to N.C.G.S. § 160A-16; and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein the Town and the Developer agree as follows:

AGREEMENT

1. **Recitals.** The parties agree that the foregoing recitals are true and correct and are incorporated herein by reference.

2. **The Improvements.** The Developer hereby agrees to design and construct certain improvements to the Property and RBR Right of Way consisting of turn lanes, sidewalks, curb and gutter (collectively the "**Improvements**") in a good and workmanlike manner, free of liens, and in accordance with all applicable laws, codes and ordinances. The Developer shall obtain all applicable permits and approvals necessary to complete the Improvements. For the purposes of this Agreement, "Improvements" means the improvements as shown on Exhibit A attached hereto and incorporated herein by this reference.

1

WAKE COUNTY, NC 17
TAMMY L. BRUNNER
REGISTER OF DEEDS
PRESENTED & RECORDED ON
03/13/2025 11:44:53

3. **Existing Right-of-Way.** Prior to starting construction of the Improvements, the Town shall work with the Developer and the North Carolina Department of Transportation (the "NCDOT") to cause the RBR Right of Way to be abandoned to the Town ("NCDOT Abandonment"). Upon the NCDOT Abandonment, the Town and the Developer will work with the Heritage Property owner to complete the abandonment of the RBR Right of Way by the Town and acceptance of the abandonment by the Developer and the Heritage Property owner. The Developer acknowledges that the Town abandonment requires a separate agreement between the Developer and the Heritage Property owner to accept maintenance responsibility, and until such time as the RBR Right of Way can be abandoned to both the Developer and the Heritage Property owner, the Developer agrees to be responsible for the maintenance of the RBR Right of Way. The date of final abandonment of the RBR Right of Way to the Developer and the Heritage Property owner shall be referred to herein as the "**Abandonment Date.**"

4. **Maintenance.** During construction and after completion of the Improvements, the Developer shall be responsible for the maintenance of the Improvements at all times prior to the Abandonment Date, such maintenance to specifically include items such as pothole repair, asphalt cracking repair, curb and gutter damage repair, and repair to any other items that may affect the integrity of the street infrastructure system. The Town authorizes and grants the Developer permission to enter upon the RBR Right of Way as needed to perform such maintenance.

5. **Insurance.** For the period of time prior to the Project Closeout Date, the Developer shall maintain insurance policies with minimum limits as follows:

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

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

6. **Notice.** All notices and other communications required or permitted by this Agreement shall be in writing and shall be given by either personal delivery or certified United States mail, return receipt requested, addressed as follows:

To the Town:

Town of Wake Forest
 301 S. Brooks Street
 Wake Forest, NC 27587
 Attn: Town Manager

To the Developer:

Sassom, LLC
 10121 Capital Boulevard
 Wake Forest, NC 27587
 Attn: Omar El-Kaissi

A change of address or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this Agreement shall be deemed given at the time of actual delivery, if it is personally delivered. If the notice or other communication is sent by US Mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the US Postal Service or upon actual delivery, whichever occurs first.

7. **Indemnification.** To the maximum extent allowed by law, the Developer shall indemnify and save harmless the Town, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of this Agreement proximately caused by the negligent acts or omissions of the Developer or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except for damage or injury caused solely by the negligence of the Town, its agents, officers, or employees. As used in this subsection, "charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney's fees, and amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of the Town that are otherwise provided in or arise out of this Agreement. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this Agreement. This section shall remain in force despite termination of this Agreement (whether by expiration of the term or otherwise) and termination of the services of any supplemental agreement entered into under the Agreement.

8. **Term and Termination.** This Agreement shall commence upon the Effective Date and shall continue until the Abandonment Date.

9. **Public Contracts.** Unless otherwise noted, this Agreement is not subject to Article 8 of Chapter 143 of the North Carolina General Statutes, except that the Developer shall solicit bids in accordance with Article 8 of Chapter 143 of the General Statutes when awarding contracts for the Improvements that would have required competitive bidding if the contract had been awarded by the Town. For purpose of clarity, any construction work done on behalf of the Town or NCDOT would require formal bidding (advertisement, sealed bid, and award to the lowest responsible responsive bidder) where the amount to be paid by public funds is in excess of \$500,000.

10. **Default.** The terms and conditions of this Agreement shall be enforceable by the parties by actions for specific performance or injunction in addition to any other remedies available at law or in equity, subject to any defenses that may be asserted, provided that any damages shall be limited to actual and direct damages (and neither party shall be liable hereunder for special, consequential, lost profit or punitive damages) and the non-defaulting party provides due written notice and an opportunity to cure to the defaulting party and the defaulting party fails to cure the breach within fifteen (15) days after receipt of such notice (or if such default cannot be cured within fifteen (15) days using commercially reasonable diligence, then if such party fails to commence to cure within fifteen (15) days after receipt of

notice and thereafter complete such cure using commercially reasonable diligence). Any failure or omission of the non-defaulting party to exercise any right or remedy provided herein shall not be deemed a waiver of such party's right to enforce strictly the defaulting party's obligations in any other instance.

11. **Relationship of the Parties.** This Agreement shall not be considered to create a joint venture, partnership or other legal relationship between the parties or as giving the right of either party to legally bind the other party in any manner or to be able to incur debts or liabilities on behalf of the other party or create a condition in which either party shall share or be responsible for the debts or liabilities of the other party. This Agreement shall not be considered to constitute the appointment of either party as a representative of the other party.

12. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina. The parties hereto consent to the jurisdiction of Wake County. Furthermore, this Agreement is entered under the authority of N.C.G.S. § 160A-499, and any provision hereof in conflict with that authority shall be null and void.

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

14. **Severability.** If any provision of this Agreement shall be unenforceable, the remainder of this Agreement shall be enforceable to the extent permitted by law.

15. **Performance of Government Functions.** Nothing contained in this Agreement shall be deemed or construed in any way to stop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

16. **Assignment, Successors and Assigns.** The benefits and burdens, rights and obligations, easements and restrictions created by this Agreement shall be appurtenant to and run with and burden and be binding upon the lands described herein and shall inure to the benefit of and be binding upon the Parties and those claiming by, through, or under them. The covenants, agreements, terms, provisions and conditions of this Agreement shall bind and benefit the successors in interest of the Parties hereto with the same effect as if mentioned in each instance when a Party hereto is named or referred to, it being understood and agreed that upon any transfer of ownership of all or any part of any of the tracts, each such successor in interest shall thereupon and thereafter assume, and perform and observe, any and all of the obligations of its predecessors in interest under this Agreement. The foregoing notwithstanding, the covenants, agreements, terms, provisions, conditions and obligations of this Agreement shall neither benefit nor burden any purchaser of a residential lot created by the subdivision of the Grantee Tract and all such lot owners shall have no rights or obligations under this Agreement. Notwithstanding, it is agreed that the duties of the Developer that arise out of this Agreement shall be binding upon it and its heirs, personal representatives, successors, and assigns. This Agreement shall be referenced on the final plat plan and included in the final plat documentation for the Project.

17. **Town Policy.** THE TOWN OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONTRACTORS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONTRACTORS AND VENDORS UNDER TOWN CONTRACTS.

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

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

20. **Captions.** The captions and headings set forth in this Agreement are for convenience of reference only and shall not be construed as part of this Agreement.

21. **Counterparts.** This Agreement may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which when so executed shall be an original, but all of which shall together constitute one (1) and the same instrument.

