Wake Forest Board of Commissioners
Meeting Agenda
February 20, 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. January 2, 2024 Work Session
January 16, 2024 Regular Meeting
January 19, 2024 BOC Annual Retreat
DraftBOCWSMinutesJan202402.pdf
DraftBOCMinutesJan202416.pdf
DraftMayor&BOCAnnualRetreatMinutesJan202419.pdf

3.Presentations

3.A. Resolution Recognizing Lieutenant Cindy Johnson-Perry on her retirement
Perry Summary appreciation of services.docx
Perry Resolution of Appreciation for Services.docx

4.Public hearings / Public Comment

4.A. Public Hearing on a petition requesting contiguous 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.
022024_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 Contigious Annexation Petition AN-23-05.pdf
DRAFT ORDINANCE AN-23-05.docx

4.B. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town

Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5.Consent Agenda

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

5.A. Approval of Budget Ordinance Amendment # 2 - FY 2023 - 2024
Budget Ordinance Amendment_summary.pdf
Budget Ordinance Amendment # 2 FY 2023-2024.pdf

5.B. Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Cindy Johnson-Perry
Perry Summary badge and weapon surplus.docx
Perry Resolution Badge and Weapon.docx

5.C. Approval of Appointment to Citizen Advisory Board
RESOLUTION2024-XXX_Adv_Board_Appts-HRC1.docx

5.D. Approval of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Project Development Activities
2024-25 Agenda Summary.pdf
2024-25 RAISE Grant Resolution.doc

6.Legislative Items

7.Planning Items

7.A. Consideration of a petition requesting contiguous 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.

8.Administration and Financial Items

8.A. Consideration of approval of 2024-2029 Capital Improvements Plan (CIP) Update
CIP Update Approval_summary.pdf

resolution 2024 - CIP Update 2024-2029.doc
1st Year Funding - 2024.pdf

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Department Monthly Report
January 2024 Monthly Report.pdf

12.B. Wake County Tax Release
WF-TXREP-FEB-2024-BOC-MTG.pdf

13.Adjournment

Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-37-
Submitted by: Terry Savary
Submitting Department: Administration
Meeting Date: February 20, 2024

SUBJECT
January 2, 2024 Work Session
January 16, 2024 Regular Meeting
January 19, 2024 BOC Annual Retreat

Recommendation:

Item Summary:

ATTACHMENTS

- DraftBOCWSMinutesJan202402.pdf
- DraftBOCMinutesJan202416.pdf
- DraftMayor&BOCAnnualRetreatMinutesJan202419.pdf

Wake Forest Board of Commissioners
Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 2, 2024,** at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

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

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Planning Director/CFO Aileen Staples
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy
Senior Planner Tim Richards
Communications & Public Affairs Director Bill Crabtree
Public Works Director Tim Bailey
Public Works Street Maintenance Manager Joe Medlin
Public Facilities Specialist Steven Carpenter
Budget & Performance Analyst Ben Blevins
Police Chief Jeff Leonard
Captain Brandon High
Captain Julius Jefferson

1. Presentations

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

Senior Planner Patrick Reidy provided an overview of Case RZ-23-07, 200 Stephen Taylor Rd.

Mr. Reidy stated that the Planning Board recommended approval by a vote of 7-0 at their December 12, 2023, Planning Board Meeting and finds it consistent with the Comprehensive Plans and in the best public interest.

Mr. Reidy stated staff recommends approval of the rezoning as proposed and finds it to be consistent with the Comprehensive Plan and is in the public interest.

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

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

Assistant Planning Director Jennifer Currin reviewed NCDOT's potential right-of-way abandonment for a portion of Averette Road.

Commissioner Cross asked, when abandoned, would it return to the property owner. Ms. Currin replied that NCDOT would work with the property owner. Commissioner Cross asked how it works with the condition of the land. Ms. Currin responded the road was formally in the right-of-way and the road shifted to the east, so Averette Rd. had to dedicate some right-of-way along the east side.

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

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

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Senior Planner Tim Richards provided an overview of Case RZ-23-08, Farm Road Townhomes.

Mr. Richards stated that the Planning Board recommended approval by a vote of 7-0 at their December 12, 2023, Planning Board meeting and found the request consistent with the Comprehensive Plan.

Mr. Richards stated that staff recommends approval of the rezoning as proposed and finds it to be generally consistent with the Comprehensive Plan and is in the public interest because it is consistent with the Community Plan direction for:

1. Conventional Residential areas,
2. Activity Center areas; and
3. Residential character.

Mayor Jones asked if 108 parking spaces were too many for 25 townhomes. Mr. Richards explained that the count included two parking spaces in the garage and two driveway parking spaces per unit.

Commissioner Cross asked the size of the units and how many bedrooms per unit. Mr. Richards replied he was not provided with the bedrooms per unit, but the overall dimensions were provided in the Master Plan.

Commissioner Cross asked if they'll keep the Farm Ridge Road name and would the alleys remain named as alleys. Mr. Richards replied they would be named at the next phase of development.

Commissioner Cross asked if there's a possibility that Farm Rd. and the neighboring Heritage Farm Rd. would be connected in the future. Mr. Richards explained that the connection was not included in the Town's Comprehensive Transportation Plan. Ms. Cross asked, what are they proposing to do at the end of Farm Rd. and Farm Ridge Rd. Mr. Richards explained that there were no plans for the end of the road. Commissioner Cross asked if it would be left as it currently is. Mr. Richards answered, yes.

Commissioner Cross asked if the sidewalks would be dumped onto an active parking lot. Mr. Richards replied, correct.

Commissioner Cross asked whether the units would be owned or rented. Mr. Richards responded that they did not know. Commissioner Cross asked whether home ownership or rental was more in line with the Community Plan. Courtney Tanner, the

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Planning Director, explained as part of the rezoning process they legally cannot ask whether it's rent or owner-occupied. Ms. Tanner also explained they cannot regulate the volume of bedrooms so it's not information they'd ask for during the rezoning process.

Commissioner Cross asked if a Traffic Impact Analysis had been done. Ms. Tanner replied that it was not required per the Town's UDO.

Commissioner Cross asked if there was any concern about taking a left-hand turn onto S. Main St. Mr. Richards replied that a Traffic Impact Analysis was not required for this project as it only consisted of fewer than 100 units.

Commissioner Cross asked about the reduced setbacks. Mr. Richards explained that the proposed site plan complied with all the setbacks except for the corner lots located at Farm Rd. where the reduction was from 20' to 10'.

Commissioner Cross inquired about the location of the lighting and whether there would be lighting on Farm Rd. near the park area. Mr. Richards stated that staff would require a full photometric study that shows the lighting at Construction Plans.

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

2. Discussion of Monthly Financial Report

2.1 Monthly Financial Report

Assistant Town Manager/CFO Aileen Staples provided some insight on the financial report.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

4. Other Business

4.1. Discussion of Gateway & Wayfinding Update

Communications & Public Affairs Director Bill Crabtree introduced John Bosio with MERGE.

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John Bozio provided an update on where they're in the process of the Gateway & Wayfinding Signage Program.

Mayor Jones asked if they'd be able to choose different public art than what was presented. Mr. Bozio replied, yes.

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

5. Commissioner Reports

Commissioner Sliwinski had no report.

Commissioner Clapsaddle thanked Town Staff who worked during the holidays.

Commissioner Cross reported she'll attend a training at UNC School of Government next week.

Commissioner Shackleford had no report.

Commissioner Wright had no report.

Mayor Jones congratulated Keil Ortiz on being named Employee of the Year.

Town Manager Padgett reported that the Town Clerk passed out the CIP notebooks to the Board and the discussion will be held at the February 6, 2024 Work Session.

6. Adjournment

The Board of Commissioners adjourned the meeting at 6:55 p.m.

Duly approved in open session this 20th day of February 2024.

(ATTEST)

_____
Vivian A. Jones, Mayor

_____
Theresa Savary, Town Clerk

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Wake Forest Board of Commissioners
Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 16, 2024,** 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 Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

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
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Budget & Performance Analyst, Ben Blevins
Director of Organizational Performance Lisa Hayes
Senior Civil Engineer Chris Glass
Senior Planner Tim Richards
Planner II Emma Linn
Downtown Development Director Jennifer Herbert
Fire Chief Ron Early
Police Lt. Trent Gamber
Police Captain Julius Jefferson
Police Captain Brandon High

1. Approval of Agenda **ACTION**:

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

Seconder: Commissioner Sliwinski.
Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

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

ACTION:
Mover: Commissioner Shackleford moved to approve the minutes as presented.
Seconder: Commissioner Wright.
Vote: Motion carried 5-0.

3. Presentations

3.A. Resolution of Appreciation for the Service of the Wake Forest Garden Club

Mayor Jones read the proclamation into the record:

RESOLUTION 2024-01
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*

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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.*

Mayor Jones presented the proclamation to members of the Wake Forest Garden Club.

3.B. Resolution Recognizing Lieutenant Trent Gamber on his Retirement

Mayor Jones read the proclamation into the record:

RESOLUTION 2024-02
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.

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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.

Mayor Jones presented the proclamation to Lt. Trent Gamber.

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

The following citizens provided comment:

- Angela DiPaolo, 929 Barnford Mill Rd., Wake Forest, NC 27587
- Johnhenry Praught, 1125 Wendy Ct., Wake Forest, NC 27587
- Julia Sommer, 2401 Trifle Ln., Wake Forest, NC 27587
- Martha Gruber, 1133 Shadow Shade Dr., Wake Forest, NC 27587
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC 27587

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

Mayor Jones declared the public hearing closed.

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)

The following citizens provided comment:

- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC 27587
- Janice Davis, 1009 Lightfoot Ct., Wake Forest, NC 27587

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

Mayor Jones declared the public hearing closed.

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

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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)

The following citizens provided comment:

- Jimmy Broadway, 1605 S. Main St., Wake Forest, NC 27587
- Tomm Bennekin, 137 Farm Rd., Wake Forest, NC 27587
- Loretta Towsley, 101 Pine Ridge Ct., Wake Forest, NC 27587
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC 27587
- Janice Davis, 1009 Lightfoot Ct., Wake Forest, NC 27587
- Christine Zankey, 8800 Ligon Mill Rd., Wake Forest, NC 27587
- Brian Aikens, 161 Farm Rd., Wake Forest, NC 27587
- Staycie Kirkendall, 10316 Carter St., Wake Forest, NC 27587

Jon Frazier with FLM Engineering, 8951 Harvest Oaks Dr., Suite 205, Raleigh NC 27615 stated he's representing the owner/developer Kevin Neshat. Mr. Frazier followed up with additional background and addressed some of the concerns heard.

Josh Reinke with Bolton & Menk, 418 S. Dawson St., Raleigh, NC 27601 stated that they weren't required by NCDOT or the Town to do anything traffic-related based on thresholds.

Citizen Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC 27587 asked that the condition for notification for the current tenants be extended to $2^{1/2}$ years.

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

Mayor Jones declared the public hearing closed.

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

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

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Mayor Jones declared the public hearing closed.

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.

The following citizens provided public comment:

- Angela DiPaolo, 929 Barnford Mill Rd., Wake Forest, NC 27587, Julia Sommer, 2401 Trifle Ln., Wake Forest, NC 27587, and Martha Gruber, 1133 Shadow Shade Dr., Wake Forest, NC 27587 provided a presentation on Joyner-Harris Forest Conservation.

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 surplus the badge and service weapon carried by Lieutenant Trent Gamber

[Filed in the Clerk's Office as Resolution 2024-03.]

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

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[Filed in the Clerk's Office as Resolution 2024-04.]

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.\

[Filed in the Clerk's Office as Resolution 2024-05.]

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

[Filed in the Clerk's Office as Resolution 2024-06.]

5.E. Approval of Appointment to Citizen Advisory Board

[Filed in the Clerk's Office as Resolution 2024-07.]

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

[Filed in the Clerk's Office as Resolution 2024-08.]

5.G. Approval of 2023 State and Local Cybersecurity Grant Program

ACTION:
Mover: Commissioner Wright moved to approve the consent agenda as presented.
Seconder: Commissioner Sliwinski.
Vote: Motion carried 5-0.

6. Legislative Items

No Legislative Items presented.

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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

ACTION:
Mover: Commissioner Wright moved to approve contiguous annexation for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road.
Seconder: Commissioner Sliwinski.
Vote: Motion carried 5-0.

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).

ACTION:
Mover: Commissioner Wright moved to approve Case RZ-23-07 with the consistency statement.
Seconder: Commissioner Sliwinski
Vote: Motion carried 5-0.

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)

ACTION:
Mover: Commissioner Wright moved to deny Case RZ-23-08 for being inconsistent with the Community Plan.
Seconder: Commissioner Sliwinski.

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Vote: Motion carried 5-0.

Commissioner Shackleford expressed concern about the safety of vehicles exiting Farm Rd.

Commissioner Cross agreed with Commissioner Shackleford and said they need to wait until the Corridor Study is completed. She expressed concern with the amount of traffic and no road connections.

Commissioner Clapsaddle expressed safety concerns and said they need to wait until the Corridor Study is completed.

8. Administration and Financial Items

No Administration and Financial Items presented.

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

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Received.

12.C. Commissioner Reports

Commissioner Wright shared that he had a Happy New Year and hoped everyone else did as well.

Commissioner Shackleford had no report.

Commissioner Cross attended the 2024 Essentials of Municipal Government Course at UNC Greensboro.

Commissioner Clapsaddle took the opportunity to meet with the staff at Joyner Park. He also met with the director and staff of the Northern Wake Senior Center. He looks forward to celebrating Dr. Martin Luther King Jr. on Thursday.

Commissioner Sliwinski attended the opening of the New Exhibition from the Collections: Portraits at the Wake Forest Historical Museum.

Mayor Jones attended the Women's Summit at the Wake Forest Renaissance Centre. She encouraged everyone to attend the Martin Luther King Celebration on Thursday at 6:00 p.m. at Friendship Chapel Church.

Town Manager Padgett reviewed the Right-of-Way Easement, which was distributed to the Board, by and between the Town of Wake Forest and Katherine Wooten Forgeng, William S. Wooten and Wanda T. Wooten.

Commissioner Shackleford recused himself due to his law firm being actively involved in this matter.

ACTION:
Mover: Commissioner Sliwinski moved to approve the Right-of-Way Easement.
Seconder: Commissioner Wright.
Vote: Motion carried. 4-0.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 7:20 p.m.

