



TOWN *of* WAKE FOREST

Planning Board Meeting Agenda September 13, 2022 at 6:00 PM

Notice

In accordance with the requirements of Title II of the Americans with Disability 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 the Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Terry Savary](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Planning Board Meetings

All Planning Board meetings are broadcast live on [WFTV 10](#) beginning at 6:00 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

[Planning Board](#) meeting agendas are typically available to be viewed and downloaded by noon on the Friday prior to the second Tuesday of each month. Citizens may also receive a copy of each month's agenda via email by enrolling in the Town's free [E-Notifier](#) subscription service.

Public Comment

Those wishing to speak must first register to speak no later than noon the day of the meeting. In lieu of speaking in person, written comments can be provided via the public comment portal. Written comments received less than 24 hours before the scheduled meeting may not be included in the record. The forms to register to speak and provide written comments are available at <https://www.wakeforestnc.gov/ph>.

At the appropriate time, the Planning Board Chair will acknowledge those persons who have registered to speak. They will be called upon in the order registered. Speakers will address the Board as a whole, from the podium at the front of the room, and begin their remarks by stating their name and address. At the end of public comment, the Chair may summarize the discussion from the

public comment. While not required, the Chair may ask staff or the applicant to respond. Speakers needing additional information or questions answered will be contacted by the Deputy Town Clerk and provided contact information for the appropriate staff person.

Unless otherwise indicated by the Chair, individual comments shall be limited to three minutes. Groups are encouraged to designate a lead speaker on their behalf, and when addressing the Board, the speaker must first identify the group they are representing and will be given no more than ten minutes to give comments. Once comments have been made, speakers cannot speak again, unless specifically called upon by the Chair. The Chair may, at his/her discretion, interrupt public comment and elect to continue it to another meeting due to, among other reasons, the lateness of the hour or to allow consideration of other items on the agenda.

When public comment sessions are continued from previous meetings, previous individuals that have spoken, either representing themselves or a group, cannot speak at a continued public comment session, unless specifically called upon by the Chair. Additionally, speakers cannot both represent themselves individually and speak on behalf of a group throughout public comment periods, even if held over multiple sessions.

1.Call to Order

2.Adoption of Agenda

3.Approval of Minutes

- 3.A. Approval of Minutes
[DraftPBMinutesAug202209.pdf](#)

4.Presentations

- 4.A. 2022 Strategic Plan Presentation

5.Old Business with Public Comment

6.Old Business

7.New Business with Public Comment

- 7.A. Consideration of and Public Comment Session on CPA-22-03, Draft Town of Wake Forest Historic Preservation Plan Update
[Staff Report - CPA 22-03 Historic Preservation Plan Update.pdf](#)

[Attachment A - Application.pdf](#)

8.New Business

9.Staff Comments

10.Planning Board Comments

11.Adjournment



Agenda Item Report

Agenda Item No.: 2021-647-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: September 13, 2022

SUBJECT

Approval of Minutes

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftPBMinutesAug202209.pdf](#)



Wake Forest Planning Board Minutes

The Wake Forest Planning Board met on **Tuesday, August 9, 2022**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Planning Board Members present: Joe Kimray, Karin Kuropas, Thomas Ballman, Christopher Joyner, Michael Hickey, and Sheila Bishop

Planning Board Members absent: Michael Siderio

Staff Members present: Planning Director Courtney Tanner, Assistant Planning Director Jennifer Currin, Long Range Planning Manager Brad West, Town Attorney Hassan Kingsberry, and Town Clerk Theresa Savary

1. Call to Order

Chair Kimray called the meeting to order at 6:00 p.m.

2. Adoption of Agenda

ACTION:

Mover: Karin Kuropas moved to adopt the agenda as presented.

Second: Mike Hickey.

Vote: Motion carried 6-0.

3. Approval of Minutes

ACTION:

Mover: Karin Kuropas moved to approve the June 8, 2022 Special Called Work Session minutes as presented.

Second: Thomas Ballman.

Vote: Motion carried 6-0.

ACTION:

Mover: Mike Hickey moved to approve the June 14, 2022 minutes as presented.

Second: Karin Kuropas.

Vote: Motion carried 6-0.

4. Presentations

No presentations presented.

5. Old Business with Public Comment

No Old Business with Public Comment presented.

6. Old Business

No Old Business presented.

7. New Business with Public Comment

7.A. Consideration of and Public Comment Session on CPA-22-02, Draft Town of Wake Forest Housing Affordability Plan

Long Range Planning Manager Brad West presented the following background of the Wake Forest Housing Affordability Plan:

- Wake Forest's rapid growth has led to a significant increase in housing costs, affecting both existing and prospective residents.
- In 2020, Wake Forest voters approved a .5 cent property tax increase to fund affordable housing initiatives in town.
- The Housing Affordability Plan is the first initiative supported by the proceeds of the .5 cent property tax increase.