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

23. **E-Verify.** The Developer shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Developer utilizes a subcontractor, the Developer shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

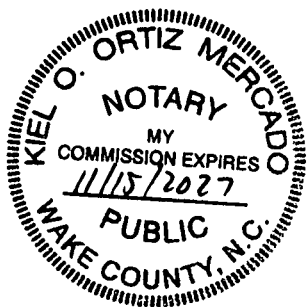
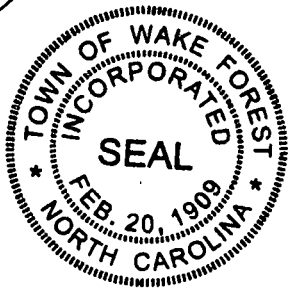
24. **Iran Divestment Act.** The Developer certifies that: (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. § 143-6A-4; (ii) it will not take any action causing it to appear on any such list during the term of this Agreement, and (iii) it will not utilize any subcontractor to provide goods or services hereunder that is identified on any such list.

[Remainder of Page Intentionally Blank. Signature Page Follows.]

IN WITNESS THEREOF, the parties have executed this Agreement as of the date first above written.

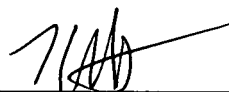
ATTEST:


Evelyn Wright, Town Clerk



THE TOWN:

TOWN OF WAKE FOREST,
a North Carolina municipal corporation

By: 
Kip Padgett, Town Manager

THE DEVELOPER:

SASSON LLC,
a North Carolina limited liability company

By: 
Name: Omer El-Haissi
Title: member.

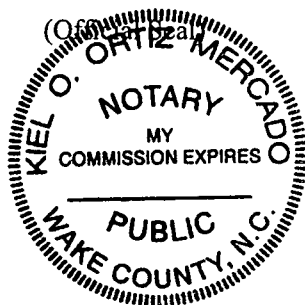
G.S. § 10B-41 NOTARIAL CERTIFICATE FOR ACKNOWLEDGMENT

Wake County, North Carolina

I certify that the following person(s) personally appeared before me this day, each
acknowledging to me that he or she signed the foregoing document:

Omar Najih EL-Kaissi
Name(s) of principal(s)

Date: 3/13/2025



Kiel O. Ortiz Mercado
Official Signature of Notary
Kiel O. Ortiz Mercado, Notary Public
Notary's printed or typed name
My commission expires: 11/15/2027

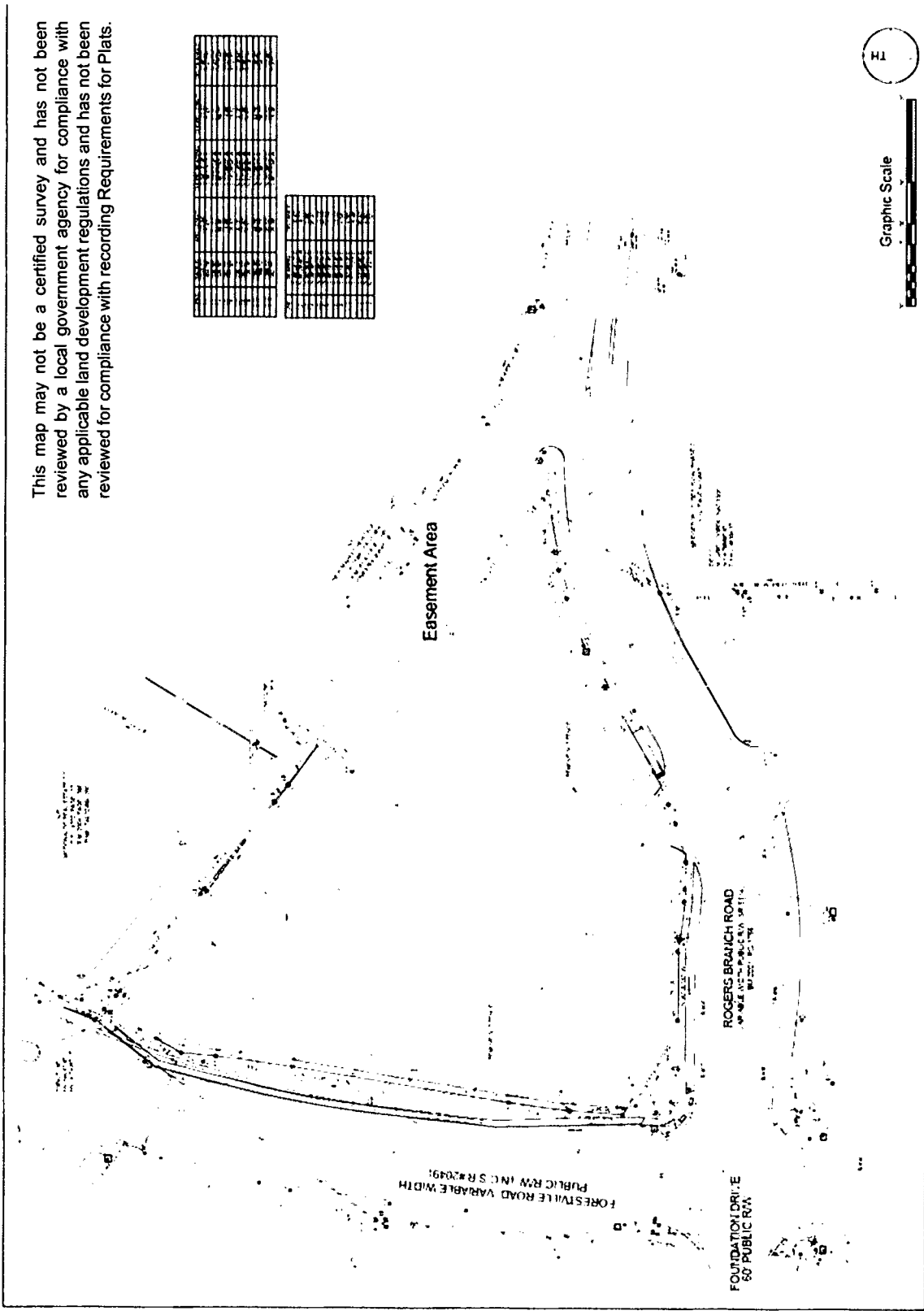
OPTIONAL

This certificate is attached to a Agreement, signed by Omar EL-Kaissi
Title/Type of Document Name of Principal Signer(s)

on 3/13/2025, and includes 7 pages.
Date # of pages

EXHIBIT A

This map may not be a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations and has not been reviewed for compliance with recording Requirements for Plats.



McIntyre and Associates, PLLC
2921 Stralford Mill Drive
Kirkcaldy, North Carolina 27514
19191 427 5227

ROW Exhibit
Wheatfield II
Sassom LLC
Wheatfield, Wheatfield II, North Carolina

EX1



Please retain yellow trailer page

It is part of the recorded document and must be submitted
with the original for re-recording.

Tammy L. Brunner
Register of Deeds

Wake County Justice Center
300 South Salisbury Street, Suite 1700
Raleigh, NC 27601

☐ New Time Stamp

☐ \$25 Non-Standard Fee

☐ Additional Document Fee

☐ Additional Reference Fee

This Customer Group

_____ # of Excessive Entities

_____ # of Time Stamps Needed

This Document

_____ # of Pages





BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-441-

Submitted by: Brandon High, Public Safety

Submitting Department: Public Safety

Meeting Date: May 20, 2025

Subject

Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Larry Neal Collie

Recommendation:

item Summary:

ATTACHMENTS:

- [Collie Summary badge and weapon surplus.docx](#)
- [Collie Resolution Badge and Weapon.docx](#)

Agenda: Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Larry Neal Collie.

Summary: Sergeant Larry Neal Collie is retiring, effective June 1, 2025. North Carolina General Statute 17F-20 authorizes governing boards of law enforcement agencies to award a retiring officer the badge worn by him, as well as his service sidearm. Also, pursuant to North Carolina General Statute 160A-266, municipalities are authorized to dispose of personal property.