Duly approved in open session this 20th day of February 2024.

(ATTEST) _____
Vivian A. Jones, Mayor

_____
Theresa Savary, Town Clerk

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Mayor and Board of Commissioners 2024 Annual Retreat Meeting Minutes
Wake Forest Renaissance Centre
405 S. Brooks Street, Wake Forest, NC 27587
Friday, January 19, 2024, at 9:00 a.m.

The Wake Forest Board of Commissioners met on **Friday, January 19, 2024,** at **9:00** a.m. at the Wake Forest Renaissance Centre, 405 Brooks St., Wake Forest, NC 27587.

Elected Officials present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Town Staff present: Town Manager Kip Padgett, Assistant Town Manager Candace Davis, Assistant Town Manager Allison Snyder, Assistant Town Manager/CFO Aileen Staples, Town Attorney Hassan Kingsberry, Town Clerk Theresa Savary, Deputy Town Clerk Ella Dowtin, Parks, Recreation & Cultural Resources Director Ruben Wall, Renaissance Centre Director Debbie Dunn, Strategic Performance Director Lisa Hayes, Communications & Public Affairs Director Bill Crabtree, Police Chief Jeff Leonard, Planning Director Courtney Tanner, Assistant Planning Director Jennifer Currin, Public Works Director Tim Bailey, Electric Utility Director Chris Terrell, Finance Director Samantha Sanchez, Planner II Emma Linn, Senior Planner Kari Grace, Long Range Planning Manager Brad West, Zoning Enforcement Officer Benjamin Coleman, Fire Chief Ron Early, Assistant Stormwater Manager Nick Nolte, Public Facilities Director Mickey Rochelle, CIP Manager Steve Meyer, Interim Assistant Engineering Director Chris Glass.

I) WELCOME AND OVERVIEW

Town Manager Kip Padgett opened the meeting at 9:07 a.m. and welcomed everyone to the Annual Retreat. Mr. Padgett provided a summary of the day's agenda.

Mayor Jones provided some opening remarks and spoke about an article she read in The Atlantic named "Eleven Signs that a City Will Succeed." Mayor Jones said the Town of Wake Forest is successful and she emphasized the importance of listening and trying to understand people.

Strategic Performance Director Lisa Hayes asked each commissioner to share their ideas and vision of what they want Wake Forest to look like in the coming years.

Ms. Hayes and Assistant Town Manager Aileen Staples captured and identified some of the commonalities among the commissioners:

Connectivity	Community	Growth	Downtown
• Walkability • Microtransit • S-Line • Strong Transit System	• Engaged, Educated Residents • Events that Bring Community Together • High Quality of Life for all Generations • Sense of History, Sense of Place	• Sustainable Growth • Strong Arts Community • Aging Adult Community • Density, Infill • Walkability • Affordable Housing • Conservation	• Gathering Spot • Parks, Greenspace • Center for the Arts – Renaissance Centre Expansion • Strategic Vision for Key Properties

II) ELECTRIC UTILITIES

a) Electricities Presentation

b) Wake Forest Power

Kathy Moyer Chief Operator of Electricities provided an overview on public power in general.

- **What are Public Power Utilities?**

What is NC Public Power?

We are 73 municipalities across the state that own and operate an electric distribution system for the benefit of our communities. Public power illuminates the home and workplaces of nearly 1.3 million people in North Carolina.

- **Why are Municipalities in the Electric Business?**

In 1965 the legislation sparks the state's public power communities from the North Carolina Municipally Owned Electric Systems Association. Three years later, the association became Electricities.

- **Power Agencies are Formed**

Energy Crisis Brought Together Utilities and Cities

Cities wanted greater reliability and control over costs

Utilities needed help to finance new power plants

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- **The Best Solution at the Time: Cities Granted Permission to Own Generation**

Legislation passed unanimously in 1975
Constitutional amendment passed in 1977
Who Supported the Idea?
Governor, legislators, city officials, voters

- **The Public Power Advantage**

Reliable
Local Control
Low Cost
ROI
Sustainable

- **Three Types of Electric Utilities**

Public Power
Rural Electric Cooperatives
Investor-Owned Utilities

- **Unmatched Reliability**

Average number of Customer Outages 2018-2022
Public power customers in North Carolina experience 41.5% fewer outages than other power providers' customers

- **Average Outage Time Per Customer 2018-2022**

And when the power does go out, the outage lasts, on average, only about one-third the time of other providers

- **Electricities Governance Structure**

ElectriCities
Staff Provides management services to the Power Agencies
- Provides other joint municipal assistance services to 97 member communities in N.C., S.C., and VA.

- **About Electricities**

Some of our Services
- Wholesale power supply administration
- Legislative and regulatory affairs
- Emergency assistance and mutual aid
- Economic development support

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- Commercial and industrial services
- Residential energy services
- Learning and development
- Electric distribution system operation
- Workforce assistance

- **Public Power's Strategic Priorities**
  - Future-Focused (Develop a future-focused mindset)
  - Strengthen Public Power (Build public and political support for public power)
  - Provide Superior Power (Deliver reliable, affordable, and sustainable electric power)
  - Customer-Centered Innovation (Innovate and invest to better serve our customers and communities)
  - People (Leverage our people as our greatest asset)

- **Value of Public Power**
  - The primary goal of the Value of Public Power campaign is to increase public power's brand awareness and educate customers and communities on the benefits that come from public power
  - In addition to statewide digital, television, and radio advertising supporting public power, members have access to the assets for their own use

- **Federal Grant Opportunities Through BIL**
  - The Bipartisan Infrastructure Law (BIL) – or Infrastructure Investment and Jobs Act – provides $1.2 trillion in funding
  - ElectriCities can assist members to navigate the process
  - Visit www.electricities.com/grants-infrastructure for more information

- **Wholesale Power Supply Agreements**
  - In 2015, NCEMPA became a full requirements customer of Duke Energy Progress (DEP) when NCEMPA sold their asset share to DEP

ElectriCities staff manages the Full Requirements Power Purchase Agreement (FRPPA) between NCEMPA and DEP.

- NCEMPA purchases all of its capacity and energy from DEP
- DEP serves NCEMPA load like they would serve their own load
- Staff has successfully negotiated amendments to the FRPPA and is currently operating under the Tenth Amended FRPPA
- The term of the FRPPA is through December 2043, with two opportunities to give notice to terminate early

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- Each NCEMPA member entered into a Full Requirements Power Sales Agreement (FRPSA) with NCEMPA

- **Power Supply Mix**

2022 Energy Resource Mix

- 47.3% Nuclear
- 40.4% Natural Gas & Oil
- 10.7% Coal
- 1.6% Hydro & Other Renewables

- **Wholesale Rate Pressures:**

Large 2022 and 2023 FRPPA System Average Energy Rate (SAER) True-ups

- NCEMPA is billed on an estimated rate each calendar year. Actual rates true-up June of the next year. Rider No. 1 was designed to pass through true-up charges, similar to a fuel adjustment

- **DEP's Carbon Plan**
  - H.B. 951 ("Energy Solutions for North Carolina"): Bipartisan bill passed by N.C. General Assembly and signed by Gov. Roy Cooper in Oct. 2021. Mandates DEP and Duke Energy Carolinas (DEC) reduce CO2 emissions 70% from 2005 levels by 2030 and achieve carbon neutrality by 2050
  - Cost impacts appear to begin being seen in 2027/28 timeframe. Plan (and cost impact) will evolve over time

- **Potential DEP/DEC Operating Merger**
  - Not currently included in DEP's rate projections. Cost impacts expected to be favorable change for NCEMPA (timing expected 2027/28)

- **What's Next for Public Power and the Industry?**
  - Transition to the Energy Grid
  - Shifts in our Generation Portfolio
  - Economic Development
  - Carbon Plan
  - Supply Chain & Joint Purchasing
  - Continued Focus on Reliability
  - Implications for Public Power

Commissioner Wright asked when investments in nuclear, solar, and wind would start paying off. Ms. Moyer explained that new technologies would always be more expensive,

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and the challenge is to keep rates affordable and reliable. Mayor Jones stated she's in favor of nuclear power as it is the most reliable and carbon-free.

Electric Utility Director Chris Terrell provided a presentation on Wake Forest Power.

- **Service Area**
  - North to Purnell Rd
  - South to South Forest Business Park
  - East to Jones Dairy
  - West to Thompson Mill Rd
  - >8,000 Customers

Mr. Terrell discussed equipment price comparisons and reasons for the equipment price increases.

2019-2020	**2023-2024**
Primary Cable - $7.20 per foot Secondary Cable - $1.59 per foot Pipe - $1.45 per foot 167 KVA Transformers - $3,764 Lead Time 12+ Weeks	Primary Cable - $10.72 per foot Secondary Cable - $5.19 per foot Pipe - $4.61 per foot 167 KVA Transformers - $13,368 255% Increase Lead Times 22+ Weeks

- **Reasons for Equipment Cost Increases**
  - Supply Chain Issues
  - Cost and Availability of Raw Material (Steel, Petroleum, etc.)
  - Workforce Shortage

- **WFP Policy – Development Policy**
  - WFP constructs, owns, operates and maintains overhead and/or underground distribution facilities to provide a basic distribution system at no cost to WFP
  - The developer covers construction costs including the cost of materials and engineering
  - This cost is divided by the number of lots in the development and is collected with building permit fees

- **WFP Policy – Rate Increases**

Rate model/projections update – Feb/March 2023
  - Rate increases:

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- Residential (9.5%) – April 1 and September 1, 2023
- Commercial – April 1, 2023
  - Small commercial – 8%
  - Large commercial – 5.5%
- Rate Philosophy – Board Consensus
  - Smaller increases more often

Customer Forecast

New customers by sector over the next two years

- 350 Apartments
- 700 Townhomes
- 57 Assisted Living Units

Load Management

- Load management, or demand response, refers to the control of various electric loads during times of peak demand on the electric system. By managing large loads such as air conditioners, and water heaters, so they are not all on the same time, WFP is able to reduce wholesale power purchases and save money and resources for the Town
- KW demand during the monthly grid-wide peak hour (Peak – $ 22/KW)
- Off-peak KW demand (Non-Peak - $ .03/KW)
  - Load Management Switches
  - Voltage Reduction
  - Town Owned Generators

December 2023 Board approved the purchase of eight generation systems from Power Secure, Inc. - $4,944,914:

Town Hall	Arby's
Public Works	Flavor District
Eatery	Wendy's
Pat Murnane's	Walmart

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Wholesale/Margin Impact to Town

Year	Current Gross Savings for Operating Walmart Generator	Estimated Additional Wholesale CP Demand Savings by Base loading generator (Additional Capacity of Gen x Wholesale CP Charge)	Potential Savings for Back feeding Excess
FY 2020 - 2021	$ 58,103	$ 175,806	$ 233,909
FY 2021 - 2022	$ 55,388	$ 122,540	$ 177,928
FY 2022 - 2023	$ 48,903	$ 89,698	$ 138,599

Challenges Ahead

- Rate increase – FY 25 Budget
- Debt Issuance - generators
- True-ups – NCEMPA/Duke
- 10-year Plan

Commissioner Wright asked, if the Town's constituents purchase solar panels for their homes, does the Town buy that power back. Mr. Terrell explained that Duke Power allows them to have 5% of total consumption.

Commissioner Wright asked if Duke Power is putting the brakes on a battery system. Mr. Terrell responded Duke Power would allow them to generate in front of the meters whereas it used to be they were only allowed to generate at the backside of the meters. Mr. Terrell said it's easier now to generate either at their substations or the generators they are putting at different locations. He said it makes it easier and more cost effective.

Commissioner Wright asked what percentage of the Town's power lines are overhead as opposed to underground. Mr. Terrell replied they are at 60 overhead and 40 underground, by the end of this year the Town will be about 50/50, and by the end of next year, they'll have more lines underground than overhead. Commissioner Wright asked when placing more power lines underground could they potentially plant trees in place of where there were once power poles. Mr. Terrell would like to see that done and suggested talking with Public Works Director Tim Bailey and Urban Forestry about planting trees.

II) BREAK

10:45 a.m. to 10:55 a.m.

IV) PLANNING

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a. UDO Update (project overview, timeline, public involvement & sign discussion)

Senior Planner Kari Grace is the Staff Project Manager for the UDO Update. Ms. Grace introduced Jackie Berg with Houseal Lavigne.

Jackie Berg provided a brief overview of where they are today with the project and shared that they are working with a 7-step process and are currently in Step 4 (Draft UDO Sections & Review Meetings) and Step 5 (MSSD Comprehensive Update & Reorganization) concurrently:

UDO Update Process

Step 1: Project Kick Off
Step 2: Begin Public Engagement
Step 3: Existing UDO Analysis and Preliminary Recommendations
Step 4: Draft UDO Sections and Review Meetings
Step 5: Manual of Specifications, Standards, and Design (MSSD) Comprehensive Update and Reorganization
Step 6: Draft and Final UDO and MSSD
Step 7: UDO Adoption

Ms. Berg provided a brief preliminary UDO overview:

■ Preliminary Zoning Districts
■ Preliminary Chapters Overview
- Chapter 2: Zoning Districts
- Chapter 3: Use Regulations
- Chapter 4: General Development Standards
- Chapter 5: Subdivision and Lot Standards
- Chapter 6: Building Design Standards
- Chapter 7: Open and Community Space Standards
- Chapter 8: Tree Protection, Buffers, and Landscaping
- Chapter 9: Access and Mobility
- Chapter 10: Outdoor Lighting

■ Upcoming Chapters

Commissioner Wright mentioned that there have been discussions about grouping General Residential (GR) 3, 5, and 10 together. He suggested keeping GR 3 and 5 together and GR 10 on its own since there is a significant difference in housing allowed in GR 10. There have already been a couple of instances where the community pushed back, and Commissioner Wright believes that separating them a little bit would make more sense.

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Ms. Berg stated that this plan is the most aligned with the community plan, but it could be updated and revised along the way. Commissioner Cross agreed with the suggestion to keep GR 3 and 5 together and GR 10 separately, as there was a vast difference.

Commissioner Cross asked how they came up with the percentages of required open space. Ms. Berg explained that the percentages of required open space were based on past developments in the community.

Commissioner Wright expressed his desire to increase the number of trees and have larger parking lots. He pointed out that the slides in Chapter 7 of the presentation seem to contradict these goals. In response, Ms. Berg assured him that she would address these concerns in the next chapter, which will cover Tree Protection, Buffers, and Landscaping.

