



Wake Forest Board of Commissioners
Meeting Agenda
January 16, 2024 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 ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Terry Savary](#) at 919-435-9432 as soon as possible, but no less than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All [Board of Commissioners](#) (BOC) meetings are broadcast live on [WFTV 10](#) beginning at 6 p.m. Meetings are also streamed 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 BOC meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Town Clerk's office at 919-435-9432. 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 BOC regarding the item under consideration. Anyone wishing to address the BOC concerning a public hearing item should complete and submit the BOC Public Comment Form on the [Town website](#). 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. A designated speaker for a group will be allowed 10 minutes to speak. Only comments on a Public Hearing will be allowed during this time.

Public Comment

During the Public Comment period, anyone wishing to address the BOC concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the BOC 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. December 5, 2023 Work Session
December 19, 2023 Regular Meeting
[DraftBOCWSMminutesDec202305.pdf](#)
[DraftBOCMminutesDec202319.pdf](#)

3.Presentations

- 3.A. Resolution of Appreciation for the Service of the Wake Forest Garden Club
[Summary_Wake Forest Garden Club 100 Year recognition.docx](#)
[Resolution_2024_Wake_Forest_Garden_Club_100_years_of_service__1_\(2\).docx](#)
- 3.B. Resolution Recognizing Lieutenant Trent Gamber on his Retirement
[Gamber Summary appreciation of services.docx](#)
[Gamber Resolution of Appreciation for Services.docx](#)

4.Public hearings / Public Comment

- 4.A. Public Hearing to receive public comment on the five (5) year Capital Improvement Plan (CIP) for FY 2024-2029
[Public Hearing on Proposed CIP Update_Summary.pdf](#)
[CIP Schedule 2024.pdf](#)
- 4.B. Public Hearing on LEGISLATIVE CASE RZ-23-07, 200 Stephen Taylor Road, a rezoning filed by Marion Jordan to rezone 1.008 acres located at 200 Stephen Taylor Dr, being Franklin County Tax PIN 1842826404 from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).
[BOC Agenda Summary RZ-23-07.pdf](#)
[RZ-23-07 Staff Report.pdf](#)
[Attachment A - Neighborhood Meeting Information.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Planning Board Written Recommendation.pdf](#)

[Exhibit 1 - Legal Description.pdf](#)

[Exhibit 2 - Consistency Statement.pdf](#)

[Ordinance RZ-23-07 200 Stephen Taylor Road.docx](#)

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

[BOC Agenda Summary RZ-23-08.pdf](#)

[RZ-23-08 Staff Report.pdf](#)

[Attachment A - Neighborhood Meeting Meeting Information.pdf](#)

[Attachment B - Application.pdf](#)

[Attachment C - Maps.pdf](#)

[Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)

[Exhibit 1 - Legal Description.pdf](#)

[Exhibit 2 - Consistency Statement.pdf](#)

[Exhibit 3 - Proposed Farm Road Townhomes Master Plan.pdf](#)

[Ordinance RZ-23-08.docx](#)

- 4.D. Public hearing on a petition requesting contiguous annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres

[011624 BOC Agenda Summary AN-23-04.pdf](#)

[Attachment A Legal Description AN-23-04.pdf](#)

[Attachment B Annexation Map AN-23-04.pdf](#)

[Attachment C Contiguous Annexation Petition AN-23-04.pdf](#)

[Attachment D Agent Authorization Form AN-23-04.pdf](#)

[DRAFT ORDINANCE AN-23-04.docx](#)

- 4.E. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 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 a Resolution to surplus the badge and service weapon carried by Lieutenant Trent Gamber

[Gamber Summary badge and weapon surplus.docx](#)

[Gamber Resolution Badge and Weapon.docx](#)

- 5.B. Approval of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2024 Series dates from 5 PM to 9 PM. The FNOW 2024 series dates are April 12, May 10, June 14, July 12, August 9, and September 13.

[Item_Summary_2024_Friday_Night_On_White_Alcohol_Ordinance_Waiver.docx](#)

[Attachment A Friday Night on White Venue Map 2024.jpeg](#)

[ATTACHMENT_B_2024_Series_Friday_Night_on_White_Alcohol_Ordinance_Waiver_Request.docx](#)

[Resolution_for_Open_Container_Waiver_FNOW_Series_2024.docx](#)

- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by WithersRavenel C/O the property owner AWB-DP JDS OWNER LLC for property associated with the rezoning request RZ-23-01, located at 1950 Friendship Chapel Road being Wake County PIN 1850-06-6925 being approximately 3.008 acres.

[011624 BOC Agenda Summary AN-23-05.pdf](#)

[Attachment A Legal Description AN-23-05.pdf](#)

[Attachment B Annexation Map AN-23-05.pdf](#)

[Attachment C Contiguous Annexation Petition AN-23-05.pdf](#)

[CERTIFICATE OF SUFFICIENCY .docx](#)

[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

- 5.D. Approval of a resolution supporting NCDOT's right-of-way abandonment for a portion of Averette Road.

[011624_BOC Agenda Summary.pdf](#)

[Attachment_A_Resolution_Abndn_ROW_Averette Rd.docx](#)

[Attachment_B_Averette Rd_ROW_Abndn_1.pdf](#)

[Attachment_C_Averette Rd_ROW_Abndn_2.pdf](#)

- 5.E. Approval of Appointment to Citizen Advisory Board
[Resolution2024-XX_Adv_Board_Appts-HPC_Jan202316.docx](#)
- 5.F. Consideration of Appointment of Commissioners and Individuals to Various Committees for 2024 - 2025
[Resolution2024-XX_2024-2025CommitteeAppointments_Jan202316.doc](#)
- 5.G. Approval of 2023 State and Local Cybersecurity Grant Program
[Summary Sheet FY2023 SLCGP Proposal.pdf](#)

6.Legislative Items

7.Planning Items

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

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A. Department Monthly Report
[December 2023 Monthly Report.pdf](#)
- 12.B. Wake County Tax Release
[WF-TXREP-JAN-2024-BOC-MTG.pdf](#)
- 12.C. Commissioner Reports

13.Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-381-
Submitted by: Terry Savary
Submitting Department: Administration
Meeting Date: January 16, 2024

SUBJECT

December 5, 2023 Work Session
December 19, 2023 Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCWSEMinutesDec202305.pdf](#)
- [DraftBOCMinutesDec202319.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 5, 2023**, 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 Jim Dyer, Commissioner Chad Sary, Commissioner Keith Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Allison Snyder
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Long Range Planning Manager Brad West
Legal Services Intern Aaliyah Lecompte

Organizational Performance Director
Lisa Hayes
Finance Director Samantha Sanchez
Fire Chief Ron Early
Police Chief Jeff Leonard
Captain Brandon High
Captain Julius Jefferson

1. Presentations

1.1 Presentation on the Town of Wake Forest Affordable Housing Land Disposition Program Policy

Long Range Planning Manager Brad West provided a brief overview of the Land Disposition Program stating it was an important item that was called out in their 2022 Housing Affordability Plan.

Principal Sherry Okun-Rudnak with BAE Urban Economics provided a high-level overview of the Affordable Housing Land Disposition Program Policy and reviewed the area median income limits, affordable rents, and sales price targets.

Principal Mary Burkholder with BAE Urban Economics reviewed program highlights of neighboring cities and towns.

Ms. Rudnak reviewed feedback received at the Board's work session in June 2023 including land disposition program recommendations and area median income limits.

Commissioner Dyer asked if the area median income limits include utilities. Ms. Rudnak replied the \$1400 does include utilities but the \$1846 does not.

Commissioner Sary had some questions about the annual cost of \$600,000. Ms. Rudnak explained that the breakdown of the cost is mentioned in the report. She further elaborated that the cost has three components which include a full-time mid-level staff member, the cost of an acre of land, and consultant expertise, and that would be for one mid-sized project per year.

Commissioner Sary had questions about staffing and asked if it would become a new department or if it would fall underneath another department. Ms. Rudnak stated it's usually within Community Development. Ms. Rudnak explained if you're doing one project a year, she thinks a coordinator would be busy, but she doesn't think it becomes an entire department with staff.

Mayor Jones requested clarification regarding the Town's obligation to strongly support the Wake County Housing Authority's process as stated in the report. Ms. Rudnak replied that the Town would contribute some funding if they partnered with them.

Mayor Jones shared that a half-cent of the town's sales tax is allocated towards affordable housing. Finance Director Samantha Sanchez confirmed that it amounts to \$400,000 per year.

Mayor Jones asked if the Board had any other questions. No further questions were heard.

2. Discussion of Monthly Financial Report
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2.1. Monthly Financial Report

Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

Town Manager Padgett stated the following item under Administration and Financial needs to be added to the agenda:

- Consideration of a proposal to establish a Transportation Impact Fee Program.

4. Other Business

4.1. Discussion of SSA with Kimley-Horn for Miller Park Phase I Construction Drawings and Permits

Assistant Town Manager Allison Snyder spoke on behalf of the Engineering Department and stated they have a contract amendment for Kimley-Horn to start the design services for Miller Park. Ms. Snyder stated it's coming before the Board because of the Town's purchasing policy due to the funds associated with the American Rescue Plan Act (ARPA).

Mayor Jones asked how long it would take to complete the work. Ms. Snyder stated that this particular phase of developing construction drawings would take nine months and then construction of the phase would be complete within the ARPA window, which is by the end of 2025.

ACTION:

Mover: Commissioner Wright made a motion to approve.

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

5. Commissioner Reports

Commissioner Sary applauded Brad West and Courtney Tanner for their efforts in the Affordable Housing Plan. He thanked staff and volunteers for the Tree Lighting. He encouraged people to shop local. He'll be attending the Elected Officials Holiday Reception for Wake County.

Commissioner Shackleford attended the Tree Lighting and attended the Wake Forest Community Christmas Dinner at the Forks Cafeteria.

Commissioner Sliwinski attended both the Parks, Recreation & Cultural Resources, and the Urban Forestry Advisory Board Meetings. He thanked both advisory boards for all their hard work throughout the year.

Commissioner Wright attended the Technology Advisory Board Meeting. He attended the Tree Lighting and the Wake Forest Community Christmas Dinner at the Forks Cafeteria.

Commissioner Dyer attended the Wake Forest Community Christmas Dinner at the Forks Cafeteria. He'll be making a guest appearance at the Snowball Dance on Friday, December 8, 2023.

Mayor Jones attended the Wake Forest Community Christmas Dinner at the Forks Cafeteria and the Tree Lighting. Mayor Jones shared that NCDOT received a grant for the S-Line that they had applied for.

Town Manager Padgett reminded the Board that the Board of Commissioners Annual Retreat is on Friday, January 19, 2024.

6. Adjournment

The Board of Commissioners adjourned the meeting at 6:38 p.m.

Duly approved in open session this 16th day of January 2024.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 19, 2023**, 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.

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Sary, Commissioner Keith Shackleford, Commissioner Adam Wright, and Commissioner Nick Sliwinski.

Commissioner Members Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager/CFO Aileen Staples
Finance Director Samantha Sanchez
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Renaissance Centre Director Debbie Dunn
Long Range Planning Manager Brad West
Senior Planner-Historic Preservation Michelle Michael
Finance Director Samantha Sanchez

Parks, Recreation & Cultural Resources
Director Ruben Wall
Communications and Public Affairs
Director Bill Crabtree
Electric Utility Director Chris Terrell
Chief Information Officer Adam Oates
Public Works Director Tim Bailey
Director of Organizational Performance Lisa Hayes
Inspections Director JJ Carr
Mickey Rochelle Facilities Director
Senior Civil Engineer Chris Glass
Assistant Stormwater Engineer Nick Nolte
Police Chief Jeff Leonard
Police Captain Julius Jefferson
Police Captain Brandon High

1. Approval of Agenda

ACTION:

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

Second: Commissioner Sary.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- November 9, 2023 Work Session
- November 21, 2023 Regular Meeting

ACTION:

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

Second: Commissioner Sary.

Vote: Motion carried 5-0.

3. Presentations

No presentations heard.

4. Public hearings / Public Comment

4.A. 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.

The following citizen provided public comment:

- Brian Brewster, 1825 Armor Crest Ln., Wake Forest, NC 27587 spoke about commercial and residential management company's responsibility to the community.
- Kenneth Christie, 1111 Golden Poppy Ct., Wake Forest, NC 27587 expressed his appreciation to the Board of Commissioners, Mayor Jones, volunteers, and others.
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC 27587 brought awareness to a situation in a neighboring municipality regarding their affordable housing.

Mayor Jones asked if anyone else would like to speak. No one came forward to speak.

5. Consent Agenda

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

- 5.A. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres

[Filed in the Clerk's Office as Resolution 2023-79.]

- 5.B. Approval of the 2024 Board of Commissioners Meeting Schedule

[Filed in the Clerk's Office as Resolution 2023-75.]

- 5.C. Approval of Budget Ordinance Amendment # 1 - FY 2023 - 2024

[Filed in the Clerk's Office as Ordinance 2023-36.]

- 5.D. Approval of the Town of Wake Forest Affordable Housing Land Disposition Program Policy

[Filed in the Clerk's Office as Resolution 2023-80.]

- 5.E. Approval of resolution updating the Internal Control Policy

[Filed in the Clerk's Office as Resolution 2023-81.]

ACTION:

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

Seconded: Commissioner Sary.

Vote: Motion carried 5-0.

6. Legislative Items

- 6.A. Second Vote to Consider the Stormwater Utility Fee

ACTION

Mover: Commissioner Dyer moved to approve the second vote of the Stormwater Utility Fee.

Seconded: Commissioner Sary.

Vote: Motion carried 5-0.

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

- 8.A. Consideration of a Resolution to approve the Transportation Impact Fee Study scope of work and fee and allow the Town Manager to enter into a contract with Benesch

Assistant Town Manager Candace Davis provided an update on the Transportation Impact Fee Study.

Mayor Jones asked if impact fees would only be established for collector roads and above. Ms. Davis said she believed so but would look at that specific question and follow up.

ACTION

Mover: Commissioner Wright moved to approve the Resolution.

Seconded: Commissioner Dyer.

Vote: Motion carried 5-0.

8.B. Consideration of purchase of generation systems from Power Secure, Inc.

Electric Utility Director Chris Terrell provided information on the purchase of new generators.

Commissioner Dyer asked about the life expectancy and payback period of the generators. Mr. Terrell replied they're getting close to a million dollars a year in savings. Mr. Terrell stated that the purchase of eight generators is going to be close to 5 million dollars and he believes the generators would last approximately 25 to 30 years.

Mayor Jones mentioned that one of the generators was being placed at Golden Corral, which is now known as the Flavor District. She asked that it be correctly stated. Mr. Terrell explained the business was originally called the Golden Corral, but it will be updated to reference the Flavor District.

ACTION

Mover: Commissioner Dyer moved to approve the purchase of generation systems from Power Secure, Inc.

Seconded: Commissioner Wright.

Vote: Motion carried 5-0.

8.C. Consideration of Mutual Aid Agreement for the Town of Garner and Wake Forest

Town Manager Padgett informed the Board that the Town of Wake Forest offered assistance to Garner after a recent storm. The town's public works and electric crews were available to assist Garner. Both towns' attorneys created a mutual aid agreement

to ensure that they won't have to go through another mutual aid agreement when responding to emergencies from now on.

ACTION

Mover: Commissioner Wright moved to approve the Mutual Aid Agreement for the Town of Garner and Wake Forest.

Seconded: Commissioner Dyer.

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 Report

Received.

12.B. Wake County Tax Release

Received.

12.C. Commissioner Reports

Commissioner Shackleford thanked outgoing Commissioners Sary and Dyer for their service on the Board.

Commissioner Sliwinski thanked outgoing Commissioners Sary and Dyer for their service on the Board. He shared that he, Lisa Hayes, and Drew Brown had the opportunity to meet with staff members from Senator Tillis' office. Commissioner Wright thanked outgoing Commissioners Sary and Dyer for their service on the Board.

Mayor Jones and Town Manager Padgett attended the 2023 Metro Mayors Coalition Annual Meeting in Concord, NC. Mayor Jones congratulated Assistant Town Manager Staples for completing the "Leading for Results" program at the UNC School of Government. She congratulated the Finance Department for receiving recognition for having an excellent Citizens' Financial Report. She shared that NCDOT received a 1.2 billion grant for the construction of the S-Line from Raleigh to Wake Forest. She thanked outgoing Commissioners Sary and Dyer for their service on the Board.

Commissioner Dyer attended the Historic Preservation Commissioner Meeting. He also highlighted a few upcoming events in December.

Commissioner Sary said he is humbled and honored to have served on the Board for the past four years.

12.D. Resolutions of Appreciation for Outgoing Commissioners

Mayor Jones read the Resolution of Appreciation of Service for James Dyer into the record:

RESOLUTION 2023-77

RESOLUTION OF APPRECIATION FOR THE SERVICES OF JAMES DYER

WHEREAS, James Dyer served the Town of Wake Forest and its citizens as a Commissioner since December 2019; and

WHEREAS, Mr. Dyer served as ex-officio on the Town of Wake Forest Historic Preservation Commission; and

WHEREAS, Mr. Dyer diligently and forthrightly worked to make the Town of Wake Forest a better place by carrying out his civic duties; and

WHEREAS, the Town of Wake Forest, its elected officials, employees, and its citizens individually and collectively commend Mr. Dyer for his service to the Town of Wake Forest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by The Honorable Mayor and Board of Commissioners of the Town of Wake Forest that this **Resolution of Appreciation** be

presented to James Dyer in acknowledgment of his service and his interest in good government in Wake Forest and the State of North Carolina.

Mayor Jones read the Resolution of Appreciation of Service for Chad Sary into the record:

RESOLUTION 2023-76

RESOLUTION OF APPRECIATION FOR THE SERVICES OF CHAD SARY

WHEREAS, Chad Sary served the Town of Wake Forest and its citizens as a Commissioner since December 2019; and

WHEREAS, Mr. Sary served as ex-officio on the Town of Wake Forest Public Art Commission and served on the Central Pines Regional Council formerly known as Triangle J Council of Government (TJCOG); and

WHEREAS, Mr. Sary diligently and forthrightly worked to make the Town of Wake Forest a better place by carrying out his civic duties; and

WHEREAS, the Town of Wake Forest, its elected officials, employees, and its citizens individually and collectively commend Mr. Sary for his service to the Town of Wake Forest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by The Honorable Mayor and Board of Commissioners of the Town of Wake Forest that this **Resolution of Appreciation** be presented to Chad Sary in acknowledgment of his service and his interest in good government in Wake Forest and the State of North Carolina.

12.E. Oaths of Office for Commissioners-elect

Mayor Vivian Jones provided the oath of office to Ben C. Clapsaddle:

I, Ben C. Clapsaddle, do solemnly and sincerely swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully and impartially discharge the duties as Commissioner for the Town of Wake Forest, North Carolina, so help me God.

Mayor Vivian Jones provided the oath of office to Faith Cross:

I, Faith Cross, do solemnly and sincerely swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina,

and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully and impartially discharge the duties as Commissioner for the Town of Wake Forest, North Carolina, so help me God.

North Carolina House Representative Terence Everitt provided the oath of office to Adam Wright:

I, Adam Wright, do solemnly and sincerely swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully and impartially discharge the duties as Commissioner for the Town of Wake Forest, North Carolina, so help me God.

12.F. Election of Mayor Pro Tem

ACTION

Mover: Commissioner Sliwinski moved to nominate Commissioner Keith Shackleford as Mayor Pro Tem

Second: Commissioner Clapsaddle.

Vote: Motion carried 5-0.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 6:45 p.m.

Duly approved in open session this 16th day of January 2024.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-310-
Submitted by: Lisa Hayes
Submitting Department:
Meeting Date: January 16, 2024

SUBJECT

Resolution of Appreciation for the Service of the Wake Forest Garden Club

Recommendation:

Approval of Resolution

Item Summary:

ATTACHMENTS

- [Summary_Wake Forest Garden Club 100 Year recognition.docx](#)
- [Resolution_2024_Wake_Forest_Garden_Club_100_years_of_service__1_\(2\).docx](#)

Agenda Item: Consideration of a Resolution of Appreciation for the Service of the Wake Forest Garden Club

Summary: A resolution recognizing the Wake Forest Garden Club on their 100th anniversary and serving as the oldest, continuous community organization in Wake Forest.

Attachment: Resolution

RESOLUTION 2024-XX
RESOLUTION OF APPRECIATION FOR THE
SERVICE OF THE
WAKE FOREST GARDEN CLUB

WHEREAS, the Wake Forest Garden Club is commemorating its 100th anniversary and is recognized as the most enduring community organization in Wake Forest; and

WHEREAS, this organization serves as a community leader to make a lasting impact on the beauty of our town through tree plantings, bird sanctuaries, “Seeds for Peace” and “Flower Cart” programs, patio garden containers to fight hunger, numerous beautification projects, and dedicated partnerships and collaboration throughout the Wake Forest community; and

WHEREAS, this organization was instrumental in saving the Calvin Jones House and continues to provide funding to, and maintain the gardens of the Calvin Jones House and Wake Forest Historical Museum; and

WHEREAS, the volunteers of this organization have served unselfishly for 100 years as evidenced by their commitment to making lives better throughout our community – one flower, tree, vegetable garden, and kindness at a time; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the Wake Forest Garden Club is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable service rendered for over 100 years to the Town of Wake Forest.

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 be presented to the Wake Forest Garden Club.

This the 16th day of January 2024.

Vivian Jones, Mayor

ATTEST:

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-349-

Submitted by: Brandon High

Submitting Department: Public Safety

Meeting Date: January 16, 2024

SUBJECT

Resolution Recognizing Lieutenant Trent Gamber on his Retirement

Recommendation:

Item Summary:

ATTACHMENTS

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

Agenda: Resolution recognizing Lieutenant Trent Gamber on his retirement

Summary: Lieutenant Gamber is retiring, effective February 1, 2024. Lieutenant Gamber started working for the town in May of 2004. He is retiring as a Police Lieutenant with the Wake Forest Police Department.

RESOLUTION 2024-XX

RESOLUTION OF APPRECIATION FOR
THE SERVICES OF

Trent Robert Gamber

WHEREAS, Trent Gamber was hired as a Police Officer I in May of 2004 and has served as a sworn member of the Wake Forest Police Department for nearly 20 years with a retirement date of February 1, 2024; and

WHEREAS, Gamber achieved Police Officer II in May of 2006; and

WHEREAS, Gamber achieved Officer First Class in May of 2008; and

WHEREAS, Gamber achieved Master Officer in May of 2013; and

WHEREAS, Gamber was promoted to Police Corporal in March of 2014; and

WHEREAS, Gamber was promoted to Police Sergeant in January of 2015; and

WHEREAS, Gamber was promoted to Police Lieutenant in May of 2019; and

WHEREAS, Gamber served in a variety of specialized positions including Honor Guard, Tactical Service Unit, General Instructor with a specialization in Physical Fitness, Accreditation Manager; and is a graduate of the 80th Session of the Administrative Officers Management Program; and

WHEREAS, Gamber 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 Lieutenant Trent Robert Gamber 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 Trent Robert Gamber.

This the 16th day of January 2024.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-351-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: January 16, 2024

SUBJECT

Public Hearing to receive public comment on the five (5) year Capital Improvement Plan (CIP) for FY 2024-2029

Recommendation:

Item Summary:

ATTACHMENTS

- [Public Hearing on Proposed CIP Update_Summary.pdf](#)
- [CIP Schedule 2024.pdf](#)

Public Hearing to receive public comment on the five (5) year Capital Improvements Plan (CIP) for FY 2024 - 2029.

Summary:

The public hearing is to receive comments on the proposed FY 2024 -2029 CIP Update.

The Board and staff will discuss the updated CIP document at the February 6 work session with approval at the February 20 regular meeting.

CAPITAL IMPROVEMENTS PLAN UPDATE SCHEDULE

For fiscal years 2024 thru 2029

- | | | |
|----|---|--------------------------------------|
| 1) | Materials and instructions distributed to
Department Directors | September 8, 2023 |
| 2) | Public Hearing on Capital Needs | October 17, 2023 |
| 3) | Completed CIP Requests submitted (via Teams)
to Budget and Performance Analyst | October 20, 2023 |
| 4) | Meetings with Department Directors/Project Managers
(As needed) | October -November |
| 5) | Present CIP Update to Town Board | January 2, 2024 |
| 6) | Public Hearing on CIP Document | January 16, 2024 |
| 7) | Work Session on CIP with Town Board | February 6, 2024 |
| 8) | Adoption of Updated CIP | February 20, 2024
(Board Meeting) |



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-325-
Submitted by: Patrick Reidy
Submitting Department: Planning
Meeting Date: January 16, 2024

SUBJECT

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

Recommendation:

Item Summary:

ATTACHMENTS

- [BOC Agenda Summary RZ-23-07.pdf](#)
- [RZ-23-07 Staff Report.pdf](#)
- [Attachment A - Neighborhood Meeting Information.pdf](#)
- [Attachment B - Application.pdf](#)
- [Attachment C - Maps.pdf](#)
- [Attachment D - Planning Board Written Recommendation.pdf](#)
- [Exhibit 1 - Legal Description.pdf](#)
- [Exhibit 2 - Consistency Statement.pdf](#)
- [Ordinance RZ-23-07 200 Stephen Taylor Road.docx](#)

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

Summary: A public comment session was held at the December 12, 2023, Planning Board meeting. The Planning Board voted 7-0 to find the request consistent with the Community Plan and in the public interest and recommended approval of the zoning map amendment (rezoning) request. Planning staff presented the rezoning request to the Board of Commissioners at its January 2, 2024, work session.

Attachments: See Staff Report.



Staff Report

Case RZ-23-07: 200 Stephen Taylor Rezoning

Meeting Date	January 16, 2024
Requested Actions	Consideration of the following items related to the Zoning Map Amendment request for 200 Stephen Taylor Road: 1. Act on Plan Consistency Statement 2. Rezone 1.008 acres on the Town of Wake Forest Zoning Map from Franklin County's Residential 30 (R-30) to Wake Forest's General Residential 3 (GR3).
Case Manager	Patrick Reidy, Senior Planner - Development Services
Planning Board Recommendation	Recommended approval of the zoning map amendment request by a vote of 7-0. See Attachment D for the Planning Board Recommendation.

PUBLIC MEETINGS

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

CASE INFORMATION

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

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

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

SURROUNDING LAND USES AND ZONING

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

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

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

See Attachment C for associated maps.