Project Manager Christiana Whitcomb with HR&R Advisors spoke about the recommendations in the plan and provided an overview of the process and how they arrived at the recommendations. She provided an overview on the following five sections of the plan:

- Introduction & Planning Process
- Existing Conditions: Population Demographics
- Existing Conditions: Housing
- Community Engagement
- Taking Action (Implementation)

Chair Kimray asked the total received in revenue from last year's half cent tax. Mr. West stated a little under \$350,000. Chair Kimray asked if the funding was limited in any way. Mr. West said it's strictly for housing issues.

Thomas Ballman had questions and comment regarding the land, lot sizes, and unit size and type for affordable housing. He asked about the Community Reinvestment Act and if the private banking community has any requirements to invest in their own community. Ms. Whitcomb stated Community Reinvestment Act money has to go towards income restrictive affordability and would go through a local development financial institution that could deploy the money.

Sheila Bishop asked if there are any financial incentives for homeowners to have an Accessory Dwelling Unit (ADU) on their property. Ms. Whitcomb said towns offer financial incentives for ADUs by giving grants or a loan in exchange for affordability.

Chair Kimray said there are four categories listed in the draft plan on page 18 with one of the categories being "other". He asked what classifies in that "other" category. Ms. Whitcomb replied, it can be things like manufactured homes.

Chair Kimray mentioned a couple minor errors needing to be updated in the draft plan on page 27, figure 37:

- Turnberry Apartments needs to be changed to S. White St. not N. White St.
- 1887 Franklin St. needs to be changed to S. Franklin St.

Public Comment

- Dora Pearce at 309 Berwick Ct., Wake Forest, NC thanked board members, staff, and the consultant on the work they've done on the Housing Affordability Plan. She said affordable housing is greatly needed by the working poor, those with disabilities that prevent them from working, and the elderly on fixed incomes. She hopes the plan will be approved and implemented.
- Margaret Watkins at 407 Belmellen Ct., Wake Forest, NC said she's supportive of affordable housing but stated the taxpayers didn't create this problem, the

developers did, and the taxpayers are the ones who are going to cover the cost of this. Ms. Watkins said the taxpayers are losing with this plan and encouraged the board members to reach out to state legislatures. She said the town is being put in a difficult situation, with this plan, because half the town is wanting more open space and now, they're discussing selling public land for affordable housing.

Chair Kimray declared the public comment session closed.

Discussion

Chair Kimray said the Housing Affordability Plan is a great plan and has been needed in this community for a long time. He is encouraged by the steps taken by staff, the consultants, and the advisory group who have worked tirelessly on the Housing Affordability Plan. He thanked them all for their efforts.

Ms. Bishop expressed concern with the developers selling to a third party and not the people it's intended to serve. People need to be able to qualify for these services. Ms. Whitcomb stated the town would set clear qualification standards. Ms. Whitcomb stated these programs are successful all over the country. Ms. Bishop had further questions regarding ADUs.

Mr. Ballman said there may be opportunity with suppliers in helping with affordable housing.

ACTION:

Mover: Thomas Ballman moved to approve CPA-22-02, Draft Town of Wake Forest Housing Affordability Plan as presented.

Secunder: Chris Joyner.

Vote: Motion carried 6-0.

A hardcopy of the July 1, 2022 updated draft Housing Affordability Plan is filed in the Clerk's Office with the June 14, 2022 minutes.

8. New Business

No New Business presented.

9. Staff Comments

Planning Director Courtney Tanner asked the Board to mark their calendars for a Special Meeting scheduled in October.

10. Planning Board Comments

No Planning Board comments.

11. Adjournment

ACTION:

Mover: Karin Kuropas moved to adjourn at 6:49 p.m.

Seconder: Sheila Bishop.

Vote: Motion carried 6-0.

Duly approved in open session this 13th day of September 2022.

Theresa Savary
Town Clerk

Joe Kimray
Planning Board Chair



Planning Board Agenda Item Report

Agenda Item No.: 2021-655-

Submitted by: Lisa Hayes

Submitting Department: Administration

Meeting Date: September 13, 2022

SUBJECT

2022 Strategic Plan Presentation

Recommendation:

No action needed - presentation only

Item Summary:

ATTACHMENTS

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Agenda Item Report

Agenda Item No.: 2021-642-
Submitted by: Michelle Michael
Submitting Department: Planning
Meeting Date: September 13, 2022

SUBJECT

Consideration of and Public Comment Session on CPA-22-03, Draft Town of Wake Forest Historic Preservation Plan Update

Recommendation:

Recommend Approval

Item Summary:

ATTACHMENTS

- [Staff Report - CPA 22-03 Historic Preservation Plan Update.pdf](#)
- [Attachment A - Application.pdf](#)