Commissioner Sliwinski had some questions about GR 3, 5, and the elimination of 10. He wanted to know if it was the housing types that would be conditional rather than the number of units per acre. Ms. Berg confirmed that this was the case and that there would be greater flexibility in the type of housing that could be built in new developments. For instance, townhomes in the GR would still have to go through the conditional district rezoning process. Ms. Grace then discussed the different allowable uses and how they work.

Commissioner Wright inquired about the incentives available for developers to opt for the conservation of their development areas. Ms. Berg responded that having a conservation allowance could be beneficial for a developer who faces environmental constraints on their site. Ms. Grace added that opting for conservation design areas means that developers can have a higher amount of open space and are not required to activate or make as many improvements to the open space.

Commissioner Cross stated that she believes the Traffic Impact Analysis (TIA) is based on the size of the development, and asked if it was possible to have a TIA based on historically busy streets in the community. Ms. Grace mentioned that they could explore how different contexts impact development, but we can only mandate improvements based on the development's impact.

Ms. Berg reviewed the next steps and goal timeline:

Goal Timeline	**Next Steps**
April	• Technical Review Group Meeting (#6) • Planning Board Work Session • Board of Commissioners Work Session
May	• Draft UDO Retirement
June	• Technical Review Group Meeting (#7) • Planning Board Work Session • Board of Commissioners Work Session • Pre-Adoption Community Outreach
August & September	• Adoption

Town Manager Padgett asked the Board if they had received any feedback from the community that they would like to discuss.

Commissioner Cross brought up two issues that she heard about. Firstly, she mentioned comments about certain requirements for front-load versus rear-loaded townhomes. She suggested there could be exceptions to those requirements depending on what's located behind a townhome. Secondly, she discussed connecting multi-family neighborhoods with single-family neighborhoods. She questioned if there could be exceptions made in cases where it could potentially create a cut-through for safety reasons. She felt that each case needed to be looked at carefully to determine whether or not the connection was necessary for the safety of the community or if it was acceptable to not have the connection. Mayor Jones claimed that it was always better to have connections in terms of transportation. She suggested that connecting neighborhoods to neighborhoods would improve transportation, rather than creating cut-throughs. Commissioner Sliwinski added that, before removing any connection, they needed to consider the impact it would have on emergency services.

Commissioner Wright inquired about parking lots for large corporations. He noticed in the original drawing that trees were included in the surrounding area of the parking lot, while in the other drawing, the trees were removed and only buildings were present. He asked what the incentive is to do that. Ms. Berg explained that the aim is to create a more pedestrian-friendly and walkable environment in the commercial areas.

Ms. Grace discussed the recent bills passed by the General Assembly that would affect what they could and could not regulate. She explained that there have been several bills

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passed relating to building codes, but they also have implications on zoning. Additionally, Ms. Grace mentioned that there have been changes in legislation related to review timeframes for building permits, which would have an impact on the overall process of how quickly they need to turn comments around and approve applications. She also stated there would be changes related to stormwater.

Town Manager Padgett asked if there was anything on the table for the past legislative session that did not get passed but may be up for discussion next year. Ms. Grace replied she did not know at this time.

Mayor Jones asked if they're allowed to prohibit private roads in a development. Planning Director Tanner replied yes, that's correct. However, she pointed out that certain types and layouts pose a challenge. Ms. Tanner anticipates that tree preservation, various housing types, and ADUs will resurface.

V) LUNCH

12:20 p.m. – 1:12 p.m.

VI) ARPA & BOND PROJECT UPDATES

a. **Financial Update**
b. **Status of Upcoming Projects**

Town Manager Padgett mentioned that the focus of their efforts will be on the American Rescue Plan Act (ARPA) funds that were received from the federal government. He said Finance Director Samantha Sanchez would provide updates on the financial status, and the project managers would also report on their respective projects and their current status.

Ms. Sanchez explained that ARPA is a piece of legislation that President Biden signed in March 2021. It was a broad piece of legislation that included a one-time appropriation of $350 billion in State and Local Fiscal Recovery Funds.

Ms. Sanchez explained that in June of 2021, the Town received an award notice of $14.54 million. In July 2021 the Town signed NEU and received the first tranche of funds of $7.27 million. In January 2022 Staff presented the ARPA project plan to the Board of Commissioners (BOC) during their annual retreat. In May of 2022, the BOC adopted the ARPA policies as required by the U.S. Treasury, In June 2022 the BOC approved ARPA

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grant ordinance and in July 2022 the Town received the second tranche of funds $7.27 million.

Ms. Sanchez explained that the Town's ARPA Program has four broad categories of spending.

Project Categories

Broadband - $3.13 million • **Smart City** • **Fire Station Fiber** • **PD Communications Ctr. Upgrade** • Wireless Research Center DuBois Center	Public Safety - $1.9 million • **Fire Engine Ladder** • **Fire SCBA Equipment** • **PD Patrol Vehicles**
Public Health/Economic Impact – $3.19 million • Holding Park Inclusive Playground • Transit Expansion • NE Neighborhood Improvements/Food Security • **Vaccine Incentives** • **COVID 19 HR Coordinator** • **Project Manager & Compliance Manager**	Stormwater - $6.33 million • Miller Park • Flaherty Dam (Upper) • Stream Restoration & Watershed Studies • Annual SCM • Pipe Upgrades • City of Raleigh – North Main Improvements

Ms. Sanchez stated any of the projects highlighted above had already been completed to date.

Ms. Sanchez stated all funds must be obligated or under contract by December 31, 2024, and all funds must be spent by December 31, 2026. Ms. Sanchez reviewed the expenditures to date (12/31/2023) including Broadband, Public Health/Economic Impact, Public Safety, and Stormwater. Ms. Sanchez stated the Town has earned $573,610 in interest (since 12/31/2023) that will be allocated to ARPA project overages/change orders and budget amendments forthcoming.

Ms. Sanchez said there had been challenges along the way that included compliance and reporting, procurement & supply chain, and timing and planning.

Interim Assistant Engineer Director Chris Glass provided an update on the construction phase of H.L. Miller Park. The project includes both the greenway and the stream restoration. Currently, the project is utilizing about $1.5 million from ARPA funds. It is

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projected that the ARPA funds will be used for the stream restoration, and additional funding will be sought for the greenways.

CIP Project Manager Steve Meyer provided an update on current projects.

Flaherty Pond Dam (Upper)

- Project: Rehabilitate the upper dam spillway. Total estimated cost: $750,000
- Timeline: Planning /Engineering 2023 / Construction 2024 / Anticipated completion fall 2024

Falconhurst Culvert Study

- ARPA portion complete
- Timmons Group
- Addressed flooding and turbidity
- Design: $49,612

Jones Wynd Stream Restoration

- WSP Engineering Firm
- Under design phase
- Design Costs: $226,765
- ARPA Construction Cost: $550,000
- Anticipated construction 2024
- Erosion is threatening a residential foundation within a public drainage easement

Horse Creek Watershed Study

- KCI Engineering
- Address flooding, erosion and turbidity
- Watershed Study
- Completion Spring 2024
- Cost: $134,360

Tom's Creek Watershed Study

- LJB Engineering
- Flooding, Erosion, Turbidity
- Watershed Study
- Cost: $120,000
- Completion Spring 2024.
- Currently on 303d list
- Last watershed study in 2002

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Stormwater Improvements
Project: Juniper Avenue Culvert Replacement

- Kimley Horn
- Design Cost: $300,000
- Construction estimate $1.3 M

Timeline:

- Design 2024
- Construction 2025-26

City of Raleigh North Main St. Improvements
Project: Infrastructure Upgrades. MOU with the City of Raleigh

- Flooding, Aging infrastructure
- Construction Costs – $1,325,000

Timeline:

- Design 2024
- Construction 2024-26

Parks, Recreation & Cultural Resources Director Ruben Wall provided an overview of the Holding Park Inclusive Playground Project funded by ARPA.
Project Overview

- Anticipated opening: Winter 2024
- Fully ramped playground structures that offer ease of access for people of all mobility ranges
- Multiple sensory experiences, including tactile, visual, auditory, spatial and vestibular
- Seating and shaded areas
- Outdoor musical equipment

Bond Referendum
Assistant Town Manager/CFO Aileen Staples provided an update on the bond referendum. She explained that a bond referendum is a voting process that empowers voters to decide whether a municipality should be authorized to raise funds through issuing general obligation (GO) bonds. GO bonds are a form of borrowing in which a municipality pledges its full faith and credit (taxing power) to repay the debt with interest over a specified term (20 years).

Re-cap/Timeline

- Debt model updated – May 2022

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- Capital project budgets – August 2022
    - Provisions in place to reimburse
- Voters approved – November 8, 2022
    - Four questions
- One (1) cent tax rate increase – FY 23-24
    - Debt service fund reserve

Bond Issuance Plan

- Seven (7) years to issue – can extend to ten (10) years
    - November 2029/2032
- Project design complete/bids in hand
- Coordinate with Local Government Commission (LGC)
    - Sale date
- Work with LGC, financial advisors and bond counsel to facilitate issuance

Projected Issuance Dates

- 2024 - $22,040,000
- 2026 - $26,950,000
- 2028 - $26,010,000

Total $75,000,000

Ms. Staples discussed the expenditures to date (12/31/2023) including the Parks & Recreation, Roadway, Transportation, Greenways, and Parking Facilities.

Next Steps

- Continue work on design/engineering
- Revisit debt model – update projections
- First issuance – Fall 2024
    - Impact debt service – FY 2025-2026
- CIP Updates – future referendum – 2026

Assistant Stormwater Engineer Nick Nolte provided an update on the following greenways:

Greenway Dunn Creek Phase 3

Project: Starting near Hwy 98 at the current terminus of Dunn Creek Greenway to E Juniper Avenue
Length: 1.9 miles
Anticipated Construction Initiation: 2024
Total Cost: $5.4 million

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Greenway Dunn Creek Phase 4
Project: Connects Flaherty Park to Dunn Creek Greenway constructed by private development
Length: 0.28 miles
Anticipated Construction Initiation: 2024
Total Cost: $1.4 million
Planning Director Courtney Tanner provided an update on the following greenways:
Greenway Smith Creek Phase 2
Project: Starting near Burlington Mills Road at the current terminus of Smith Creek Greenway to Ligon Mill Road
Length: 1.1 miles
Anticipated Construction Initiation: 2026
Total Cost: $6.6 million

Greenway Smith Creek Phase 3
Project: Starting at Ligon Mill Road to the existing Smith Creek Greenway/Sanford Creek Greenway intersection
Length: 0.8 miles
Anticipated Construction Initiation: 2026
Total Cost: $3.5 million

Planner II Emma Linn provided the following update:
Bus Shelter Installation
Project: Install up to nine bus shelters and ten benches
Anticipated Construction Initiation: 2024
Total Cost: $350,000

Interim Assistant Engineering Director Chris Glass provided the following update:
Traffic & Pedestrian Signals

- Project: New traffic signals and increased safety for pedestrians. The location is at Forestville Road and Coach Lantern
- Project: New traffic signals and increased safety for pedestrians. The location is at Wait Avenue and Middlegame Way

Street Resurfacing
Project:

- Town owns 135 miles of streets
- Approximately 12 miles of street resurfacing

Timeline:

- Project is to start Construction in January 2024

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- Anticipated construction complete November 2024
- Bond funded resurfacing project in 2025

Wake Forest Reservoir

Project:

- Decommissioning of G.G. Hill Water Treatment Plant
- Increase dam height to decrease hazard probability

Timeline:

- Design 2024
- Construction of Phase 1 2026

CIP Project Manager Steve Meyer provided the following updates:

Flaherty Pond Dam (Lower)

Project: Rehabilitate lower dam spillway

- Total Anticipated Cost: $1,000,000

Timeline:

- Preliminary Engineering 2025
- Construction 2026

Anticipated Completion 2027

Parks, Recreation & Cultural Resources Director Ruben Wall provided project updates on the following:

Athletic Fields Lighting System Replace/Installation

Project Overview:

- Current heads/replacements have been discontinued. Replacement/installation of systems with remote monitoring and operation will avoid large expenditures for repair of outdated systems and reduce ongoing maintenance costs.
- Total Investment: $3.6 million

Athletic Facilities Replacement Schedule

- In Progress
- Flaherty Park Tennis Courts

Start Date: November 2024

- Flaherty Park Field #3 (replace poles)
- Flaherty Park Field #2
- Flaherty Park Field #1
- Tyler Run Park new installation
- Heritage High Fields & Tennis Courts

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Restroom Installation

Project Overview

- Install permanent restroom in all parks that currently do not have facilities. Currently using port-a-johns at several parks which are not ADA accessible. Adding permanent restroom facilities would meet these requirements, permanent restrooms would also be more sanitary for citizens and cost-efficient over time.

Total Investment: $7.2 million

Start Date: Fall 2026

Locations:

- Smith Creek Soccer Center
- Tyler Run Park
- Flaherty Park Tennis/Pickleball Courts
- Miller Park

Ailey Young Park Improvements

Project Overview:

- Provide universal accessibility (including sidewalks)
- Reconstruct basketball courts, add new playground picnic shelter (grills & water fountains)
- Install lights to athletic field
- Increase capacity for current uses (parking, expanded bathrooms). Construction for Dunn Creek Greenway Phase 3 spur from Juniper Avenue to the baseball field is also included in this project. Greenway length .29 miles

Start Date: Fall 2026

Total Investment: $4 million

Multipurpose Outdoor Sports Complex (Joyner Park Phase 3)

Project Overview:

- Pickleball Courts – 22
- Tennis Courts – 4
- Basketball Courts – 2
- Baseball Fields – 3
- Admin Office – 6
- Volleyball Courts – 4
- Restrooms – 3
- Pavilion 1 (with lockers)

- Food Truck Area – 4 Spaces

Total Investment: $27,251,643

Start Date: Future Years

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According to Mr. Wall, the topic of a multipurpose complex has been under discussion for a while. After conducting thorough research and exploring several potential locations, it has been concluded that Joyner Park is the most suitable site for the complex. Mr. Wall also mentioned that the complex would be able to host tournaments.

Joyner Park Phase 3

- Phase 3A – Pickleball Complex, Infrastructure, Lighting, Restrooms, Administration Offices, and Parking. Estimated Cost: $14.3 million.
- Phase 3B – Baseball Fields, Lighting, Restrooms and Parking. Estimated Cost: $11 million.
- Phase 3C – Tennis Courts, Volleyball Courts, Basketball Courts, and Lighting. Estimated Cost $2.2 million.