COMPREHENSIVE PLAN CONSISTENCY

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

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

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

STAFF RECOMMENDATION

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

ATTACHMENTS

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

EXHIBITS

- Exhibit 1: Legal Description
- Exhibit 2: Consistency Statement

Minutes of Rezoning and Annexation Meeting

August 19, 2023

200 Steven Taylor Road Wake Forest NC 27587

Time: 1:00 pm to 2:00 pm

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

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

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

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

Number in attendance: (7)

Number of letters mailed out first class (44)

Date mailed out: August 2, 2023

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

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

Edward B. Smith & Louise T Smith

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

July 30, 2023

RE: Neighborhood Meeting Notice

To whom it may concern:

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

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

Meeting Date: August 19th, 2023

Meeting Time: 1pm – 2pm

Meeting Location: 200 Stephen Taylor Road Wake Forest NC 27587

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

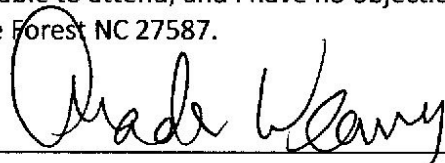
Application Type: Map Amendment (Rezoning & Annexation)

Size of Property: 1.24

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

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

Signature:



Address:

421 Sunny Fields Drive Wake Forest, NC 27587

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

TOWN OF WAKE FOREST
N.C.

NAME:

DATE

Andrew Asewicz

Paul Hicks

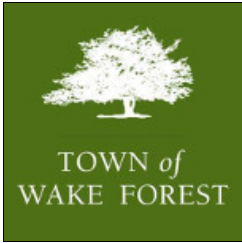
Susan Ritzenthaler

Annette Bullock

Charlton Bull -Shahnb@gmail.com

James Ivey

Wayne Tabron



Map Amendment (Rezoning) Application

(Map Amendment (Rezoning) Workflow)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

Project Overview

#1049738

Project Title: 200 Stephen Taylor Road Rezoning

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Map Amendment (Rezoning)

State: NC

Workflow: Map Amendment (Rezoning)

County: Wake

Checklist - Map Amendment (Rezoning)

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

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

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

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

Pre-Application Meeting

Has a pre-application conference been held?: No

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

Pre-Application Conference Date:

Staff Member Met With:

Pre-application Conference Project Number:

Address & Basic Site Information

Please Note:

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

Project Address or PIN:

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

Tax PIN:

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

Acreage: 1.008

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

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

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

Franklin County R-30

Single Family and Vacant

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

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

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

Parcel Area:

Wake Forest (WF):

Base District:

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

Current Use:

Planning and Zoning:

In SH1-O Overlay:

In Water Supply Watershed Protection Overlay:

In SF Overlay:

In MVCP-O Overlay:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

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

Case Numbers of other related approvals (if applicable):

Project Contacts

Please enter all project contacts related to your application.

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

Project Contact - Applicant

Marion Jordan

302 Porter Hill Drive
Youngsville, NC 27596

P:19196966489

marionasmith44@yahoo.com

Project Contact - Property Owner

Louise Smith

15 Cannady Way
Franklinton, NC 27525

P:(919) 696-6489

marionasmith44@yahoo.com

Map Amendment: Rezoning

Proposed Zoning: GR3, General Residential 3

Description of Request:

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

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

Agent Authorization Form

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

Address(es) and Tax PIN(s) for

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

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

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

Rezoning & Annexation

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

Marion S. Jordan

Landowner's Signature:

Louise T. Smith & Edward B. Smith

Date:

7/25/23

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

Name: Louise T Smith & Edward B Smith

Address: 15 Connady Way Franklinton NC 27521

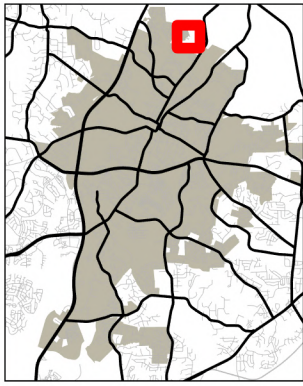
Telephone number: (919) 494-7799

Email address:

marionasmith44@yahoo.com

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

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

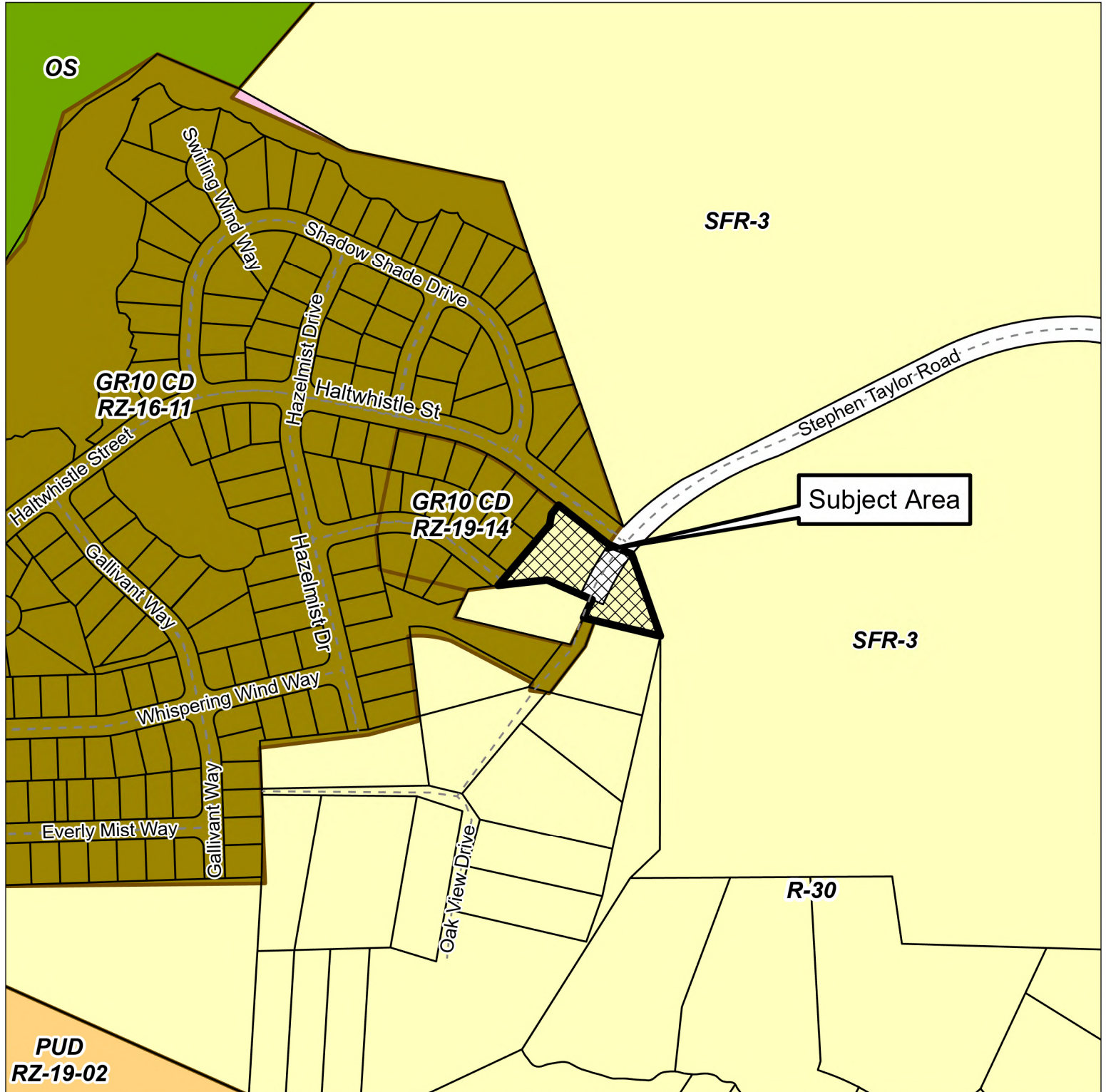


TOWN of
WAKE FOREST

RZ-23-07

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

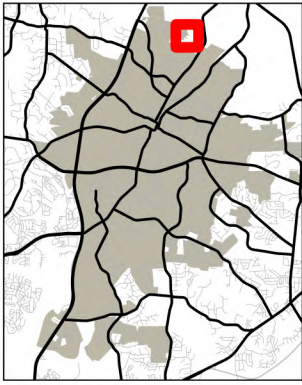
12/6/2023



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

0 500 1,000
Feet





11/22/2023



TOWN of
WAKE FOREST

RZ-23-07

200 Stephen Taylor Road Rezoning

PINS: 1842-82-6404

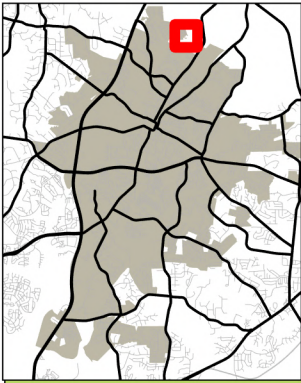


Subject Area

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.

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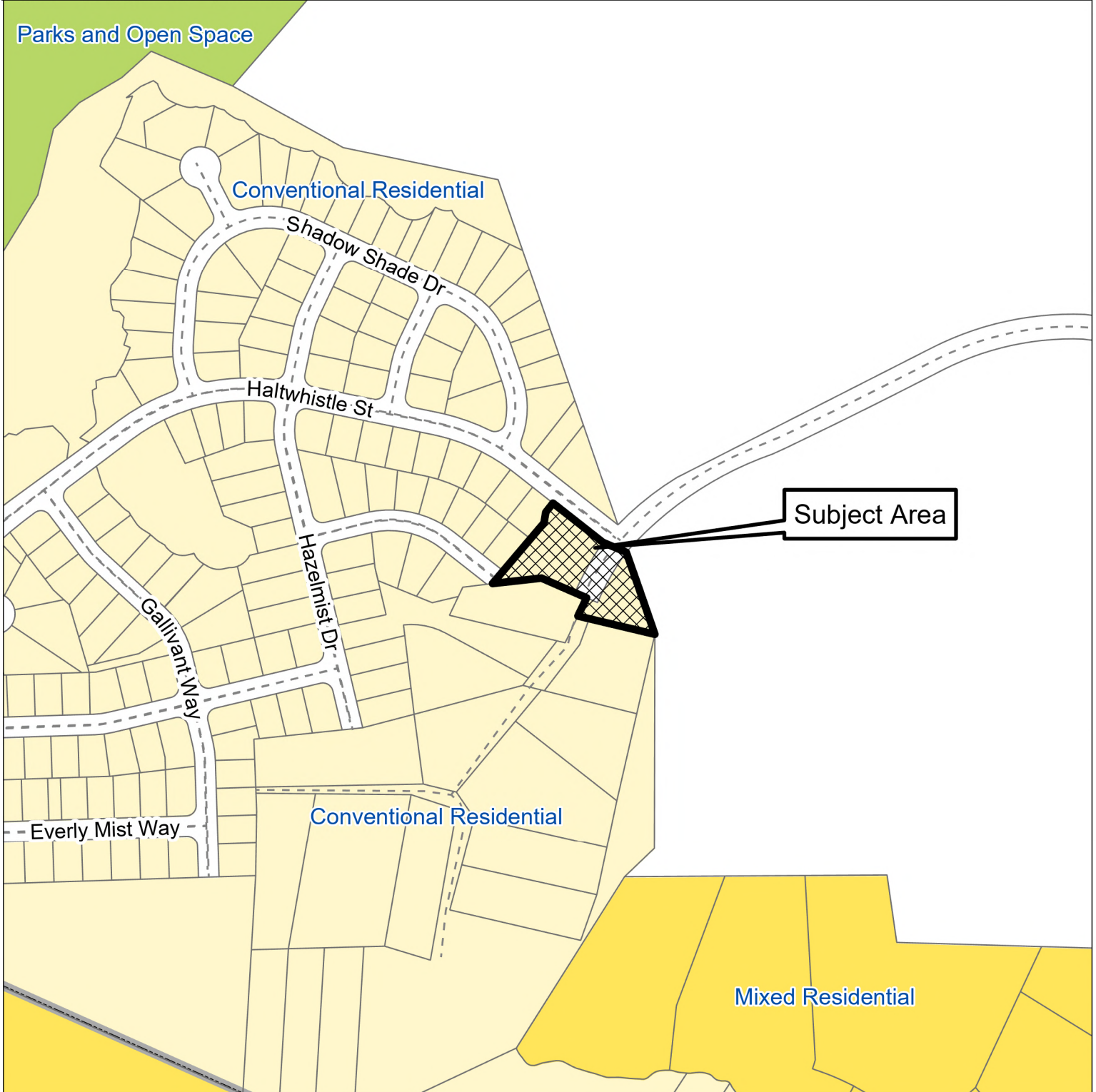
Land Use Plan



TOWN of
WAKE FOREST

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

11/22/2023



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

0 500 1,000
Feet





TOWN of WAKE FOREST

Report Requirements:

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

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

GENERAL INFORMATION

Applicant: Marion Jordan

Owner: Louise and Edward Smith

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

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

Location: 200 Stephen Taylor Road

Size: 1.008 acres

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

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

Applicable Officially Adopted Plans:

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

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

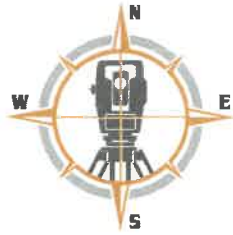
Introduced by Planning Board member: Michael Hickey

Seconded by Planning Board member: Sheila Bishop

Attest:

Karin Kuropas, Planning Board Chair


Courtney Tanner, Planning Director



WILLIAM T. DEMENT, JR.

Professional Land Surveyor, P.A.

Physical Address: 102 West Nash Street, Suite D

Mailing Address: P.O. Box 701

Email Address: DementSurvey@nc.rr.com

LOUISBURG, N.C. 27549

Tel.: (919)496-6159

May 23, 2023

Re: Marion S. Jordan Rezoning & Annexation Request

DESCRIPTION OF LOTS TO BE ANNEXED INTO TOWN OF WAKE FOREST, NC

Being all of those certain two lots located on NCSR 1161 (Stephen Taylor Road) and Haltwhistle Street, Youngsville Township, Franklin County, NC, presently owned by Edward B. Smith, et ux, according to Franklin County GIS department and Deed Book 1702, Page 478, Franklin County Register of Deeds office and being more particularly described as follows:

LOT 2A

Beginning at a found 5/8" iron rebar w/top flush w/ground located at the southwest intersection of the right-of-ways of NCSR 1161 (Stephen Taylor Road)(60' R/W) and Haltwhistle Street (60' R/W), said iron rebar having a coordinate value of N 822,468.57 feet and E 2,148,721.00 feet;

thence, along the western right-of-way line of NCSR 1161 (Stephen Taylor Road), a curve to the left having a chord bearing and distance of S 28°50'15"W 135.82', a radius of 714.03' and an arc length of 136.03' to a found 3/8" iron pipe w/top 3" below ground, a corner of Joseph A. Ivey, et ux property;

thence, leaving said western right-of-way line and along the Joseph A. Ivey, et ux property N 66°27'55"W 88.77' to a found 1/2" iron pipe w/top 9" below ground and S 82°28'30"W 123.21' to a found 5/8" iron rebar w/top 5" below ground, a corner of Everly Subdivision;

thence, along Lot 167, Everly Subdivision N 40°12'05"E 142.33' to a found 1/2" iron pipe w/top 9" above ground;

thence, along Lot 168, Everly Subdivision N 40°12'05"E 50.98' to a found Mag nail w/top flush in a 15" tree stump 10" above ground, N 09°44'00"E 26.15' to a set 5/8" iron rebar w/top flush w/ground and N 38°12'25"E 28.36' to a found 5/8" iron rebar w/top 7" above ground and 0.6' south of the edge of a concrete sidewalk in the southern right-of-way line of Haltwhistle Street (60' R/W);

thence, along the southern right-of-way line of Halwhistle Street S 51°51'40"E 155.51' to the point and place of beginning, containing 0.630 acre, more or less, according to a survey and plat by William T. Dement, Jr., PLS dated 2/14/23.

LOT 2B

Beginning at a found ½" iron pipe w/top 2" above ground in the eastern right-of-way line of NCSR 1161 (Stephen Taylor Road) (60' R/W), a corner for Martin W. Cliff, et als, said iron pipe having a coordinate value of N 822,448.44 feet and E 2,148,780.68 feet;

thence, leaving said eastern right-of-way line along the Martin W. Cliff, et als property S 19°14'25"E 211.46' to a found 1.5" iron bar w/top 7" above ground, a corner for Calvin A. Ray, Jr., et al and Paul D. Hicks, et al;

thence, along the Paul D. Hicks, et al property N 76°46'35"W 192.61' to a nail set at the base of a found ½" bent iron pipe w/top flush in a private gravel street in the line of Joseph A. Ivey, et ux property;

thence, N 25°35'45"E 49.20' to a set ½" iron rebar w/top flush w/gravel, a corner for Joseph A. Ivey, et ux, located near the end of NCDOT maintenance of NCSR 1161 (Stephen Taylor Road);

thence, S 66°37'25"E 28.76' to a found ½" bent iron pipe replaced with a 5/8" iron rebar w/top flush w/ground in the eastern right-of-way line of NCSR 1161 (Stephen Taylor Road);

thence, along said eastern right-of-way line of NCSR 1161 (Stephen Taylor Road) a curve to the right having a chord bearing and distance of N 29°46'35"E 141.29', a radius of 654.03' and an arc length of 141.57' to the point and place of beginning, containing 0.378 acre, more or less, according to a survey and plat by William T. Dement, Jr., PLS dated 2/14/23.

All coordinates and bearings shown hereon are based on the N.C. Grid System (NAD 83)(2011).
All distances shown hereon are horizontal ground.



A handwritten signature in black ink, appearing to read "William T. Dement, Jr.", written over the printed name.

Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Zoning Map Amendment RZ-23-07: 200 Stephen Taylor Road

The Wake Forest Board of Commissioners finds that RZ-23-07 is consistent with the Wake Forest Comprehensive Plan. The Wake Forest Board of Commissioners finds that approval of the rezoning request is reasonable and in the public interest for the following reasons:

1. The rezoning is consistent with the Community Plan land use designation of Conventional residential which specifies that primary uses should include single family dwellings and duplexes. These uses are permitted in the GR-3 zoning district and the property is currently developed with a single family detached dwelling unit on the west side of Stephen Taylor Road.
2. The rezoning ensures new development is similar to the existing character of the area in terms of scale and setbacks.

ORDINANCE 2024-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST AMENDING THE OFFICIAL ZONING DISTRICT MAP OF THE TOWN OF WAKE FOREST TO CHANGE THE ZONING OF APPROXIMATELY 1.008 ACRES LOCATED AT 200 STEPHEN TAYLOR ROAD, BEING FRANKLIN COUNTY TAX PIN 1842-82-6404 FROM FRANKLIN COUNTY'S RESIDENTIAL-30 (R-30) TO WAKE FOREST'S GENERAL RESIDENTIAL 3 (GR3).

WHEREAS, the application submitted by Louise and Edward Smith for the rezoning of land hereinafter described was duly filed with the Planning Department; and

WHEREAS, the Planning Board held a public comment session on December 12, 2023 and the Board of Commissioners held a public hearing on January 16, 2024; and

WHEREAS, mailed notices, property sign postings, and a newspaper notice publication were carried out for the public comment session and public hearing in accordance with to G.S. § 160D-602 and the Unified Development Ordinance; and

WHEREAS, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application that was generally consistent with the Comprehensive Plan and is in the best public interest for the lands hereinafter described, all in accordance with the requirements of the Town of Wake Forest Unified Development Ordinance and the provisions of Chapter 160D, Article 6, of the North Carolina General Statutes;

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

Section 1: The lands that are the subject of the Ordinance are those certain lands described in Exhibit 1 – Legal Description, which is incorporated herein by reference, and said lands are hereafter referred to as the “Rezoned Lands.”

Section 2: The parcel identified by the Franklin County Tax Parcel Identification Number 1842826404, and described in Exhibit 1, is located within the Town's Corporate Limits.

Section 3: The Town of Wake Forest Unified Development Ordinance, including the Town of Wake Forest North Carolina Official Zoning District Map which is a part of said Ordinance, is hereby amended by changing the zoning classification of the “Rezoned Lands” from Franklin County's Residential-30 (R-30) to General Residential 3 (GR3) as shown on Exhibit 1.

Section 4: The Administrator is hereby authorized and directed to cause the said Official Zoning District Map for the Town of Wake Forest, North Carolina, to be physically revised and amended to reflect the zoning changes ordained by this Ordinance.

Section 5: After reviewing all the information presented at the public hearing and the Town's plans, policies, and ordinances, the Wake Forest Board of Commissioners finds the zoning map amendment request reasonable and consistent with the 2022 Community Plan and in the interest of the public and adopted a written consistency statement, which is on file with the Wake Forest Planning Department and attached as Exhibit 2.

Adopted and effective this 16th day of January 2024.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-323-
Submitted by: Tim Richards
Submitting Department: Planning
Meeting Date: January 16, 2024

SUBJECT

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

Recommendation:

Item Summary:

ATTACHMENTS

- [BOC Agenda Summary RZ-23-08.pdf](#)
- [RZ-23-08 Staff Report.pdf](#)
- [Attachment A - Neighborhood Meeting Meeting Information.pdf](#)
- [Attachment B - Application.pdf](#)
- [Attachment C - Maps.pdf](#)
- [Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
- [Exhibit 1 - Legal Description.pdf](#)
- [Exhibit 2 - Consistency Statement.pdf](#)
- [Exhibit 3 - Proposed Farm Road Townhomes Master Plan.pdf](#)
- [Ordinance RZ-23-08.docx](#)

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

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

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

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

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

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

Planning staff presented the rezoning request to the Board of Commissioners at its January 2, 2024, work session.

Attachments: See Staff Report.



Staff Report

Case RZ-23-08: Farm Road Townhomes

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

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

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

CASE INFORMATION

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

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

SURROUNDING LAND USES AND ZONING

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

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

MASTER PLAN ANALYSIS – GR10-CD AREA

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

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

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

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

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

Table 2.3.3, Use Table:

Proposed:

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

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

Chapter 5, Building Design Standards:

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

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

Section 8.4, Buffers and Screening:

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

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

COMPREHENSIVE PLAN CONSISTENCY

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

STAFF RECOMMENDATION

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

ATTACHMENTS

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

EXHIBITS

Exhibit 1:	Legal Description
Exhibit 2:	Consistency Statement
Exhibit 3:	Proposed Farm Road Townhomes Master Plan

March 8, 2023

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

Dear Neighbor:

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

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

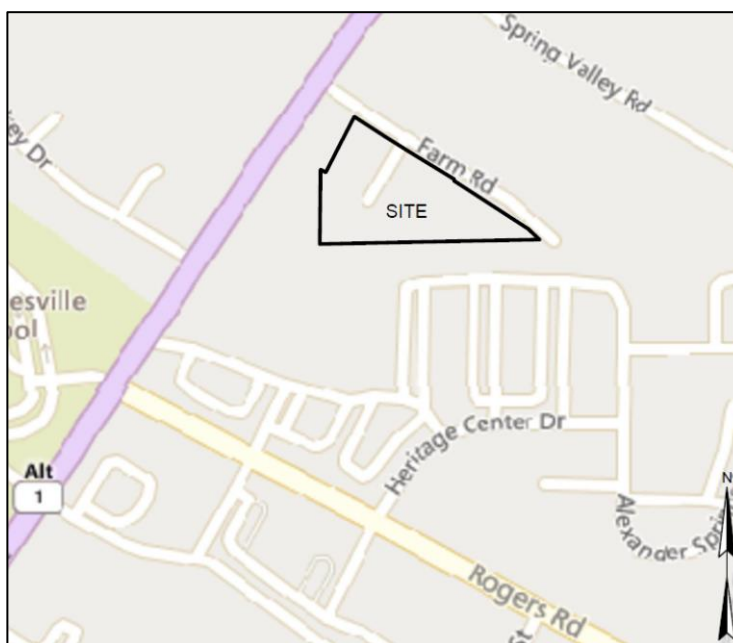
The neighborhood meeting will be held on Wednesday, March 22, 2023, at 6:00 PM in the Maple Room of the Forks Cafeteria, which is located at 339 Brooks Street in Wake Forest.

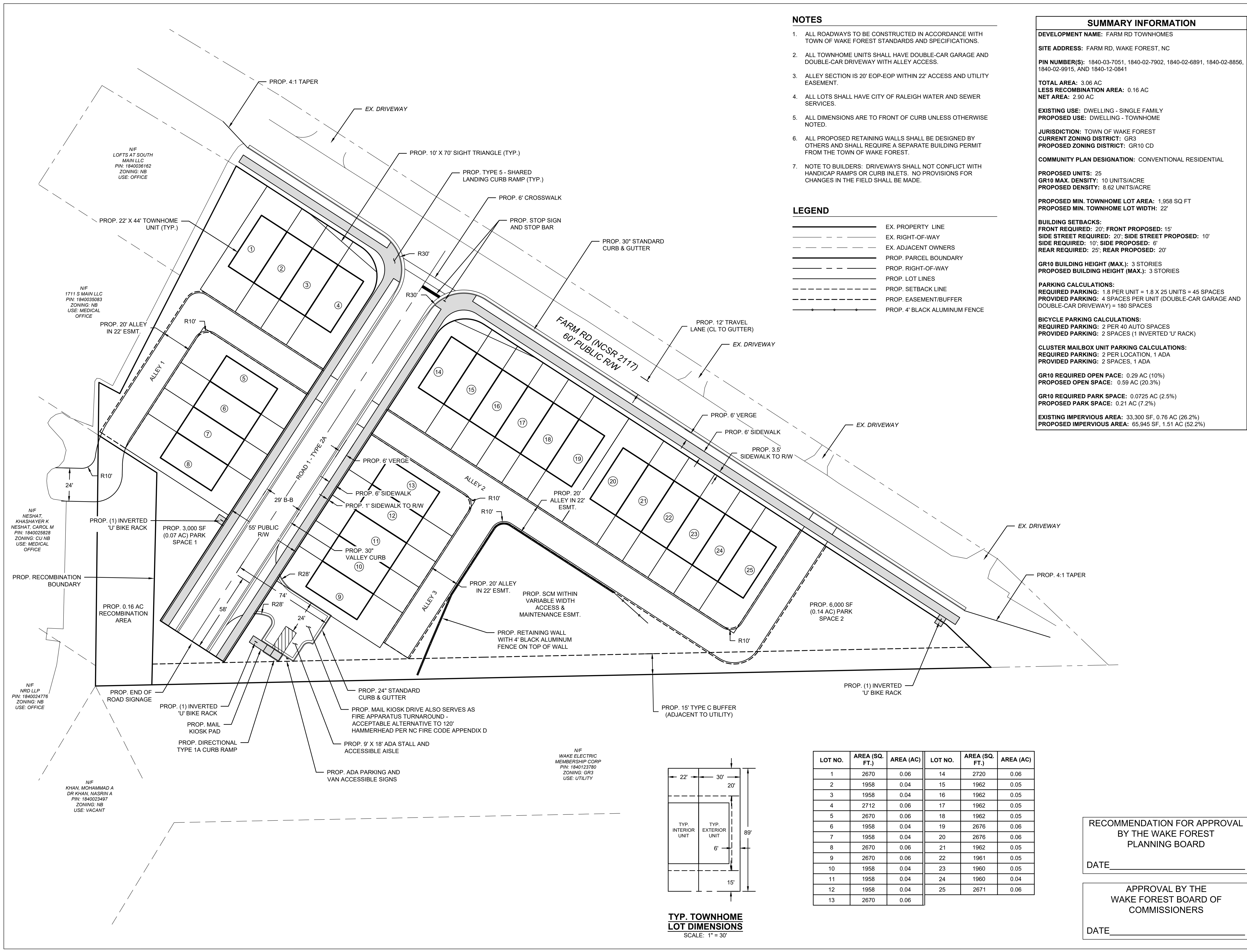
We look forward to seeing you there.