RESOLUTION 2025-XX

A RESOLUTION OF THE WAKE FOREST TOWN BOARD OF COMMISSIONERS
AUTHORIZING AWARD OF BADGE AND SALE OF SERVICE SIDEARM TO A
RETIRING LAW ENFORCEMENT OFFICER

WHEREAS, the Board of Commissioners of the Town of Wake Forest, North Carolina, has determined that the Town owns certain personal property which has become surplus for the current needs of the Town, to wit: the service sidearm of Sergeant Larry Neal Collie, who is a retiring law enforcement officer with the Town; and

WHEREAS, North Carolina General Statute § 17F-20 permits the Town, upon request, to donate the badge worn by a law enforcement officer to said officer upon retirement; and

WHEREAS, North Carolina General Statute § 17F-20 permits the Town, upon request, to sell the service sidearm to the retiring law enforcement officer;

NOW, THEREFORE, BE IT RESOLVED by the Town of Wake Forest Board of Commissioners as follows:

To honor the service of Sergeant Larry Neal Collie as a law enforcement officer, the Town Board of Wake Forest authorizes the donation of the badge worn by said officer, and further authorizes the sale of the following service side arm which has been declared surplus to said officer for the price of \$1.00, with the payment of said purchase price to be waived in consideration of this officer's loyal service to the citizens of Wake Forest.

Make: Glock

Model: 45

Caliber: 9mm

Serial #: CAES074

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of May 31, 2025.

Adopted this the 20th day of May 2025.

ATTEST:

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-444-

Submitted by: Allison Snyder, Public Facilities

Submitting Department: Public Facilities

Meeting Date: May 20, 2025

Subject

Approval of a contract to remodel the Town Hall Third Floor to add additional meeting rooms and work stations for \$803,500.00

Recommendation:

item Summary:

ATTACHMENTS:

- [Summary Third Floor Remodel.pdf](#)
- [Attachment A Third Floor Remodel Resolution.docx](#)
- [Attachment B Berry Building Group Submittal.pdf](#)
- [Attachment C Full Third Floor Bid Tab.pdf](#)

Agenda Item: Presentation on a contract to remodel the Town Hall Third Floor to add additional meeting rooms and workstations for \$803,500.00

Summary: The renovation of Town Hall Third Floor is listed in the Facilities section of the Town's Capital Improvement Plan. The Engineering and Planning Departments need additional space to accommodate current staff and future growth for several years. The finished project will add different types of workspaces and create room for current staff and allow for future growth. This renovation to help standardize future renovations. We plan to use the same type of workspace and furniture moving forward in other renovations and at other facilities.

On March 3rd, the notice to bid was posted and on April 11th, the bidding closed with three total bidders. Three were found to be responsive. The lowest bidder was Berry Building Group.

The project is estimated to cost \$803,500.00

Attachments:

Attachment A Town Hall Third Floor Remodel Resolution

Attachment B Berry Building Group Submittal

Attachment C Full Third Floor Bid Tab

RESOLUTION 2024-XX

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE ON
BEHALF OF THE TOWN OF WAKE FOREST, THE CONTRACT FOR TOWN HALL
THIRD FLOOR RENOVATIONS, BID #0008-2024

WHEREAS, the Public Facilities Department posted a call for bids for renovations of Town Hall Third Floor as an opportunity to collect competitive bids for construction services as specified in the bid documents; and

WHEREAS, consistent with the Town's purchasing policy, on March 3, 2024, the Town published a Notice to Bidders inviting interested and qualified contractors to submit bids; and

WHEREAS, on April 11th, 2024, at 2:00 pm the bid opening was closed; and

WHEREAS, a bid tabulation was completed, and all three bids were reviewed to confirm receipt of required bid documentation, where three were found to be complete; and

WHEREAS, the lowest bidder was selected as the contractor to perform construction of The Town Hall Third Floor Renovation; and

BE IT RESOLVED by the governing body of the Town of Wake Forest hereby authorizes the Town Manager to execute a contract with the Berry Building Group for Bid #0008-2024 in the amount of \$803,500.00 for the Town Hall Third Floor Renovation project.

Adopted and effective the 20th day of May 2025.

Vivian A. Jones, Mayor

ATTEST:

Evelyn Wright, Town Clerk

Bid Proposal:

**Town of Wake Forest
Town Hall Third Floor Renovation**

April 11th, 2025

Bidder:

Berry Building Group, Inc.

North Carolina GC License: 81204

2755-B Charles Blvd, Greenville NC 27858

Contact: Jason Knoernschild, jasonk@berrybg.com, 919-810-4120

Rec'd
4-11-25
1:50 PM
Randy Dunn

PROPOSAL FORM

Town of Wake Forest – Town Hall Third Floor Renovation

The undersigned bidder affirms and declares that he has carefully examined all bidding documents and Instructions to Bidders which are acknowledged to be a part of this proposal, and agrees to provide all labor, materials, equipment, supervision, permits; abide by all local, state and federal laws, rules, regulations, and ordinances applicable to perform the work listed in the specifications and scope of work for the following sum to wit:

TOTAL BASE BID – Lump Sum

Eight hundred three thousand five hundred Dollars \$ 803,500.00

Construction Duration from NTP 120 days

ITEM 1- Scope of Project

The complete renovations of the Town of Wake Forest Town Hall Third Floor Renovation, comprising approximately 7,000 square feet of office space, as described in the drawings and project manual.

ITEM 2- Addendums

All addendums must be acknowledged in order for the proposal to be considered.

Addendum #1 3/14/25

Addendum #2 4/3/25

Addendum#3 _____

The Town of Wake Forest intends to award a contract to the overall lowest responsible, responsive bidder taking into consideration quality, performance, and the time specified in this bid. The Town of Wake Forest reserves the right to reject or all proposals and to make the award as deemed in the best interest of the Town of Wake Forest.

All bidders **MUST** complete and submit with their bid the enclosed Non-Collusion Affidavit of Prime Bidder.

SIGNATURE PAGE

The undersigned certifies that they have read and understood all the provided bidding documents, the project specifications, and agree to the terms and conditions stated herein.

This bid must be signed by a responsible official of the bidding organization and notarized.

4/11/2025

(SEAL)



Date

Berry Building Group, Inc.

Company

Jason Knoernschild

Authorized Signature

Jason Knoernschild, Vice President

Printed Name and Title

2755-B Charles Blvd

Street Mailing Address

81204

Contactor's NC License No.

83-0615011

Federal Identification #

jasonk@berrybg.com

Email Address

Greenville, NC 27858

City, State, Zip Code

919-810-4120

Telephone Number

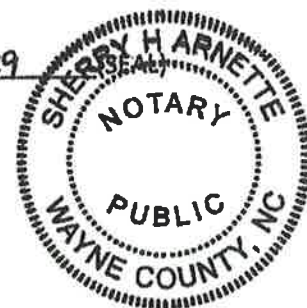
On this day of April 11, 2025, before me Jason Knoernschild (name) appeared and, being duly sworn, did execute the foregoing proposal, and did so state that he/she was properly authorized by Berry Building Group Inc (name of company) to execute the proposal and did so on his/her free act and deed.

Notary Public

Sherry H. Arnette

My Commission Expires

05/28/2029



NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

****attach to bid (required)****

State of North Carolina)

County of Pitt)

Project: Town of Wake Forest – Town Hall Third Floor Renovation

Jason Knoernschild, being first duly sworn, deposes and says that:

1. He is (owner, partner, officer, representative or agent) of Berry Building Group, Inc. the Bidder that has submitted the attached Bid;

2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bids of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Wake Forest or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

Jason Knoernschild

Name

Vice President

Title

Subscribed and Sworn to before me this 11th Day of April, 20 25

Notary Public: Sherry H. Arnette



My Commission Expires: 05/28/2029

Identification of Minority Business Participation

I, Berry Building Group, Inc.