Commissioner Clapsaddle suggested the possibility of constructing a skate and pump park at Joyner Park. Mr. Wall responded that it might be feasible to build it at the recently acquired property near Joyner Park.

Commissioner Cross asked for the location of the nearest pickleball court. Mr. Wall replied that there are courts in Raleigh but none of the size they were discussing.

Commissioner Sliwinski pointed out that a sports facility of this magnitude could attract people from all over. Mr. Wall mentioned the recent pickleball tournament which drew 318 registered participants. He added that a weekend tournament of this scale would have a positive economic impact.

Commissioner Wright supported the idea of constructing the skate park near Joyner Park.

Commissioner Wright asked how many of the 318 registered participants were from out of town. Mr. Wall said he didn't have the information on hand but would be able to provide it. Commissioner Wright also suggested the possibility of building a park on the south side of town. Mr. Wall responded that finding suitable land for a sports facility of this magnitude was challenging.

Commissioner Shackleford expressed his support but asked if it would preclude them from potentially purchasing land for a park on the south side of town, though not a sports complex. Mr. Wall stated that it would not.

Commissioner Cross inquired about adequate parking for large tournaments. Mr. Wall identified all the different parking areas.

Commissioner Sliwinski said he supports the project but also suggested continuing to explore park space on the south side of town.

Mayor Jones said there seems to be a consensus on Joyner Park Phase 3.

VII) PARKS RECREATION & CULTURAL RESOURCES

a. Skatepark, Multi-use Sports Complex, Parks Master Plan Update

Mr. Wall spoke about the skate and pump pard and said they did their due diligence for other opportunities. He said in looking at 610 Brooks St. and the Devon Square property it was decided that the Brooks St. facility would be a suitable site for a unique park designed for senior adults and the Devon Square Property would allow them to look into putting in a skate and pump park.

Skate & Pump Park – Total investment of $4.3 million
Applying for PARTF Grant: $500,000

- Size: 1.75 acres
- Start Date: Future Years
- Skate/Pump Park option to be located near our downtown area
- The park will incorporate a variety of exciting, fun features including launch ramps, rails and ledges for both skaters and mountain/BMX bikers. The park will also include restrooms

Skate & Pump Park – Total Investment $TBD

- Applying for PARTF Grant: $500,000
- Size: 8.3 acres
- Start Date: Future Years
- The new Skate/Pump Park will be an extension of Joyner Park
- The park will incorporate a variety of exciting, fun features including launch ramps, rails and ledges for both skaters, mountain/BMX bikers, outdoor basketball courts, restrooms and parking

Commissioner Wright stated the plan would be more sensible and would increase people's happiness.
Commissioner Clapsaddle expressed his gratitude for the opportunity to take care of multiple generations.

Commissioner Cross asked about the advantage of having two sets of basketball courts in two different areas of Joyner Park – the sports complex and Devon Square property.

DRAFT

Mr. Wall replied that basketball is a popular sport and that having two sets of courts would be beneficial. Commissioner Cross also asked if the Devon Square property would have lighting. Mr. Wall responded that it was a possibility.

Commissioner Shackleford questioned if the younger generation is playing much basketball outside. Mr. Wall suggested that due to the extreme heat, it might be necessary to install lights so that people can play later in the day. Mayor Jones expressed her support for the installation of lights.

Commissioner Cross asked whether Joyner Park and Devon Square would be connected to the community center or if there would be a separate entrance. Mr. Wall clarified that the greenway would connect the two, but not the parking lots. He also mentioned that the skate park would have its entrance off Capital Blvd./Harris Rd.

There was a consensus to move forward with the planning of a skate park.

Flaherty Park Field #2 Upgrades

- Phase I Investment: $837,375
- North Carolina General Assembly Grant: $500,000
- Bid Opening: January 18
- Start Date: TBD
- Upgrades to Flaherty Park Field #2
- ADA Accessible Ramp
- New Public Announcement Speaker System
- New Bleachers, Enhanced Dugouts
- Enhanced Bullpens
- Future Phase II Investment: $500,000

Mr. Wall stated to date they've received one bid and will come before the Board for contract at their February 6, 2024 Work Session.

Land Conservation History

Mr. Wall shared there are 1,200 acres of parks, open space, and conservation space. He also said there are 13,000 total acres within Wake Forest. The total percentage of conserved land is 9 percent.

Mayor Jones asked if the percentage included the greenways. Mr. Wall replied, yes.

DRAFT

Town of Wake Forest PRCR Master Plan Update

Project Manager Shweta Nanekar with McAdams provided an update on the Project Process: Inventory and Analysis, Impact Fee Study, System History and Evolution, Current State of the System, Demographics of the Community, Parks Assessment, Facilities Assessment, and a Recreation Demand Study.

Jennifer Beedle with McAdams spoke about the Community Engagement Process and where the Town is now. Ms. Beedle said they had three online surveys focused on what type of amenities and programs citizens would like to see, what they enjoy doing on trails and greenways, and overall what they value in the community. The community conveyed having a strong connection and value nature and the environment. Also, health and wellness, community connections, equity and affordability for all, trail connections, additional greenways, farmers market, activity center, positive feedback about the Town's special events, and a high interest in nature programming.

Ms. Beedle said in terms of enhancing and expanding the Town's existing parks, feedback was received about park furnishings, greenway connections, aging playgrounds, skate park, improvements at the reservoir, and diversified recreation amenities.

Ms. Nanekar said the next steps would include the level of service and benchmarking which is understanding where Wake Forest stands in terms of benchmarking it against all the other similar communities across the country.

VIII) BREAK

Break 3:00 to 3:15 p.m.

IX) REVALUATION YEAR

a. **Long-term needs**
b. **Process opportunities**

Kip discussed long-term commitments and considerations:

- Public Safety – Fire Station #6, Station #3 Warehouse, Station #1 remodel
- Aging Active Adults (Senior Center)
- Affordable Housing/Land Disposition Policy
- Strategic Acquisitions
- Land Conservation

DRAFT

Mayor Jones suggested using the same plan for Station #6 as was used for Station #5. She said it could save money using the same plan. Mr. Padgett pointed out that the plan for Station #5 was built some time ago, and since then, fire stations have evolved. He suggested they would need to take into account the changes that have occurred in the design of fire stations over time.

Town Manager Padgett mentioned that they are currently seeking guidance from the Board regarding the land conservation fund as they move into the budget year.

Commissioner Wright said this was a very hot topic on the campaign trail last year. He said as the Town grows; they should look for strategic options to conserve land. Mr. Wright said there is a conservation group in Town that is very active and wants to see this as well. He thinks it's a solid idea and could be used in a wide range of uses.

Commissioner Sliwinski said he's in favor of land conservation in general. He said the big question is how much should be put aside for it to be effective. He believes the bond referendum in 2026 may be the right way to go.

Commissioner Clapsaddle believes that the people of the Town need a voice in it, and it will help with direction.

Mayor Jones expressed her agreement with the idea of conserving land. She also mentioned that the Town has been successful in preserving land whenever the opportunity arises. However, she pointed out that if a bond was issued for land conservation, the Town would have to utilize the funds within a specific timeframe. A suitable piece of land may not become available during that length of time. Mayor Jones also emphasized the importance of listening to citizens' opinions. She stated that the Town is in a good position with 10 percent of its land already conserved. She expressed curiosity about how much land other towns in Wake County are conserving and believes that the Town needs to consider its approach carefully before making any decision.

Commissioner Sliwinski agreed with the concept of land conservation, but the implementation process needs to be carefully examined to ensure its effectiveness.

Mayor Jones mentioned that the Conservation Subdivision Program in the Town's UDO could encourage more conservation land.

Commissioner Cross said it was a hot topic on the campaign trail and agreed that they need time to gather more information before making any decisions.

DRAFT

Town Manager Padgett said they've been very fortunate with some of the acquisitions they've made over the past year because the Town has done well financially but a lot of them were very small acreage and the largest parcel being Devon Square property. He said when you talk about land conservation you are talking about multiple acres of land. He informed the Board that Ruben Wall would contact McAdams to provide an update at a work session.

Town Manager Padgett also mentioned that some of the long-term considerations are funding challenges, staffing challenges, facility challenges, and public-private partnerships that the Town needs to address in the coming years.

Ms. Staples explained the process of revaluation of property tax. She said that this process involves updating the property value to reflect the current market value. According to state law, all units are required to be evaluated every eight years, but in 2016, Wake County decided to transition to every four years.

Town Manager Padgett informed the Board that more information on the revaluation will be provided as they go through the budget cycle.

Communications and Public Affairs Director Bill Crabtree reviewed the different elements of the Gateway Wayfinding Signs and asked for direction from the Board. After discussion, the Board selected option 3 for the downtown signage and decided to work on revising the gateway signage. They also discussed incorporating the stone and adjusting the symmetry of the leaves.

X) COMMISSIONER COMMENTS

Commissioner Wright expressed gratitude to Town Manager Padgett and the Town staff for their hard work in organizing the event.

Commissioner Shackleford expressed interest in revisiting the Wake County Non-Discrimination Ordinance Interlocal Agreement, which Commissioner Wright agreed with.

Commissioner Sliwinski thanked Town staff for their preparation and suggested they partner with state and county entities.

DRAFT

Commissioner Cross also expressed thanks to the Town staff and showed excitement about the upcoming PRCR plans and further conversations about land conservation. Mayor Jones shared pictures of street art at intersections and suggested that it could be used for traffic calming. She also suggested productive growth by filling in, replacing smaller value buildings with taller ones, and adding landscaping.

Commissioner Clapsaddle thanked Commissioner Shackleford and Commissioner Wright for bringing up the Wake County Non-Discrimination Ordinance Interlocal Agreement. He thanked everyone and mentioned that he's learning so much.

Town Manager Padgett thanked everyone for their comments and assured them that staff would email pictures showcasing the commonality of their vision.

XI) CLOSING

The Annual Retreat adjourned at 4:20 p.m.

Duly approved in open session this 20th day of February 2024.

(ATTEST) Vivian A. Jones, Mayor

Theresa Savary, Town Clerk

DRAFT

Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-14-
Submitted by: Brandon High
Submitting Department:
Meeting Date: February 20, 2024

SUBJECT
Resolution Recognizing Lieutenant Cindy Johnson-Perry on her retirement

Recommendation:

Item Summary:

ATTACHMENTS

- Perry Summary appreciation of services.docx
- Perry Resolution of Appreciation for Services.docx

Agenda: Resolution recognizing Lieutenant Cindy Johnson-Perry on her retirement

Summary: Lieutenant Johnson-Perry is retiring, effective March 1, 2024. Lieutenant Johnson-Perry started working for the town in January of 1995. She is retiring as a Police Lieutenant with the Wake Forest Police Department.

RESOLUTION 2024-XX

RESOLUTION OF APPRECIATION FOR
THE SERVICES OF

Cindy Johnson-Perry

WHEREAS, Cindy Johnson-Perry was hired as a Police Officer I in January of 1995 and has served as a sworn member of the Wake Forest Police Department for nearly 30 years with a retirement date of March 1, 2024; and

WHEREAS, Johnson-Perry achieved Officer First Class in February of 2000; and

WHEREAS, Johnson-Perry achieved Master Officer in February of 2009; and

WHEREAS, Johnson-Perry achieved Senior Officer in February of 2013; and

WHEREAS, Johnson-Perry was promoted to Police Corporal in June of 2020; and

WHEREAS, Johnson-Perry was promoted to Police Sergeant in February of 2022; and

WHEREAS, Johnson-Perry was promoted to Police Lieutenant in November of 2022; and

WHEREAS, Johnson-Perry served in a variety of specialized positions including Community Police Officer, School Resource Officer, and Detective, as well as Corporal, Sergeant, and Lieutenant in the Criminal Investigation Division. She has also played an integral role in the Shop with a Cop program.; and

WHEREAS, Johnson-Perry 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 Cindy Johnson-Perry 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 her 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 Cindy Johnson-Perry.

This the 20th day of February 2024.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-361-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: February 20, 2024

SUBJECT
Public Hearing on a petition requesting contiguous 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

- 022024_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 Contigious Annexation Petition AN-23-05.pdf
- DRAFT ORDINANCE AN-23-05.docx

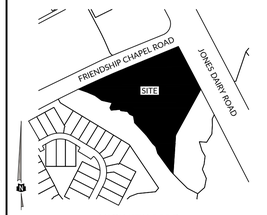
Agenda Item: Public hearing on a petition requesting contiguous annexation submitted by WithersRavenel C/O the property owner AWB-DP JDS OWNER LLC for property associated with the rezoning request RZ-23-01, located at 1950 Friendship Chapel Road being Wake County PIN 1850-06-6925 being approximately 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.

On January 16th, 2024, 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-23-05
Attachment B Annexation Map AN-23-05
Attachment C Contiguous Annexation Petition AN-23-05
Draft Ordinance

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.



VICINITY MAP
NO SCALE

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. GEOID MODEL: GEOID 18
   - 2.8. COMBINED GRID FACTOR: 0.999941829
   - 2.9. UNITS: U.S. SURVEY FEET
   - 2.10. GRID/GROUND POINT: Y(N) 806,986.794 X(E) 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 19, 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.