Sincerely,



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





FARM RD TOWNHOMES - NEIGHBOR NOTIFICATION LIST						
REID	PIN_NUM	OWNER	ADDR1	ADDR2	ADDR3	
95250	1840035083	1711 S MAIN LLC	K KEVIN NESHAT	300 CARPATHIAN WAY	RALEIGH NC 27615-1615	
411328	1840126106	1747 ALEXANDER HERITAGE LLC	2020 PONCE DE LEON BLVD STE 1005A	CORAL GABLES FL 33134-4480		
103517	1840124833	AIKENS, MILLARD	161 FARM RD	WAKE FOREST NC 27587-7399		
203051	1840022801	AMH 2015-2 BORROWER LLC	AMERICAN HOMES 4 RENT	30601 AGOURA RD STE 200	AGOURA HILLS CA 91301-2148	
404172	1840029466	AMJ HOLDINGS LLC	1788 HERITAGE CENTER DR STE 204	WAKE FOREST NC 27587-3972		
410079	1840029466	AN ADAPTING LLC	5952 AMBER RIDGE RD	HAYMARKET VA 20169-2621		
463215	1840029466	AN ADAPTING LLC	5952 AMBER RIDGE RD	HAYMARKET VA 20169-2621		
455513	1840029466	ASCENSION PROPERTIES LLC	719 SUFFIELD WAY	CARY NC 27519-6996		
485359	1840029466	ASCOT STREET LLC	1030 KENNICOTT AVE	CARY NC 27513-8450		
463207	1840029466	BAM PROPERTIES OF NC LLC	285 SHIPWASH DR STE 101	GARNER NC 27529-6896		
141604	1840130067	BENNEKIN, NORMA S BENNEKIN, TOMM F	137 FARM RD	WAKE FOREST NC 27587-7399		
463216	1840029466	BONAVITA, FRANK J JR	312 DUNWOODY DR	RALEIGH NC 27615-1441		
27697	1840039445	BROADWAY, JIMMY F BROADWAY, BETH HEMPHILL	1605 S MAIN ST	WAKE FOREST NC 27587-9286		
488384	1840029466	CDM VENTURES LLC	6332 MOUNTAIN GROVE LN	WAKE FOREST NC 27587-9562		
485352	1840029466	CEDAR OAKS PROPERTY LLC	1748 HERITAGE CENTER DR STE 104	WAKE FOREST NC 27587-9855		
485353	1840029466	CEDAR OAKS PROPERTY LLC	1748 HERITAGE CENTER DR STE 104	WAKE FOREST NC 27587-9855		
488386	1840029466	CHAPRIDE LLC	15 GOLETA AVE	SAN FRANCISCO CA 94132-1304		
168202	1840034236	CJN INVESTMENTS LLC	1711 S MAIN ST	WAKE FOREST NC 27587-9287		
87632	1840039182	CLAPPER, TIMOTHY JAY	30435 PGA DR	SORRENTO FL 32776-7113		
422022	1840029466	CONSOLIDATED SYSTEMS AND RESEARCH LLC	1329 DUPLIN RD BLDG A	RALEIGH NC 27607-3720		
488394	1840029466	CRESTONE PEAK, LLC	207 HUNTER HILL RD	CHAPEL HILL NC 27516-1108		
427256	1840029466	DAVIS, RAYMOND C III	4108 WORLEY DR	RALEIGH NC 27613-1559		
449378	1840029466	DELTA COMMERCIAL PROPERTIES, LLC	6300 WESTGATE RD STE A	RALEIGH NC 27617-4754		
449379	1840029466	DRY HOLDINGS, LLC	1772 HERITAGE CENTER DR STE 202	WAKE FOREST NC 27587-9263		
488388	1840029466	ENTEX INC	423 FARINTOSH VALLEY LN	DURHAM NC 27703-8116		
427254	1840029466	ESC PROPERTIES OF WAKE COUNTY LLC	4101 BASHFORD BLUFFS LN	RALEIGH NC 27603-8744		
483155	1840029466	CGG ENTERPRISE LLC	1752 HERITAGE CENTER DR STE 101	WAKE FOREST NC 27587-8790		
410076	1840029466	GLADWELL PROPERTIES, LLC	2424 ROGERS CIR STE 200	WAKE FOREST NC 27587-6368		
203056	1840031067	HAMMOND, JAMES E HAMMOND, NANCY	1735 TILGATE CT	WAKE FOREST NC 27587-4904		
404168	1840029466	HANIGAN PROPERTIES LLC	7133 HIGH POINT LN	CEDAR RAPIDS IA 52411-8165		
404169	1840029466	HANIGAN PROPERTIES, LLC	7133 HIGH POINT LN	CEDAR RAPIDS IA 52411-8165		
488390	1840029466	HERITAGE 18 LLC	176 MINE LAKE CT STE 100	RALEIGH NC 27615-6417		
488391	1840029466	HERITAGE 18 LLC	176 MINE LAKE CT STE 100	RALEIGH NC 27615-6417		
366374	1840029466	HERITAGE OFFICE CENTER CONDO HOA	11010 RAVEN RIDGE RD	RALEIGH NC 27614-8837		
427253	1840029466	HOLMES, JAMES A III	152 MINE LAKE CT STE 100	RALEIGH NC 27615-6417		
44130	1840134085	HOWARD, ERIC GLENN	160 SPRING VALLEY RD	WAKE FOREST NC 27587-9765		
44137	1840130332	HOYLE, MARGARET W	804 QUAIL AVE	WAKE FOREST NC 27587-7627		
366376	1840025273	JACOB FAMILY CAROLINA PARTNERS, LLC	8315 BEVERLY BLVD STE 100	LOS ANGELES CA 90048-2669		
44164	1840038320	KALEIDOSCOPE INVESTMENTS LLC	PO BOX 688	WAKE FOREST NC 27588-0688		
488389	1840029466	KARTHI PROPERTIES LLC	1740 HERITAGE CENTER DR STE 204	WAKE FOREST NC 27587-9849		
53756	1840023670	KHAN, MOHAMMAD A DR KHAN, NASRIN A	5312 POMFRET PT	RALEIGH NC 27612-3683		
177622	1840023497	KHAN, MOHAMMAD A DR KHAN, NASRIN A	5312 POMFRET PT	RALEIGH NC 27612-3683		
77907	1840024618	KHAN, MOHAMMAD A DR KHAN, NASRIN A	5312 POMFRET PT	RALEIGH NC 27612-3683		
203055	1840032010	LAWRENCE, WILLIAM R LAWRENCE, THELMA	1739 TILGATE CT	WAKE FOREST NC 27587-4904		
14706	1840132201	LEXERA, ARIANA	6509 TEALBRIAR DR	RALEIGH NC 27615-7425		
104803	1840120841	LOFTS AT SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
100035	1840036162	LOFTS AT SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
44182	1840029915	LOFTS AT SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
135859	1840028856	LOFTS AT SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
37449	1840028891	LOFTS AT SOUTH MAIN, LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
120782	1840027902	LOFTS OF SOUTH MAIN LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
188743	1840037051	LOFTS OF SOUTH MAIN, LLC	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
1207	1840039106	LUKASH, LIQUDMILA LUKASH, BOGDAN SHEVCHUK	9213 DANSFOSHIRE WAY	WAKE FOREST NC 27587-3402		
463206	1840029466	MANCINI, RAYMOND J TRUSTEE FENEQUITO, LINA J TRUSTEE	7657 RIVER RANCH WAY	SACRAMENTO CA 95831-4410		
31530	1840035482	MARLOWE CAPITAL VENTURES LLC	3700 COMPUTER DR	RALEIGH NC 27609-6595		
44134	1840135060	MARTIN, ALBERT R	168 SPRING VALLEY RD	WAKE FOREST NC 27587-9765		
455510	1840029466	MATEO PROPERTIES LLC	1768 CERTIAGE CENTER DR STE 101	WAKE FOREST NC 27587		
33569	1840132194	MCGHEE, DOROTHY B	144 SPRING VALLEY RD	WAKE FOREST NC 27587-9765		
488392	1840029466	MHV MESSIAH, LLC	1744 103 HERITAGE CENTER DR	WAKE FOREST NC 27587-9853		
427255	1840029466	MICHELLE DATTADA LCSW PLLC	1404 LAGERFIELD WAY	WAKE FOREST NC 27587		
404167	1840029466	MILLER, RODERIC J MILLER, CORINNE M	11408 HORSEMAN TRL	RALEIGH NC 27613-6804		
488358	1840029466	MILLER, RODERIC J MILLER, CORINNE M	11408 HORSEMAN TRL	RALEIGH NC 27613-6804		
366375	1840023313	MOORE & SONS REALTY I LLC MOORE, SYLVIA A TRUSTEE	WALGREENS CO	PO BOX 1159	DEERFIELD IL 60015-6002	
404171	1840029466	MOORE, HAROLD GAYLAND MOORE, RHINA SLOAN	6016 SPRING VALLEY DR	RALEIGH NC 27616-5439		
203052	1840021827	MORALES, NICOLE B	108 SELEY DR	WAKE FOREST NC 27587-4908		
410077	1840029466	MORAN PROPERTY HOLDINGS LLC	8612 ONEAL RD	RALEIGH NC 27613-4211		
6705	1840025828	NESHAT, KHASHAYER K NESHAT, CAROL M	300 CARPATHIAN WAY	RALEIGH NC 27615-1615		
44146	1840038388	NORTON, DENNIS JAMES NORTON, DENISE RILEY	1615 S MAIN ST	WAKE FOREST NC 27587-9286		
6706	1840024776	NRD LLP	7713 WAKEBROOK DR	RALEIGH NC 27616-9673		
28751	1840037253	OSAGE STATION LLC	1633 S MAIN ST	WAKE FOREST NC 27587-9286		
422027	1840029466	PARKER, LARRY J JR PARKER, NATALIE J	1780 HERITAGE CENTER DR STE 204	WAKE FOREST NC 27587-9234		
203054	1840022944	PARKS, DANIEL BROYHILL JR PARKS, JACLYN HERMAN	1743 TILGATE CT	WAKE FOREST NC 27587-4904		
463214	1840029466	PEZZA PRICE HOLDINGS LLC	8313 SIX FORKS RD STE 109	RALEIGH NC 27615-5099		
488393	1840029466	PEZZA PRICE HOLDINGS LLC	1744 104 HERITAGE CENTER DR	WAKE FOREST NC 27587-9853		
463208	1840029466	PHINA LLC	1772 HERITAGE CENTER DR STE 204	WAKE FOREST NC 27587-9263		
449380	1840029466	PHINA, LLC	1772 HERITAGE CENTER DR STE 203	WAKE FOREST NC 27587-9263		
449381	1840029466	PHINA, LLC	1772 HERITAGE CENTER DR STE 203	WAKE FOREST NC 27587-9263		
410078	1840029466	RIVERA, MARIA R RIVERA, ROGER A	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
455512	1840029466	RIVERA, ROGER A RIVERA, MARIA R	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
455515	1840029466	RIVERA, ROGER A RIVERA, MARIA R	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
485360	1840029466	RIVERA, ROGER A RIVERA, MARIA R	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
422023	1840029466	RIVERA, ROGER A. RIVERA, MARIA R.	1333 HERITAGE HILLS WAY	WAKE FOREST NC 27587-4467		
483157	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483158	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483159	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483160	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483534	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483535	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483536	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483537	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401A	RALEIGH NC 27615-2126		
483563	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401	RALEIGH NC 27615-2126		
483561	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401	RALEIGH NC 27615-2126		
483562	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401	RALEIGH NC 27615-2126		
483564	1840029466	RON SCHWARTZ COMMERCIAL LLC	8601 CYPRESS LAKES DR UNIT 401	RALEIGH NC 27615-2126		
87531	1840131060	RS RENTAL LLC	31 HUDSON YARDS	NEW YORK NY 10001-2170		
7741	1840133089	SANDERFORD, JOHN B SANDERFORD, MARTHA	152 SPRING VALLEY RD	WAKE FOREST NC 27587-9765		
463212	1840029466	SKY TOP VACATION RENTALS LLC	1333 MARSHALL FARM ST	WAKE FOREST NC 27587-4342		
463213	1840029466	SKY TOP VACATION RENTALS LLC	1333 MARSHALL FARM ST	WAKE FOREST NC 27587-4342		
422024	1840029466	SPM HOLDINGS LLC	1004 CREEDS HILL CT	WAKE FOREST NC 27587-4571		
422025	1840029466	SPM HOLDINGS LLC	1004 CREEDS HILL CT	WAKE FOREST NC 27587-4571		
455514	1840029466	STOKES, JANE M	PO BOX 19364	RALEIGH NC 27619-9364		
488385	1840029466	STOKES, RICHARD H	PO BOX 19364	RALEIGH NC 27619-9364		
463211	1840029466	STUART LAMM PROPERTIES LLC	12809 RAVEN RIDGE RD	RALEIGH NC 27614-9349		
463209	1840029466	STUART LAMM PROPERTIES LLC	12809 RAVEN RIDGE RD	RALEIGH NC 27614-9349		
463210	1840029466	STUART LAMM PROPERTIES LLC	12809 RAVEN RIDGE RD	RALEIGH NC 27614-9349		
24217	1840131217	SUCCESS AMERICA LLC	15330 BYPASS RDG	SAN ANTONIO TX 78253-4785		
427257	1840029466	TAYGRA LLC	1776 HERITAGE CENTER DR STE 202	WAKE FOREST NC 27587-3977		
427258	1840029466	TAYGRA LLC	1776 HERITAGE CENTER DR STE 202	WAKE FOREST NC 27587-3977		
410080	1840029466	TAYGRA LLC	1784 HERITAGE CENTER DR STE 202	WAKE FOREST NC 27587-3988		
410081	1840029466	TAYGRA, LLC	1784 204 HERITAGE CENTER DR	WAKE FOREST NC 27587-3923		
422021	1840029466	THE PILLAR CHURCH PLANTING NETWORK	1780 101 HERITAGE CENTER DR	WAKE FOREST NC 27587-9234		
455511	1840029466	TVI PROPERTY LLC	508 BRUMBER CIR	WAKE FOREST NC 27587-5576		
404170	1840029466	TORTORIC MASSAGE AND BODYWORK LLC	3321 DONNER TRL	WAKE FOREST NC 27587-8842		
203053	1840021990	TRIANGLE REAL ESTATE NETWORK INC	199 SUITT RD	FRANKLINTON NC 27525-8831		
463217	1840029466	TRIBUNE PROPERTIES LLC	4012 PINEY GAP DR	CARY NC 27519-7507		
422026	1840029466	WICK, JAMES L FTR WICK, PAMELA K FTR	3535 VENABLE RD	KENTS STORE VA 20084-2416		
126403	1840123780	WAKE ELECTRIC MEMBERSHIP CORP	PO BOX 1229	WAKE FOREST NC 27588-1229		
449377	1840029466	WATSON REALTY LLC	PO BOX 51205	DURHAM NC 27717-1205		
449376	1840029466	WATSON REALTY LLC	PO BOX 51205	DURHAM NC 27717-1205		
168201	1840033131	WEATHERS, MARVIN RUPERT WEATHERS, RUBY C	1712 S MAIN ST	WAKE FOREST NC 27587-9317		
488387	1840029466	WILLOW TREE PROPERTIES, LLC	1740 201 HERITAGE CENTER DR	WAKE FOREST NC 27587-9849		
104804	1840122984	ZUNDEL, JORDAN JAMES ZUNDEL, TAYLOR DIXON	151 FARM RD	WAKE FOREST NC 27587-7399		

Farm Rd Townhomes Neighborhood Meeting Summary

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

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

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

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

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

Q3: Traffic is a major concern for the neighbors.

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

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

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

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

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

Q6: What is the timing of this development?

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

Q7: Will there be road improvements to Farm Road?

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

Q8: Will tree removed be replaced?

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

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

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

Q: Will there be a retention pond onsite?

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

Q: Will the units be rented or sold?

A: We do not yet know.

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

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

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

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

Q: Will there be separate visitor spaces?

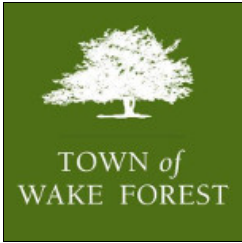
A: Visitor parking is anticipated to be provided in the townhome driveways or along the new proposed public road onsite.

Q: Will there be a dog park?

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

Sign-in Sheet
Farm Rd Townhomes Neighborhood Meeting

Name	Address	Phone Number	E-mail Address
Brian Aikers	161 Farm Rd	919 261 4122	Bcaikers88@gmail.com
Danielle Selak	2321 Rainy Lake St WF	919-309-5771	
Adriana Pendergrass	5257 Patuxent Drive / Raleigh	919-819-2006	
Kenn Nesbit	1725 S. Main St. WF	919-270-4270	
Manijeh Nesbit	1725 S. Main St. WF	(919) 846-6662	
Jimmy & Beth Broadway	1605 S. MAIN ST WF	252-425-4224	
Taylor Zundel	151 Farm Rd.	919-451-3050	taylor.zundel@exp Realty.com
Loudmiller Lukash	121 Farm Rd	919-414-3706	loudmiller919@yahoo.com
T Bennett	137 Farm Rd	—	TBENNETT@yahoo.com
Kristin Kiddick	1633 S. Main St.	919-757-5741	ellebecsalon@gmail.com
Craig Johnson	111 Abercrombie Rd	919 426 1646	craigjohnsonmus@gmail.com
Olivia Holland	1747 Alexander Springs	919 203 1113	oholland@arlingtonproperties.net
bethbway@nc.rr.com	Jimway@nc.rr.com		



Conditional District Rezoning Application

(Conditional District Rezoning Workflow)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

Project Overview

#925310

Project Title: Farm Road Townhomes Conditional District Rezoning

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Conditional District Rezoning

State: NC

Workflow: Conditional District Rezoning

County: Wake

Submittal Requirements

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

[VIEW CONDITIONAL DISTRICT REZONING
SUBMITTAL CHECKLIST](#)

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

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

Pre-Application Meeting

Has a pre-application conference been held?: Yes

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

Pre-Application Conference Date: 05/23/2022

Staff Member Met With: Tim Richards

Pre-application Conference Project Number: N/A

Address & Basic Site Information

Please Note:

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

Project Address or PIN:

- 1702 FARM RIDGE RD (1840037051)

Tax PIN:

- 1840037051

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

Acreage: 2.90

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

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

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

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

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

Parcel Area: GIS Acreage

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

Current Use: Land Use Development

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

Wake Forest (WF):

Base District: Zoning

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

Planning and Zoning:

In SH1-O Overlay:

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

In Water Supply Watershed Protection Overlay:

In SF Overlay:

In MVCP-O Overlay:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

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

Case Numbers of other related approvals (if applicable):

SP-23-15

Project Contacts

Please enter all project contacts related to your application.

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

members assigned role with the project.

Project Contact - Applicant

Kevin Neshat

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

Project Contact - Developer

Kevin Neshat

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

Project Contact - Property Owner

Kevin Neshat

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

Project Contact - Engineer

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

Transportation Impact Analysis

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

Project Number:

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

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

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

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

Proposed Number of Lots: 25

Number of Single-Family Lots: 0

Number of Multi-Family Units: 0

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

Proposed Land Use:

Development of 25 townhomes and associated infrastructure

Number of Buildings: 5

Number of Townhome Lots: 25

Number of Stories: 3

Plan Information - Conditional Rezoning

Description of Request:

Development of 25 townhome units and associated infrastructure

Initial Proposed Conditions Offered by Applicant:

See attached list

Justification of Consistency with Comprehensive Plan:

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

Kevin Neshat
Lofts at South Main LLC

December 19, 2023

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

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

Dear Mr. Richards:

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

1. The subdivision master plan is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the Administrator finds the modification to be minor and in keeping with the spirit and intent of the approved subdivision master plan.
2. The following setbacks shall apply:
 - Minimum street side/secondary front setback: 10'
 - Minimum side setback: 6' (applies to townhome end units only)
 - Minimum rear setback: 20'
3. An exterior wall that fronts on a right-of-way including a secondary street side shall contain at least two decorative elements such as, but not limited to, the following elements:

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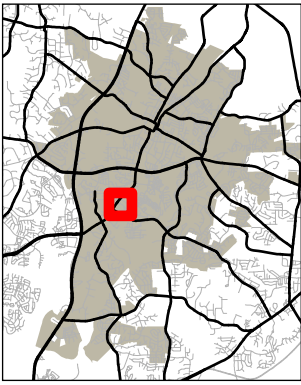
4. A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter, and accent colors complementing the siding color. Where varied siding and trim, shutter, and accent colors are not provided on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

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

Sincerely,

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

Kevin Neshat
Lofts at South Main LLC



Annotated Aerial Photograph



TOWN of
WAKE FOREST

RZ-23-08

Farm Road Townhomes Conditional District Rezoning

11/20/2023

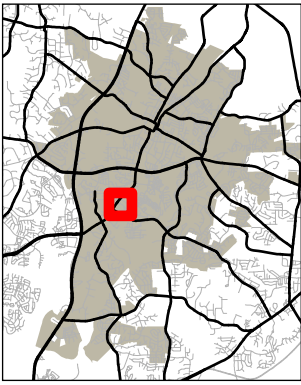


Please note that this map is intended for illustrative purposes only.
For specific inquiries regarding zoning boundaries, contact the
Town Wake Forest Planning Department at 919-435-9510.

0 500 1,000
Feet



72



Existing Zoning

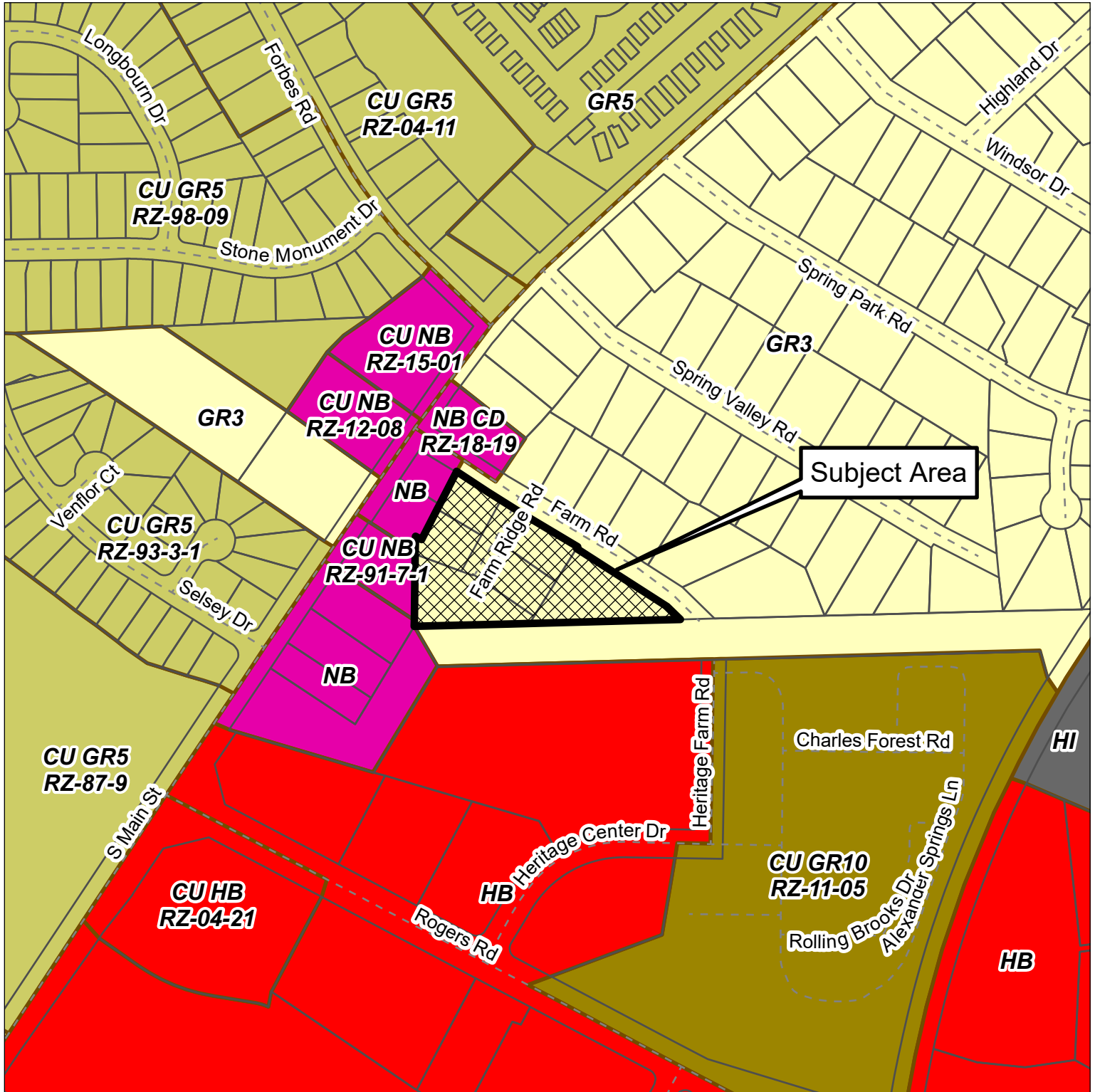


TOWN of
WAKE FOREST

RZ-23-08

Farm Road Townhomes Conditional District Rezoning

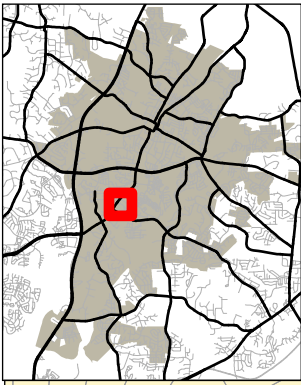
11/20/2023



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0 500 1,000 Feet





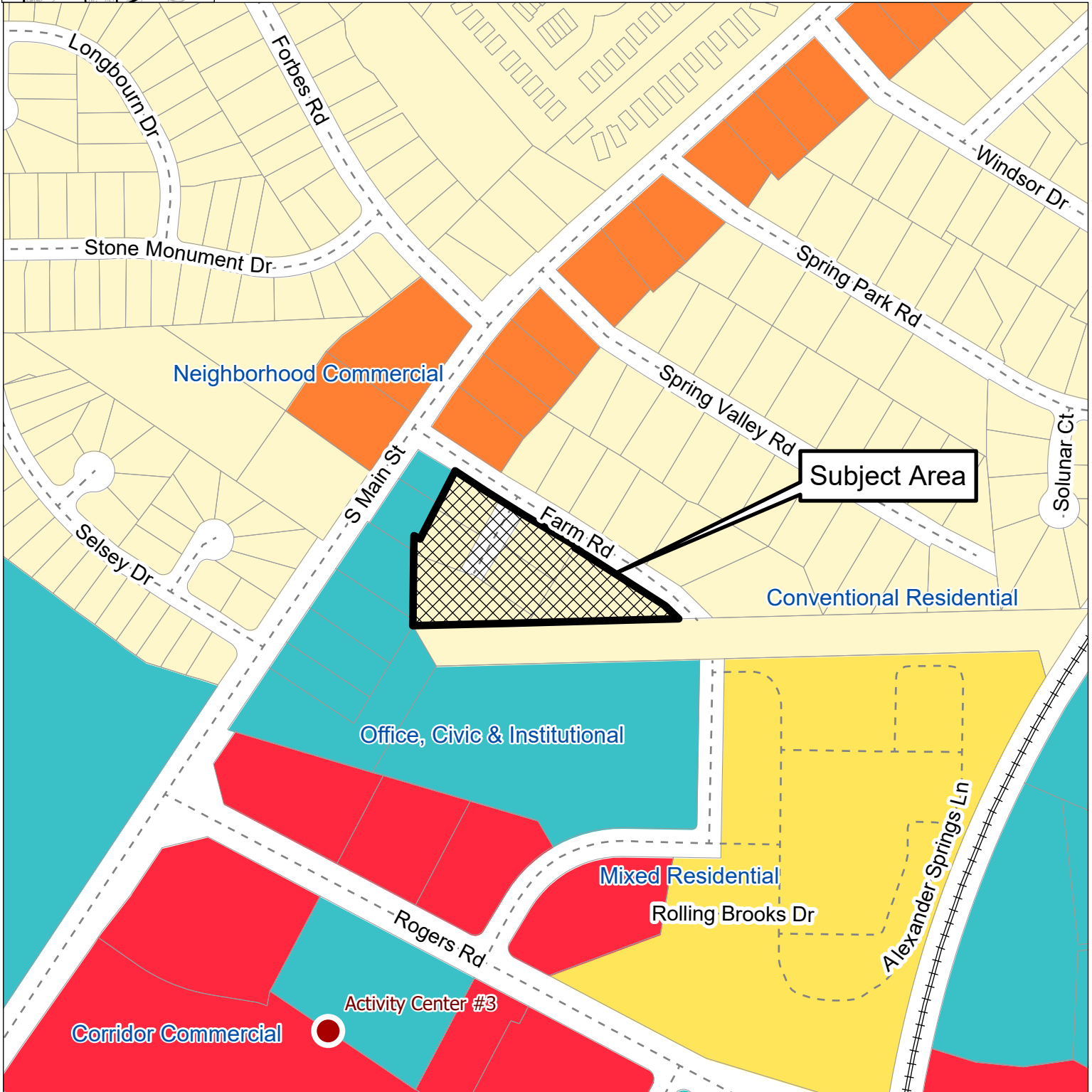
Land Use Plan



TOWN of
WAKE FOREST

RZ-23-08 Farm Road Townhomes Conditional District Rezoning

11/20/2023



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

0 500 1,000
US Feet





TOWN of WAKE FOREST

Report Requirements:

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

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

GENERAL INFORMATION

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

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

Existing Zoning: General Residential 3 (GR3)

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

Size: 3.06 acres

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

Existing Land Use: Single-family detached dwellings

Applicable Officially Adopted Plans:

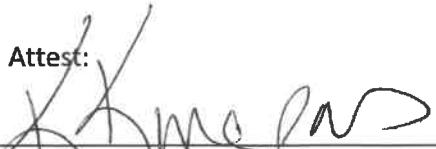
The request is generally Consistent with the relevant policies in the Comprehensive Plan, and Approval of the zoning map request is reasonable and in the public interest. See Attachment.