(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services. The Town of Wake Forest will accept both NC HUB and NC DOT certified minority vendors, unless otherwise stated in the bid documents.

Firm Name, Address and Phone #	Work Type	Minority Category	NC HUB NC DOT Certified (Y/N)	\$ Amount
--------------------------------	-----------	----------------------	--	-----------

Interstate Interiors	Framing / Drywall	F	Y	\$ 88,200

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I),

Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) 88,200.

The total percentage of minority business contracting will be (%) 11 %.

Town of Wake Forest -AFFIDAVIT A – Listing of Good Faith Efforts

County of Pitt

(Name of Bidder)

Affidavit of Berry Building Group, Inc.

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☒ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☒ **2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☒ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☒ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☒ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the

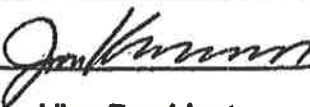
Identification of Minority Business Participation schedule conditional upon scope of contract to be executed

with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this

statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 4/11/2025 Name of Authorized Officer: Jason Knoernschild

Signature: 

Title: Vice President



State of North Carolina County of Wayne

Subscribed and sworn to before me this 11th day of April 2025

Notary Public Sherry H. Arnette

My commission expires 05/28/2029



STATE OF NORTH CAROLINA

AFFIDAVIT

TOWN OF WAKE FOREST

I, Jason Knoernschild (the individual attesting below), being duly authorized by and on behalf of Berry Building Group, Inc. (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES X or
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This 11th day of April, 2025.

Signature of Affiant

Print or Type Name: Jason Knoernschild

State of NC County of Pitt

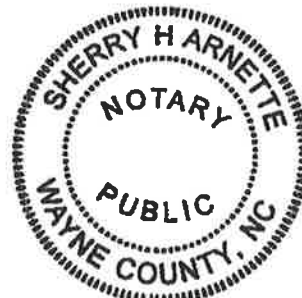
Signed and sworn to (or affirmed) before me, this the 11th day of April, 2025.

My Commission Expires:

05/28/2029

Sherry H. Arnette

Notary Public



THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Berry Building Group, Inc.
2755-B Charles Blvd., Greenville, NC 27858

as Principal, hereinafter called the Principal, and Travelers Casualty and Surety Company of America
One Tower Square, Hartford, CT 06183

a corporation duly organized under the laws of the State of CT

as Surety, hereinafter called the Surety, are held and firmly bound unto Town of Wake Forest

301 S Brooks Street, Wake Forest, NC 27587

as Obligor, hereinafter called the Obligor, in the sum of Five Percent of Amount Bid

Dollars (\$ 5%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Town of Wake Forest - Town Hall Third Floor Renovation

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 11th day of April

[Signature]
(Witness)

Berry Building Group, Inc.
(Principal)

By: [Signature]



[Signature]
(Witness)



Travelers Casualty and Surety Company of America
(Surety)

By: [Signature]

Attorney-in-Fact Heather Segrist

(Seal)

(Title)

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint Heather Segrist of Durham, NC, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 4th day of March, 2024.



State of Connecticut

City of Hartford ss.

By: Bryce Grissom
 Bryce Grissom, Senior Vice President

On this the 4th day of March, 2024, before me personally appeared Bryce Grissom, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



Anna P. Nowik
 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this April 11, 2025



Kevin E. Hughes
 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
 Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Town of Wake Forest Bid Tabulation Sheet

Bid # 0008-2024 –Town Hall Third Floor Renovations
Bids Opened 4-11-2025 @ 2:00 P.M.

[illegible]



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-448-
Submitted by: Patrick Reidy, Planning
Submitting Department: Planning
Meeting Date: May 20, 2025

Subject

Consideration of QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf of Town of Wake Forest, for the establishment of a Public Safety Station and Training Facility on 4.48± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-426-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: May 20, 2025

Subject

Consideration of approval of Resolution Authorizing an Internal Loan from the General Fund to Wake Forest Power for the purchase of Generation Systems

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [GF to EF Internal Loan Resolution_Summary.pdf](#)
- [Resolution2023-83PurchaseOfGenerationSystemsFromPowerSecure_Dec202319.pdf](#)
- [Purchase Order 2024-441_Generators.pdf](#)
- [resolution 2025-xx electric fund loan_generators.docx](#)

Agenda Item:

Consideration of Approval of Resolution Authorizing an Internal Loan from the General Fund to Electric Fund (Wake Forest Power) for the purchase of Generation Systems

Item Summary:

In December 2023, the Board of Commissioners authorized the purchase of eight (8) generators (Resolution 2023-83) for \$4,944,914. Originally, the intent was to do an installment purchase agreement to fund the Electric portion in the amount of \$3,863,690, however due to timing issues of delivery and installation delays, staff is recommending an internal loan not to exceed \$3,850,000 from the General Fund to cover the cost and mitigate the strain on the Electric Fund's cash position.

Based on current market conditions it will be a 10-year loan at 3.5% with estimated debt service payments of \$462,930 each year. Staff will monitor annually and make any recommendations to the Board concerning the interest rate adjustments or satisfying the loan prior to the end of the term. Debt service payments will be appropriated in the Electric Fund's (Wake Forest Power) annual operating budget.

Attachments:

- Resolution 2023-83
- Purchase Order – Power Secure
- Resolution

RESOLUTION 2023-83

**RESOLUTION AUTHORIZING PURCHASE OF GENERATION SYSTEMS
FROM POWER SECURE, INC.
TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS the Town of Wake Forest sent out request for bids pursuant to North Carolina General Statute 143-129; and

WHEREAS the Town of Wake Forest received one bid from Power Secure, Inc. to replace eight (8) generators at various locations; and

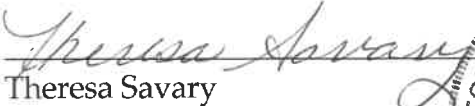
WHEREAS the Town of Wake Forest can control electric loads during times of peak demand on the system using generation systems. Wake Forest Power utilizing generators can reduce wholesale power purchases, save money and resources for the Town; and

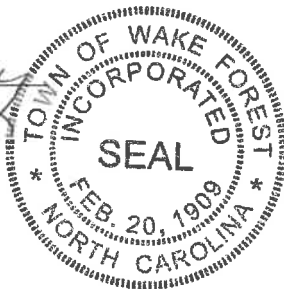
BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest authorizes the purchase of the replacement generators from Power Secure, Inc. in the amount of \$4,944,914. The Town Manager and Assistant Town Manager/CFO are hereby authorized to execute documents and take other such actions as may be advisable in connection with this purchase.

Duly adopted this 19th day of December 2023.


Vivian A. Jones
Mayor

(ATTEST)


Theresa Savary
Town Clerk



Ship To

Town of Wake Forest - Town Hall
301 S. Brooks St.
WAKE FOREST, NC 27587

Bill To

Town of Wake Forest - Town Hall
301 S. Brooks St.
WAKE FOREST, NC 27587

Purchase Order
No. 2024-00000441

DATE 12/29/2023

VENDOR 7058 - PowerSecure, Inc.