ANNEXATION MAP: AN-23-05, 4RIVERS - WAKE FOREST SELF STORAGE
4.653± 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,

_____, 20_____

_____
THERESA SAVARY

OWNER DATA:

AWB-DP JDS OWNER LLC
635 NW FRONTAGE ROAD
AUGUSTA GA, 30907-3679
DEED BOOK 19465 PAGE 945

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°21'54"	S 27°30'43" E	125.29'
C5	239.61'	4,000.00'	3°25'56"	N 66°10'10" E	239.57'

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 43°36'16" W	15.08'
L2	N 16°40'30" W	29.76'
L3	N 44°48'00" W	19.00'
L4	N 36°54'32" W	44.23'
L5	N 43°17'13" W	71.63'
L6	N 10°26'04" W	29.13'
L7	N 69°21'58" W	17.19'
L8	N 37°19'18" W	14.54'
L9	N 82°47'17" W	29.53'
L10	N 15°34'50" W	31.70'
L11	N 24°05'59" E	38.66'
L12	N 26°52'05" W	11.81'
L13	N 23°04'44" E	22.35'
L14	N 77°04'50" W	45.13'
L15	N 53°10'38" W	34.00'
L16	N 66°38'29" W	36.30'
L17	N 70°26'22" W	39.52'
L18	S 34°28'00" W	17.89'
L19	S 00°56'21" E	26.97'
L20	S 03°24'55" W	36.96'
L21	S 11°31'46" W	27.46'
L22	S 31°47'51" W	47.65'
L23	S 10°08'01" W	9.69'
L24	S 12°50'47" E	16.87'
L25	S 07°09'30" W	34.80'
L26	S 19°07'06" W	22.46'
L27	S 23°22'43" E	42.40'
L28	S 11°07'12" W	39.34'
L29	S 48°10'33" W	38.80'
L30	S 30°18'54" W	41.42'
L31	N 85°31'22" W	31.08'
L32	S 16°43'04" E	39.75'
L33	S 30°02'02" E	26.27'

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 VALUT	
STORM DRAIN	
POWER POLE	

BOUNDARY
ADJOINER NOT SURVEYED
SEWER EASEMENT
SEWER LINE
EASEMENT
UNDERGROUND ELECTRIC
WATER LINE
FIBER OPTIC
TELEPHONE
GUARDRAIL
STORM DRAIN
FLOODWAY

TRAVERSE NAIL
N: 807,127.47
E: 2,150,459.85
ELEV: 279.96'

FRIENDSHIP CHAPEL ROAD
70' PUBLIC R/W BOOK OF MAPS 2005 PAGE 2053

EIP (POB)
N: 806,986.79
E: 2,150,306.42
ELEV: 283.89'

EIP ½"

EXISTING DRAINAGE EASEMENT PER FRIENDSHIP CHAPEL ROAD CONSTRUCTIONS PLANS BOOK OF MAPS 2017 PAGE 316

ANNEXATION AREA
131,036 SF
3.008 ACRES

N: 806,986.32
E: 2,150,825.28

EIR

DOT MONUMENT

PERMANENT UTILITY EASEMENT DEED BOOK 13748 PAGE 8471

PERMANENT DRAINAGE EASEMENT DEED BOOK 13748 PAGE 9447

JONES DAIRY ROAD
VARIABLE WIDTH PUBLIC R/W

S 26°47'12" W
233.97'

CITY OF RALEIGH WATER SEWER EASEMENT DEED BOOK 18076 PAGE 1855

NEUSE RIVER BUFFER

S 03°47'10" W
142.86'

N 35°05'56" W
92.09'

25' PERENNIAL FLOODPLAIN

S 45°06'16" W
36.90'

N 45°15'02" W
49.92'

N 05°21'05" W
48.85'

FLOODWAY

PROPERTY LINE
IS WETLAND STREAM

ACCRETION AREA STREAM LOCATION
BOOK OF MAPS 2017 PAGE 316

N.C. GRID NORTH (NAD 83(2011))

CASE NUMBER AN-23-05

SURVEYOR'S CERTIFICATE

I, STEPHEN B. MULLINS, 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 EXEMPTION OR EXCEPTION TO THE DEFINITION OF A SUBDIVISION.

THIS 6th DAY OF DECEMBER A.D., 2023.

REVISED: 12-6-23

PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER, L- 3059

NORTH CAROLINA PROFESSIONAL SEAL L-3059 LAND SURVEYOR STEPHEN B. MULLINS

DocuSigned by:
Stephen B. Mullins
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

U:\23-23-1050\23105D 4Rivers - Wake Forest - Jones Dairy Rd\Geomatics\Survey\Rev-Cum\Drawings\4 RIVERS-Annexation Plat.dwg, Tuesday, January 9, 2024 11:10:05 AM, TANDREWS

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.

Name	Address	Signature	Date
AWB-DP-JDS Owner LLC John W. McAdams	1200 E. Morehead St. Suite 280		10/11/23

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

ORDINANCE 2024-XXX

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

(Contiguous 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.)

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 February 20, 2024, after due notice by publication on January 30, 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-31, as amended, the following described territory is hereby annexed and made part of the Town of Wake Forest as of the 20th day of February, 2024

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

Section 2. Upon and after the 20th day of February, 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 Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance.

Adopted and effective this 20th day of February 2024.

_____
Vivian A. Jones
Mayor

ATTEST:

_____
Theresa Savary
Town Clerk

APPROVED AS TO FORM:

_____
Hassan Kingsberry
Town Attorney

Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-2-
Submitted by: Terry Savary
Submitting Department: Administration
Meeting Date: February 20, 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.: 2023-382-
Submitted by: Aileen J. Staples
Submitting Department: Administration
Meeting Date: February 20, 2024

SUBJECT
Approval of Budget Ordinance Amendment # 2 - FY 2023 - 2024

Recommendation:
Approval as submitted

Item Summary:

ATTACHMENTS
- Budget Ordinance Amendment_summary.pdf
- Budget Ordinance Amendment # 2 FY 2023-2024.pdf

Agenda Item: Budget Ordinance Amendment # 2 – FY 2023-2024

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

Attachments: Summary worksheets

Budget Amendment # 2

General Fund
Budget Amendment Worksheet
For the fiscal year ending June 30, 2024

Estimated Revenues:	Dept.	Budget Adopted	Prior Budget Amendments	Current Budget Amendments	Amended Budget
General Fund revenues		$ 68,581,250	-	282,550	68,863,800
Total Revenues		68,581,250	-	282,550	68,863,800
Appropriations:					
Board of Commissioners	410	417,500	53385		470,885
Legal Services	412	396,200	1,400	75,000	472,600
Town Manager's Office	420	895,650	1,100		896,750
Town Clerk	421	250,500			250,500
Organizational Performance	422	474,180		25,000	499,180
Budget Management	423	232,785			232,785
Communications	425	1,288,400	4,400	10,000	1,302,800
Human Resources	430	1,162,910	20,000		1,182,910
Risk Management	431	467,730	16,000		483,730
Downtown Development	435	510,500	16,285		526,785
Financial Services	440	1,275,635	7,800	35,750	1,319,185
Information Technology	445	2,281,575			2,281,575
Inspections	480	2,408,475	2,700		2,411,175
Planning	490	3,333,975	985,450		4,319,425
Public Facilities	500	3,082,000	389,860	1,081,225	4,553,085
Public Safety: Police	510	16,185,550	183,625		16,369,175
Public Safety: Fire	520	12,668,250	34,900		12,703,150
Public Works:					
PW Administration	530	313,115		41,450	354,565
Urban Forestry	535	529,400	1,350		530,750
Fleet Maintenance	550	651,295	2,600		653,895
Streets	560	3,713,875	188,905		3,902,780
Solid Waste	580	5,985,500	1,300		5,986,800
Engineering	540	1,570,950	209,235		1,780,185
Stormwater Management	545	743,945	52,615		796,560
Parks, Recreation & Cultural Resources	620	6,208,965	45,000	3,086,815	9,340,780
Transfers	999	8,201,640			8,201,640
Total Appropriations		75,250,500	2,217,910	4,355,240	81,823,650
Estimated revenues over total appropriations		$ (6,669,250)	$ (2,217,910)	$ (4,072,690)	$ (12,959,850)
Other financing sources (uses):					
Sale of assets		450,000			450,000
Installment note proceeds		1,435,000			1,435,000
Operating transfers from other funds:					
Special Revenue Fund - DMSD		100,000	16,285		116,285
Special Revenue Fund - Police		40,500			40,500
Special Revenue Fund - Futures Fund					-
American Rescue Plan - ARPA Fund					-
Rec Capital Reserve Fund - Rec Impact Fees		591,750	45,000	3,086,815	3,723,565
Gen Capital Reserve Fund - Fire Impact Fees		1,265,000			1,265,000
Proceeds from NCCHIP Reserve		500,000		25,000	525,000
Appropriated Fund Balance		2,287,000	2,156,625	960,875	5,404,500
Total other financing sources		6,669,250	2,217,910	4,072,690	12,959,850
Estimated revenues and other sources over appropriations and other uses		$ -	$ -	$ -	$ -

NOTE: Prior budget amendment includes encumbrances brought forward from FY 22-23 as authorized by the FY 2023-2024 budget ordinance.

Budget Amendment # 2

Town of Wake Forest

Budget Amendment Request

For the fiscal year ending June 30, 2024

GENERAL FUND

	Funds coming from:						Funds going to:					
	Fund	Dept	Account	Project/Department	Account Description	Amount	Fund	Dept	Account	Project/Department	Account Description	Amount
1	100	000	4710	N/A	Interfund Transfers (Rec Impact)	3,086,815	100	620-420	5710	PRCR - Park Maintenance	Cap Outlay - Land	3,086,815
2	100	000	4354	N/A	Sign Permits	7,300	100	412	5310	Legal Services	Professional Services - Legal	75,000
	100	000	4355	N/A	Subdivision Review	4,750	100	422	5300	Organizational Performance	Professional Services	25,000
	100	000	4356	N/A	Development Permit	63,500	100	425	5600	Communications	Departmental Supplies	10,000
	100	000	4421	N/A	Rent	7,000	100	440.360	5251	Financial Services.Accounting	Unemployment Tax	35,750
	100	000	4600	N/A	Investment Earnings	200,000	100	500	5740	Public Facilities	Cap Outlay - Equipment	1,081,225
	100	000	4711	N/A	Transfer from NCCHIP	25,000	100	530	5740	Public Works Administration	Cap Outlay - Equipment	41,450
	100	000	4990	N/A	Appropriated Fund Balance	960,875						
						4,355,240						4,355,240

Explanation:

1 - Recognize transfer from Recreation Capital Reserve (impact fees) to fund purchase of Devon Square parcel.

2 - Allocate additional revenues received and appropriate fund balance to respective line items to reflect actual expended through January 31, 2024.

Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-13-
Submitted by: Brandon High
Submitting Department:
Meeting Date: February 20, 2024

SUBJECT
Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Cindy Johnson-Perry

Recommendation:

Item Summary:

ATTACHMENTS

- Perry Summary badge and weapon surplus.docx
- Perry Resolution Badge and Weapon.docx

Agenda: Approval of a Resolution to surplus the badge and service sidearm carried by Lieutenant Cindy Johnson-Perry.

Summary: Lieutenant Johnson-Perry is retiring, effective March 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 her, as well as her 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 Cindy Johnson-Perry, 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 Cindy Johnson-Perry 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 #: CAES118

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

Adopted this the 20th day of February 2024.

ATTEST:

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-31-
Submitted by: Ella Dowtin
Submitting Department: Administration
Meeting Date: February 20, 2024

SUBJECT
Approval of Appointment to Citizen Advisory Board

Recommendation:

Item Summary:

ATTACHMENTS
- RESOLUTION2024-XXX_Adv_Board_Appts-HRC1.docx

RESOLUTION 2024 - XXX

ADVISORY BOARD/COUNCIL 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:

Human Relations Council
Grady N. Amao
(March 2024 – December 2026)

Shauna F. Martin
(March 2024 – December 2026)

Duly resolved this 20th day of February 2024.

_____
Vivian A. Jones
Mayor

ATTEST:

_____
Theresa Savary
Town Clerk

Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-25-
Submitted by: Brad West
Submitting Department: Planning
Meeting Date: February 20, 2024

SUBJECT
Approval of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Project Development Activities

Recommendation:
Approve

Item Summary:

ATTACHMENTS
- 2024-25 Agenda Summary.pdf
- 2024-25 RAISE Grant Resolution.doc

Agenda Item: Approval of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Project Development Activities

Summary: NCDOT is preparing a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application for the North Carolina S-Line Mobility Hub Program to assist communities along the S-Line with the next major milestone for mobility hubs and prepare for passenger rail. This grant is envisioned as a backup in the event that NCDOT's RCN grant application, endorsed by the Board of Commissioners last year, is denied.

Each community is at a different phase in this process and this Program proposes to get all communities to at least shovel-ready status (through final design). This application will be for planning, design and capital construction funds. For Wake Forest, the tasks included in the proposed Program include Final Design, ROW Acquisition, and Construction of a Mobility Hub (aka a Train Station).

Based on the requirements of the grant program, Wake Forest is required to provide a 20% funding match. Specifically, the Town of Wake Forest would contribute $3,300,000 to receive $13,200,000 in federal funding towards planning, design, and infrastructure construction costs related to station area improvements within Wake Forest, totaling $16,500,000. These funds would be separate from track realignment and grade separation infrastructure elsewhere along the S-line corridor.

Funds would need to be fully obligated by September 20th, 2028, with increments for planning and design work obligated prior to September 20th, 2028, as to be determined.

An overview of the grant application was provided at the February 6, 2024 Wake Forest Board of Commissioners Work Session.

Please note: In the event that the Town is awarded both this grant and the previously Board-endorsed Reconnecting Community and Neighborhoods (RCN) grant, NCDOT would attempt to pivot the RCN funds towards a different S-line infrastructure project that aligns with the RCN Program goals and would directly benefit the Town. Pending federal approval of this pivot, this could include infrastructure projects like a grade separation, pedestrian bridge, or road realignment.

Attachments: None

RESOLUTION 2024-XX

RESOLUTION TO SUPPORT DEVELOPMENT OF THE S-LINE RAIL CORRIDOR AND TO PROVIDE LOCAL FUNDING TO MATCH A FEDERAL GRANT OPPORTUNITY FOR MOBILITY HUB DESIGN AND PROJECT DEVELOPMENT ACTIVITIES

WHEREAS, the North Carolina Department of Transportation (NCDOT) has a long tradition of progressing successful passenger and freight rail projects and supporting the development of rail infrastructure; and

WHEREAS, NCDOT has worked with state, regional, and federal partners to develop plans for the federally-designated Southeast Corridor ("S-Line"), a passenger and freight rail network extending from Washington, D.C. through North Carolina to Jacksonville, Fla.; and

WHEREAS, a Record of Decision to develop the Raleigh to Richmond portion of the Southeast Corridor was approved by the Federal Rail Administration (FRA) in March 2017, in accordance with the National Environmental Policy Act; and

WHEREAS, the development of the S-Line corridor supports and promotes economic development in communities along the corridor, including those in rural areas; and

WHEREAS, the developed S-Line would provide greater access to jobs, health care, and education and provide new options for the movement of both goods and people; and

WHEREAS, the developed S-Line would provide efficient and reliable commuting options for communities and businesses along the corridor; and

WHEREAS, NCDOT is working with communities along the S-Line to plan stations, mobility hubs, infrastructure needs, and other land use considerations to prepare for rail service and maximize mobility options in each community; and

WHEREAS, NCDOT and communities along the S-Line corridor are pursuing a federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant opportunity to design and construct mobility hubs and associated connections to improve access for residents and visitors; and

WHEREAS, communities participating in the RAISE grant application must provide a local 20% match ($3,300,000) for their portion of the grant application;

BE IT RESOLVED that the governing body of the Town of Wake Forest hereby authorize to commit $3,300,000 as the 20% match for the grant and supports further design and construction efforts of the S-Line rail corridor, including mobility hubs and related infrastructure needs.