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

Introduced by Planning Board member: Michael Almquist

Seconded by Planning Board member: Michael Hickey

Attest:


Karin Kuropas, Planning Board Chair


Courtney Tanner, Planning Director

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

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

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

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

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

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

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

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

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

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Wake Forest, NC 27588-1253

LEGAL DESCRIPTION

NB CD ZONING AREA:

BEGINNING AT AN EXISTING IRON PIPE, SAID EXISTING IRON PIPE BEING THE SAME COMMON CORNER OF PARCEL PIN# 1840.03-02-4776, PIN# 1840.03-02-3497, PIN# 1840.03-12-3780 AND SUBJECT LOT, SAID EXISTING IRON PIPE HAVING NC GRID NAD 83/2011 COORDINATE N(y): 802,749.88' E(x): 2,140,605.21'; THENCE N 00°39'05"E A DISTANCE OF 176.15' TO A POINT; THENCE N 00°39'05"E A DISTANCE OF 5.39' TO A POINT; THENCE S 57°13'26"E A DISTANCE OF 50.36' TO A POINT; THENCE S 01°21'19"W A DISTANCE OF 153.46' TO A POINT; THENCE S 88°48'45"W A DISTANCE OF 40.79' TO AN EXISTING IRON PIPE; WHICH IS THE POINT OF BEGINNING, CONTAINING AN AREA OF 6,998 SQUARE FEET, 0.161 ACRES.

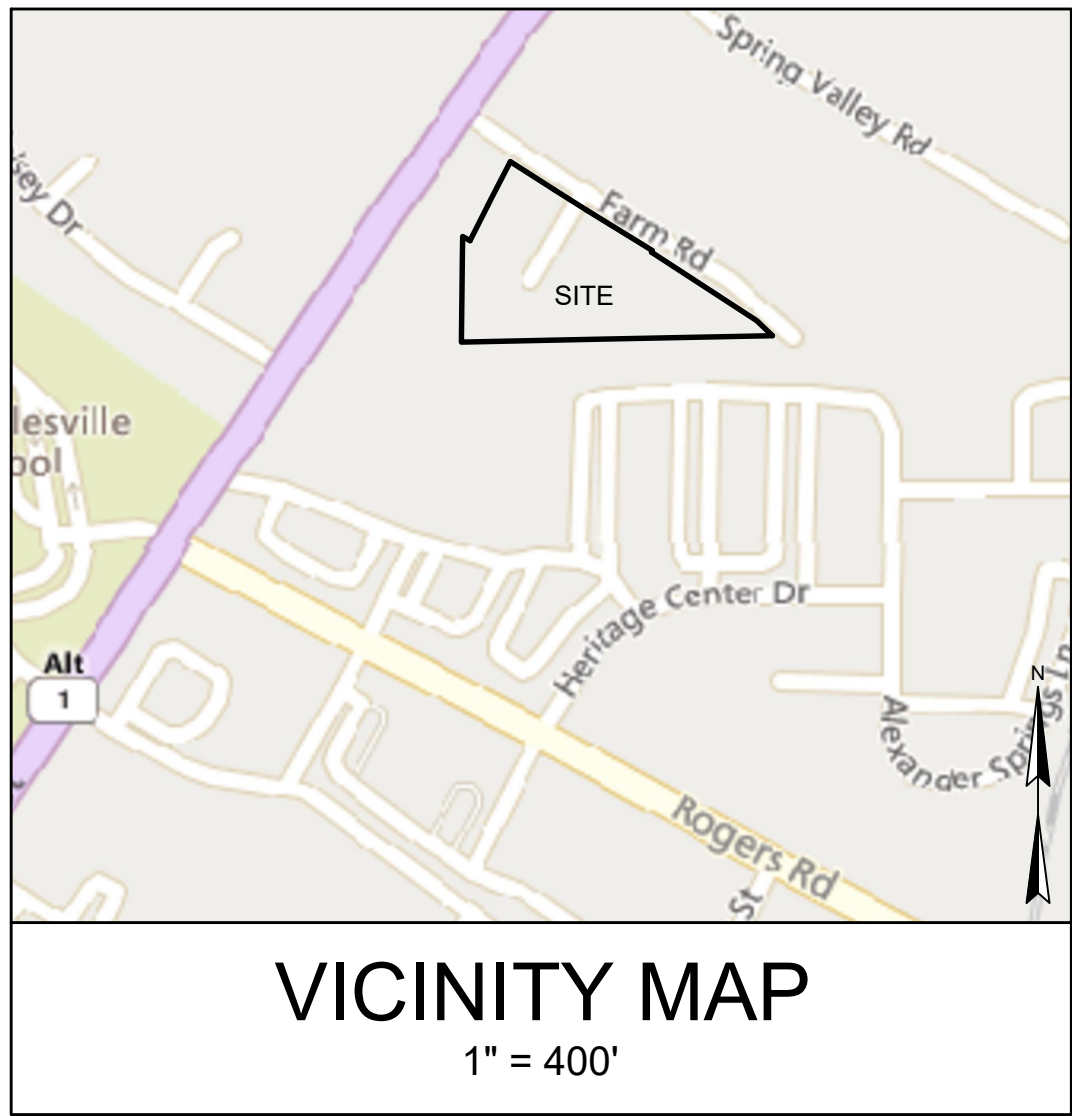
GR10 CD ZONING AREA:

BEGINNING AT AN EXISTING IRON PIPE, SAID EXISTING IRON PIPE BEING LOCATED ON THE SOUTHERN RIGHT-OF-WAY OF FARM ROAD (S.R.#2117), SAID EXISTING IRON PIPE HAVING NC GRID NAD 83/2011 COORDINATE N(y): 803,126.07' E(x): 2,140,706.99'; THENCE S 57°04'06"E A DISTANCE OF 107.75' TO A POINT; THENCE WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 39.27', WITH A RADIUS OF 25.00', WITH A CHORD BEARING OF S 12°03'45"E, WITH A CHORD LENGTH OF 35.36'; TO A POINT; THENCE S 32°56'35"W A DISTANCE OF 280.93' TO A POINT; THENCE S 57°03'25"E A DISTANCE OF 55.00' TO A POINT; THENCE N 32°56'35"E A DISTANCE OF 282.19' TO A POINT; THENCE WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 39.27', WITH A RADIUS OF 25.00', WITH A CHORD BEARING OF N 77°56'35"E, WITH A CHORD LENGTH OF 35.36', TO A POINT; THENCE S 57°03'25"E A DISTANCE OF 136.52' TO A POINT; THENCE S 56°58'42"E A DISTANCE OF 261.95' TO A POINT; THENCE S 46°13'42"E A DISTANCE OF 45.04' TO AN EXISTING RE-BAR, SAID EXISTING RE-BAR HAVING NC GRID NAD 83/2011 COORDINATE N(y): 802,763.29' E(x): 2,141,252.97'; THENCE S 88°48'45"W A DISTANCE OF 366.52' TO A POINT; THENCE S 88°48'45"W A DISTANCE OF 240.57' TO A POINT; THENCE N 01°21'19"E A DISTANCE OF 153.46' TO A POINT; THENCE N 57°13'26"W A DISTANCE OF 50.36' TO A POINT; THENCE N 00°39'05"E A DISTANCE OF 38.10' TO A POINT; THENCE S 61°59'50"E A DISTANCE OF 17.10' TO A POINT; THENCE N 27°05'14"E A DISTANCE OF 184.88' TO AN EXISTING IRON PIPE; WHICH IS THE POINT OF BEGINNING, CONTAINING AN AREA OF 109,012 SQUARE FEET, 2.503 ACRES.

Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Zoning Map Amendment RZ-23-08: Farm Road Townhomes Conditional District

The Wake Forest Board of Commissioners finds that RZ-23-08 is consistent with the Wake Forest Comprehensive Plan. The Wake Forest Board of Commissioners finds that approval of the rezoning request is reasonable and in the public interest for the following reasons:

1. The proposed zoning district is consistent with the Conventional Residential area description in the Community Plan.
2. The proposed zoning district is consistent with Community Plan direction for Activity Centers, residential character, and setbacks.



FARM RD TOWNHOMES SITE MASTER PLAN RZ-23-08

PROPOSED ZONING CONDITIONS:

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

OWNER/DEVELOPER:

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

ENGINEER OF RECORD:

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

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

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



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

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

ORIGINAL PLAN SIZE: 24" X 36"

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

FARM RD TOWNHOMES
SITE MASTER PLAN
RZ-23-08

FARM RD
WAKE FOREST, NC

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

COVER

C-1

SHEET 1 OF 7



1. SPECIMEN TREE SURVEY BY CAWTHORNE, MOSS & PANCIERA, PC
2. TWELVE (12) SPECIMEN TREES WITHIN THE SITE ARE PROPOSED TO BE REMOVED FOR A REPLACEMENT VALUE OF 48 TREES (VALUE IS \$1,000 OR (4) REPLACEMENT TREE PER SPECIMEN TREE REMOVED).

NOTES

1. BOUNDARY AND TOPOGRAPHIC SURVEY BY CAWTHORNE, MOSS & PANCIERA, PC.
2. THERE ARE NO FLOOD PRONE AREAS PRESENT PER FEMA FIRM PANEL NO. 3720184000K, EFFECTIVE JULY 19, 2022.
3. THE UTILITIES SHOWN ARE NOT GUARANTEED TO BE A REPRESENTATION OF ALL UTILITIES WITHIN THE PROJECT EXTENT.
4. THE CONTRACTOR SHALL CALL THE NORTH CAROLINA ONE-CALL-CENTER AT LEAST 48 HOURS PRIOR TO BEGINNING WORK.
5. THE CONTRACTOR SHALL VERIFY DEPTHS AND LOCATIONS OF ALL UTILITIES PRIOR TO BEGINNING WORK AND SHALL USE CARE WHEN OPERATING AROUND EXISTING UTILITIES.
6. THE CONTRACTOR SHALL BE FINANCIALLY RESPONSIBLE FOR THE REPAIR OF ANY EXISTING UTILITIES DAMAGED DURING CONSTRUCTION.

LEGEND

	EX. PROPERTY LINE
	EX. RIGHT-OF-WAY
	EX. ADJACENT OWNERS
	EX. SUBDIVISION LINE
	EX. CHAIN LINK FENCE
	EX. OVERHEAD ELECTRIC LINE
 OHW	EX. WATER LINE
 G	EX. GAS LINE
 SS	EX. SANITARY SEWER
 SD	EX. STORM SEWER
 -375-	EX. MAJOR CONTOUR (5')
	EX. MINOR CONTOUR (1')



28"
PINE

 28" PINE

SOIL TYPES

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

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

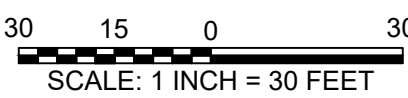


POST OFFICE BOX 91727
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PHONE: 919.610.1051
FIRM NC LICENSE NUMBER C-4222

REVISION HISTORY

[illegible]

ORIGINAL PLAN SIZE: 24" X 36"



SCALE ADJUSTMENT

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0 1"

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FARM RD TOWNHOMES
SITE MASTER PLAN
RZ-23-08

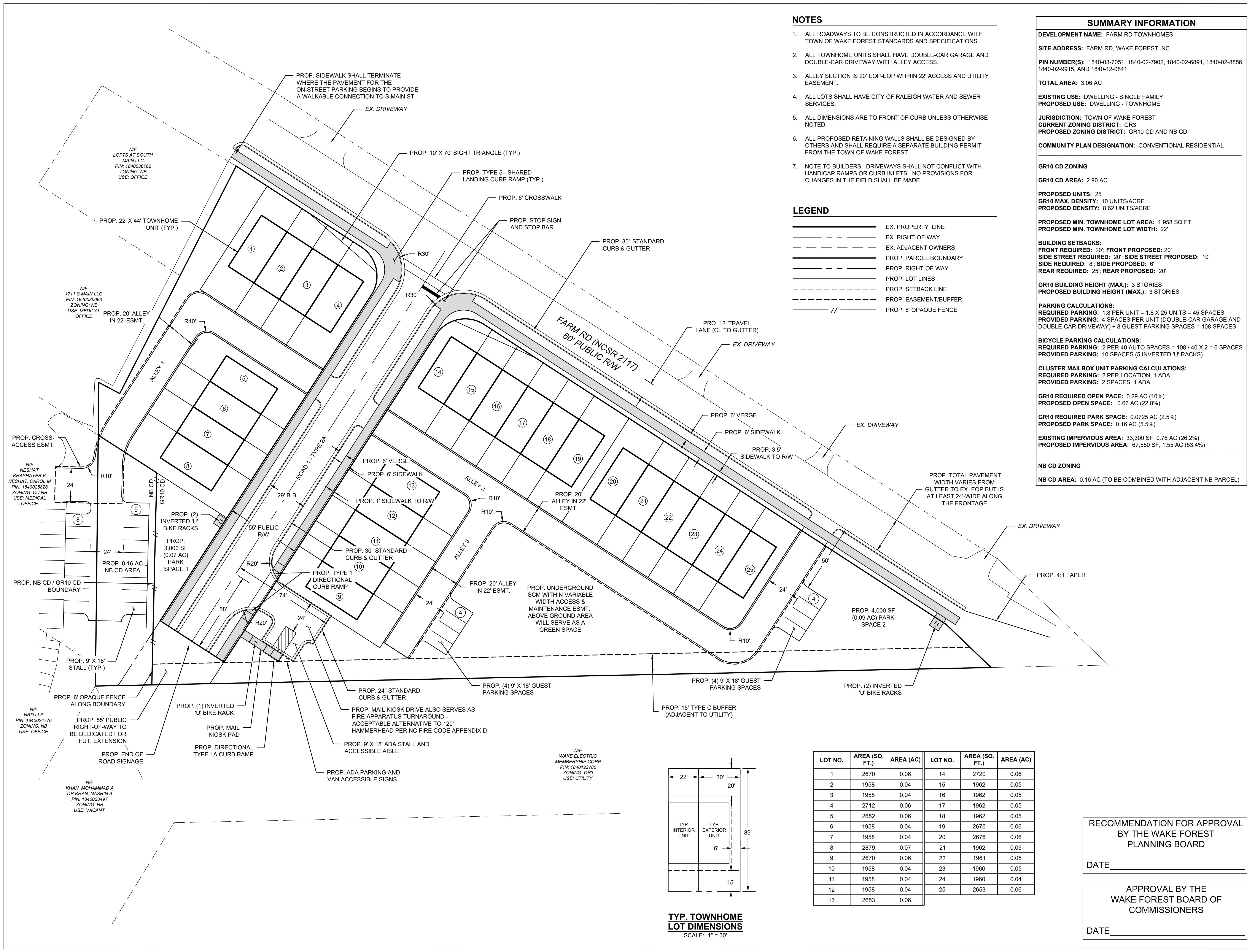
FARM RD
WAKE FOREST, NC

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

EXISTING CONDITIONS & DEMOLITION PLAN

C-2

SHEET 2 OF 7



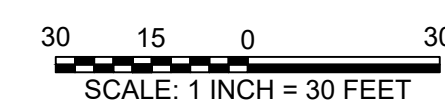
SHEET 4 OF 7

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RALEIGH, NORTH CAROLINA 27675
PHONE: 919.610.1051
FIRM NC LICENSE NUMBER C-4222

REVISION HISTORY

[illegible]

ORIGINAL PLAN SIZE: 24" X 36"



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ACCORDINGLY

FARM RD TOWNHOMES
SITE MASTER PLAN
RZ-23-08

FARM RD
WAKE FOREST, NC

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

GRADING & DRAINAGE PLAN

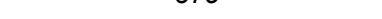
C-5

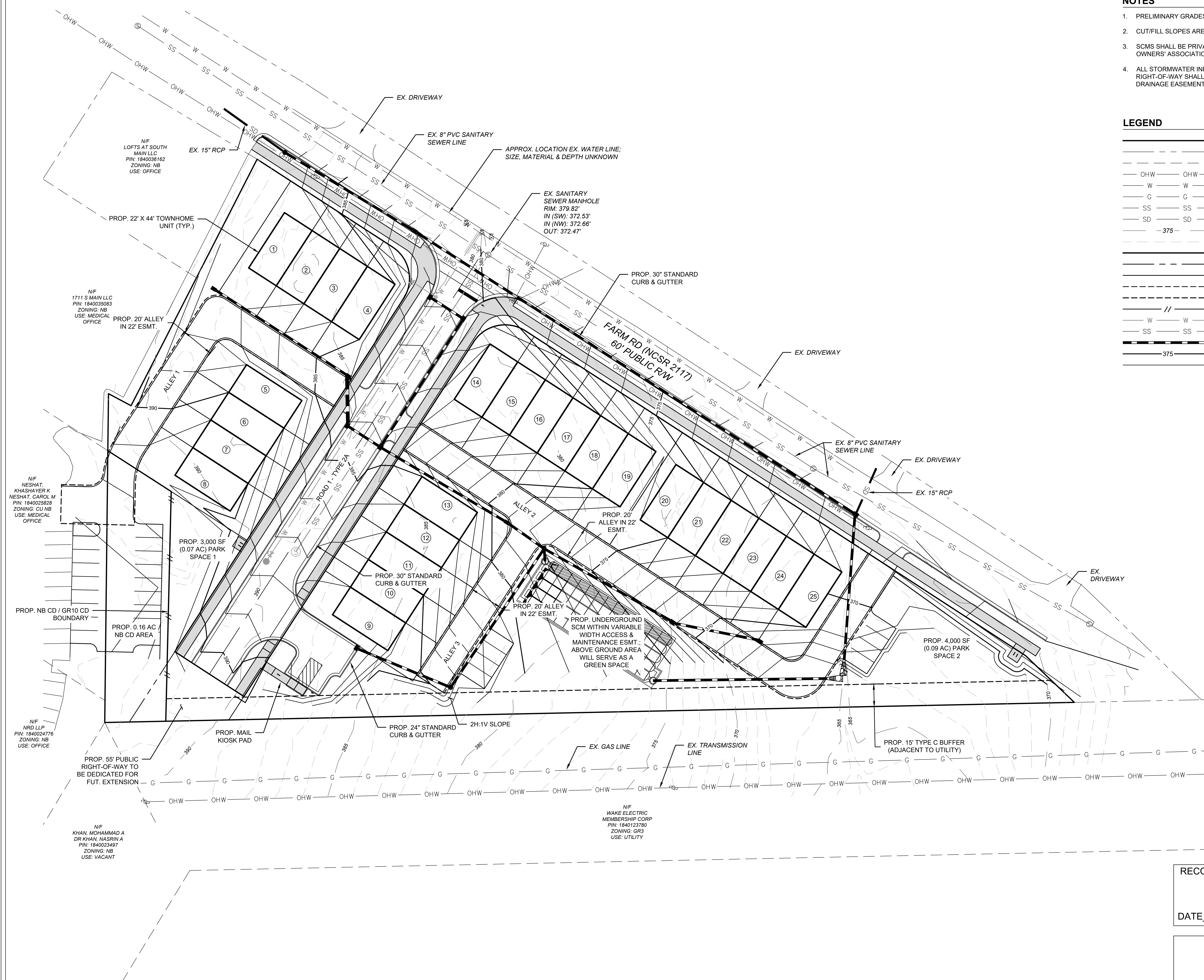
SHEET 5 OF 7

NOTES

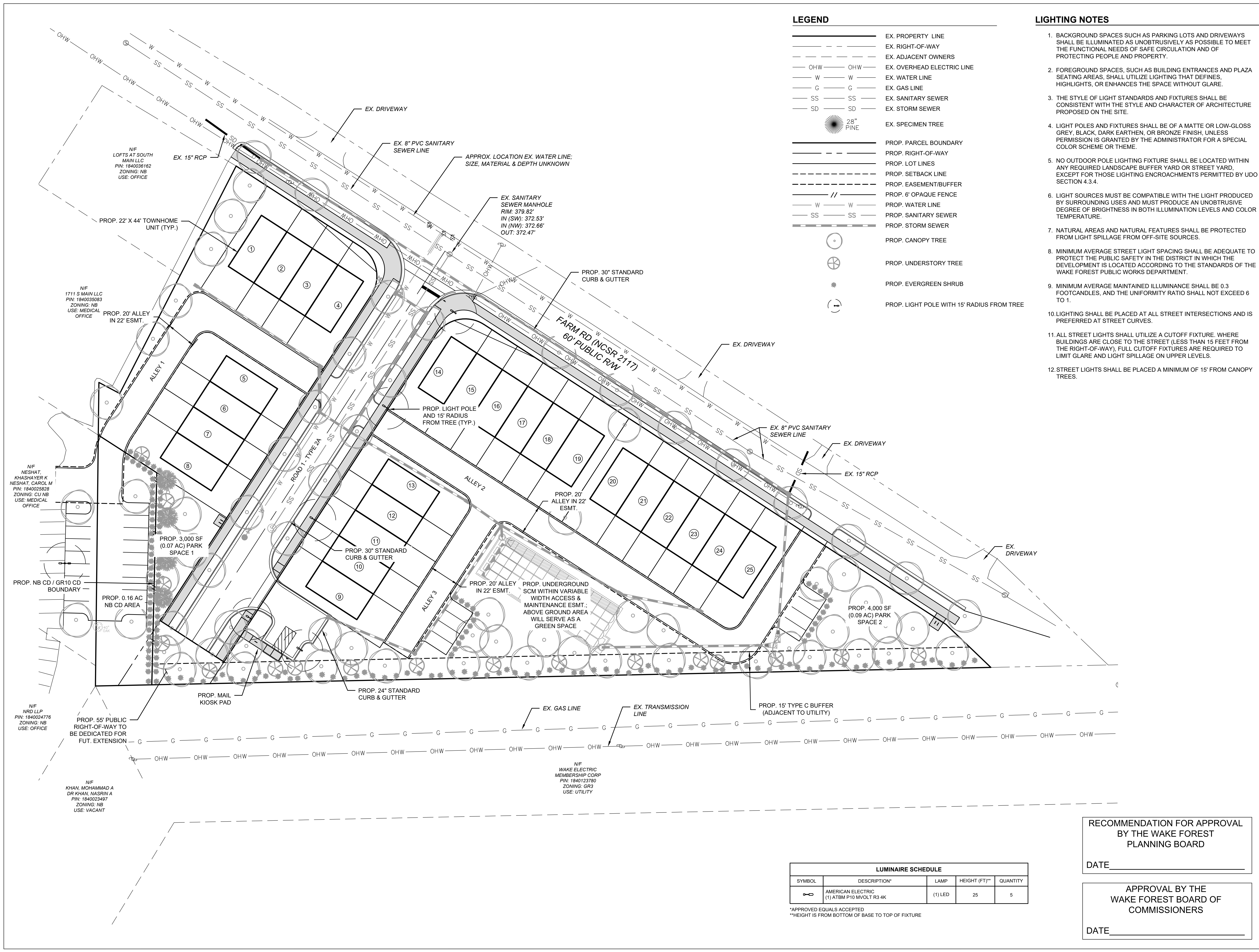
1. PRELIMINARY GRADES SHOWN REPRESENT FINISHED GRADES.
2. CUT/FILL SLOPES ARE 3H:1V UNLESS OTHERWISE NOTED.
3. SCMS SHALL BE PRIVATE AND MAINTAINED BY THE HOME OWNERS' ASSOCIATION.
4. ALL STORMWATER INFRASTRUCTURE OUTSIDE OF THE PUBLIC RIGHT-OF-WAY SHALL BE PRIVATELY MAINTAINED WITHIN PRIVATE DRAINAGE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

LEGEND

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



SHEET 6 OF 7

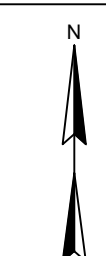
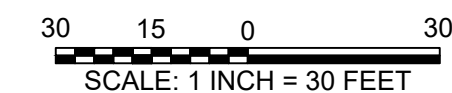


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FARM RD TOWNHOMES
SITE MASTER PLAN
RZ-23-08

FARM RD
WAKE FOREST, NC

RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE _____

APPROVAL BY THE
WAKE FOREST BOARD OF
COMMISSIONERS

DATE _____

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

LIGHTING PLAN

C-7

SHEET 7 OF 7

ORDINANCE 2024-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST AMENDING THE OFFICIAL ZONING DISTRICT MAP OF THE TOWN OF WAKE FOREST TO CHANGE THE ZONING OF APPROXIMATELY 3.06 ACRES LOCATED AT 1701 FARM RIDGE ROAD, 1702 FARM RIDGE ROAD, 1709 FARM RIDGE ROAD, 1710 FARM RIDGE ROAD, 1715 FARM RIDGE ROAD, AND 128 FARM ROAD, BEING WAKE COUNTY TAX PIN(S) 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, AND 1840120841, FROM GENERAL RESIDENTIAL 3 (GR3) TO GENERAL RESIDENTIAL 10 COONDITIONAL DISTRICT (GR10-CD) AND NEIGHBORHOOD BUSINESS CONDITIONAL DISTRICT (NB-CD)

WHEREAS, the application submitted by Kevin Neshat on behalf of Lofts of South Main, LLC, for the rezoning of land hereinafter described was duly filed with the Planning Department; and

WHEREAS, the Planning Board held a public comment session on December 12, 2023, and the Board of Commissioners held a public hearing on January 16, 2024; and

WHEREAS, mailed notices, property sign postings, and a newspaper notice publication were carried out for the public comment session and public hearing in accordance with to G.S. § 160D-602 and the Unified Development Ordinance; and

WHEREAS, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application that was generally consistent with the Comprehensive Plan and is in the best public interest for the lands hereinafter described, all in accordance with the requirements of the Town of Wake Forest Unified Development Ordinance and the provisions of Chapter 160D, Article 6, of the North Carolina General Statutes;

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

Section 1: The lands that are the subject of the Ordinance are those certain lands described in Exhibit 1 – Legal Description, which is incorporated herein by reference, and said lands are hereafter referred to as the “Rezoned Lands.”