Reprint Purchase Order

Contact

PowerSecure, Inc.
1609 Heritage Commerce Ct.
WAKE FOREST, NC 27587

PURCHASE ORDER NUMBER MUST APPEAR ON
ALL INVOICES, SHIPPERS, BILL OF LADING AND
CORRESPONDENCE

DELIVER BY

SHIP VIA Best Method

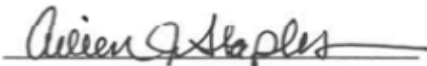
FREIGHT TERMS FOB

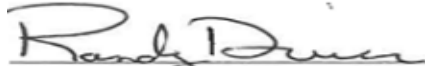
PAGE 1 of 1

ORIGINATOR: Randy Driver

REFERENCE # Pricing and Specifications per Bid # 0003-2023

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST
1.0000	Each	FA Other Improvements - Eight (8) Generators - Various Locations	Open	2,380,215.8000	\$2,380,215.80
1.0000	Each	FA Other Improvements - Generators - Town Hall/Operations Center	Open	877,987.8000	\$877,987.80
TOTAL DUE					\$3,258,203.60


Approved By/ Chief Financial Officer


Approved By/ Purchasing Manager

Special Instructions

By Acceptance of This Purchase Order, Vendors, Contractors, or Subcontractors Affirm They Have Read and Accept the Town of Wake Forest's Standard Terms and Conditions. The Town's Standard Terms and Conditions May be Viewed at: https://www.wakeforestnc.gov/sites/default/files/uploads/purchasing/2023/9-27-23_towf_standard_terms_and_conditions.pdf Okay to Process as is Per Aileen 12-29-23.

This instrument has been preaudited in the manner required by the local government budget and fiscal control act. This document is governed by the provisions of NCGS, Chapter 25 Uniform Commercial Code Article 2, Sales.

RESOLUTION 2025 - xx

RESOLUTION AUTHORIZING AN INTERNAL LOAN FROM THE
GENERAL FUND TO THE ELECTRIC FUND

WHEREAS the Board of Commissioners of the Town of Wake Forest approved the purchase of generation systems from Power Secure, Inc. in December 2023; and

WHEREAS the Town of Wake Forest intends to do an internal loan from the General Fund to fund the electric portion of the generators which total \$3,863,690; and

WHEREAS the General Fund will loan to the Electric Fund an approximate amount not to exceed \$3,850,000 to be paid back to the General Fund no later than the Fiscal Year ending June 30, 2035, to satisfy the funding for the electric generation systems purchased. The transfer will be treated as an internal loan and shall be repaid at a rate of 3.5%. The debt service payments will be appropriated in the Electric Fund's annual operating budget accordingly; and

WHEREAS the Electric Fund may prepay the loan in full to the General Fund within the ten (10) year period; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of Wake Forest that the General Fund will satisfy the Electric Fund loan in the amount not to exceed \$3,850,000 by June 30, 2035.

Duly adopted this 20th day of May 2025.

Vivian A. Jones
Mayor

(ATTEST)

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-451-

Submitted by: Ruben Wall, Parks & Recreation

Submitting Department: Parks & Recreation

Meeting Date: May 20, 2025

Subject

Consideration to Authorize Contract for Flaherty Park Tennis Construction Management

Recommendation:

Discussion and Approval

item Summary:

ATTACHMENTS:

- [Summary Sheet - Consideration of Contract for Flaherty Park Tennis Courts Construction.pdf](#)
- [Resolution for BOC - Contract for Flaherty Tennis Courts Construction.pdf](#)

Consideration of Contract for Flaherty Park Tennis Courts Construction

Summary

Agenda Item: Consideration of Contract for Flaherty Park Tennis Courts & Construction

Summary: The Board approved funds for the construction of Flaherty Park Tennis Courts in the 2024-25 CIP. The project was advertised for qualifications in February 2025. The Town received three proposals; RVE Consulting Engineers Inc. was the most qualified and responsible consultant firm to manage the project.

Attachment:

- Resolution 2025-XX

RESOLUTION 2025-x

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE ON
BEHALF OF THE TOWN OF WAKE FOREST A CONTRACT WITH RVE
CONSULTING ENGINEERS, INC TO MANAGE THE FLAHERTY PARK TENNIS
COURTS CONSTRUCTION PROJECT IN THE AMOUNT OF \$1,220,350**

WHEREAS, in fiscal year 2024-25, the Board approved the funds for construction of Flaherty Park Tennis Courts

WHEREAS, the project was advertised and the Town received three proposals.

WHEREAS, RVE Consulting Engineers Inc. was the most qualified and responsible consultant firm.

NOW, THEREFORE BE IT RESOLVED that the Town Manager is hereby authorizes to execute on behalf of the Town of Wake Forest a contract with RVE Consulting Engineers Inc. for the construction of Flaherty Park Tennis Courts to also include the installation of restrooms in the amount of \$1,220,350 and any change orders within the budgeted amount for the said project is hereby formally approved and that the Town Manager and Chief Financial Officer of this Municipality are hereby empowered to sign and execute the agreement with RVE Consulting Engineers Inc.

Duly Adopted this 20th day of May 2025.

ATTEST:

Evelyn Wright
Town Clerk

Vivian A. Jones
Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-456-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: May 20, 2025

Subject

Department Monthly Reports

Recommendation:

item Summary:

ATTACHMENTS:

- [April 2025 Monthly Report Draft.pdf](#)

April 2025| Department Monthly Report

Communications

ANNOUNCEMENTS

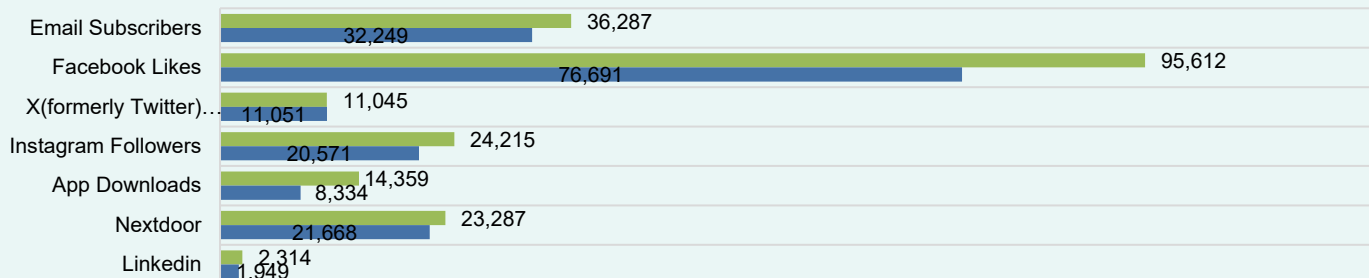
Media Releases	50
Email Announcements	25
Town-to-Resident Phone Calls	41

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Forms & Applications	15,425
2	Home	9,349
3	Friday Night on White	8,413
4	Northern Wake Senior Center	2,821
5	Jobs	2,835

SUBSCRIBERS

■ APR-25 ■ APR-24



Downtown Development

OCCUPANCY

	APR - JUN 2025	APR - JUN 2024
Occupancy Rate in Percentage	90%	92%

NEW BUSINESSES

	APRIL 2025	FISCAL YEAR-TO-DATE
Number of New Businesses	2	9
Number of Businesses Closed	1	10

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (JAN-MAR)	ATTENDANCE IN 2025	ATTENDANCE IN 2024
Friday Night on White	5,000	10,000
Forest Fest	4,500	3,500

Jennifer Herbert attended the Main Street Now Conference in Philadelphia April 7-9. Jennifer earned her Main Street America (MSA) Revitalization Professional (MSARP) Credential and was one of eleven individuals conferred at the conference. The MSARP credential is the highest level of achievement offered through the MSA Institute.

Yarnsplosure was installed on April 21 on the trees on Owen Avenue. This vibrant yarn installation was presented by Wake Forest Downtown, Inc. with the help of the Knotty Sheep and the Northern Wake Senior Center. Friday Night on White kicked off the 2025 season on April 11. Attendance was lower than average due to rain at the beginning of the event. The 4th annual Forest Fest presented by Wake Forest Downtown, Inc. was held on April 26. The Town's Arbor Day Seedling Giveaway is part of this event, and the Wake Forest Farmers Market was as well. With nonprofits, vendors, music, and a variety of interactive activities there was something for everyone.

Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

The Wake Forest Business & Industry Partnership Quarterly Report is updated at the end of each quarter.

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

REQUESTS FOR INFORMATION (RFIs)

	APRIL 2025	APRIL 2024
Number of Responses to RFIs	1	2

Economic Development

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

SHL Medical

Oak City Logistics

Wake Forest Area Chamber of Commerce

Engineering

PROJECT UPDATES

Street Resurfacing	Concrete replacement work continues in various locations before the start of asphalt resurfacing. Resurfacing is anticipated to begin in June.
S. Franklin Street	Due to underground utility conflicts, the project is now anticipated to be completed in early fall of 2025. Utility relocation is now underway.
HL Miller Park Stream Restoration & Greenway Improvements	The installation of erosion control measures and the removal of the existing bridge are complete. Stream restoration is now underway and will include grading and storm drain installations.
Dunn Creek Culvert Replacement – Juniper Avenue	Survey work is complete, erosion control and sewer bypass are in place, and an impervious dike and creek bypass pump have been installed. The old culvert has been demolished, and crews have poured the floor slab, footings, outer walls, and wing walls into the new structure.
Dunn Creek Greenway Phase III	Mass grading has begun on the trail alignment. The main water relocation along Wait Avenue is ongoing.
Dunn Creek Greenway Phase IV	The project is officially underway, with the installation of erosion control measures and temporary stream crossings currently in progress.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and Payment	4-17-2025
ORBIT/LGERS Report – NC State Treasurer	5-05-2025
Utility Sales Tax Return – E500 E	4-17-2025
NCESC Report	4-25-2025
BLS Department of Labor Report	4-25-2025
Gross Receipts Tax Report	4-17-2025
Food & Beverage Tax Report	4-17-2025
ACCOUNTING/FINANCE	AMOUNT
Total \$ Accounts Payable Disbursement	\$4,870,393
Total ePayables & Payroll Disbursement	\$6,060,311
Total Number of Invoices Paid	476
Total \$ Invoices Paid with Credit Card	\$286,041

PURCHASING / WAREHOUSE

Purchase Orders Processed	38
New Vendors Set Up	7
Informal Quotes	16
\$ Received Surplus Items Sold	\$95,525
Number of Surplus Items Sold	5
HUBSCO Reports	1

Fire

KEY STATS

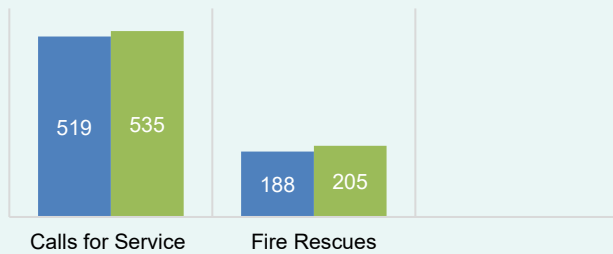
	APRIL 2025	APRIL 2024
Calls for Service	519	535
Average Response Time	4:23	4:26

TYPES OF CALLS

	APRIL 2025	APRIL 2024
Fire	188	205
Medical	293	303
Motor Vehicle Accidents (MVA)	38	27

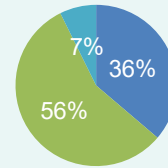
FIRE-KEY STATS

■ APR-25 ■ APR-24



TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT

	APRIL 2025	APRIL 2024
Positions filled	427	423
Vacancies	27	17
Total Authorized Positions FY 2023–2024	454	440

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
Christopher Williamson	Public Works	Tree Trimming Supervisor	3-31-2025

Information Technology

SERVICE STATS

	APRIL 2025	APRIL 2024
Service Requests Completed	601	678
Network Uptime Percentage	99%	100%

Inspections & Public Facilities

RESIDENTIAL PERMITS

	APRIL 2025	APRIL 2024
Single-Family Dwelling	4	61
Townhomes	8	39
Duplexes	0	0
Multi-Family Dwelling Units	11	0
Other	167	147
Total	190	247

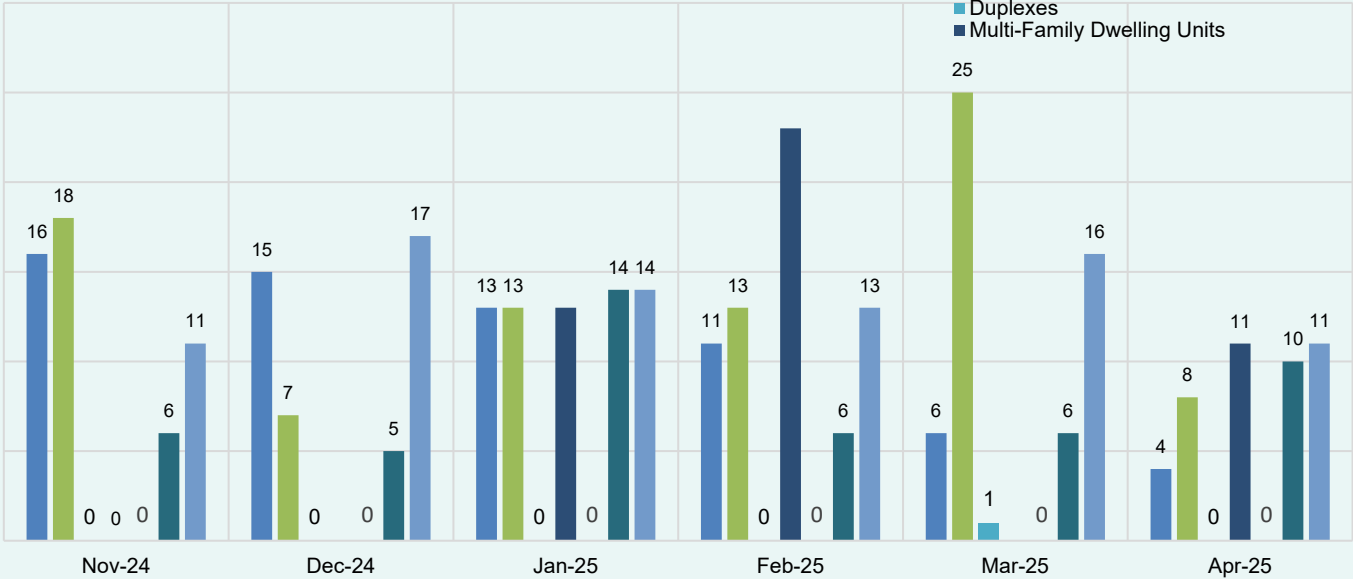
NON-RESIDENTIAL PERMITS

	APRIL 2025	APRIL 2024
New Commercial	1	0
Fit-Ups	2	4
Other	27	36
Total	30	40

Inspections & Public Facilities

RESIDENTIAL BUILDING PERMITS (last 6 months)

- Single-Family Dwelling
- Townhomes
- Duplexes
- Multi-Family Dwelling Units

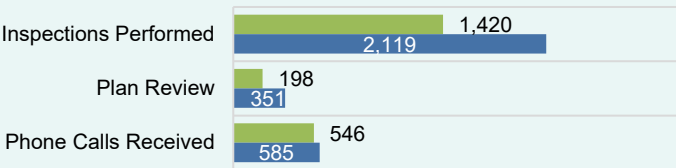


PUBLIC FACILITIES

	APRIL 2025	APRIL 2024
Preventative Maintenance Completed	584	571
Reactive Work Orders	159	129