Duly adopted this 20th day of February 2024.

Vivian A. 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: February 20, 2024

SUBJECT
Consideration of a petition requesting contiguous 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

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Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-27-
Submitted by: Aileen J. Staples
Submitting Department: Administration
Meeting Date: February 20, 2024

SUBJECT
Consideration of approval of 2024-2029 Capital Improvements Plan (CIP) Update

Recommendation:

Item Summary:

ATTACHMENTS

- CIP Update Approval_summary.pdf
- resolution 2024 - CIP Update 2024-2029.doc
- 1st Year Funding - 2024.pdf

Agenda Item: **Consideration of approval of 2024-2029 Capital Improvements Plan (CIP) Update**

Summary: By approving the updated document, this provides staff with direction to put a "financing plan" in place with the preparation of the FY 2024-2025 Annual Operating Budget. Work session was held on February 6 to review the updated CIP document.

Attachment: Resolution; Funding Level Summary for FY 2024-2025

RESOLUTION 2024 - xx

RESOLUTION APPROVING FY 2024 – 2029 CAPITAL IMPROVEMENTS PLAN (CIP) UPDATE FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS the Town of Wake Forest prepares a five-year plan identifying the capital improvement and cash expenditures in excess of $25,000, and;

WHEREAS the CIP is a long-range plan that reflects the Town's policy regarding physical and economic development. This plan contributes to the overall fiscal sustainability and financial health of the Town. Through annual planning retreat(s) and work session(s), the Board of Commissioners focuses on prioritizing the first year's expenditures thereby outlining the Town's official commitment to these expenditures in the upcoming annual budget for FY 2024-2025.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Town of Wake Forest, that the Capital Improvements Plan Update for fiscal years 2024 – 2029 is hereby approved.

This the 20th day of February 2023.

_____

Vivian A. Jones
Mayor

ATTEST:

_____

Theresa Savary
Town Clerk

Capital Improvement Plan
FUNDING LEVEL SUMMARY
FISCAL YEAR 2024-2025

PAGE	DEPARTMENT/DIVISION	PROJECT DESCRIPTION	PRIORITY TYPE	1ST YEAR CAPITAL COST	EXTERNAL FUNDING	FISCALLY CONSTRAINED
	LEVEL A					
ARP - 1 & 2	American Rescue Plan	Multiple Projects	H-1,2,3,4	4,574,000	4,574,000	-
PF-1	Public Facilities	ADA Improvements for Compliance	H-1	75,000	-	75,000
F-1	Fire	Mobile & Portable Radios Replacement	H-2	141,500	-	141,500
S-2	Streets	Town Roadway Lighting	M-1	50,000	-	50,000
PRCR-2	PRCR	Athletic Fields Lighting System Replacement/Installation	H-2	3,450,000	3,450,000	-
AM-3	Asset Maintenance	Street Resurfacing	H-2	1,889,900	1,889,900	-
AM-6	Asset Maintenance	Wake Forest Reservoir Improvements	H-2	250,000	-	-
		TOTAL LEVEL A		10,430,400	9,913,900	266,500
	LEVEL B:					
GG-1	General Government	Vehicle Additions - Inspections	M-3	38,000	-	-
GG-2	General Government	Vehicle Additions - Engineering	M-3	50,000	-	-
GG-3	General Government	Renaissance Centre Expansion	M-3	25,000	-	25,000
GG-4	General Government	Downtown Speakers	M-3	50,000	-	-
GG-5	General Government	Downtown Parking Deck	H-4	250,000	-	250,000
IT-1	Information Technology	Physical Security Refresh	M-2	200,000	-	200,000
IT-2	Information Technology	Server Refresh	M-2	400,000	-	400,000
PF-2	Public Facilities	Facility Space Planning	M-3	80,000	-	80,000
PF-3	Public Facilities	Public Facilities Plan - Expansion & Upgrades	M-3	700,000	-	700,000
P-1	Police	Patrol Vehicles - Additional	M-3	432,000	-	-
F-2	Fire	Fire Stations #1 and #6 Construction, Apparatus and Fire Logistics Warehouse	H-3	12,950,000	-	-
S-1	Streets	Transportation New Sidewalk Projects	H-3	100,000	-	100,000
S-3	Streets	Vehicle Addition - Tandem Axle Dump Truck	M-3	275,000	-	-
S-4	Streets	Town Wide Wayfinding Designs/Signage	H-3	250,000	-	250,000
S-5	Streets	Equipment Addition - Mini Excavator	M-3	155,000	-	155,000
SW-1	Solid Waste	Vehicle Addition - Rearend Loader	M-3	350,000	-	-
SW-2	Solid Waste	Vehicle Addition - Electric Vehicles	M-3	65,000	-	-
PRCR-1	PRCR	Vehicle Additions	M-3	55,000	-	-
PRCR-3	PRCR	Skate/Pump Park	M-3	365,000	-	365,000
T-1	GTP	Roadway - Ligon Mill Road/Smith Creek Bridge Improvements	H-3	94,000	-	-
T-2	GTP	Endeavor Chart School Expansion Offsite Improvements	H-4	110,000	-	110,000
T-3	GTP	Greenway - Dunn Creek Greenway - Phase 3	H-3	2,700,000	2,700,000	-
T-4	GTP	Greenway - Dunn Creek Greenway - Phase 4	H-3	721,300	671,300	50,000
T-5	GTP	Traffic/Pedestrian Signals	H-3	452,000	-	387,000
T-6	GTP	Bus Shelter Installations	H-3	140,000	140,000	-
T-7	GTP	Forbes Property Infrastructure Improvements	H-4	95,000	-	95,000
T-8	GTP	NCDOT S-Line Project	H-4	1,100,000	-	1,100,000
T-9	GTP	General Transportation Initiatives	H-4	3,600,000	3,500,000	100,000
T-10	GTP	S. Franklin St. Expansion	H-4	1,175,000	-	1,175,000
T-11	GTP	Tryon Greenway Bridge	M-3	300,000	-	300,000
T-12	GTP	Friendship Chapel Extension	M-3	200,000	-	-
VR	General Government	Vehicle Replacements	M-2	6,310,500	-	-
AM-1	Asset Maintenance	Transportation Sidewalk Replacement	M-2	100,000	-	100,000
AM-2	Asset Maintenance	Street Preservation and Maintenance	M-2	381,000	-	381,000
AM-4	Asset Maintenance	Town Hall Maintenance	M-2	1,230,000	-	1,230,000
AM-5	Asset Maintenance	Maintenance of Facilities (Outside of Town Hall)	M-2	219,000	-	219,000
AM-7	Asset Maintenance	E. Juniper Avenue & E. Pine Infrastructure Upgrades	M-2	19,000	-	19,000
AM-8	Asset Maintenance	Greenway Infrastructure Improvements	M-2	261,000	-	261,000
AM-9	Asset Maintenance	Joyner Park Farms Building Rehab	M-2	225,000	-	225,000
AM-10	Asset Maintenance	Athletic Courts Construction	M-2	503,000	-	503,000
SM-1	Stormwater Management	Annual Stormwater - Miscellaneous Drainage Improvements	M-2	100,000	-	100,000
E-1	Electric	Line Construction/System Improvements	M-2	1,100,000	-	1,100,000
E-2	Electric	AMI Analytics Software	M-3	35,000	-	35,000
E-3	Electric	Long Range Load and Construction Plan	M-3	40,000	-	40,000
E-4	Electric	Hwy 98 Substation Wildlife Protection	M-3	55,000	-	55,000
E-5	Electric	Meter Testing Room	M-3	40,000	-	40,000
E-6	Electric	Sub Station Transformer Testing & Maintenance	M-2	35,000	-	35,000
VR	Electric	Vehicle Replacements	M-2	712,000	-	-
		TOTAL LEVEL B		38,842,800	7,011,300	10,185,000
		GRAND TOTALS		$ 49,273,200	$ 16,925,200	$ 10,451,500

*External funding represents **ONLY** amounts that have been secured or officially awarded to the Town (i.e. Grants Awarded and Authorized Bond Funding).
Projects with bond authorization funding will be presented until the debt is actually issued.

Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-363-
Submitted by: Terry Savary
Submitting Department: Administration
Meeting Date: February 20, 2024

SUBJECT
Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS
- January 2024 Monthly Report.pdf

TOWN of WAKE FOREST

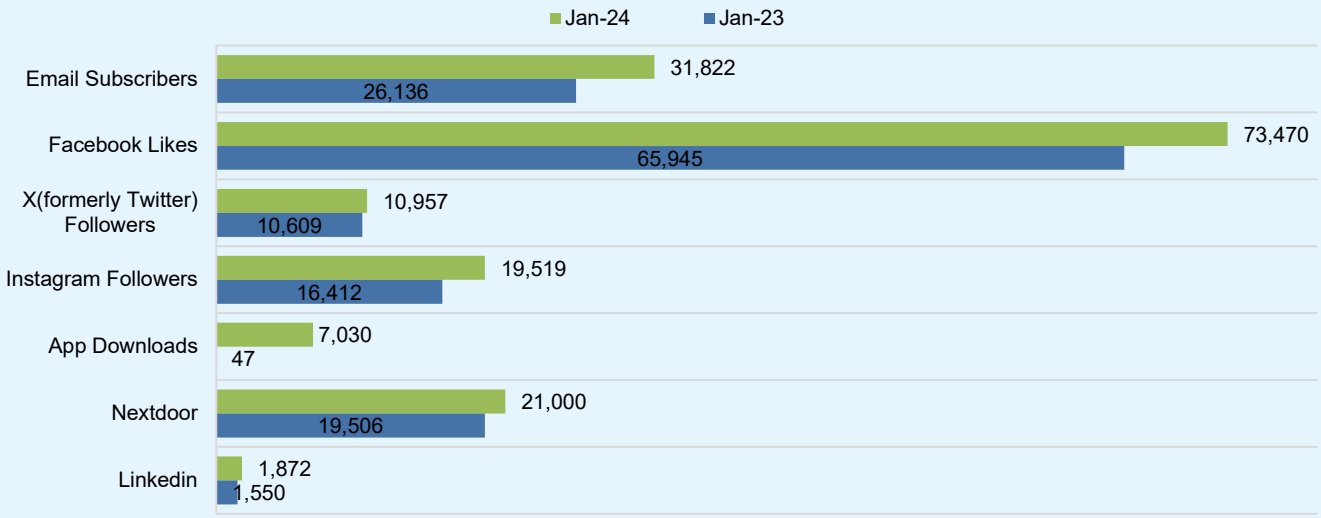
Communications

ANNOUNCEMENTS	
Media Releases	47
Email Announcements	27
Town-to-Resident Phone Calls/Texts	19

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Customer Service Forms & Applications	11,553
2	Home	8,669
3	Utility Bill Payment Options	3,524
4	Jobs	2,707
5	Joyner Park Community Center	2,274

SUBSCRIBERS



Downtown Development

OCCUPANCY

	JAN– MAR 2024	JAN – MAR 2023
Occupancy Rate in Percentage	93%	90%

NEW BUSINESSES

	January 2024	FISCAL YEAR-TO-DATE
Number of New Businesses	0	4
Number of Businesses Closed	0	2

EVENTS

THIRD QUARTER EVENTS (JAN-MAR)	ATTENDANCE IN 2023	ATTENDANCE IN 2024
None held in January 2024		

UPDATES PROVIDED QUARTERLY

The Downtown Development Director and Downtown Development Specialist attended the NC Association of Festival & Events Showfest Conference on January 28-29 where topics such as weather planning, risk management, and health department guidelines were discussed.

Wake Forest Downtown, Inc. held its annual Property Owners Luncheon on Thursday, January 25, and an annual update was provided by the Downtown Development Director. Electric Utility Director with Wake Forest Power also provided an electric update, and a video of his presentation was shared with all downtown business and property owners. The overall presentation may be viewed online.

New Public Art banners were displayed at the beginning of January and the response to these vibrant banners has been well received. Wake Forest Downtown, Inc. was thrilled to be able to partner with the Public Art Commission (PAC) to make these banners a reality, and the four artists chosen were excited for the opportunity to have their work featured. The banners will remain up through mid-March and will reappear in the fall. Wake Forest Downtown, Inc. hopes to be able to partner with the PAC again
to select new banners every two to three years.

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.

REQUESTS FOR INFORMATION (RFIs)

	JANUARY 2024	JANUARY 2023
Number of Responses to RFIs	0	0

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH
Circa Magazine - Kent Lower

Engineering

Stormwater Infrastructure	Coordinating with Franklin County and Wake County on the fee process and working through the Stormwater Utility Affordability Program
Resurfacing Project:	Concrete work continues with residents being notified ahead of time.