Section 2: The parcels identified by the Wake County Tax Parcel Identification Numbers 1840029915, 1840037051, 1840028856, 1840027902, 1840026891, and 1840120841, and described in Exhibit 1, are located within the Town’s Corporate Limits.

Section 3: The Town of Wake Forest Unified Development Ordinance, including the Town of Wake Forest North Carolina Official Zoning District Map which is a part of said Ordinance, is hereby amended by changing the zoning classification of the “Rezoned Lands” from General Residential 3 (GR3) to General Residential 10 Conditional District (GR10-CD) and Neighborhood Business Conditional District (NB-CD) as shown on Exhibit 1, subject to the conditions stated herein.

Section 4: The “Rezoned Lands” are subject to all of the standards and conditions in Exhibit 3 – Proposed Farm Road Townhomes Master Plan, which are imposed as part of this rezoning.

Section 5: The Administrator is hereby authorized and directed to cause the said Official Zoning District Map for the Town of Wake Forest, North Carolina, to be physically revised and amended to reflect the zoning changes ordained by this Ordinance.

Section 6: After reviewing all the information presented at the public hearing and the Town’s plans, policies, and ordinances, the Wake Forest Board of Commissioners finds the zoning map amendment request reasonable and consistent with the 2022 Community Plan and in the interest of the public and adopted a written consistency statement, which is on file with the Wake Forest Planning Department and attached as Exhibit 2.

Section 7: The “Rezoned Lands” are subject to the following conditions, which are imposed as part of this zoning map amendment:

1. The subdivision master plan is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the Administrator finds the modification to be minor and in keeping with the spirit and intent of the approved subdivision master plan.
2. The following setbacks shall apply:
 - Minimum street side/secondary front setback: 10’
 - Minimum side setback: 6’ (applies to townhome end units only)
 - Minimum rear setback: 20’
3. An exterior wall that fronts on a right-of-way including a secondary street side shall contain at least two decorative elements such as, but not limited to, the following elements:
 - Bay window
 - Recessed window

- Wrap around porch or side porch
 - Two or more building materials
 - Decorative brick or stone
 - Decorative trim
 - Decorative shake
 - Air vents on gable shall have trim to match elevation style
 - Decorative gable
 - Decorative cornice
 - Column
 - Portico
 - Balcony
 - Dormer
4. A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter, and accent colors complementing the siding color. Where varied siding and trim, shutter, and accent colors are not provided on an individual dwelling, a minimum of three varied materials shall be provided.
 5. All elevations of the units that front on a right-of-way including a secondary street side shall have trim around the windows.
 6. Raised Entries: All residential entrances within 18 feet of the sidewalk paralleling the front property line shall be raised above the average finished grade of the sidewalk a minimum of 1½ feet.
 7. Roofs: Main roofs on residential buildings shall have a minimum pitch of 6:12, and decorative/elevation elements shall have a minimum pitch of 3:12.
 8. Vinyl siding shall not be permitted.
 9. For townhome dwellings, at least 15% of the area of each façade that faces a street lot line must be windows or main entrance doors, as measured from the finished floor elevation to the eave.

10. The Architectural and Review Guidelines for the community shall include the following language regarding parking:

- Homeowners are expected to park vehicles in their garage or driveway, not on the street.
- Street parking is only for short-term situations (e.g. guest parking overflow or maintenance vehicles), should allow for safe and efficient movement of traffic, and not block or hinder a neighbor's access to their driveway.
- Street parking within 25' of a stop sign or within 15' of a fire hydrant is prohibited.
- Parking of commercial vehicles or vehicles in disrepair is not permitted except within an enclosed garage.
- Parking is prohibited on the grass or the medians.
- Garage doors should be kept in the closed position unless they are in use.

11. All off-street parking, loading areas, and service areas adjacent to and/or visible from a public right-of-way and adjacent properties shall be screened from view by use of one or more of the following:

- A. A building or buildings;
- B. A change in topography;
- C. A planting area a minimum of 5 feet wide planted with evergreen shrubbery placed a maximum of 5 feet on center. All shrubs shall achieve a height of 4 feet within 3 years.
- D. Fencing, walls, or berms.

12. Park space amenities shall include a minimum of two (2) of the following options: playground, permanent cornhole courts, permanent gaming tables, permanent horseshoe pits, fire pit, community garden, and gazebo.

13. The Type B buffer required between the office and townhome uses along the proposed NB CD and GR10 CD zoning line/parcel line is being modified to include a minimum 8' planting area that includes all required plantings for a Type B, Option 2 buffer, split between both parcels, with a 6' opaque fence as shown on the master plan.

14. At the time the NB-CD portion of the development is recombined with the abutting NB-CD zoned parcel, an easement providing ingress and egress from South Main Street to Alley 1 shall be recorded, or a cross access agreement providing the same rights to ingress and egress shall be recorded.
15. The current residents of the subject parcels shall be notified at least six months prior to their leases ending.
16. The sidewalk along the Farm Road frontage shall be extended beyond the site frontage toward South Main Street to terminate at the existing paved parking area abutting 1701 South Main Street.

Section 8: The “Rezoned Lands” shall be perpetually bound to the conditions imposed, including the uses authorized, unless subsequently changed or amended as provided for in the Unified Development Ordinance.

Adopted and effective this 16th of January 2024.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-302-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: January 16, 2024

SUBJECT

Public hearing on a petition requesting contiguous annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres

Recommendation:

Item Summary:

ATTACHMENTS

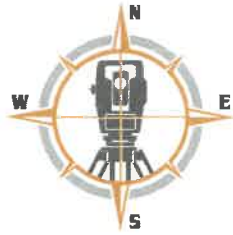
- [011624 BOC Agenda Summary AN-23-04.pdf](#)
- [Attachment A Legal Description AN-23-04.pdf](#)
- [Attachment B Annexation Map AN-23-04.pdf](#)
- [Attachment C Contiguous Annexation Petition AN-23-04.pdf](#)
- [Attachment D Agent Authorization Form AN-23-04.pdf](#)
- [DRAFT ORDINANCE AN-23-04.docx](#)

Agenda Item: Public hearing on a petition requesting contiguous annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. The proposed annexation is associated with rezoning case RZ-23-07.

On December 19th, 2023, the Board accepted the petition, certified the sufficiency of the annexation petition, and adopted the resolution to investigate the annexation petition thus, setting the public hearing date for the annexation petition.

Attachments: Attachment A Legal Description AN-23-04
Attachment B Annexation Map AN-23-04
Attachment C Contiguous Annexation Petition AN-23-04
Attachment D Agent Authorization Form AN-23-04
Draft Ordinance



WILLIAM T. DEMENT, JR.

Professional Land Surveyor, P.A.

Physical Address: 102 West Nash Street, Suite D

Mailing Address: P.O. Box 701

Email Address: DementSurvey@nc.rr.com

LOUISBURG, N.C. 27549

Tel.: (919)496-6159

May 23, 2023

Re: Marion S. Jordan Rezoning & Annexation Request

DESCRIPTION OF LOTS TO BE ANNEXED INTO TOWN OF WAKE FOREST, NC

Being all of those certain two lots located on NCSR 1161 (Stephen Taylor Road) and Haltwhistle Street, Youngsville Township, Franklin County, NC, presently owned by Edward B, Smith, et ux, according to Franklin County GIS department and Deed Book 1702, Page 478, Franklin County Register of Deeds office and being more particularly described as follows:

LOT 2A

Beginning at a found 5/8" iron rebar w/top flush w/ground located at the southwest intersection of the right-of-ways of NCSR 1161 (Stephen Taylor Road)(60' R/W) and Haltwhistle Street (60' R/W), said iron rebar having a coordinate value of N 822,468.57 feet and E 2,148,721.00 feet;

thence, along the western right-of-way line of NCSR 1161 (Stephen Taylor Road), a curve to the left having a chord bearing and distance of S 28°50'15"W 135.82', a radius of 714.03' and an arc length of 136.03' to a found 3/8" iron pipe w/top 3" below ground, a corner of Joseph A. Ivey, et ux property;

thence, leaving said western right-of-way line and along the Joseph A. Ivey, et ux property N 66°27'55"W 88.77' to a found 1/2" iron pipe w/top 9" below ground and S 82°28'30"W 123.21' to a found 5/8" iron rebar w/top 5" below ground, a corner of Everly Subdivision;

thence, along Lot 167, Everly Subdivision N 40°12'05"E 142.33' to a found 1/2" iron pipe w/top 9" above ground;

thence, along Lot 168, Everly Subdivision N 40°12'05"E 50.98' to a found Mag nail w/top flush in a 15" tree stump 10" above ground, N 09°44'00"E 26.15' to a set 5/8" iron rebar w/top flush w/ground and N 38°12'25"E 28.36' to a found 5/8" iron rebar w/top 7" above ground and 0.6' south of the edge of a concrete sidewalk in the southern right-of-way line of Haltwhistle Street (60' R/W);

thence, along the southern right-of-way line of Halwhistle Street S 51°51'40"E 155.51' to the point and place of beginning, containing 0.630 acre, more or less, according to a survey and plat by William T. Dement, Jr., PLS dated 2/14/23.

LOT 2B

Beginning at a found ½" iron pipe w/top 2" above ground in the eastern right-of-way line of NCSR 1161 (Stephen Taylor Road) (60' R/W), a corner for Martin W. Cliff, et als, said iron pipe having a coordinate value of N 822,448.44 feet and E 2,148,780.68 feet;

thence, leaving said eastern right-of-way line along the Martin W. Cliff, et als property S 19°14'25"E 211.46' to a found 1.5" iron bar w/top 7" above ground, a corner for Calvin A. Ray, Jr., et al and Paul D. Hicks, et al;

thence, along the Paul D. Hicks, et al property N 76°46'35"W 192.61' to a nail set at the base of a found ½" bent iron pipe w/top flush in a private gravel street in the line of Joseph A. Ivey, et ux property;

thence, N 25°35'45"E 49.20' to a set ½" iron rebar w/top flush w/gravel, a corner for Joseph A. Ivey, et ux, located near the end of NCDOT maintenance of NCSR 1161 (Stephen Taylor Road);

thence, S 66°37'25"E 28.76' to a found ½" bent iron pipe replaced with a 5/8" iron rebar w/top flush w/ground in the eastern right-of-way line of NCSR 1161 (Stephen Taylor Road);

thence, along said eastern right-of-way line of NCSR 1161 (Stephen Taylor Road) a curve to the right having a chord bearing and distance of N 29°46'35"E 141.29', a radius of 654.03' and an arc length of 141.57' to the point and place of beginning, containing 0.378 acre, more or less, according to a survey and plat by William T. Dement, Jr., PLS dated 2/14/23.

All coordinates and bearings shown hereon are based on the N.C. Grid System (NAD 83)(2011).
All distances shown hereon are horizontal ground.



A handwritten signature in black ink, appearing to read "William T. Dement, Jr.", written over the bottom of the seal.



N.C. Grid North (NAD 83)(2011)



I, William T. Dement, Jr., certify that this plat was drawn under my supervision from an actual field survey made under my supervision (deed description recorded in Book 1702, Page 478); that the boundaries not surveyed are clearly indicated as drawn from information found in Plat Book 2005, Page 405; that the ratio of precision as calculated is 1/20,000; that this map was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal, this 14th day of February, 2023.

Professional Land Surveyor L-1456

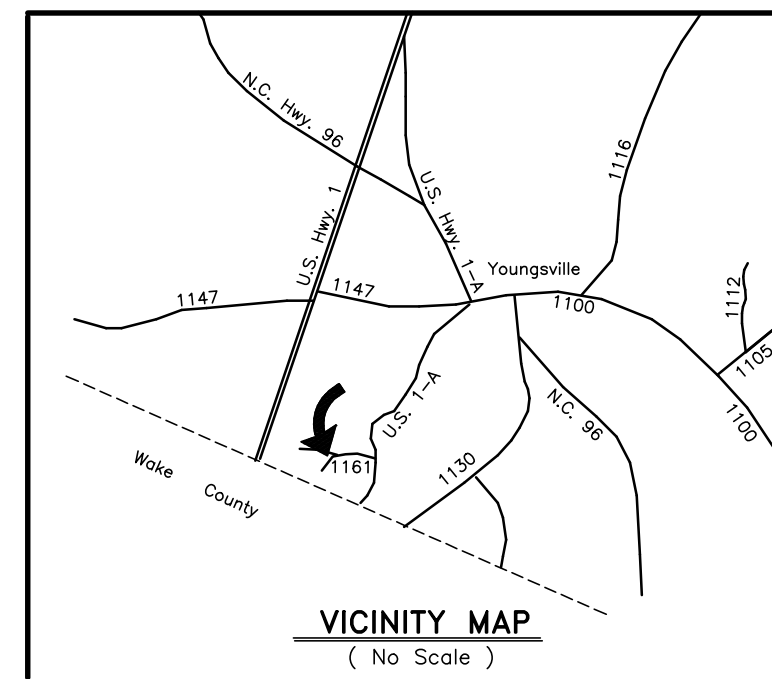
I, William T. Dement, Jr., certify that this plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

Professional Land Surveyor L-1456

I, William T. Dement, Jr., certify that this map was drawn by me from an actual GNSS survey made under my supervision and the following information was used to perform the survey:

- (1) Class of survey: AA
- (2) Positional accuracy: 0.02'
- (3) Type of GNSS field procedure: Real-Time Kinematic
- (4) Dates of survey: 2/14/23
- (5) Datum/Epoch: NAD 83(2011)/2010.0000
- (6) Published/Fixed control used: N.C.G.S. RTN, CORS
- (7) Geoid model: 12B
- (8) Combined grid factor(s): 0.99994360
- (9) Units: US Feet

Professional Land Surveyor L-1456



VICINITY MAP

(No Scale)

Annexation Map: AN-23-04, 200 Stephen Taylor Road
1.008± Acres
Town of Wake Forest
Fulfills Requirements of N.C.G.S. 160A-29
Ordinance #
Adopted:
Effective Date of Annexation:

I, Theresa Savary, Town Clerk, Town of Wake Forest, North Carolina certify that this is a true and accurate map of annexation adopted the _____ day of _____, 20____, by the Wake Forest Board of Commissioners. I set my hand and seal of the Town of Wake Forest.

Theresa Savary

(168)
Now or Formerly
**Aalap & Hetaswi
Revocable Trust**
(D.B. 2309, P. 909)

Everly Subdivision
(P.B. 2021, P. 285)

(167)
Now or Formerly
Yuhua Zhong, et ux
(D.B. 2308, P. 473)

Sunny Fields Drive
50' Public R/W
(Asphalt Street)

Area = 0.630 Acre
(Coordinate Method)

Now or Formerly
Joseph A. Ivey, et ux
(D.B. 2089, P. 488)
(P.B. 2004, P. 342)

Now or Formerly
Paul D. Hicks, et al
(D.B. 1981, P. 953)
(P.B. 2007, P. 328)

Now or Formerly
Martin W. Cliff, Jr., et als
(D.B. 2021, P. 556)
(P.R.F. 1, S. 194)

Now or Formerly
Calvin A. Ray, Jr., et al

REFERENCES: Deed Book 1702, Page 478
Plat Book 2005, Page 405 - Tract 2
Tax Record No. 006387

LEGEND:
● . . . found iron as noted
▲ . . . found Mag nail as noted
○ . . . set iron as noted
--- . . . property line plotted from record

NOTE: All coordinates and bearings shown hereon are based on the N.C. Grid System (NAD 83)(2011). All distances shown are horizontal ground. Combined grid factor = 0.99994360

NOTE: Property is presently zoned R-30
Minimum building setbacks:
Front . . . 30', Side . . . 10', Rear . . . 25'

NOTE: This survey is subject to all easements, agreements, rights-of-way and restrictive covenants recorded prior to the date of this survey.

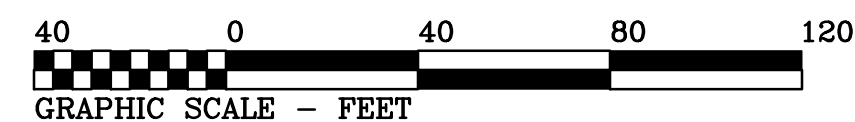
ANNEXATION MAP FOR

MARION S. JORDAN

(Property Owner - Edward B. Smith, et ux)(PIN No. 1842-82-6404)
200 Stephen Taylor Road, Wake Forest, Youngsville Township,
Franklin County, North Carolina

Scale: 1"=40'

Date: February 14, 2023

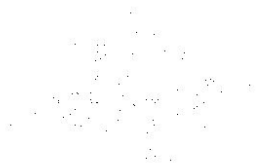


Surveyed & Mapped By
WILLIAM T. DEMENT, JR., Professional Land Surveyor, P.A.
L-1456, C-0649

(O)919-496-6159 (M)919-496-9502
102 West Nash Street Louisburg, N.C. 27549

NOTE: Owner's name shown for indexing purposes only and is not to be construed as title certification.

(File No. 4041)



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 6-19-2023

To the Board of Commissioners of the Town of Wake Forest:

I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

The area to be annexed is contiguous to the Town of Wake Forest corporate limits and the boundaries of such territory are as follows (*attach or insert below a metes & bounds description with a matching survey map*):

See attachments

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

<u>David L. Smith</u>	<u>15 Cannady Way</u>	<u>[Signature]</u>	<u>7-25-2023</u>
Name	Address	Franklin NC	Signature
<u>David B. Smith</u>	<u>15 Cannady Way</u>	<u>[Signature]</u>	<u>7-25-2023</u>
Name	Address	Franklin NC	Signature
_____	_____	_____	_____
Name	Address	Signature	Date
_____	_____	_____	_____
Name	Address	Signature	Date

For additional information or assistance, please call the Planning Department at (919) 435-9510.

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 _____). This agent authorization form must be signed by the landowner and included with any application not submitted by the landowner or lessee as specified above. If more than one landowner is involved, a separate agent authorization form must be submitted by each landowner.

Address(es) and Tax PIN(s) for
which authorization is granted:

200 Steven Taylor Road Wake Forest NC 27587
Pin # 1842-82-6404

Landowner's name*:

Louise T Smith & Edward B. Smith

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

Rezoning & Annexation

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

Marion S. Jordan

Landowner's Signature:

☒ Louise T. Smith & Edward B. Smith

Date:

7/25/23

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

Name:

Louise T Smith & Edward B Smith

Address:

15 Connady Way Franklinton NC 27525

Telephone number:

(919) 494-7799

Email address:

marionasmith44@yahoo.com

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

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

ORDINANCE 2023-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST, NORTH CAROLINA

(Contiguous annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres)

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

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

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at the Town of Wake Forest Town Hall at 6:00 p.m. on January 16, 2024, after due notice by publication on January 2, 2024; and

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

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

Section 1. By virtue of the authority granted by N.C.G.S. 160A-58.2, as amended, the following described territory is hereby annexed and made part of the Town of Wake Forest as of the 16th day of January, 2024

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

Section 2. Upon and after the 16th day of January, 2024, the territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Wake Forest and shall be entitled to the same privileges and benefits as other parts of the Town of Wake Forest. Said territory shall be subject to municipal taxes according to N.C.G.S. 160A-58.10.

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

Adopted and effective this 16th day of January 2024.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-383-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 16, 2024

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.: 2023-350-

Submitted by: Brandon High

Submitting Department: Public Safety

Meeting Date: January 16, 2024

SUBJECT

Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Trent Gamber

Recommendation:

Item Summary:

ATTACHMENTS

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

Agenda: Approval of a Resolution to surplus the badge and service sidearm carried by Lieutenant Trent Gamber

Summary: Lieutenant Gamber is retiring, effective February 1, 2024. North Carolina General Statute 20-187.2 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 2024-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 Lieutenant Trent Gamber, who is a retiring law enforcement officer with the Town; and

WHEREAS, North Carolina General Statute § 20-187.2 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 § 20-187.2 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 Lieutenant Trent Gamber 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 sidearm 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 #: CAES070

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of February 1, 2024.

Adopted this the 16th day of January 2024.

ATTEST:

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-356-

Submitted by: Jennifer Herbert

Submitting Department: Downtown Development

Meeting Date: January 16, 2024

SUBJECT

Approval of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2024 Series dates from 5 PM to 9 PM. The FNOW 2024 series dates are April 12, May 10, June 14, July 12, August 9, and September 13.

Recommendation:

For the Friday Night on White 2024 Series dates, The Town of Wake Forest Downtown Development Director, is requesting a waiver of the alcohol ordinance from 5pm-9pm, to allow approved beer and wine vendors to sell or serve alcohol to customers in an approved, clear container. It would further allow event visitors to carry and consume said beverages within the contained event area, referenced in Attachment A.

Item Summary:

ATTACHMENTS

- [Item_Summary_2024_Friday_Night_On_White_Alcohol_Ordinance_Waiver .docx](#)
- [Attachment A Friday Night on White Venue Map 2024.jpeg](#)
- [ATTACHMENT_B_2024_Series_Friday_Night_on_White_Alcohol_Ordinance_Waiver_Request .docx](#)
- [Resolution_for_Open_Container_Waiver_FNOW_Series_2024.docx](#)

Agenda Item: Approval of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2024 Series dates from 5 PM to 9 PM. The FNOW 2024 series dates are April 12, May 10, June 14, July 12, August 9, and September 13.

Item Summary: For the Friday Night on White 2024 Series dates, The Town of Wake Forest Downtown Development Director, is requesting a waiver of the alcohol ordinance from 5pm-9pm, to allow approved beer and wine vendors to sell or serve alcohol to customers in an approved, clear container. It would further allow event visitors to carry and consume said beverages within the contained event area, referenced in Attachment A.

Attachments: Attachment A Friday Night on White Venue Map
Attachment B Ordinance Waiver Request
Resolution



ATTACHMENT B

CONDITIONS OF THE SALE AND CONSUMPTION OF ALCOHOL

1. The sale and public consumption of beer and wine is allowed within the designated area as shown on Attachment A for Friday Night on White for the 2024 Series dates from 5 PM to 9 PM. The FNOW 2024 series dates are April 12, May 10, June 14, July 12, August 9, and September 13.
2. All alcohol sales must conform to current state and local laws and comply with all applicable codes. All alcohol must be distributed in clear plastic containers, no greater than 20 fluid ounces in size. Actual alcohol sold and distributed in cups will not exceed 16 fluid ounces.
3. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass or to possess in an open can, bottle, or glass any alcoholic beverage on the streets, sidewalks, rights-of-way, and parking lots, whether public or private.
4. No alcoholic beverages purchased within the designated area as shown on Attachment A shall be allowed to leave or be consumed outside of the designated area. No alcoholic beverages purchased from outside of the designated area shall be allowed within the designated area.
5. Each vendor shall be responsible for checking the identification of patrons before selling alcohol.
6. The prohibitions and restrictions defined in Sec. 20-2 (Public consumption, possession, etc., of alcohol) of the Town of Wake Forest Code of Ordinances, shall not apply during the specific time and dates set out above.
7. Each vendor allowed to sell alcoholic beverages must provide a Certificate of Insurance showing "liquor liability" coverage in an amount no less than \$3,000,000. For businesses that do not typically sell alcohol, a commercial general liability policy with host liquor coverage will suffice. Certificates of Insurance must list the Town of Wake Forest as an additional insured for the Friday Night on White event. Policies should be endorsed to support the additional insured language. Certificates and a copy of the additional insured endorsement (CG 20 10 or equivalent) must be provided to the Town of Wake Forest's Safety and Risk Manager no less than 10 days prior to the event.
8. The Town Manager upon recommendation of the Chief of Police may reinstate the Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption, in the occurrence of any violation, which threatens the safety, public health or welfare of the community. The Town Manager may also reinstate the Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption for any other reason the Town Manager deems is in the best interest of the Town. Such action by the Town Manager shall remain in effect until ratified by the Board of Commissioners at its next scheduled voting meeting.

Resolution 2024-

Authorization to Waive Wake Forest Town Ordinance 20-2.
(Public Consumption, Possession, etc. of Alcohol)

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

WHEREAS, the Town of Wake Forest will celebrate "Friday Night on White" from 5 pm - 9 pm on the following dates in 2024: April 12, May 10, June 14, July 12, August 9, and September 13; and

WHEREAS, the "Friday Night on White" event will take place in the Historic Downtown Commercial District, as defined in Attachment A; and

WHEREAS, the Town of Wake Forest's alcoholic beverage ordinance shall be relaxed to allow the sale of alcohol for public consumption as set forth in Attachment B. The consumption of alcohol will be permitted within the parameters as shown in Attachment A.

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina hereby authorizes the Town of Wake Forest to celebrate "Friday Night on White" event in the Historic Downtown District from 5 pm - 9 pm for the FNOW 2024 series dates: April 12, May 10, June 14, July 12, August 9, and September 13.

BE IT FURTHER RESOLVED that the area as shown in Attachment A shall allow for the sale and consumption of beer and wine as described in Attachment B.