DEPARTMENTAL PRODUCTIVITY

- APRIL 2025
- APRIL 2024



BUSINESSES

NEW COMMERCIAL BUSINESSES

Outback Steakhouse 680 Richland Grove Ave

FIT-UPS

Playa Bowls Restaurant 12646 Capital Blvd 116

Markoff & Malatesta CPAs LLC 10580 Ligon Mill Rd

PRE-OCCUPANCIES

RSG Construction Collaborative LLC 5100 Unicon Dr 104

BlueArrow Telematics 1764 Heritage Center Dr 101/104

Metawrapz 5103 Unicon Dr N

Sunstoppers Raleigh 5103 Unicon Dr K

Railway Smoke and Beverage 143 Wait Ave

The Pillar Network 1784 Heritage Center Dr 104

Variety Wholesalers Inc (Big Lots) 12295 Capital Blvd

Kapital Connections LLC 1740 Heritage Center Dr 102

Carolina Counseling Specialists PLLC 1784 Heritage Center Dr 103

Owner change only (apt building) 370 W Oak Ave

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)

Staff Hours	20 hrs./week
Updates	Easter Box giveaway - 50 Mobile Markets - 2X WF Community Table - 4X Eat Well Wake Rx - 2X Pantry Restock - 4X
Lunch & Learn	N/A

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Active	20
Inactive	4 (Health Issues)
Onboarding	1 (new member currently training)
Hours (March)	144

Parks, Recreation & Cultural Resources

ATHLETICS

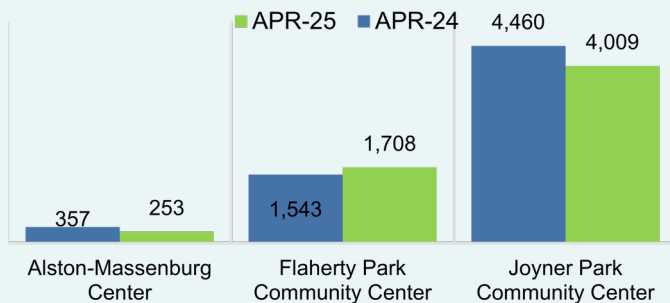
	APRIL 2025	APRIL 2024
Registrations Received – Youth	294	281
Registrations Received – Adult	0	0
Games Held	131	78
Revenue	\$21,105	\$20,900

[VIEW](#)

RECONNECT PROGRAM GUIDE

The program guide is updated twice per year in January and July.

VISITORS TO COMMUNITY CENTERS



PROGRAMS

	APRIL 2025	APRIL 2024
Registrations Received – Youth	187	160
Registrations Received – Adult	162	184
Classes/Programs Held	47	50
Revenue	\$7,096	\$8,302

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	0
Reactive Maintenance	2
PM Inspections & Services	20
Evening & Weekend Park Services	19

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	APRIL 2025	APRIL 2024
Aquatic Center	0	CLOSED
Taylor Street Sprayground	217	CLOSED

FACILITY RENTALS

	APRIL 2025	APRIL 2024
Athletic Fields	2	12
Joyner Park Outdoor / Open Space	4	2
General Outdoor / Open Space	0	0
Picnic Shelters	1	1
Wake Forest Community House	11	4
Joyner Park Community Center	3	5
Flaherty Park Community Center	0	0
Alston-Massenburg Center	1	4

Planning

DEVELOPMENT SERVICES MONTHLY REPORT [VIEW](#)

ZONING VIOLATIONS DASHBOARD [VIEW](#)

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

CERTIFICATES OF APPROPRIATENESS

	APRIL 2025	APRIL 2024
COAs Received	0	0
COAs Approved	0	0

Police

KEY STATS

	APRIL 2025	APRIL 2024
Calls for Service	4,430	4,593
Vehicle Crashes	181	178

Public Works

Streets: Patched 6 patches, 50 tons of asphalt • Replaced 350 foot of sidewalk, 25.5 yards of concrete • Replaced/repared 30 signs • Marked 1 grave and 1 headstone • Repaired 625 Lnft of pavement markings • Annual Vehicle inspections • Assisted with Forest fest, Shred it event, FNOW

Fleet: Fleet completed 291 work orders in April for a combined shop productivity average of 85% of billable hours. The four mechanics completed 3.3 combined hours of training.

Solid Waste: Earth Day, Jeanette helped to coordinate an event on 4/17/25 with Wake Prep Academy for all the 5th graders. Jeanette found sponsors & speakers for many topics of sustainability. 4/26/25 was the Public Works Shred event during Forest Fest. Jeanette has 4 shred trucks, and 2 electronic recycle trucks. All went smoothly and was well attended. 4/26/25 Solid Waste worked with Engineering to have a table at Forest Fest. Lots of information & SWAG was handed out. Yard waste routes have been quite heavy in April but have been completed in a timely manner each day.

Urban Forestry: Pruned 312 trees, attended Arbor Fest training event, and Christopher Williamson was promoted to Tree Trimming Supervisor.

Admin: Working on Public Works Week coming up in May

RECYCLING

	APRIL 2025	APRIL 2024
Volunteer Collected Litter	525	2,625
Volunteer Collected Recycling	175	625
Volunteer Hours	61	405.5
Volunteer Miles of Streets	3	7
Sections of Roads Cleaned (not miles)	2	11
Number of Creeks Cleaned	4	6
Number of Litter Kits Issued / Returned	39	136

SOLID WASTE

	APRIL 2025	APRIL 2024
New Construction Homes Added	64	76
New Cart Sets	64	76

CEMETERY

	APRIL 2025	APRIL 2024
Number of Plots Sold	0	0
Number of Niches Sold	4	7
Total Plots Available	0	0

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

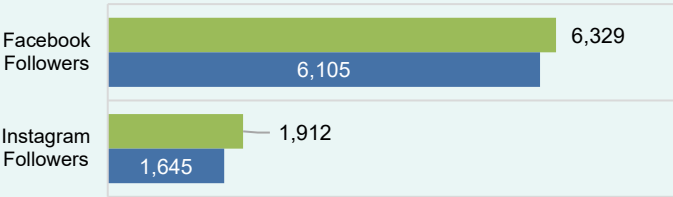
	APRIL 2025	APRIL 2024
Monthly In-Person Attendance	1,600	3,749
Virtual Views	1,285	257
Ticketed Events Held	23	2
Free Events Held	1	1

RENAISSANCE CENTRE BROCHURE

The link to the new brochure for the 25/26 Main Stage Performance series will be available in the July newsletter (which will be sent out in August).

SOCIAL ENGAGEMENT

■ APR-25 ■ APR-24



Highlights for April 2025 for the Renaissance Centre

- The Renaissance Centre concluded the 24/25 Main Stage Series with two sold-out performances of the musical Pete the Cat.
- The Centre honored Partners, Patrons, and Friends at the annual donor appreciation reception on Thursday, April 3rd. One hundred and fifty donors were celebrated for their contributions to the arts in Wake Forest. They were treated to a mini-concert with jazz artists Shana Tucker and Christian Tamburr. In addition, they were the first to learn about the Main Stage performances lineup for the 25/26 season.
- The Renaissance Centre hosted a Community-Student Art Show featuring over 444 pieces of art created by fourteen elementary, middle, and high schools. The celebration of local schools' art culminated with an open house on Saturday, April 12th. Just over 800 students, parents, teachers, and friends viewed the exhibit throughout the month of April. It was the Centre's largest art show to date, attracting the largest attendance.