Staff Report CPA-22-03: Wake Forest Historic Preservation Plan Update

Meeting Date	9/13/2022
Requested Actions	Consideration of the Historic Preservation Plan Update
Case Manager	Michelle Michael, Senior Planner-Historic Preservation

PUBLIC MEETINGS

Public Comment Session	Public Hearing (Tentative)
September 13, 2022	October 18, 2022

CASE INFORMATION

Applicant	Town of Wake Forest 301 S Brooks Street Wake Forest, NC 27587
<i>See Attachment A for copy of the Application.</i>	

CASE SUMMARY

The Town of Wake Forest has a proactive historic preservation planning program. The first Historic Preservation Plan for the Town was completed in 2012. The Town and Historic Preservation Commission received a Certified Local Government Grant to complete an update of the Historic Preservation Plan. The update is timely with the recent completion of the Community Plan and the NE Community Plan Update. The Draft Plan examines the past and existing historic preservation program efforts, establishes a vision and associated goals, and provides recommendations to achieve the vision for historic preservation in Wake Forest moving forward. Specifically, the Draft Plan's four overarching goals are to strengthen the Historic Preservation Program; Maintain Historic Character; Increase Diversity, Equity, and Inclusion; and Encourage Community Learning Opportunities. An implementation matrix aimed at achieving the aforementioned goals, is included to provide clear guidance for the Town.

STAFF RECOMMENDATION

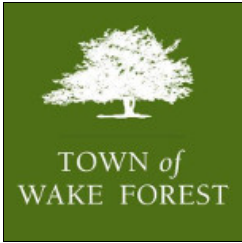
Staff recommends approval of the of the proposed Historic Preservation Plan as drafted for the following reasons:

- The Draft Plan supports the Town’s Strategic Plan Goal 2 to Enhance and Promote a Safe and Connected Community by updating and implement plans already in place; identifying locations with missing connections and making recommendations to remedy them; ensure citizens are well-informed about community activities; and build citizen participation in the community.
- The Draft Plan provides additional guidance to accomplish the Community Plan’s (2022) implementation items for Historic Preservation.
- The Draft Plan provides additional guidance to implement the historic preservation-related goals in the Northeast Community Plan (2021)

ATTACHMENTS

Attachment A: Application

Attachment B: Draft Historic Preservation Plan ([link](#))



Comprehensive Plan Amendment Application

(Comp Plan Amendment - BOC Workflow)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

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

Project Overview

#838696

Project Title: Historic Preservation Plan Update

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Comprehensive Plan Amendment

State: NC

Workflow: Comp Plan Amendment - BOC

County: Wake

Checklist - Comprehensive Plan & UDO Amendment

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

[VIEW COMPREHENSIVE PLAN & UDO AMENDMENT
SUBMITTAL CHECKLIST](#)

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

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

Pre-Application Meeting

Has a pre-application conference been held?: No

This type of project requires a pre-application conference be completed prior to official submittal. Please return to the home screen and select **Pre-Application Conference** from the application type drop down list in order to schedule your required meeting.

Pre-Application Conference Date:

Staff Member Met With:

Project ID:

Data - Basic Location

If your Comprehensive Plan Amendment is associated with specific property(s) please answer the following questions. If not, proceed to the next page.

Development/Subdivision (optional - for reference only):

Project Address or PIN:

Tax PIN:

Zoning:

Current Zoning Overlay:

Town Limits:

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

Land Use:
GIS Acreage:

Acreage:

Project Contact - Applicant/Owner

Please enter all project contacts related to your application.

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

Project Contact - Applicant

Michelle Michael
Town of Wake Forest
301 S. Brooks Street, Town of Wake Forest
Wake Forest, NC 27587
P:9194359516
mmichael@wakeforestnc.gov

Project Contact - Property Owner

Michelle Michael
Town of Wake Forest
401 Elm Avenue
Wake Forest, NC 27587
P:(919) 5546100
mmichael@wakeforestnc.gov

Project Contact - Developer

Michelle Michael
Town of Wake Forest
401 Elm Avenue
Wake Forest, NC 27587
P:(919) 5546100
mmichael@wakeforestnc.gov

Amendment Type

Please answer the below questions to provide reviewers an overview of the application. Additional information may also be provided through uploading an attachment.

Plan Being Amended: Community Plan

Type of Amendment: Text,Map

Description of Request:

Town staff has drafted the Wake Forest Historic Preservation Plan Update and plans to bring the plan for adoption by the Board of Commissioners.

Current Plan Language:

N/A

Applicant Requested Language:

N/A

Justification of Amendments:

Town staff has drafted the Wake Forest Historic Preservation Plan Update and plans to bring the document for adoption by the Board of Commissioners.