Adopted this _____ day of _____, 2024.

Vivian Jones, Mayor

Attest:

Terry Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-361-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: January 16, 2024

SUBJECT

Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by WithersRavenel C/O the property owner AWB-DP JDS OWNER LLC for property associated with the rezoning request RZ-23-01, located at 1950 Friendship Chapel Road being Wake County PIN 1850-06-6925 being approximately 3.008 acres.

Recommendation:

Item Summary:

ATTACHMENTS

- [011624 BOC Agenda Summary AN-23-05.pdf](#)
- [Attachment A Legal Description AN-23-05.pdf](#)
- [Attachment B Annexation Map AN-23-05.pdf](#)
- [Attachment C Contiguous Annexation Petition AN-23-05.pdf](#)
- [CERTIFICATE OF SUFFICIENCY .docx](#)
- [DRAFT PUBLIC HEARING RESOLUTION.docx](#)

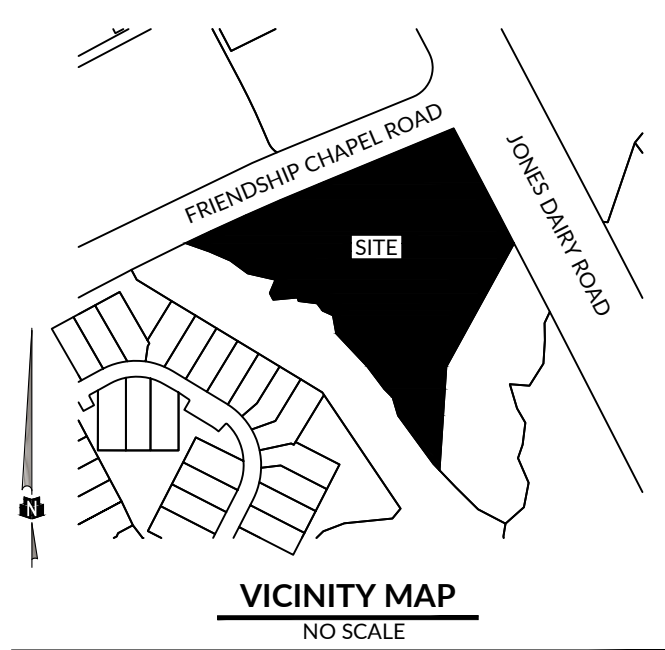
Agenda Item: Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by WithersRavenel C/O the property owner AWB-DP JDS OWNER LLC for property associated with the rezoning request RZ-23-01, located at 1950 Friendship Chapel Road being Wake County PIN 1850-06-6925 being approximately 3.008 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. The proposed annexation is associated with rezoning case RZ-23-01.

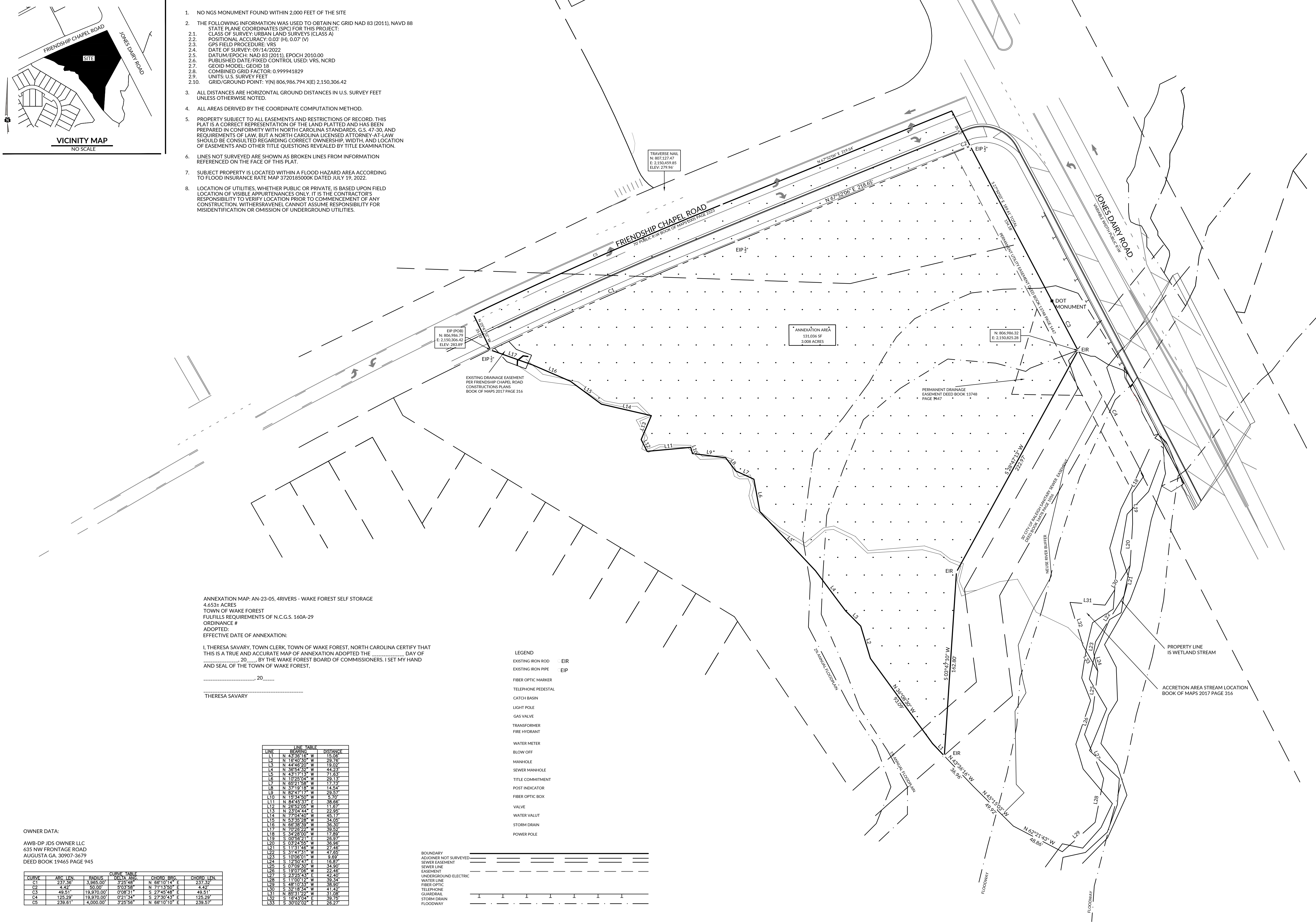
Staff is requesting that the Board accept the petition, adopt the resolution to investigate the annexation petition, certify the sufficiency of the annexation petition, and adopt the resolution setting the public hearing date for the annexation petition.

Attachments: Attachment A Legal Description AN-23-05
Attachment B Annexation Map AN-23-05
Attachment C Contiguous Annexation Petition AN-23-05
Certificate of Sufficiency
Draft Public Hearing Resolution

Beginning at an existing iron pipe on the southern right of way of Friendship Chapel Road (70' Public R/W), said pipe having NC grid coordinates (NAD 83 – 2011) of N=806,986.79, E=2,150,306.42, thence from said beginning point leaving said right of way North 25°47'52" West 35.00 feet to a point in the right of way of Friendship Chapel Road (70' Public R/W), thence with said right of way along a curve to the right having a radius of 4,000.00 feet, an arc length of 239.61 feet, and a chord bearing distance of North 66°10'10" East 239.57 feet to a point, thence North 67°52'06" East 219.54 feet to a point, thence leaving said right of way South 27°50'03" East 189.61 feet to an existing DOT monument, thence along a curve to the right having a radius of 19,970.00 feet, an arc length of 49.51 feet, and a chord bearing and distance of South 27°45'48" East 49.51 feet an existing iron rod, thence South 28°47'13" West 222.97 feet to an existing iron rod, thence South 03°47'10" West 162.80 feet to an existing iron rod, thence North 43°36'16" West 15.06 feet to a point, thence North 36°08'30" West 93.09 feet to a point, thence North 16°40'30" West 29.76 feet to a point, thence North 44°46'20" West 19.02 feet to a point, thence North 36°54'32" West 44.23 feet to a point, thence North 43°17'13" West 71.63 feet to a point, thence North 10°25'04" West 29.13 feet to a point, thence North 65°21'58" West 17.73 feet to a point, thence North 37°19'18" West 14.54 feet to a point, thence North 82°47'17" West 29.57 feet to a point, thence North 15°34'50" West 5.70 feet to a point, thence South 84°45'37" West 38.66 feet to a point, thence North 26°52'05" West 11.67 feet to a point, thence North 23°04'44" East 22.95 feet to a point, thence North 77°04'40" West 45.17 feet to a point, thence North 53°35'28" West 34.05 feet to a point, thence North 66°38'39" West 36.30 feet to a point, thence North 70°26'22" West 39.52 feet to the point and place of beginning, containing 3.008 acres (131,036 Sq Ft) more or less.



2. NO NGS MONUMENT FOUND WITHIN 2,000 FEET OF THE SITE
3. THE FOLLOWING INFORMATION WAS USED TO OBTAIN NC GRID NAD 83 (2011), NAVD 88 STATE PLANE COORDINATES (SPC) FOR THIS PROJECT:
 - 2.1 CLASS OF SURVEY: 1ST CLASS A
 - 2.2 POSITIONAL ACCURACY: 0.03" (H), 0.07" (V)
 - 2.3 GPS FIELD PROCEDURE: VRS
 - 2.4 DATE OF SURVEY: 09/14/2020
 - 2.5 DATUM/EPOCH: NAD 83 (2011), EPOCH 2010.00
 - 2.6 PUBLISHED DATE/FIXED CONTROL: U.S. VRS, NCRD
 - 2.7 GEOD MODEL: GEOID 18
 - 2.8 COMBINED GRID FACTOR: 0.999941829
 - 2.9 UNITS: U.S. SURVEY FEET
 - 2.10 GRID/GROUND POINT: YIN: 806,986.794 XIE: 2,150,306.42
4. ALL DISTANCES ARE HORIZONTAL, GROUND DISTANCES IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
5. ALL AREAS DERIVED BY THE COORDINATE COMPUTATION METHOD.
6. PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD. THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH NORTH CAROLINA STANDARDS, GS. 47-30 AND 47-31. THE RIGHTS OF LAWYER, TITLE INSURANCE COMPANY, AND ATTORNEY AT LAW SHOULD BE CONSULTED REGARDING CORRECT OWNERSHIP, WIDTH, AND LOCATION OF EASEMENTS AND OTHER TITLE QUESTIONS REVEALED BY TITLE EXAMINATION.
7. LINES NOT SURVEYED ARE SHOWN AS BROKEN LINES FROM INFORMATION OBTAINED ON THE FIELD SURVEY.
8. SUBJECT PROPERTY IS LOCATED WITHIN A FLOOD HAZARD AREA ACCORDING TO FLOOD INSURANCE RATE MAP 372018500K DATED JULY 19, 2022.
9. LOCATION OF UTILITIES, WHETHER PUBLIC OR PRIVATE, IS BASED UPON FIELD LOCATION OF VISIBLE APPURTENANCES ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY LOCATION PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION. WITHHELD INFORMATION CANNOT ASSUME RESPONSIBILITY FOR MISIDENTIFICATION OR OMISSION OF UNDERGROUND UTILITIES.



CURVE TABLE					
CURVE	ARC LEN.	RADIUS	DELTA ANG.	CHORD BRG.	CHORD LEN.
C1	237.36'	3,965.00'	3°25'48"	N 66°10'14" E	237.32'
C2	4.42'	50.00'	5°03'58"	N 71°13'50" E	4.42'
C3	49.51'	19,970.00'	0°08'31"	S 27°45'48" E	49.51'
C4	125.29'	19,970.00'	0°21'34"	S 27°30'43" E	125.29'
C5	239.61'	4,000.00'	3°25'56"	N 66°10'10" E	239.57'

LINE	TIME	TABLE	DISTANCE
1	N 1456:11.7	10.06	
2	N 1640:50.7	29.76	
3	N 1640:50.7	29.76	
4	N 1654:52.9	44.23	
5	N 1431:17.5	71.63	
6	N 1431:17.5	71.63	
7	N 1651:28.8	17.53	
8	N 1651:28.8	17.53	
9	N 1617:17.9	29.57	
10	N 1534:50.6	5.70	
11	N 1534:50.6	5.70	
12	N 1650:05.5	11.67	
13	N 1304:44.7	22.95	
14	N 1304:44.7	22.95	
15	N 1533:28.6	34.05	
16	N 1656:00.9	36.05	
17	N 1656:00.9	36.05	
18	S 1432:00.5	17.89	
19	S 1432:00.5	17.89	
20	S 1524:55.5	36.96	
21	S 1511:46.6	27.46	
22	S 1511:46.6	27.46	
23	S 1508:01.9	9.89	
24	S 1250:47.7	16.87	
25	S 1250:47.7	16.87	
26	S 1308:06.6	22.46	
27	S 1308:06.6	22.46	
28	S 1100:12.2	39.34	
29	S 148:10:33.5	36.90	
30	S 148:10:33.5	36.90	
31	S 1651:12.2	31.08	
32	S 1643:04.4	39.75	
33	S 1643:04.4	39.75	

LEGEND

EXISTING IRON ROD	EIR
EXISTING IRON PIPE	EIP
FIBER OPTIC MARKER	
TELEPHONE PEDESTAL	
CATCH BASIN	
LIGHT POLE	
GAS VALVE	
TRANSFORMER	
FIRE HYDRANT	
WATER METER	
BLOW OFF	
MANHOLE	
SEWER MANHOLE	
TITLE COMMITMENT	
POST INDICATOR	
FIBER OPTIC BOX	
VALVE	
WATER VALVE	
STORM DRAIN	
POWER POLE	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

<u>SURVEYOR'S CERTIFICATE</u>			
I, <u>STEPHEN B. MULLINS</u>, PLS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED AS SHOWN HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION SHOWN ON THE FACE OF THIS PLAT; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:20,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL.			
I ALSO CERTIFY THAT THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION OR EXCEPTION TO THE DEFINITION OF A SUBDIVISION.			
THIS <u>6th</u> DAY OF <u>DECEMBER</u>, A.D., <u>2023</u>.		<i>DocuSigned by:</i> <i>Stephen B. Mullins</i>	
REVISED: 12-6-23	PROFESSIONAL LAND SURVEYOR LICENSE NUMBER, L-3059		DFCEC79C4D7E4B2... REVISED: 01/09/2024



**ANNEXATION MAP OF
4RIVERS-WAKE FOREST SELF STORAGE**

**PREPARED FOR
THE TOWN OF WAKE FOREST**

1950 FRIENDSHIP CHAPEL ROAD
WAKE FOREST TOWNSHIP | WAKE COUNTY | NC
P.I.N. 1850066925
ZONING: HB CD

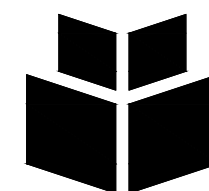
WR Job No.: 9221052
 DATE: 10-3-2023
 SURVEYED BY: DI
 DRAWN BY: TA
 CHECK & CLOSURE BY: BURB



0 20 40

SCALE: 1 inch = 40 ft.

SHEET: 1 OF 1



WithersRavenel
115 MacKenan Drive | Cary, NC 27511
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 10/11/23

To the Board of Commissioners of the Town of Wake Forest:

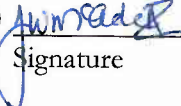
I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

The area to be annexed is contiguous to the Town of Wake Forest corporate limits and the boundaries of such territory are as follows (*attach or insert below a metes & bounds description with a matching survey map*):

Please see the attached for the metes & bounds description with a matching survey map.

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

AWB-DP-JDS Owner LLC

<u>John W. McAdams</u>	<u>1200 E. Morehead St. Suite 280</u>	<u></u>	<u>10/11/23</u>
Name	Address	Signature	Date

_____ Name	_____ Address	_____ Signature	_____ Date
---------------	------------------	--------------------	---------------

_____ Name	_____ Address	_____ Signature	_____ Date
---------------	------------------	--------------------	---------------

_____ Name	_____ Address	_____ Signature	_____ Date
---------------	------------------	--------------------	---------------

For additional information or assistance, please call the Planning Department at (919) 435-9510.

CERTIFICATE OF SUFFICIENCY

To the Board of Commissioners of the Town of Wake Forest, North Carolina:

I, Theresa Savary, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying the area described therein, in accordance with N.C.G.S 160A-31.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 16th day of January, 2024.

Town Clerk

(SEAL)

RESOLUTION 2023-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO N.C.G.S. 160A-31, AS AMENDED
(by WithersRavenel C/O the property owner AWB-DP JDS OWNER LLC for property
associated with the rezoning request RZ-23-01, located at 1950 Friendship Chapel Road
being Wake County PIN 1850-06-6925 being approximately 3.008 acres.)

WHEREAS, a petition requesting the annexation of the area described herein has been
received; and

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

WHEREAS, certification by the Town Clerk as to the sufficiency of said petition has
been made;

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

Section 1. That a public hearing on the question of annexation of the contiguous
area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 20th
day of February, 2024.

Section 2. The area proposed for annexation is described as follows:

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

Section 3. Notice of said public hearing shall be published once in the News and
Observer, a newspaper having general circulation in the Town of Wake Forest, at least
ten (10) days prior to the day of said public hearing.

Adopted and effective this the 16th day of January, 2024.

Vivian A. Jones

Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-337-

Submitted by: Nick Nolte

Submitting Department: Engineering

Meeting Date: January 16, 2024

SUBJECT

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

Recommendation:

Item Summary:

ATTACHMENTS

- [011624_BOC Agenda Summary.pdf](#)
- [Attachment_A_Resolution_Abndn_ROW_Averette Rd.docx](#)
- [Attachment_B_Averette Rd_ROW_Abndn_1.pdf](#)
- [Attachment_C_Averette Rd_ROW_Abndn_2.pdf](#)

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

Summary: The developer of Rosedale subdivision, Pinellas Corporation, has approved construction drawings that require a minor realignment of Averette Rd. Due to the realignment and frontage improvements associated with the Rosedale development a portion of the existing alignment of Averette Road will no longer be needed for NCDOT maintenance and operation of Averette Road. The purpose of this resolution is to support the North Carolina Department of Transportation's decision to abandon this area to the property owner(s).

Attachments: Attachment_A_Resolution_Abndn_ROW_Averette Rd
Attachment_B_Averette Rd_ROW_Abndn_1
Attachment_C_Averette Rd_ROW_Abndn_2

RESOLUTION 2023-XX

RESOLUTION SUPPORTING NCDOT S DECISION TO ABANDON A PORTION
OF AVERETTE ROAD RIGHT-OF-WAY

WHEREAS, the Board of Commissioners is authorized to regulate the use of the public streets and sidewalks in the Town of Wake Forest pursuant to North Carolina law;

WHEREAS, the Town Department of Engineering deems it to be appropriate for the North Carolina Department of Transportation to abandon operation and maintenance of a portion of Averette Rd right-of-way shown in Attachment B and Attachment C to the property owner(s);

WHEREAS, the Board of Commissioners recognizes the intent of the abandonment is to allow for the realignment of Averette Road due to the development of the Rosedale subdivision and that the new alignment of Averette Road will be maintained by NCDOT.

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, hereby supports the abandonment of the operation and maintenance by the North Carolina Department of Transportation of the portion of Averette Road right-of-way described in the attached exhibits.

Duly adopted this 16th day of January 2024.

Vivian A. Jones
Mayor

(ATTEST)

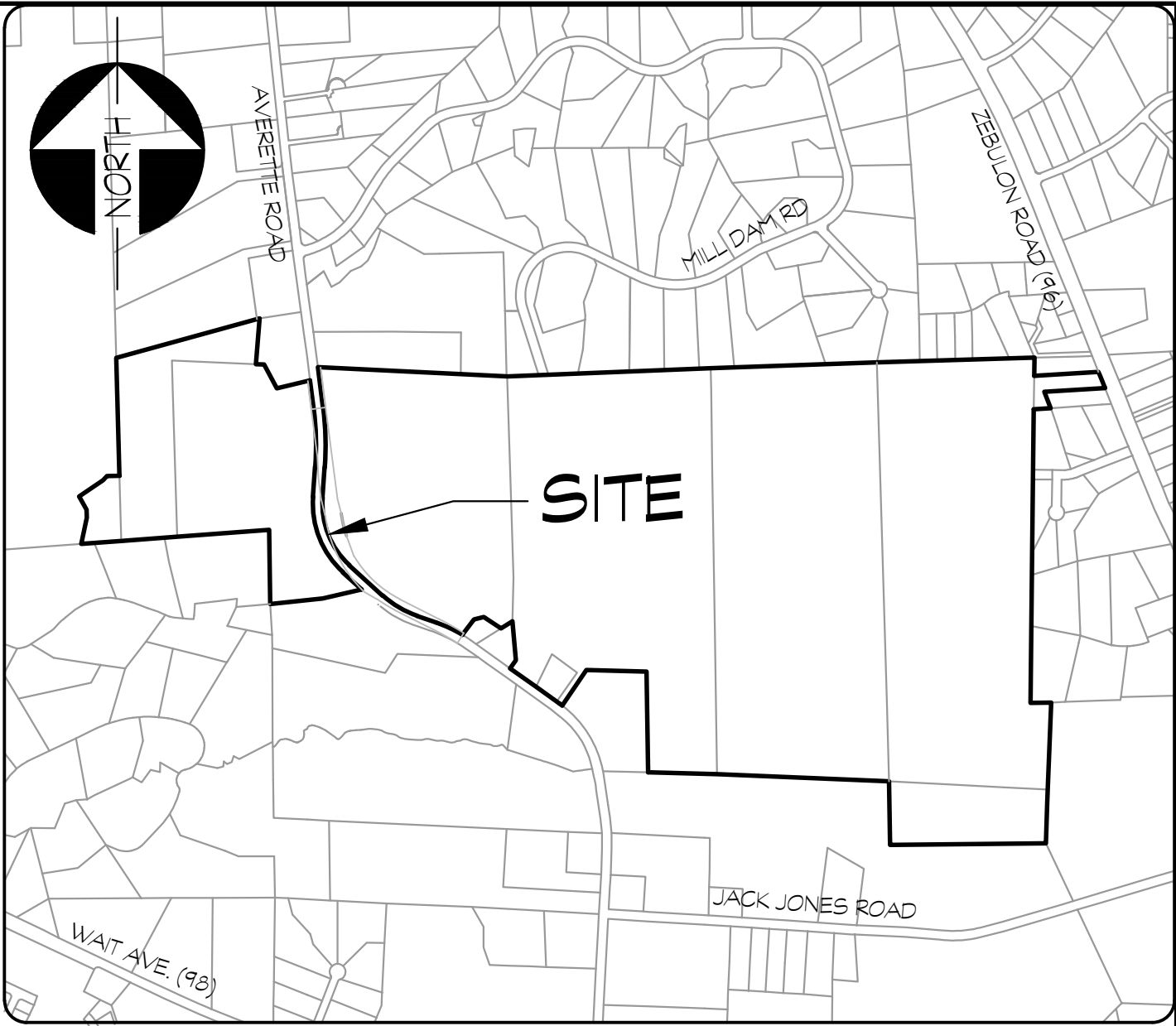
Terry Savary
Town Clerk

CURVE TABLE					
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C1	388.37	878.00	25.34	385.21	S24° 47' 34"E

LINE TABLE		
LINE #	LENGTH	BEARING
L1	26.45	N47° 42' 55"W
L2	101.21	N47° 18' 19"W
L3	48.76	N45° 33' 20"W
L4	53.01	N41° 56' 52"W
L5	49.94	N36° 56' 43"W
L6	52.94	N30° 40' 03"W
L7	45.59	N23° 31' 07"W
L8	29.16	N18° 02' 03"W
L9	44.33	N14° 50' 27"W
L10	50.69	N11° 07' 19"W
L11	49.16	N06° 32' 23"W
L12	50.07	N03° 32' 42"W
L13	28.79	N01° 39' 44"W
L14	51.69	N00° 21' 58"E
L15	91.31	N02° 10' 30"E
L19	123.33	S04° 09' 46"E
L20	121.30	S13° 52' 16"E
L32	32.55	N48° 25' 25"W
L34	106.46	S40° 56' 28"E



AREA OF ABANDONMENT



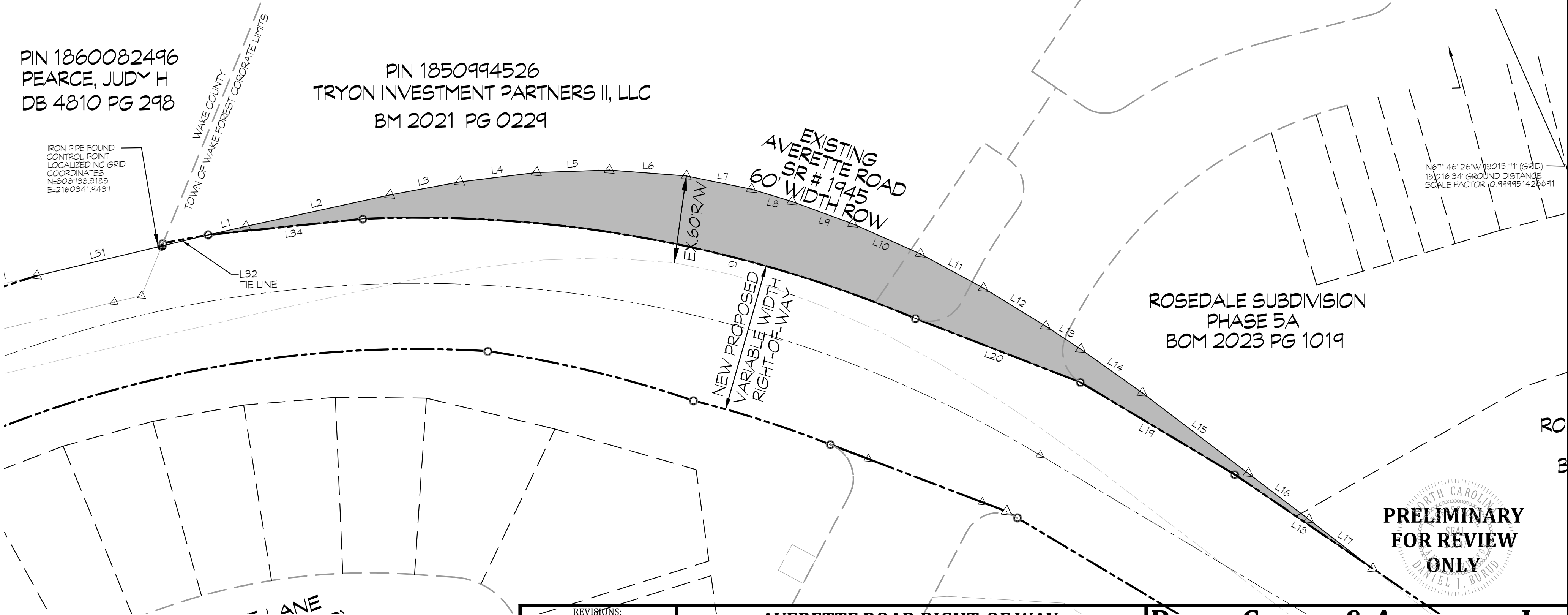
VICINITY MAP

1"=1000'