Finance

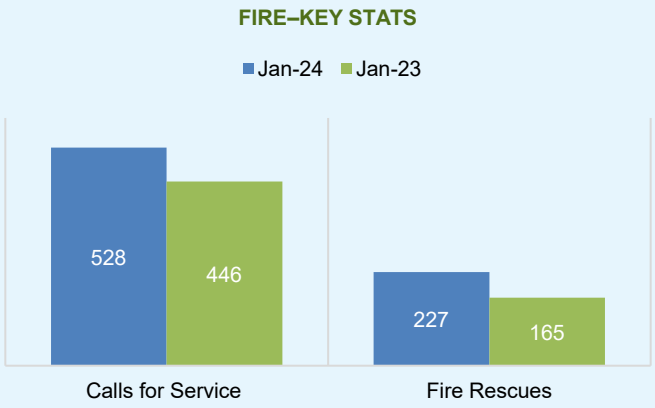
FINANCIAL TASKS COMPLETED	
TAX RETURNS & REPORTS	**COMPLETION DATE**
NC Sales and Use Tax Form E500 and payment	1/12/24
ORBIT/LGERS Report – NC State Treasurer	1/2/24
Utility Sales Tax Return – E500 E	1/11/24
BLS Department of Labor Report	1/23/24
1099's	1/30/24
W-2'a	1/24/24
LGC-203 Report	1/24/24
Food & Beverage Tax Report	1/8/24
ACCOUNTING/FINANCE	**AMOUNT**
Total $ Accounts Payable Disbursement	$2,431,860
Total ePayables & Payroll Disbursement	$1,836,581
Total Number of Invoices Paid	422
Total $ Invoices Paid with credit card	$824,400

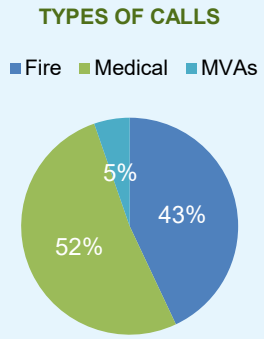
PURCHASING / WAREHOUSE	
Purchase Orders Processed	49
New Vendors Set Up	16
Informal Quotes	20
$ Received Surplus Items Sold	0
HUBSCO reports	1

Fire

KEY STATS	JANUARY 2024	JANUARY 2023
Calls for Service	528	446
Average Response Time	4:37	5:57

TYPES OF CALLS	JANUARY 2024	JANUARY 2023
Fire	227	165
Medical	273	255
Motor Vehicle Accidents (MVA)	28	26





Human Resources

EMPLOYEE NAME (PROMOTIONS)	DEPARTMENT	POSITION	DATE
Sawyer Crossan	Police	Corporal	1.7.2024
Seth Huntsinger	Public Works - Streets	Streets Maintenance Supervisor	1.8.2024
Kevin Kirsch	Engineering	Environmental Specialist	1.8.2024
Alejandro Lezama	Police	Lieutenant	1.7.2024
Jeffrey McArthur	Police	Sergeant	1.7.2024
Mikkel Patterson	P/Rec. & Cul. Res.	Athletics Program Specialist	1.8.2024
William Wester	Wake Forest Power	Elec. Powerline Crew Supervisor	1.22.2024

EMPLOYMENT		
As of JANUARY 31, 2024	**JANUARY 2024**	**JANUARY 2023**
Positions Filled	423	383
Vacancies	17	28
Total Authorized Positions FY 2023-2024	**440**	**411**

Information Technology

SERVICE STATS	JANUARY 2024	JANUARY 2023
Service Requests Completed	744	474
Network Uptime Percentage	99.5	99%

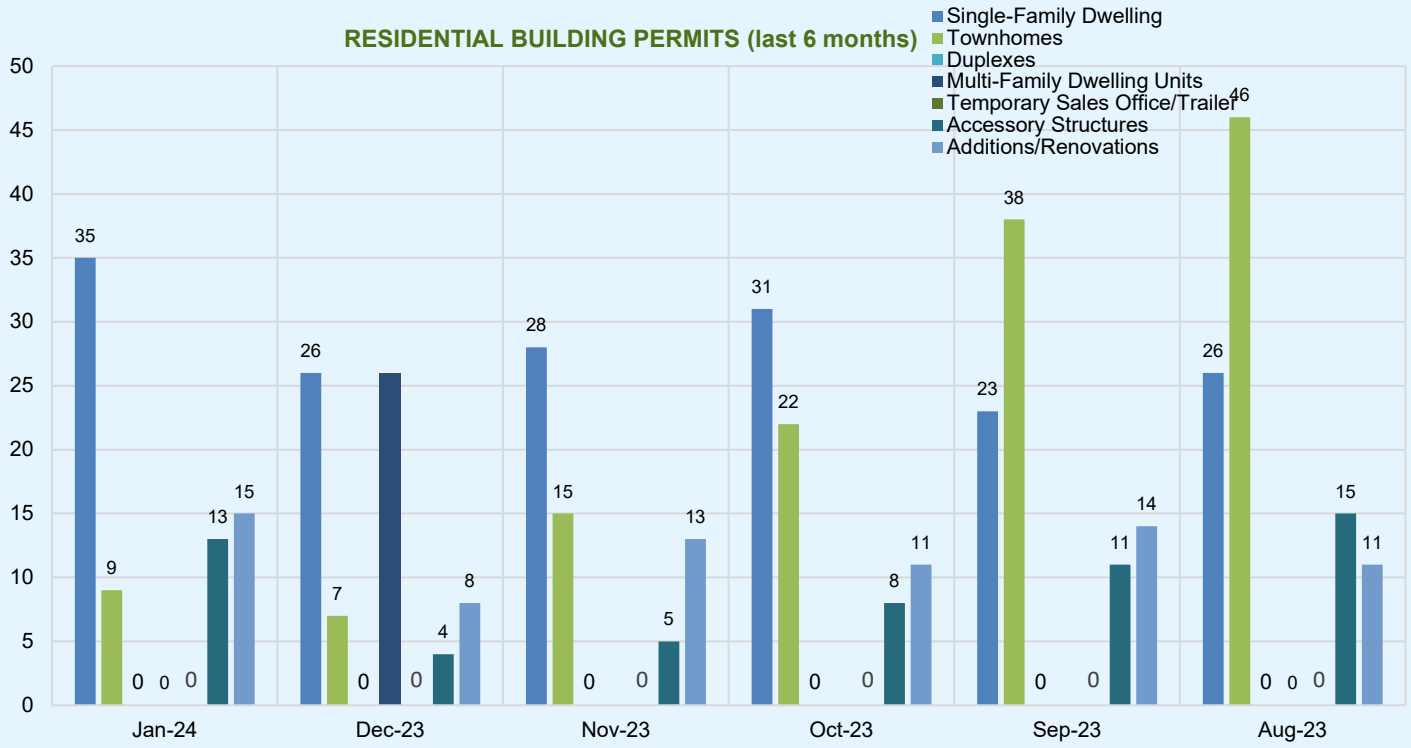
Inspections & Public Facilities

RESIDENTIAL PERMITS

	JANUARY 2024	JANUARY 2023
Single-Family Dwelling	35	23
Townhomes	9	12
Duplexes	0	0
Multi-Family Dwelling Units	0	2
Other	111	107
Total	**155**	**144**

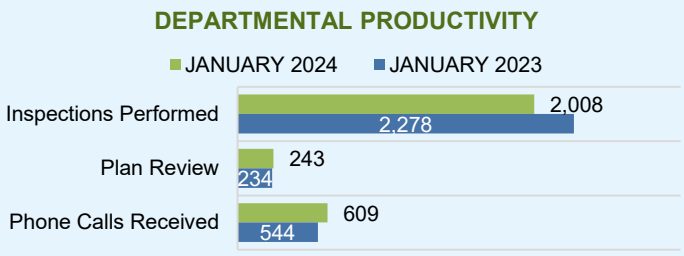
NON-RESIDENTIAL PERMITS

	JANUARY 2024	JANUARY 2023
New Commercial	1	1
Fit-Ups	3	3
Other	26	32
Total	**30**	**36**



PUBLIC FACILITIES

	JANUARY 2024	January 2023
Preventative Maintenance Completed	573	472
Reactive Work Orders	125	81



BUSINESSES	
NEW COMMERCIAL BUSINESSES	ADDRESS
Char-Grill	145 Crenshaw Corners Dr
FIT-UPS	
Retail vanilla box	12243 Capital Blvd
Retail vanilla box	12247 Capital Blvd
Jersey Mike's Subs	1040 Forestville Rd 140
PRE-OCCUPANCIES	
Wakefield ATV (Auto Truck Van)	745 Merritt Capital Dr 108
Richard Barlow Photography	745 Merritt Capital Dr 106

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)

Parks, Recreation & Cultural Resources

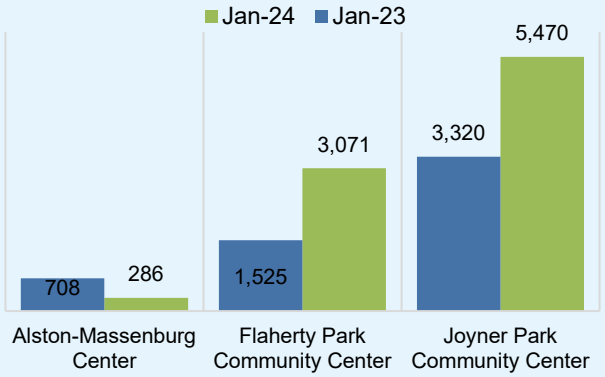
ATHLETICS

	JANUARY 2024	JANUARY 2023
Registrations Received – Youth	0	0
Registrations Received – Adult	0	0
Games Held	257	205
Revenue	0	0

PROGRAMS

	JANUARY 2024	JANUARY 2023
Registrations Received – Youth	77	165
Registrations Received – Adult	194	150
Classes/Programs Held	39	47
Revenue	$5,830	$7,636

VISITORS TO COMMUNITY CENTERS



RECCONNECT PROGRAM GUIDE VIEW

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

PARK MAINTENANCE

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

FACILITY RENTALS

	JANUARY 2024	JANUARY 2023
Athletic Fields	2	13
Joyner Park Outdoor / Open Space	0	0
General Outdoor / Open Space	0	0
Picnic Shelters	0	0
Wake Forest Community House	5	4
Joyner Park Community Center	2	2
Flaherty Park Community Center	0	0
Alston-Massenburg Community Center	2	1

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	JANUARY 2024	JANUARY 2023
Aquatic Center	CLOSED	CLOSED
Taylor Street Sprayground	CLOSED	CLOSED

Planning

DEVELOPMENT SERVICES MONTHLY REPORT VIEW

ZONING VIOLATIONS DASHBOARD VIEW

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

CERTIFICATES OF APPROPRIATENESS

	JANUARY 2024	JANUARY 2023
COAs Received	0	0
COAs Approved	1	0

Police

KEY STATS	JANUARY 2024	JANUARY 2023
Calls for Service	5,223	4,494
Vehicle Crashes	142	162

Public Works

Streets:

- Litter pickup-20 55-gallon trash bags, along town streets and public areas
- Ground 120' of sidewalk trip hazards
- Swept 215 miles of streets and 22 loads of debris
- Patched 79 tons of asphalt

Solid Waste:

- New SW Collector started 1/8/24, Anthony McCoy
- Loose Leaf proceeded with no issues, and we are on a weekly schedule.
- Jeanette attended a steering committee meeting in Atlanta, GA for the Southeastern Sustainability Directors Network
- Jeanette hosted a third class in her public education series on 1/31/24, 'Understanding Waste'.
    - On Wednesday night we completed the third class of the Sustainability 101 curriculum. During this class, we discussed how waste goes from the cart to the landfill. We focused on trash and items that go into landfills instead of recycling because we have already done a recycling lesson. Therefore, we were learning the alternative location for items that are disposed of that are not recycled and reused. Class members got to understand how landfills work, how they are designed, and some of the byproducts of a landfill and how they are managed or not managed. We were able to discuss parts of collection services and why we have protocols for certain things that may not make sense to residents but do make sense, in the long run, to make collections efficient and safe. We also discussed the level of customer service that Republic attempts or works to provide to the community and some of the difficulties associated with that. We also discussed the Republic and Town of Wake Forest partnership that we have and gave examples of how they function so residents had a better understanding of how we work together to complete collections for the community. Additionally, we explained to residents the benefits of the town having a large account with an individual contractor versus each residential unit having an independent account with a company. The class members were extremely engaged and had questions that applied to the lesson that was being taught that evening. Overall, the class was a success and a handful of members in the community learned a substantial amount of information regarding trash disposal and waste disposal as a whole.

Urban Forestry:

- Ground 42 stumps
- Planted 27 trees
- Applied for NC Forestry grant

RECYCLING	JANUARY 2024	JANUARY 2023
Volunteer Collected Litter	0	0
Volunteer Collected Recycling	0	0
Volunteer Hours	0	0
Volunteer Miles of Streets	0	0
Sections of Roads Cleaned (not miles)	0	0
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued/Returned	3	0

SOLID WASTE	JANUARY 2024	JANUARY 2023
New Construction Homes Added	38	35
New Cart Sets	38	35

CEMETERY	JANUARY 2024	JANUARY 2023
Number of Plots Sold	0	8
Number of Niches Sold	3	0
Total Plots Available	0	0

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

	JANUARY 2024	JANUARY 2023
Monthly In-Person Attendance	1,175	778
Virtual Views	765	165
Ticketed Events Held	1	1
Free Events Held	1	1

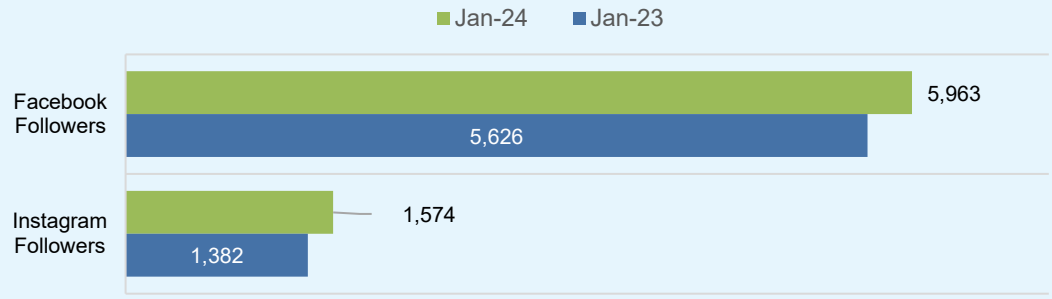
RENAISSANCE CENTRE PROGRAM GUIDE VIEW

The Renaissance Centre staff began the new year with a goal-setting and planning session on January 2. The team reviewed 2023 and plans to expand arts offerings in 2024.

The Wake Forest Guild of Artists and the Renaissance Centre hosted an art exhibit on Wednesday, Jan. 17. The “Winter Magic” exhibit featured works that highlight the beauty of winter. The exhibit is free and open to the public.
Jason Hudy’s Mesmerizing Magic was a huge hit with our SOLD-OUT audience.

This is the Centre’s 9th sold-out show for the 2023/24 Main Stage series.