Wake Forest Power

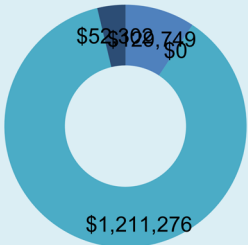
CUSTOMER SUMMARY

	APRIL 2025	APRIL 2024
Electric Meters/Customers	7,986	7,776

PAYMENTS RECEIVED

	APRIL 2025	APRIL 2024
eSuite Credit Card Payments	\$129,749	\$495,603
eSuite Credit Card Payments (Pre-Pay)	\$0	\$0
Paymentus CC Payments	\$1,211,276	\$1,054,385
Paymentus CC Payments (Pre-Pay)	\$52,302	\$40,671

PAYMENTS RECEIVED APRIL 2025



- eSuite Credit Card Payment
- eSuite Credit Card Payment (PrePay)
- Paymentus Credit Card Payment
- Paymentus Credit Card Payment (PrePay)

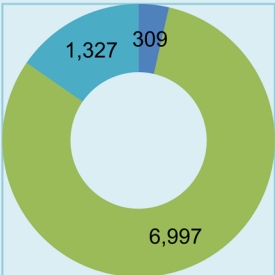
POWER OUTAGES

	APRIL 2025	APRIL 2024
Total Number of Customers Affected by Outages this Month	144	15
Average Number of Customers Affected per Outage	36	5

NUMBER OF TRANSACTIONS

	APRIL 2025	APRIL 2024
eSuite Credit Card Payments	309	397
Paymentus CC Payments	6,997	6,425
Paymentus CC Payments (Pre-Pay)	1,327	1,063

PAYMENTS RECEIVED APRIL 2025



- eSuite Credit Card Payment
- Paymentus Credit Card Payment
- Paymentus Credit Card Payment (PrePay)

Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 04/22/2025

Number of members in attendance: 0 out of 9

The April HPC meeting was canceled. The fundraising committee met virtually to discuss potential fundraising opportunities. The next meeting will be on May 27, 2025.

Human Relations Council

MEETINGS

Most recent meeting held 04/24/2025

Number of members in attendance: 0 out of 10

No meeting held in April.

Public Art Commission

MEETINGS

Most recent meeting held 04/24/2025

Number of members in attendance: 8 out of 11

Seeking new sculpture for the Senior Center, Sculpture markers will be installed, student art will be chosen for murals on the Taylor Street Park wall, and the downtown depot wheel stop art will be May 10.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 04/28/2025

Number of members in attendance: 10 out of 12

Work Group Updates: National Trails Day 5k/3k June 7: 130 registered – 106 5k - 24 3k

Unplugged: Sept. 7 - Dividing duties & planning

Cultural Art Fair: Oct. 11 - Meeting & planning FUNGO Baseball outing - July 12

Technology Advisory

MEETINGS

Most recent meeting held 04/28/2025

Number of members in attendance: 4 out of 13

No meeting because we did not have enough for a quorum.

Urban Forestry Board

MEETINGS

Most recent meeting held 04/22/2025

Number of members in attendance: 0 out of 9

No quorum established.



March 5th, 2025

Keith Carlyon, AIA, LEED AP, NCARB
adw architects
Six Coliseum Centre
2815 Coliseum Centre Drive, Suite 500
Charlotte, NC 28217
704-988-9427
kcarlyon@ADWArchitects.com

RE: Wake Forest Fire Station #6 Traffic Memorandum, Wake Forest, NC

Dear Mr. Carlyon,

Timmons Group is providing civil engineering services for the proposed Wake Forest Fire Station #6 located off NC-98 in Wake Forest, NC. Per your request, Timmons Group performed a parking analysis and trip generation assessment for the proposed development.

This memorandum summarizes Timmons Group’s calculations and findings to estimate the parking requirements and trip generation for the proposed development.

Background

The proposed Wake Forest Fire Station #6 Development will include a 21,776 square-foot (SF) fire station. The development will also include a fire training area with a training tower.

Due to its unique nature, the Town’s Unified Development Ordinance (UDO) does not provide parking rates for this development type.

Parking Demand Study

Per discussions with the Town fire chief, it was determined that the fire station would house 5 firefighters on a typical day. Additionally, the fire station will host training sessions for 3 days per month. Each training session will include approximately 3 instructors and 20 attendees. Training sessions will consist of either burn simulations or classroom learning. On those days where burn simulations will be performed, all instructors and trainees will arrive on approximately 3 – 4 fire trucks. Fire trucks will park where available (i.e., in the fire station, behind the fire station, etc.) which is typical for other training facilities. On days where there will be classroom learning, all instructors and trainees will arrive in their personal vehicles. This results in an additional 23 parking spaces required for training days. Note: Per discussions with the fire chief, burn simulations and classroom learning will not occur on the same days.

Tables 1 and 2 summarizes the parking requirements for a typical day and training day, respectively.

Table 1 – Parking Demand (Typical Day)

Source	Parking Spaces
Firefighters	5
Total	5

1201 Main Street, Suite 960 | Columbia, SC 29201
TEL 919-866-4945 FAX 704-376-1076

Site Development | Residential | Infrastructure | Technology
www.timmons.com



Table 2 – Parking Demand (Training Day)

Source	Parking Spaces
Firefighters	5
Instructors	3
Attendees	20
Total	28

It is anticipated that 5 parking spaces will be needed for a typical day and 28 parking spaces will be needed for training days. This equates to a maximum parking demand of 28 spaces. Per the site plan, the proposed site provides approximately 36 parking spaces. Based on this, the development should have adequate parking to accommodate the projected parking demand.

Trip Generation

Table 3 provides a trip generation estimation for the subject development on a typical day based on trip generation information provided in the 11th Edition of the Institute of Transportation Engineer's (ITE) *Trip Generation Manual* and engineering judgement.

Table 3 – Trip Generation Summary (Typical Day)

ITE Land Use Code	Independent Variable	ADT*	AM Peak Hour*			PM Peak Hour		
			In	Out	Total	In	Out	Total
575 – Fire and Rescue Station	21,776 SF	-	-	-	-	3	7	10

Source: ITE *Trip Generation Manual* 11th Edition (2021)

*Not provided per ITE

On a typical day, the fire station is projected to generate 10 PM peak hour trips (3 incoming and 7 outgoing).

It is understood that trip generation will be higher on those days where training is occurring. To account for this, additional trips were estimated using the information obtained from the fire chief. For the purposes of trip generation, it was assumed that all training participants will enter and exit the site during the AM and PM peak hours, respectively. Trip generation estimation for the subject development on training days are provided in **Table 4**, below.

Table 4 – Trip Generation Summary (Training Day)

ITE Land Use Code	Independent Variable	ADT*	AM Peak Hour*			PM Peak Hour		
			In	Out	Total	In	Out	Total
575 – Fire and Rescue Station	21,776 SF	-	-	-	-	3	7	10
Additional Trips for Training		23	23	0	23	0	23	23
Total Estimated Trips		-	23	0	23	3	30	33

Source: *Trip Generation Manual* 11th Edition (2021) (ITE)

*Not provided per ITE

The proposed development is projected to generate 23 AM peak hour trips (23 incoming and 0 outgoing) and 33 PM peak hour trips (3 incoming and 30 outgoing) during training days.

Based on the projected trips, it is not anticipated that the proposed fire station will significantly impact traffic operations in the area.



Conclusions

Timmons Group performed a parking analysis and trip generation assessment for the proposed Wake Forest Fire Station #6 Development to be located off NC-98 in Wake Forest, NC. Based on the analyses performed, it is anticipated that provided number of parking spaces (36) will adequately accommodate parking demands for the proposed development. The parking summary is detailed in **Table 5** below.

Table 5 – Parking Summary

Fire Station	Parking Spaces
Parking (Typical Day)	5
Parking (Training Days)	23
Provided Parking	36

Additionally, based on traffic projections, it is not anticipated that the proposed Fire Station will significantly impact traffic operations in the area.

Should you have any questions regarding this memorandum, please do not hesitate to contact me.

Sincerely,

DocuSigned by:

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