PIN 1860082496
PEARCE, JUDY H
DB 4810 PG 298

PIN 1850994526
TRYON INVESTMENT PARTNERS II, LLC
BM 2021 PG 0229

IRON PIPE FOUND
CONTROL POINT
LOCALIZED NC GRID
COORDINATES
N=808738.3183
E=2160341.9437



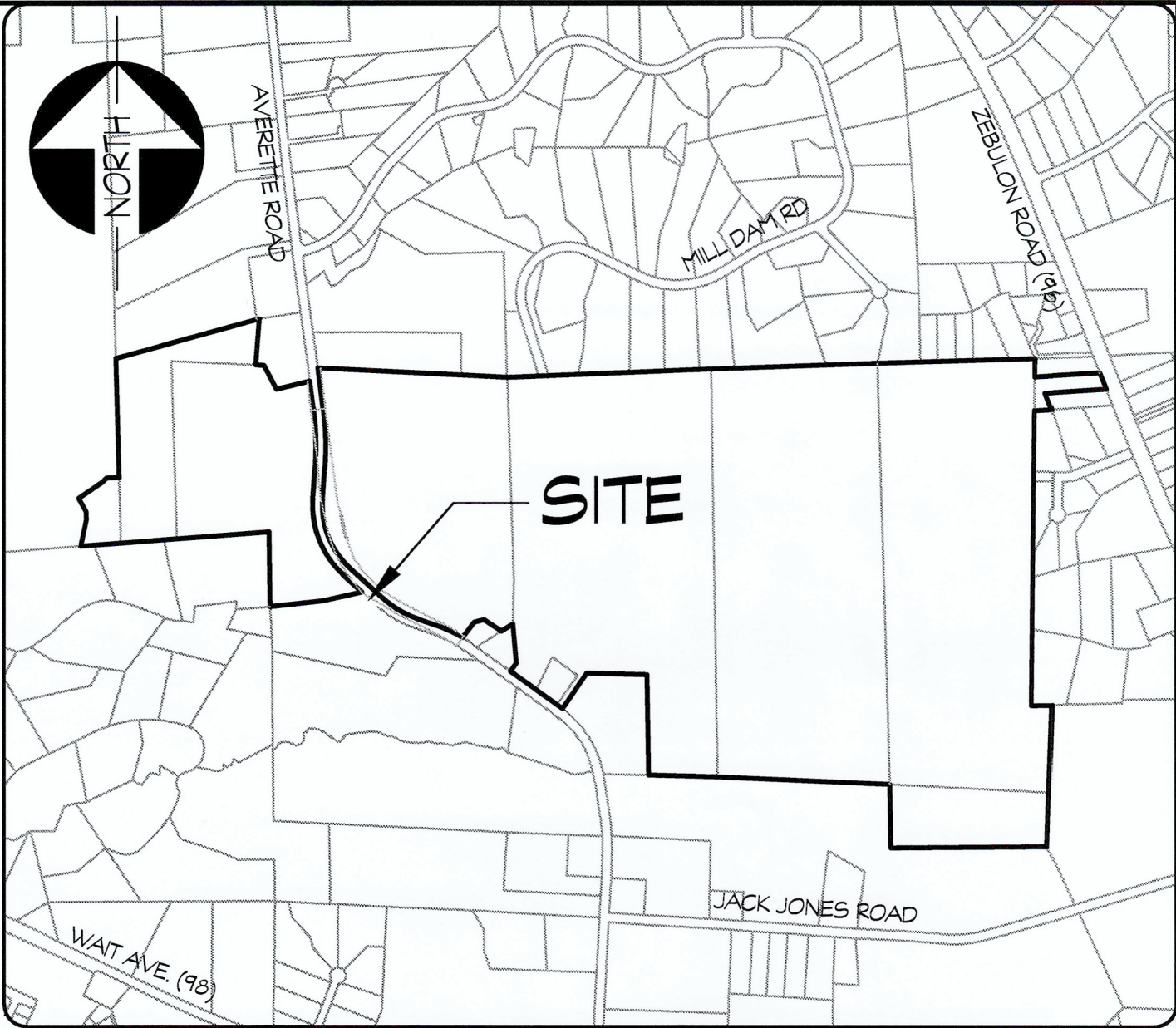
PRELIMINARY
FOR REVIEW
ONLY

REVISIONS:		AVERETTE ROAD RIGHT-OF WAY ABANDONMENT EXHIBIT				PRIEST, CRAVEN & ASSOCIATES, INC.			
		COUNTY:	WAKE	STATE:	NORTH CAROLINA	TOWNSHIP:	WAKE FOREST	SURVEYED BY:	PCA
		OWNER:	TRYON INVESTMENT PARTNERS II, LLC	GRID:	NC FIPS 3200 (FT)	DATUM:	NAD 83, NAVD 88	DRAWN BY:	DJB
						DATE:		CHECK & CLOSURE BY:	DJB
						COUNTY P.I.N.(S)	AS SHOWN ON TRACTS	DRAWING NO.	2020-18
						DATA SOURCE:		DRAWING NAME	AVERETTE ROAD ROW ABANDONMENT PLAT
						SHEET 2 8/15/2023 9:39 AM DANBURD			

SHEET 1 OF 1

CURVE TABLE					
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C2	164.21	878.00	10.72	163.97	S57° 40' 21"E

LINE TABLE		
LINE #	LENGTH	BEARING
L21	52.22	S48° 29' 17"E
L22	43.18	S50° 00' 36"E
L23	27.76	S52° 40' 27"E
L24	29.01	S55° 59' 41"E
L25	30.05	S59° 04' 54"E
L26	27.91	S64° 06' 32"E
L27	57.43	S67° 28' 49"E
L28	52.26	S69° 57' 21"E
L29	47.37	S71° 14' 26"E
L30	5.31	S70° 51' 32"E
L31	88.18	N48° 19' 32"W
L33	26.32	S61° 39' 50"E
L35	230.92	N63° 01' 49"W



VICINITY MAP 1"=1000'

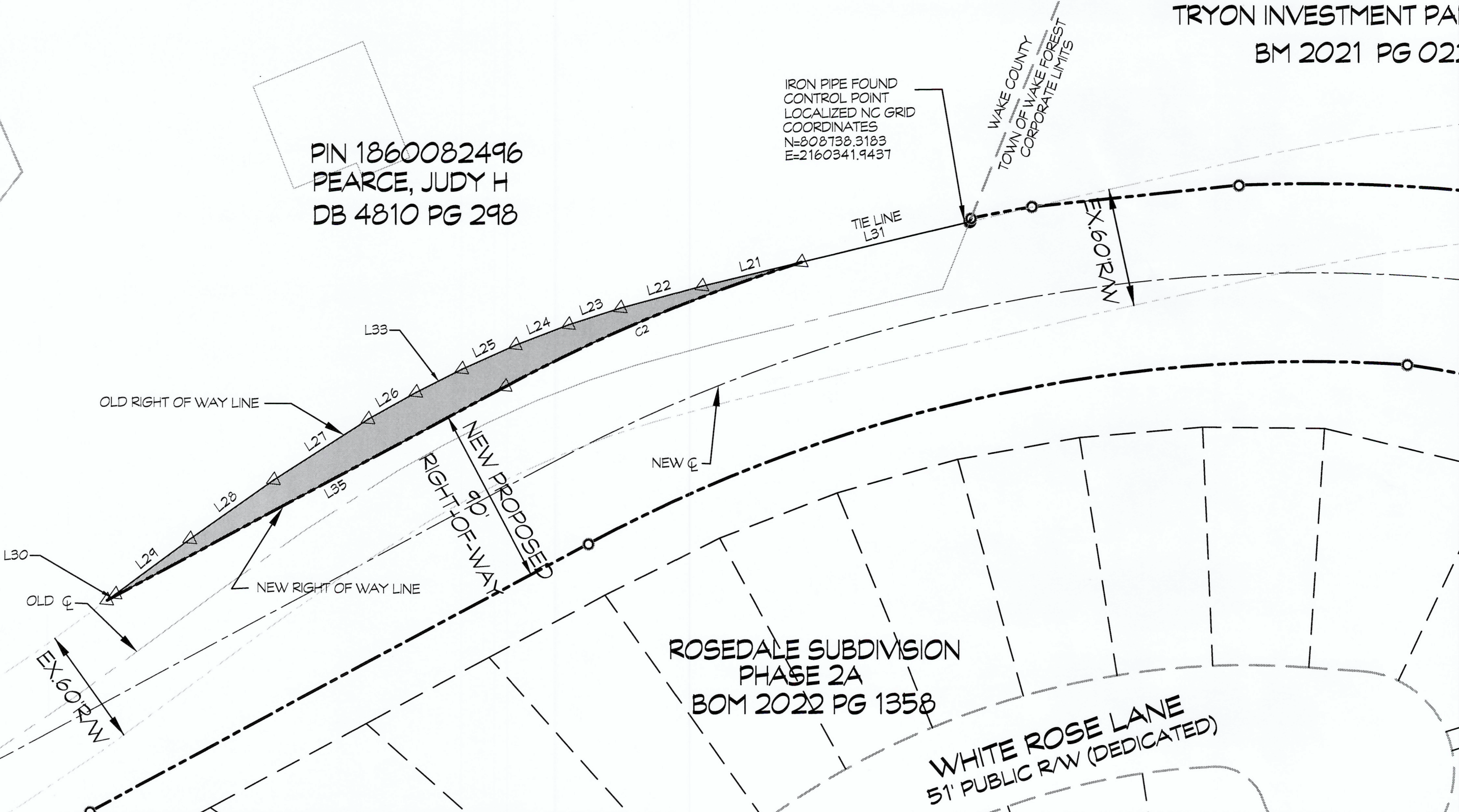
TRYON INVESTMENT PARTNERS II, LLC
 BM 2021 PG 02

AREA OF ABANDONMENT
 4,363.12 SF / 0.10 ACRES

PIN 1860082496
 PEARCE, JUDY H
 DB 4810 PG 298

IRON PIPE FOUND
 CONTROL POINT
 LOCALIZED NC GRID
 COORDINATES
 N=808738.3183
 E=2160341.9437

WAKE COUNTY
 TOWN OF WAKE FOREST
 CORPORATE LIMITS



REVISIONS:		AVERETTE ROAD RIGHT-OF WAY ABANDONMENT EXHIBIT				PRIEST, CRAVEN & ASSOCIATES, INC.			
						LAND USE CONSULTANTS / PLANNERS / LANDSCAPE DESIGNERS / SURVEYORS / ENGINEERS			
						3803 - B Computer Drive, Suite 104 Raleigh, N.C. 27609 . Phone 919 / 781-0300 . Fax 919 / 782-1288 . Email PCA@PriestCraven.com / Firm #: C-0488			
		COUNTY: WAKE STATE: NORTH CAROLINA		TOWNSHIP: WAKE FOREST		SURVEYED BY: PCA		DRAWN BY: DJB	
		OWNER: TRYON INVESTMENT PARTNERS II, LLC GRID: NC FIPS 3200 (FT)		DATUM: NAD 83, NAVD 88		DATE:		DRAWING NO.	
						COUNTY P.I.N.(S)		DRAWING NAME	
						AS SHOWN ON TRACTS		2020-18	
						DATA SOURCE:		1/9/2024 7:59 AM	
								DANBURY	



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-380-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 16, 2024

SUBJECT

Approval of Appointment to Citizen Advisory Board

Recommendation:

Item Summary:

ATTACHMENTS

- [Resolution2024-XX_Adv_Board_Appts-HPC_Jan202316.docx](#)

RESOLUTION 2023 - XX
ADVISORY BOARD/COMMISSION APPOINTMENTS
FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed to the following citizen advisory boards:

Historic Preservation Commission

Nancy Ginger

(January 2024 – December 2026)

Joni Falvey

(January 2024 – December 2026)

Benny Allen Jenkins

(January 2024 – December 2026)

Duly resolved this 16th day of January 2024.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-359-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 16, 2024

SUBJECT

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

Recommendation:

Item Summary:

ATTACHMENTS

- [Resolution2024-XX_2024-2025CommitteeAppointments_Jan202316.doc](#)

RESOLUTION 2024-XX

TOWN OF WAKE FOREST
2024-2025 Board of Commissioner's Appointments

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the following persons be appointed on the following Committees, Boards and/or Councils:

Advisory Boards (Commissioners appointed to each Board as ex-officio)

- Human Relations Commission – Ben Clapsaddle
- Public Art Commission – Ben Clapsaddle
- Parks, Recreation & Cultural Resources Advisory Board – Nick Sliwinski
- Technology Advisory Board – Adam Wright
- Urban Forestry Board - Faith Cross

Miscellaneous Boards

- Wake Forest Downtown - Keith Shackelford
- Wake Forest Business & Industry Partnership – Keith Shackelford
- Central Pines Regional Council:
 - o Voting Member – Nick Sliwinski
 - o Alternate Member – Vivian Jones
- N.C. Eastern Municipal Power Agency:
 - o Voting Member – Kip Padgett
 - o Alternate Member – Aileen Staples
 - o Second Alternate Member – Chris Terrell

Duly adopted this 16th Day of January 2024.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-387-
Submitted by: Terry Savary
Submitting Department:
Meeting Date: January 16, 2024

SUBJECT

Approval of 2023 State and Local Cybersecurity Grant Program

Recommendation:

Item Summary:

ATTACHMENTS

- [Summary Sheet FY2023 SLCGP Proposal.pdf](#)

FY2023 State and Local Cybersecurity Grant Program (SLCGP)

The IT department is preparing to submit an application for the 2023 State and Local Cybersecurity Grant Program (SLCGP), generously funded by the Department of Homeland Security (DHS). This initiative aims to effectively address and mitigate cybersecurity risks and threats targeting information systems owned, operated by, or on behalf of state and local governments.

Our objective, contingent on securing funding from this grant, is to upgrade our current edge-facing firewalls to state-of-the-art next-gen firewalls. The potential benefits of these advanced firewalls are substantial. They encompass a multifaceted security approach, extending beyond conventional firewall functionalities, such as DNS filtering, intrusion prevention solutions, and preemptive malware protection—all working in concert to intercept and neutralize threats before they breach our network.

The grant application deadline is January 31st, 2024, with funds (up to \$200,000) expected to be awarded by May 31st, 2024.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-302-

Submitted by: Emma Linn

Submitting Department: Planning

Meeting Date: January 16, 2024

SUBJECT

Consideration of a petition requesting contiguous annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and 1842-82-7362 (secondary PIN) being approximately 1.008 acres

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-325-
Submitted by: Patrick Reidy
Submitting Department: Planning
Meeting Date: January 16, 2024

SUBJECT

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

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-323-

Submitted by: Tim Richards

Submitting Department: Planning

Meeting Date: January 16, 2024

SUBJECT

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

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-362-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 16, 2024

SUBJECT

Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

- [December 2023 Monthly Report.pdf](#)

Communications

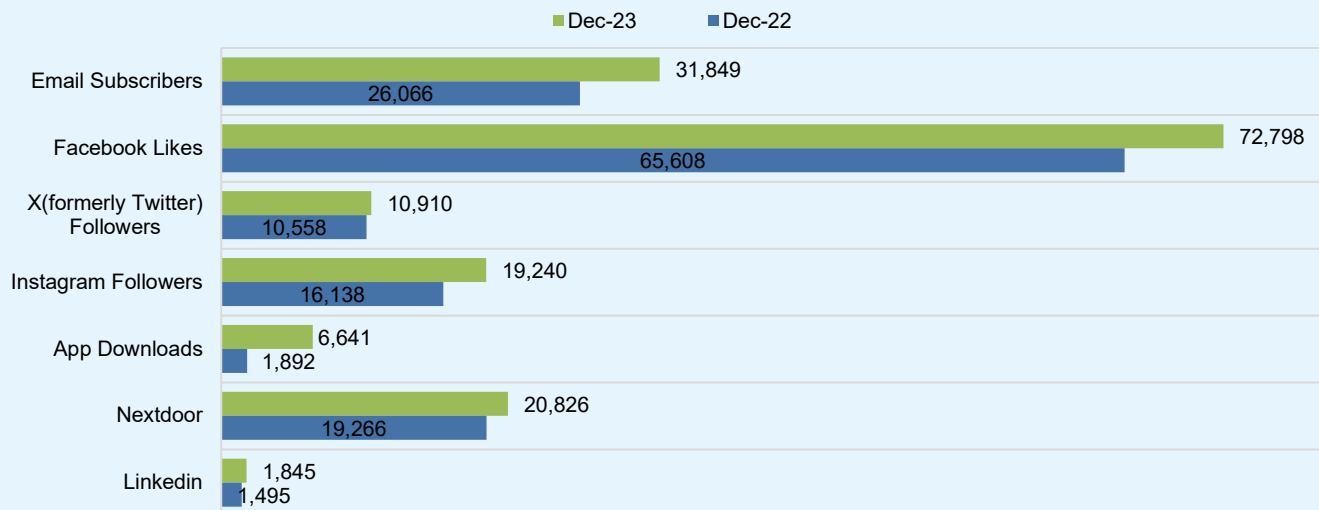
ANNOUNCEMENTS

Media Releases	28
Email Announcements	15
Town-to-Resident Phone Calls/Texts	10

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Customer Service Forms & Applications	7,899
2	Home	7,384
3	Utility Bill Payment Options	2,964
4	Jobs	2,187
5	Tis the Season	1,974

SUBSCRIBERS



Downtown Development

OCCUPANCY		
	OCT – DEC 2023	OCT – DEC 2022
Occupancy Rate in Percentage	93%	90%

EVENTS		
FOURTH QUARTER EVENTS (OCT-DEC)	ATTENDANCE IN 2022	ATTENDANCE IN 2023
Lighting of Wake Forest	3,500	4,000
Holiday Open House	2,500	2,500

UPDATES PROVIDED QUARTERLY

NEW BUSINESSES		
	DECEMBER 2023	FISCAL YEAR-TO-DATE
Number of New Businesses	0	4
Number of Businesses Closed	0	2

UPDATE

Lighting of Wake Forest was a huge success with record breaking attendance. This event continues to grow in popularity and Wake Forest Downtown has been able to help add additional features and activities to accommodate the growth. Wake Forest Downtown, Inc. (WFD) collected gift card donations from local businesses and held a success wreath raffle at the event making over \$1200 to go towards WFD initiatives.

Holiday Open House was another well attended event. Pictures with Santa was offered via advance reservations and the Victorian Carolers were singing classic holiday tunes. Wake Forest Downtown, Inc. purchased \$1000 in downtown dollars that were hidden throughout downtown on Gumdrop the Gingerbread man for visitors to find in hopes of helping them support local during the holiday season.

A twelve days of Downtown social media promotion highlighted some of our service businesses with giveaways for various services.

Wake Forest Downtown, Inc. partnered with the Wake Forest Historical Museum to offer history trivia at White Street Brewing on Monday, December 11. Commissioner Wright was the emcee, and the plan is for this to be an ongoing quarterly event.

The Wake Forest Downtown logo was placed on the water tower in December, further helping identify and brand downtown.

Economic Development

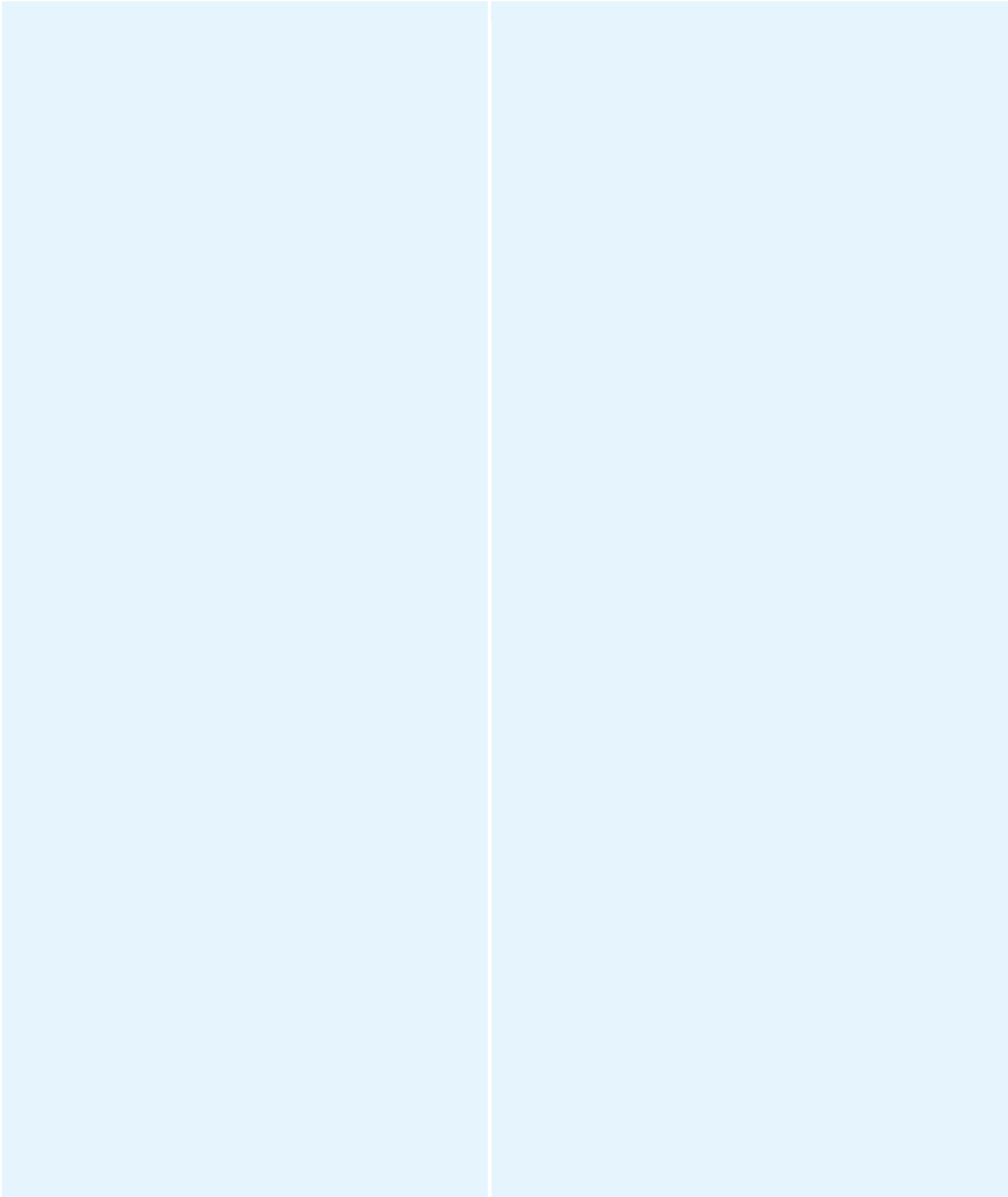
WFBIP MONTHLY NEWSLETTER [VIEW](#)

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

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

BUSINESS RETENTION & EXPANSION	
NAMES OF BUSINESSES VISITED THIS MONTH	

REQUESTS FOR INFORMATION (RFIs)		
	DECEMBER 2023	DECEMBER 2022
Number of Responses to RFIs	0	0



Engineering

Stormwater Infrastructure No update for the month of December.