SOCIAL ENGAGEMENT



Wake Forest Power

CUSTOMER SUMMARY

	JANUARY 2024	JANUARY 2023
Electric Meters/Customers	7,722	6,998
Pre-Pay Power Customers	473	471
H.O.P.E. Participants	44	47
N.C. GreenPower Participants	16	17

POWER OUTAGES

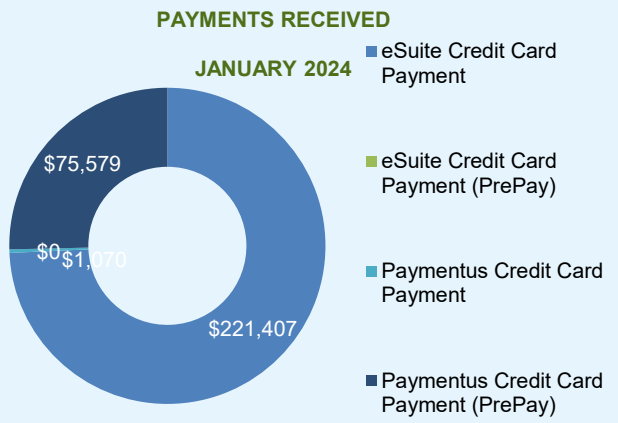
	JANUARY 2024	JANUARY 2023
Total Number of Customers Affected by Outages this Month	783	108
Average Number of Customers Affected per Outage	261	36

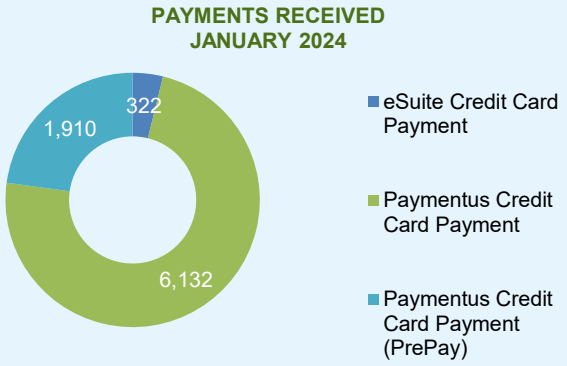
PAYMENTS RECEIVED

	JANUARY 2024	JANUARY 2023
eSuite Credit Card Payments	$221,407	$194,022
eSuite Credit Card Payments (Pre-Pay)	0	$1,168
Paymentus CC Payments	$1,070	$758,574
Paymentus CC Payments (Pre-Pay)	$75,579	$52,465

NUMBER OF TRANSACTIONS

	JANUARY 2024	JANUARY 2023
eSuite Credit Card Payments	322	500
Paymentus CC Payments	6,132	4,897
Paymentus CC Payments (Pre-Pay)	1,910	1,542





Historic Preservation Commission

MEETINGS	
Most recent meeting held	01/23/2024
Number of members in attendance	9 out of 10

Staff provided an overview of the Historic Preservation legislation, HPC powers and duties, and COA process as annual training for the group. The HPC also began strategic planning for the 2024 calendar year.

Human Relations Council

MEETINGS	
Most recent meeting held	01/25/2024
Number of members in attendance	10 out of 12

An election was held for the remaining two board seats. Continued planning for the "CommUnity" Minority/Women Owned Business Expo to be held March 16, 2024, at Joyner Park Community Center from 1:00 PM to 4:00 PM.

Public Art Commission

MEETINGS	
Most recent meeting held	01/25/2024
Number of members in attendance	10 out of 11

Welcome new member Deanna Evans and new BOC member Ben Clapsaddle. Shared google calendar created for our many activities. Planning retreat is scheduled for 2/17/24.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS	
Most recent meeting held	01/22/2024
Number of members in attendance	8 out of 12

The PRCR held its regular monthly meeting at Town Hall on January 22nd at 6:30 pm.

Welcomed new and returning members – Jim Lalik, Monica Molina, Virginia Kozar, and Luke Kemp reappointment. Commissioner Sliwinski was reappointed as BOC Ex-Officio.

An election was held for the Chair and Vice Chair. The board voted 7-0 for Danny Hupp and Travis Formyduval to remain as chair and vice chair. As a nominee, Danny sustained from voting.

Technology Advisory Board

MEETINGS	
Most recent meeting held	01/22/2024
Number of members in attendance	12 out of 13

TAB focused on establishing sub-committees for STEM Saturday, creating four groups dedicated to marketing, vendors, logistics, and speakers. The event is scheduled for April 27, 2024.

Urban Forestry Board

MEETINGS	
Most recent meeting held	01/23/2024
Number of members in attendance	5 out of 7

The UFB recognized Mindy Hidenfelter for her service to the town.

Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-34-
Submitted by: Terry Savary
Submitting Department: Administration
Meeting Date: February 20, 2024

SUBJECT
Wake County Tax Release

Recommendation:

Item Summary:

ATTACHMENTS
- WF-TXREP-FEB-2024-BOC-MTG.pdf

WAKE COUNTY
NORTH CAROLINA

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

February 6, 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 February 5, 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

WAKE COUNTY TAX ADMINSTRATION
Rebate details
12/1/2023 - 12/31/2023

DATE	TIME	PAGE
01/09/2024	02:03:56 PM	1

WAKE FOREST

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
WAKE FOREST (Not In District)												
BUSINESS ACCOUNTS												
865985	126.20	0.00	0.00	12.62	0.00	138.82	12/08/2023	0006975842	2023	2023	000000	SOUTHERN, DEBRA
866404	87.26	0.00	0.00	8.72	0.00	95.98	12/14/2023	0006558587	2023	2023	000000	NEURO COMMUNITY CARE LLC
865963	12.75	0.00	0.00	1.28	0.00	14.03	12/08/2023	0006448037	2022	2022	000000	WAKEFIELD MEDICAL INC
865972	58.00	0.00	0.00	5.80	0.00	63.80	12/08/2023	0006528164	2021	2021	000000	WAKEFIELD MEDICAL SPECIALTY SERVICES INC
865964	13.01	0.00	0.00	1.30	0.00	14.31	12/08/2023	0006448037	2023	2023	000000	WAKEFIELD MEDICAL INC
866679	22.96	0.00	0.00	2.30	0.00	25.26	12/20/2023	0006798876	2023	2023	000000	WAKE FOREST PAWN & GOLD
865965	58.00	0.00	0.00	5.80	0.00	63.80	12/08/2023	0006528164	2022	2022	000000	WAKEFIELD MEDICAL SPECIALTY SERVICES INC
865966	59.18	0.00	0.00	5.92	0.00	65.10	12/08/2023	0006528164	2023	2023	000000	WAKEFIELD MEDICAL SPECIALTY SERVICES INC
865968	20.51	0.00	0.00	2.05	0.00	22.56	12/08/2023	0006556336	2023	2023	000000	WINEMAN TECHNOLOGY INC
865971	12.75	0.00	0.00	1.28	0.00	14.03	12/08/2023	0006448037	2021	2021	000000	WAKEFIELD MEDICAL INC
Subtotal for BUSINESS ACCOUNTS	**470.62**	**0.00**	**0.00**	**47.07**	**0.00**	**517.69**		**10 Properties Rebated**				
INDIVIDUAL PROPERTY ACCOUNTS												
866140	4.70	0.00	0.00	0.47	0.00	5.17	12/13/2023	0006544963	2023	2023	000000	INSIDE OUT SERVICES
866141	2.20	0.00	0.00	0.22	0.00	2.42	12/13/2023	0006544951	2023	2023	000000	LEWIS, ANTHONY CLEVELAND SR
865952	30.68	0.00	0.00	0.00	0.00	30.68	12/07/2023	0006766904	2023	2023	000000	DEGLER, HOWARD EDWARD JR
866422	182.46	0.00	30.00	0.00	0.00	212.46	12/18/2023	0006995095	2023	2022	000000	HONEYCUTT, RANDI LEE
Subtotal for INDIVIDUAL PROPERTY ACCOUNTS	**220.04**	**0.00**	**30.00**	**0.69**	**0.00**	**250.73**		**4 Properties Rebated**				

WAKE COUNTY

WAKE COUNTY TAX ADMINSTRATION
Rebate details
12/1/2023 - 12/31/2023

DATE	TIME	PAGE
01/09/2024	02:03:56 PM	2

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
INDIVIDUAL REAL ESTATE ACCOUNTS												
865518	227.25	0.00	0.00	0.00	0.00	227.25	12/01/2023	0000462171	2023	2023	000000	LEE, SEUNGKYOO BRUCE
866126	357.44	0.00	0.00	0.00	0.00	357.44	12/12/2023	0000094307	2023	2023	000000	WILKERSON, PEGGY W
Subtotal for INDIVIDUAL REAL ESTATE ACCOUNTS	**584.69**	**0.00**	**0.00**	**0.00**	**0.00**	**584.69**		**2 Properties Rebated**				
TOTAL WAKE FOREST (Not In District)	**1,275.35**	**0.00**	**30.00**	**47.76**	**0.00**	**1,353.11**		**16 Properties Rebated for the District/City**				
TOTAL FOR CITY WAKE FOREST	**1,275.35**	**0.00**	**30.00**	**47.76**	**0.00**	**1,353.11**		**16 Properties Rebated for the City**				

WAKE COUNTY TAX ADMINSTRATION

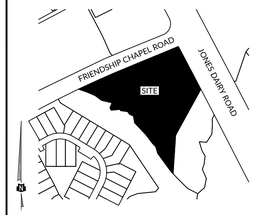
Rebate details

12/1/2023 - 12/31/2023

DATE	TIME	PAGE
01/09/2024	02:03:56 PM	1

WAKE FOREST

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
Grand Total:	**136,262.41**	**0.00**	**1,860.00**	**1,037.23**	**0.00**	**139,159.64**	**113**	**Properties Rebated for All Cities**				



VICINITY MAP
NO SCALE

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. GEOID MODEL: GEOID 18
   - 2.8. COMBINED GRID FACTOR: 0.999941829
   - 2.9. UNITS: U.S. SURVEY FEET
   - 2.10. GRID/GROUND POINT: Y(N) 806,986.794 X(E) 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 19, 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.

ANNEXATION MAP: AN-23-05, 4RIVERS - WAKE FOREST SELF STORAGE
4.653± 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,

_____, 20_____

_____
THERESA SAVARY

OWNER DATA:

AWB-DP JDS OWNER LLC
635 NW FRONTAGE ROAD
AUGUSTA GA, 30907-3679
DEED BOOK 19465 PAGE 945

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°21'54"	S 27°30'43" E	125.29'
C5	239.61'	4,000.00'	3°25'56"	N 66°10'10" E	239.57'

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 43°36'16" W	15.08'
L2	N 16°40'30" W	29.76'
L3	N 44°48'00" W	19.00'
L4	N 36°54'32" W	44.23'
L5	N 43°17'13" W	71.63'
L6	N 10°26'04" W	29.13'
L7	N 69°21'58" W	17.19'
L8	N 37°19'18" W	14.54'
L9	N 82°47'17" W	29.53'
L10	N 15°34'50" W	31.70'
L11	N 24°05'59" E	38.66'
L12	N 26°52'05" W	11.81'
L13	N 23°04'44" E	22.35'
L14	N 77°04'50" W	45.13'
L15	N 53°10'38" W	34.00'
L16	N 66°38'29" W	36.30'
L17	N 70°26'22" W	39.52'
L18	S 34°28'00" W	17.89'
L19	S 00°56'21" E	26.97'
L20	S 03°24'55" W	36.96'
L21	S 11°31'46" W	27.46'
L22	S 31°47'51" W	47.65'
L23	S 10°08'01" W	9.69'
L24	S 12°50'47" E	16.87'
L25	S 07°09'30" W	34.80'
L26	S 19°07'06" W	22.46'
L27	S 23°22'43" E	42.40'
L28	S 11°07'12" W	39.34'
L29	S 48°10'33" W	38.80'
L30	S 30°18'54" W	41.42'
L31	N 85°31'22" W	31.08'
L32	S 16°43'04" E	39.75'
L33	S 30°02'02" E	26.27'

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 VALUT	
STORM DRAIN	
POWER POLE	

BOUNDARY
ADJOINER NOT SURVEYED
SEWER EASEMENT
SEWER LINE
EASEMENT
UNDERGROUND ELECTRIC
WATER LINE
FIBER OPTIC
TELEPHONE
GUARDRAIL
STORM DRAIN
FLOODWAY

TRAVERSE NAIL
N: 807,127.47
E: 2,150,459.85
ELEV: 279.96'

FRIENDSHIP CHAPEL ROAD
70' PUBLIC R/W BOOK OF MAPS 2005 PAGE 2053

EIP (POB)
N: 806,986.79
E: 2,150,306.42
ELEV: 283.89'

EIP ½"

EXISTING DRAINAGE EASEMENT PER FRIENDSHIP CHAPEL ROAD CONSTRUCTIONS PLANS BOOK OF MAPS 2017 PAGE 316

ANNEXATION AREA
131,036 SF
3.008 ACRES

N: 806,986.32
E: 2,150,825.28

EIR

DOT MONUMENT

PERMANENT UTILITY EASEMENT DEED BOOK 13748 PAGE 8471

PERMANENT DRAINAGE EASEMENT DEED BOOK 13748 PAGE 9447

JONES DAIRY ROAD
VARIABLE WIDTH PUBLIC R/W

S 26°47'12" W
233.97'

CITY OF RALEIGH WATER SEWER EASEMENT DEED BOOK 18076 PAGE 1855

NEUSE RIVER BUFFER

S 03°47'10" W
142.86'

N 35°05'56" W
92.09'

25' PERENNIAL FLOODPLAIN

S 45°06'16" W
36.90'

N 45°15'02" W
49.92'

N 05°21'05" W
48.85'

FLOODWAY

PROPERTY LINE
IS WETLAND STREAM

ACCRETION AREA STREAM LOCATION
BOOK OF MAPS 2017 PAGE 316

N.C. GRID NORTH (NAD 83(2011))

CASE NUMBER AN-23-05

SURVEYOR'S CERTIFICATE

I, STEPHEN B. MULLINS, 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 EXEMPTION OR EXCEPTION TO THE DEFINITION OF A SUBDIVISION.

THIS 6th DAY OF DECEMBER A.D., 2023.

REVISED: 12-6-23

PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER, L- 3059

NORTH CAROLINA PROFESSIONAL SEAL L-3059 LAND SURVEYOR STEPHEN B. MULLINS

DocuSigned by:
Stephen B. Mullins
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

U:\23-23-1050\23105D 4Rivers - Wake Forest - Jones Dairy Rd\Geomatics\Survey\Rev-Cum\Drawings\4 RIVERS-Annexation Plat.dwg, Tuesday, January 9, 2024 11:10:05 AM, TANDREWS