Resurfacing Project: Pre-construction meeting held December 21st. Notice to Proceed anticipated in January.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS COMPLETION DATE

NC Sales and Use Tax Form E500 and payment	12/13/23
--	----------

ORBIT/LGERS Report – NC State Treasurer	12/1/23
---	---------

Utility Sales Tax Return – E500 E	12/13/23
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BLS Department of Labor Report	12/21/23
--------------------------------	----------

Municipal Street Fiscal Data Report	12/1/23
-------------------------------------	---------

Food & Beverage Tax Report	12/12/23
----------------------------	----------

ACCOUNTING/FINANCE AMOUNT

Total \$ Accounts Payable Disbursement	\$3,280,229
--	-------------

Total ePayables & Payroll Disbursement	\$1,970,975
--	-------------

Total Number of Invoices Paid	435
-------------------------------	-----

Total \$ Invoices Paid with credit card	\$412,974
---	-----------

FY22-23 AUDIT COMPLETION DATE

Submitted FY23 ACFR to GFOA Awards Program	12/22/23
--	----------

Completed PAFR and submitted to GFOA Awards Program	12/22/23
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PURCHASING / WAREHOUSE

Purchase Orders Processed	55
---------------------------	----

New Vendors Set Up	11
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Informal Quotes	14
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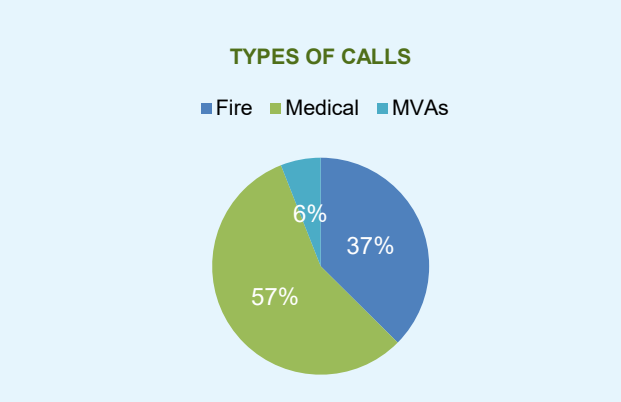
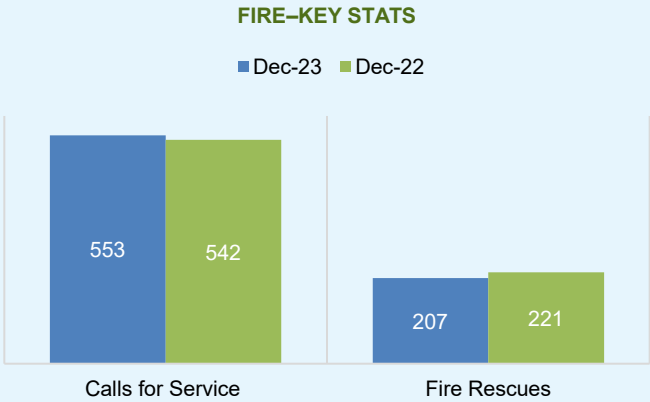
\$ Received Surplus Items Sold	\$30,970
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HUBSCO reports	0
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Fire

KEY STATS		
	DECEMBER 2023	DECEMBER 2022
Calls for Service	553	481
Average Response Time	4:37	4:18

TYPES OF CALLS		
	DECEMBER 2023	DECEMBER 2022
Fire	207	221
Medical	313	289
Motor Vehicle Accidents (MVA)	33	32



Human Resources

EMPLOYEE NAME (PROMOTIONS)	DEPARTMENT	POSITION	DATE
Chance Hayes	Police (Public Safety)	Telecommunications Supervisor	12.10.23

EMPLOYMENT		
As of DECEMBER 31, 2023	DECEMBER 2023	DECEMBER 2022
Positions Filled	401	383
Vacancies	39	28
Total Authorized Positions FY 2023-2024	440	411

Information Technology

SERVICE STATS		
	DECEMBER 2023	DECEMBER 2022
Service Requests Completed	450	416
Network Uptime Percentage	100%	100%

Inspections & Public Facilities

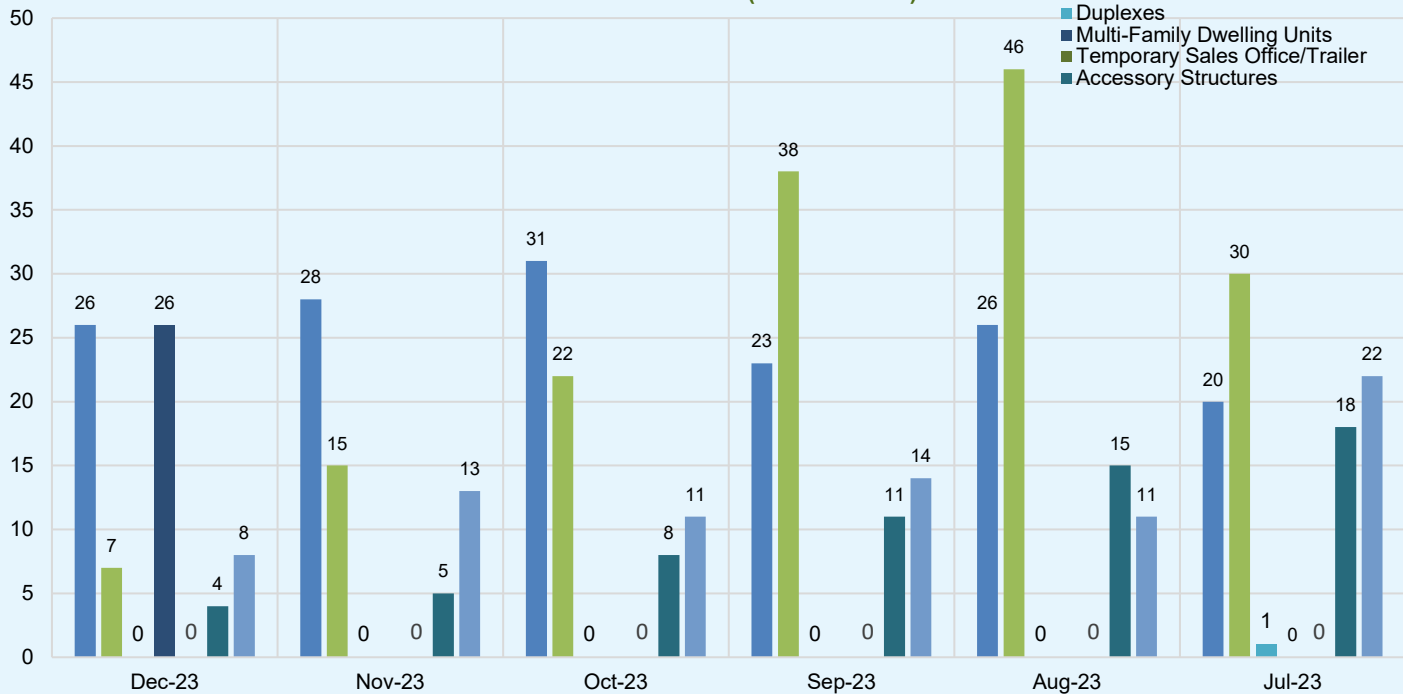
RESIDENTIAL PERMITS

	DECEMBER 2023	DECEMBER 2022
Single-Family Dwelling	26	9
Townhomes	7	0
Duplexes	0	0
Multi-Family Dwelling Units	26	0
Other	66	108
Total	125	117

NON-RESIDENTIAL PERMITS

	DECEMBER 2023	DECEMBER 2022
New Commercial	1	00
Fit-Ups	5	02
Other	18	43
Total	24	45

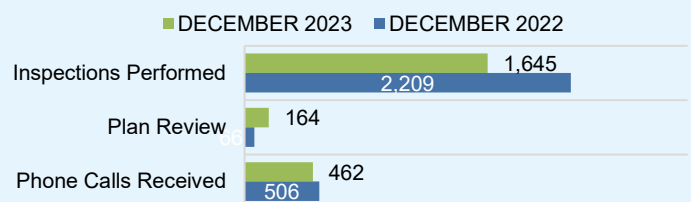
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	DECEMBER 2023	DECEMBER 2022
Preventative Maintenance Completed	490	456
Reactive Work Orders	63	76

DEPARTMENTAL PRODUCTIVITY



BUSINESSES	
NEW COMMERCIAL BUSINESSES	ADDRESS
HOLDING VILLAGE AMENITY CENTER	1488 S FRANKLIN ST
FIT-UPS	
OKOME HOUSE RESTAURANT	11200 CAPITAL BLVD
THE BLOOD CONNECTION	2115 S MAIN ST E
NOURISH STUDIOS	101 N WHITE ST
MERCANTILE AND MEAT CUTLERY	1241 S MAIN ST 15
FENG CHA	3325 ROGERS RD 104
PRE-OCCUPANCIES	
ROBOCODE EXPLORERS	1241 S MAIN ST 22
SPA OF BLISS LLC	12215 HAMPTON WAY DR 107
BLWALL CONSULTING	1788 HERITAE CENTER DR 104
REVIVE HEATING AND COOLING INC	5103 UNICON DR G
COMPASS CHIROPRACTIV PLLC	12339 WAKE UNION CHURCH RD 102

Organizational Performance

NORTHERN WAKE FOOD SECURITY TEAM

Staff Hours	Avg. 10 hrs./week
Updates	NCFST Mobile Market, Holiday Hams & Food Drive

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Updates	18 in the program – 2 new applicants (1 onboarding)
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Parks, Recreation & Cultural Resources

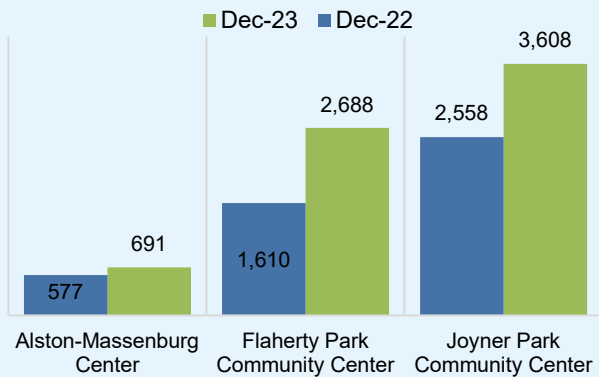
ATHLETICS

	DECEMBER 2023	DECEMBER 2022
Registrations Received – Youth	0	0
Registrations Received – Adult	0	0
Games Held	120	143
Revenue	0	0

PROGRAMS

	DECEMBER 2023	DECEMBER 2022
Registrations Received – Youth	59	100
Registrations Received – Adult	47	53
Classes/Programs Held	13	20
Revenue	\$1,364	\$1,505

VISITORS TO COMMUNITY CENTERS



RECONNECT PROGRAM GUIDE

[VIEW](#)

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

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	2
PM Inspections and services	73
Evening and Weekend Park Services	4

FACILITY RENTALS

	DECEMBER 2023	DECEMBER 2022
Athletic Fields	0	2
Joyner Park Outdoor / Open Space	0	1
General Outdoor / Open Space	0	0
Picnic Shelters	0	0
Wake Forest Community House	6	2
Joyner Park Community Center	3	0
Flaherty Park Community Center	1	1
Alston-Massenburg Community Center	2	2

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	DECEMBER 2023	DECEMBER 2022
Aquatic Center	CLOSED	CLOSED
Taylor Street Sprayground	CLOSED	CLOSED

Planning

DEVELOPMENT SERVICES MONTHLY REPORT ZONING

[VIEW](#)

VIOLATIONS DASHBOARD

[VIEW](#)

Use Chrome, Firefox, Safari, or Edge when viewing the dashboard.

CERTIFICATES OF APPROPRIATENESS

	DECEMBER 2023	DECEMBER 2022
COAs Received	1	0
COAs Approved	0	0

Police

KEY STATS

	DECEMBER 2023	DECEMBER 2022
Calls for Service	4,583	4,812
Vehicle Crashes	180	212

Public Works

Streets:

- Concrete- Replaced 220 ft of the sidewalk, downtown paver replacement
- Asphalt- Patched 45 tons of asphalt
- Stormwater-Swept 220 miles of streets
- Assistance- Assisted facilities with S. Franklin median grading, assisted solid waste with leaf collection.
- Cemetery- Reshaped roads within the cemetery, marked 4 graves and 1 headstone

Solid Waste:

- Leaf collection stayed on track.
- Conducted interviews for a driver and collector position. (Collector starting 1/8/24)

Urban Forestry:

- Planted 72 trees
- Removed 130 trees
- Assisted facilities with multiple projects.

Fleet:

- Fleet completed 188 work orders in December for a combined shop productivity average of 80% of billable hours.
- The 4 mechanics completed 8.8 combined hours of training.

RECYCLING

	DECEMBER 2023	DECEMBER 2022
Volunteer Collected Litter	100	0
Volunteer Collected Recycling	25	0
Volunteer Hours	9	0
Volunteer Miles of Streets	0	0
Sections of Roads Cleaned (not miles)	2	0
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued/Returned	2	0

SOLID WASTE

	DECEMBER 2023	DECEMBER 2022
New Construction Homes Added	92	43
New Cart Sets	92	43

CEMETERY

	DECEMBER 2023	DECEMBER 2022
Number of Plots Sold	0	4
Number of Niches Sold	1	0
Total Plots Available	0	8

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

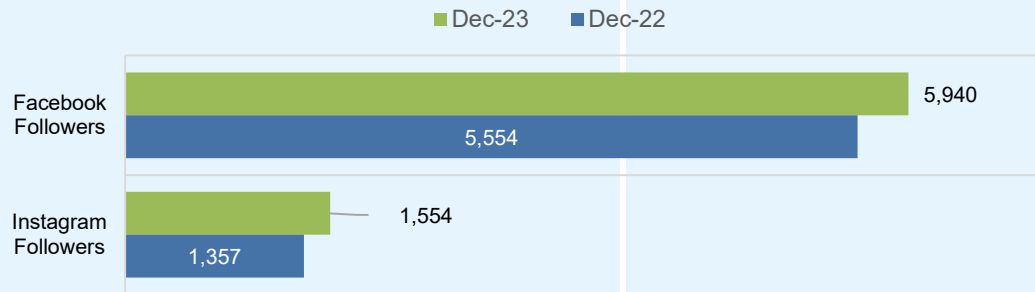
	DECEMBER 2023	DECEMBER 2022
Monthly In-Person Attendance	3,381	1,681
Virtual Views	885	425
Ticketed Events Held	4	6
Free Events Held	0	0

RENAISSANCE CENTRE PROGRAM GUIDE

[VIEW](#)

- The Renaissance Centre presented 4 sold out shows of the Celtic Angels Christmas. The risers were in place and again received high praise from our audiences.
- The Renaissance Centre was the host venue for Arts Wake Forest's annual Artisans Market. 1400 art lovers attended the event.

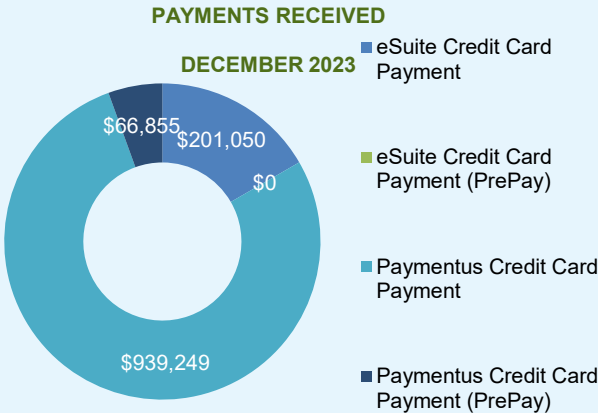
SOCIAL ENGAGEMENT



Wake Forest Power

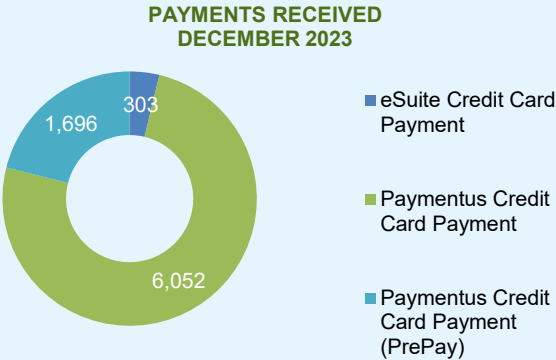
CUSTOMER SUMMARY		
	DECEMBER 2023	DECEMBER 2022
Electric Meters/Customers	7,620	6,874
Pre-Pay Power Customers	474	472
H.O.P.E. Participants	44	46
N.C. GreenPower Participants	16	17

PAYMENTS RECEIVED		
	DECEMBER 2023	DECEMBER 2022
eSuite Credit Card Payments	\$201,050	\$134,668
eSuite Credit Card Payments (Pre-Pay)	\$0	\$2,164
Paymentus CC Payments	\$939,249	\$658,462
Paymentus CC Payments (Pre-Pay)	\$66,855	\$63,398



POWER OUTAGES		
	DECEMBER 2023	DECEMBER 2022
Total Number of Customers Affected by Outages this Month	2,528	664
Average Number of Customers Affected per Outage	421.3	132.8

NUMBER OF TRANSACTIONS		
	DECEMBER 2023	DECEMBER 2022
eSuite Credit Card Payments	303	491
Paymentus CC Payments	6,052	\$4,731
Paymentus CC Payments (Pre-Pay)	1,696	\$1,687



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 12/13/2023

Number of members in attendance 9 out of 9

The HPC met candidates for membership and recommended Joni Falvey and Benny Allen Jenkins to the Board of Commissioners for appointment. Chairperson Radford presented appreciation plaques to Paige Bivens and Charlotte Jenkins. The group will begin meeting on the 4th Tuesday in January.

Human Relations Council

MEETINGS

Most recent meeting held 12/21/2023

Number of members in attendance 5 out of 8

The HRC Council voted to move forward with planning events associated with Comm "Unity" Day, focusing on Minority-Owned Businesses in the Wake Forest Community scheduled for Saturday, March 16, 2024.

For February – Black History Month the Council will receive nominations and request that those individuals and agencies nominated come to an HRC meeting to be recognized. The video roll will not be scheduled any longer.

Public Art Commission

MEETINGS

Most recent meeting held 12/07/2023

Number of members in attendance 5 out of 10

WFD Boulevard Banner artists have all been notified; 4 selected and will be displayed starting sometime in January 2024. Staff drafting a Pre-Qualified Artist Registry like the City of Durham's for future public art projects. The commission plans to have a strategic planning meeting in early 2024 to discuss Art Vision Plan Update activities.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 12//2023

Number of members in attendance 0 out of 10

The PRCR Advisory Board does not meet in December.

Technology Advisory Board

MEETINGS

Most recent meeting held 12//2023

Number of members in attendance 0 out of 13

December meeting was canceled.

Urban Forestry Board

MEETINGS

Most recent meeting held 12/26/2023

Number of members in attendance 0 out of 9

The meeting was canceled.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-385-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 16, 2024

SUBJECT

Wake County Tax Release

Recommendation:

Item Summary:

ATTACHMENTS

- [WF-TXREP-JAN-2024-BOC-MTG.pdf](#)



Board of Commissioners

P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

SHINICA THOMAS, CHAIR
SUSAN EVANS, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
DON MIAL
CHERYL STALLINGS
TARA WATERS

January 3, 2024

Mr. Kip Padgett
Town Manager;
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on January 2, 2024, approved and accepted the enclosed tax report for the Town of Wake Forest.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard
Clerk to the Board

Wake County Board of Commissioners



WAKE COUNTY TAX ADMINISTRATION
 Rebate details
 11/1/2023 - 11/30/2023
WAKE FOREST

DATE 12/11/2023
 TIME 10:53:18 AM
 PAGE 1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
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WAKE FOREST (Not In District)

BUSINESS ACCOUNTS

862994	0.00	0.00	0.00	956.40	0.00	956.40	11/06/2023	0006944279	2023	2023	000000	ALTEC CAPITAL SERVICES LLC
862935	0.00	0.00	0.00	61.13	0.00	61.13	11/06/2023	0006819878	2023	2023	000000	MATRESS FIRM INC
862955	0.00	0.00	0.00	0.75	0.00	0.75	11/06/2023	0006998635	2023	2023	007000	AMAZON.COM SERVICES INC
862981	0.00	0.00	0.00	13.47	0.00	13.47	11/06/2023	0006991628	2023	2023	000000	LEVOL OR INC
862933	0.00	0.00	0.00	56.58	0.00	56.58	11/06/2023	0006820094	2023	2023	000000	MATRESS FIRM INC
862925	0.00	0.00	0.00	7.68	0.00	7.68	11/06/2023	0006879408	2023	2023	000000	FEDEX OFFICE & PRINT SERVICES INC
863145	0.00	0.00	0.00	7.32	0.00	7.32	11/07/2023	0006150517	2023	2023	007000	DISH NETWORK LLC
865306	53.36	0.00	0.00	5.34	0.00	58.70	11/30/2023	0006893255	2022	2022	000000	CALI FRESH LLC
865161	1,622.55	0.00	0.00	162.26	0.00	1,784.81	11/29/2023	0006903474	2023	2023	000000	BEE SAFE GATEWAY LLC
865153	156.27	0.00	0.00	15.63	0.00	171.90	11/29/2023	0006981720	2023	2023	000000	MURRAY, COURTNEY A
865004	132.49	0.00	0.00	13.25	0.00	145.74	11/28/2023	0006991571	2023	2023	000000	GREEN MISTRETTA LAW PLLC
864878	120.01	0.00	0.00	12.00	0.00	132.01	11/28/2023	0006852793	2023	2023	000000	ACCU-TECH USA INC
863161	0.00	0.00	0.00	80.70	0.00	80.70	11/07/2023	0006590584	2023	2023	000000	PNC BANK
863132	0.00	0.00	0.00	181.69	0.00	181.69	11/07/2023	0006807768	2023	2023	000000	ALDI (NC) LLC 66109
864845	157.81	0.00	0.00	15.78	0.00	173.59	11/27/2023	0006991082	2023	2023	000000	VERA MARKET LLC
864560	25.24	0.00	0.00	2.52	0.00	27.76	11/21/2023	0006830224	2023	2023	000000	GARRETT INSURANCE SERVICES
864721	157.81	0.00	0.00	15.78	0.00	173.59	11/22/2023	0006975484	2023	2023	000000	FRABIOUS CATFE LLC

Subtotal for BUSINESS ACCOUNTS 2,425.54 0.00 0.00 1,608.28 0.00 4,033.82 17 Properties Rebated

INDIVIDUAL PROPERTY ACCOUNTS

864864	5.05	0.00	30.00	0.51	0.00	35.56	11/27/2023	0006888934	2023	2023	000000	MASTERS CUMBO, BARBARA DIANE
863348	10.40	0.00	0.00	0.00	0.00	10.40	11/08/2023	0006707684	2015	2015	000000	HARTSFIELD, MARIO DION
864437	12.12	0.00	0.00	1.21	0.00	13.33	11/20/2023	0006955509	2023	2023	000000	DWYER, CHRISTOPHER CHAD



WAKE COUNTY TAX ADMINISTRATION
Rebate details
11/1/2023 - 11/30/2023
WAKE FOREST

DATE 12/11/2023
TIME 10:53:18 AM
PAGE 2

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
864295	493.85	0.00	90.00	49.38	0.00	633.23	11/17/2023	0006893635	2023	2023	000000	UGENE AND ME TRANSPORT LLC
863357	10.10	0.00	0.00	1.01	0.00	11.11	11/08/2023	0006707684	2023	2023	000000	HARTSFIELD, MARIO DION
863349	10.40	0.00	0.00	0.00	0.00	10.40	11/08/2023	0006707684	2016	2016	000000	HARTSFIELD, MARIO DION
863355	9.90	0.00	0.00	0.99	0.00	10.89	11/08/2023	0006707684	2021	2021	000000	HARTSFIELD, MARIO DION
863354	9.90	0.00	0.00	0.99	0.00	10.89	11/08/2023	0006707684	2020	2020	000000	HARTSFIELD, MARIO DION
863353	10.40	0.00	0.00	1.04	0.00	11.44	11/08/2023	0006707684	2019	2019	000000	HARTSFIELD, MARIO DION
863352	10.40	0.00	0.00	1.04	0.00	11.44	11/08/2023	0006707684	2018	2018	000000	HARTSFIELD, MARIO DION
863350	10.40	0.00	0.00	1.04	0.00	11.44	11/08/2023	0006707684	2017	2017	000000	HARTSFIELD, MARIO DION
863356	9.90	0.00	0.00	0.99	0.00	10.89	11/08/2023	0006707684	2022	2022	000000	HARTSFIELD, MARIO DION

Subtotal for
INDIVIDUAL
PROPERTY

602.82 0.00 120.00 58.20 0.00 781.02 12 Properties Rebated

INDIVIDUAL REAL ESTATE ACCOUNTS

862640	227.25	0.00	0.00	0.00	0.00	227.25	11/02/2023	0000146910	2023	2023	000000	POWERS, GAIL
865349	491.50	0.00	0.00	0.00	0.00	491.50	11/30/2023	0000189509	2023	2023	000000	LIENGHOT, JI CHL
864852	89.13	0.00	0.00	0.00	0.00	89.13	11/28/2023	0000257030	2023	2023	000000	ANDERSON, CRAIG
863191	2,642.46	0.00	0.00	0.00	0.00	2,642.46	11/07/2023	0000011789	2022	2022	000000	TAYLOR MORRISON OF CAROLINAS INC

Subtotal for
INDIVIDUAL
REAL ESTATE
ACCOUNTS

3,450.34 0.00 0.00 0.00 0.00 3,450.34 4 Properties Rebated

WILDLIFE BOAT ACCOUNTS

864846	364.88	0.00	0.00	36.49	0.00	401.37	11/27/2023	0004209946	2023	2023	000000	DWYER, CHRISTOPHER CHAD
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WAKE COUNTY TAX ADMINISTRATION

Rebate details
11/1/2023 - 11/30/2023

DATE 12/11/2023
TIME 10:53:18 AM
PAGE 3

WAKE FOREST

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
Subtotal for												
WILDLIFE												
BOAT	364.88	0.00	0.00	36.49	0.00	401.37		1	Properties Rebated			
ACCOUNTS												
TOTAL												
WAKE	6,843.58	0.00	120.00	1,702.97	0.00	8,666.55		34	Properties Rebated for the District/City			
FOREST (Not In District)												
TOTAL FOR CITY												
WAKE	6,843.58	0.00	120.00	1,702.97	0.00	8,666.55		34	Properties Rebated for the City			
FOREST												



WAKE COUNTY TAX ADMINISTRATION
Rebate details
11/1/2023 - 11/30/2023
WAKE FOREST

DATE 12/11/2023
TIME 10:53:18 AM
PAGE 1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	FOR YEAR	BILLING TYPE	OWNER
Grand Total:	357,221.39	446.59	2,700.00	57,971.61	0.00	418,339.59	249	Properties Rebated for All Cities				



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-375-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 16, 2024

SUBJECT

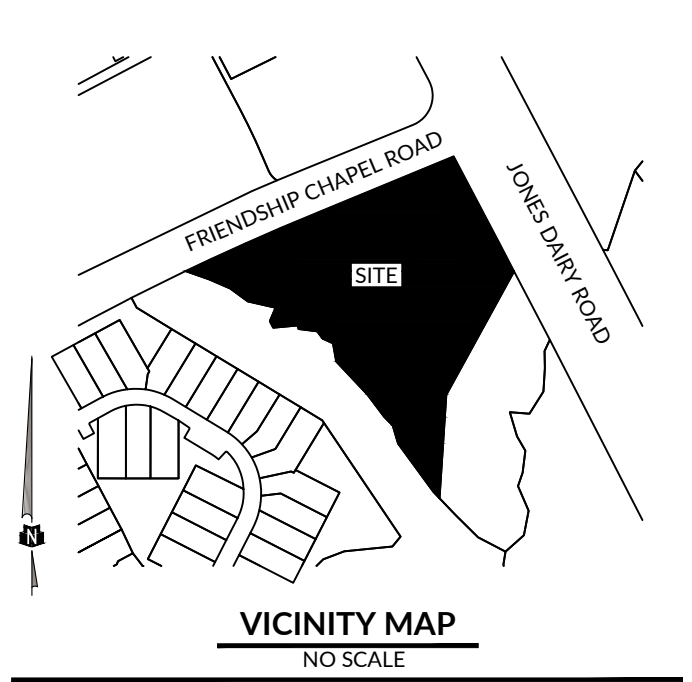
Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

-



1. NO NGS MONUMENT FOUND WITHIN 2,000 FEET OF THE SITE
2. THE FOLLOWING INFORMATION WAS USED TO OBTAIN NC GRID NAD 83 (2011), NAVD 88
STATE PLANE COORDINATES (SPC) FOR THIS PROJECT:
2.1. CLASS OF SURVEY: URBAN LAND SURVEYS (CLASS A)
2.2. POSITIONAL ACCURACY: 0.03' (H), 0.07' (V)
2.3. GPS FIELD PROCEDURE: VRS
2.4. DATE OF SURVEY: 09/14/2022
2.5. DATUM/EPOCH: NAD 83 (2011), EPOCH 2010.00
2.6. PUBLISHED DATE/FIXED CONTROL USED: VRS, NCRD
2.7. GEOD MODEL: GEOID 18
2.8. COMBINED GRID FACTOR: 0.999941829
2.9. UNITS: U.S. SURVEY FEET
2.10. GRID/GROUND POINT: YIN 806,986.794 XIE 2,150,306.42
3. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
4. ALL AREAS DERIVED BY THE COORDINATE COMPUTATION METHOD.
5. PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD. THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH NORTH CAROLINA STANDARDS, G.S. 47-30, AND REQUIREMENTS OF LAW, BUT A NORTH CAROLINA LICENSED ATTORNEY-AT-LAW SHOULD BE CONSULTED REGARDING CORRECT OWNERSHIP, WIDTH, AND LOCATION OF EASEMENTS AND OTHER TITLE QUESTIONS REVEALED BY TITLE EXAMINATION.
6. LINES NOT SURVEYED ARE SHOWN AS BROKEN LINES FROM INFORMATION REFERENCED ON THE FACE OF THIS PLAT.
7. SUBJECT PROPERTY IS LOCATED WITHIN A FLOOD HAZARD AREA ACCORDING TO FLOOD INSURANCE RATE MAP 3720185000K DATED JULY 15, 2022.
8. LOCATION OF UTILITIES, WHETHER PUBLIC OR PRIVATE, IS BASED UPON FIELD LOCATION OF VISIBLE APPURTENANCES ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY LOCATION PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION. WITHERSRAVENEL CANNOT ASSUME RESPONSIBILITY FOR MISIDENTIFICATION OR OMISSION OF UNDERGROUND UTILITIES.

