



Wake Forest Board of Commissioners
Meeting Agenda
February 21, 2023 at 6:00 PM
All items listed are for discussion and possible action.

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Terry Savary](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 7 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

Public Hearings

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given five minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#) or email Town Clerk [Terry Savary](#) by 9 a.m. the day of the meeting. Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have 3-5 minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1.Approval of Agenda

2.Approval of Minutes

- 2.A. January 3, 2023 Work Session
January 17, 2023 Regular Meeting
January 20, 2023 BOC Annual Retreat
[DraftBOCWSEMinutesJan202303.pdf](#)
[DraftBOCMinutesJan202317.pdf](#)
[Mayor and BOC Draft Annual Retreat Minutes Jan202320.pdf](#)

3.Presentations

- 3.A. Presentation of Proclamation Proclaiming March 2023 as Developmental Disabilities Awareness Month
[ProclamationDevelopmentalDisabilityAwarenessMonthFeb202321.pdf](#)
- 3.B. Proclamation 2023 Year of the Trail
[Proclamation2023YearOfTheTrailFeb202321.pdf](#)
- 3.C. Presentation on the "Neuse River Trails" by Neuse River Hawks

4.Public hearings / Public Comment

- 4.A. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5.Consent Agenda

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

- 5.A. Consideration of a petition requesting contiguous annexation submitted by Site Investments, LLC for property associated with Ligon Park Subdivision located at 0 Ligon Mill Road, 9606 Ligon Mill Road, 9602 Ligon Mill Road, and 9604 Ligon Mill Road being Wake County PINs 1739-86-8083, 1739-85-7729, 1739-85-8765 and 1739-85-9634 being approximately 7.093 acres.
[022123 BOC Agenda Summary AN-22-09.pdf](#)
[Attachment A Legal Description AN-22-09.pdf](#)
[Attachment B Annexation Map AN-22-09.pdf](#)
[Attachment C Contiguous Annexation Petition AN-22-09.pdf](#)
[CERTIFICATE OF SUFFICIENCY .docx](#)
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)
- 5.B. Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2023 Series dates from 5 PM to 9 PM. The FNOW 2023 series dates are April 14, May 12, June 9, July 14, August 11, and September 8.
[Item_Summary_2023_Friday_Night_On_White_Alcohol_Ordinance_Waiver.docx](#)
[ATTACHMENT A FNOW VENUE MAP 2023.jpg](#)
[ATTACHMENT_B_2023_Series_Friday_Night_on_White_Alcohol_Ordinance_Waiver_Request.docx](#)
[Resolution_for_Open_Container_Waiver_FNOW_Series_2023.docx](#)
- 5.C. Approval of Budget Ordinance Amendment # 2 - FY 2022 - 2023
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment #2_FY 2022-2023.pdf](#)
- 5.D. Consideration of a petition requesting contiguous annexation submitted by Optimal Equity Group, LLC for property associated with Forestville Road Townhomes located at 1109 Forestville Rd. and 1129 Forestville Rd. being Wake County PINs 1749-67-2831 and 1749-67-0589 being approximately 8.197 acres.
[022123 BOC Agenda Summary AN-22-08.pdf](#)
[Attachment A Legal Description AN-22-08.pdf](#)
[Attachment B Annexation Map AN-22-08.pdf](#)
[Attachment C Petition AN-22-08.pdf](#)
[CERTIFICATE OF SUFFICIENCY .docx](#)
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

6. Legislative Items

7.Planning Items

8.Administration and Financial Items

- 8.A. Consideration of approval of 2023-2028 Capital Improvements Plan (CIP) Update
[CIP Update Approval_summary.pdf](#)
[resolution 2023 - CIP Update 2023-2028.doc](#)
[1st Year Funding - 2023 \(Final Draft\).pdf](#)

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A. Department Monthly Report
[DepartmentMonthlyReportJan2023.pdf](#)
- 12.B. Wake County Tax Release
[WF-TXREP-FEB-2023-MTG.pdf](#)
- 12.C. Commissioner Reports
- 12.D. Ordinance Prohibiting the Possession of Weapons on Town Property
[AN ORDINANCE PROHIBITING THE POSSESSION OF WEAPONS ON TOWN PROPERTY.docx](#)

13.Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-15-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 21, 2023

SUBJECT

January 3, 2023 Work Session

January 17, 2023 Regular Meeting

January 20, 2023 BOC Annual Retreat

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCWSEMinutesJan202303.pdf](#)
- [DraftBOCMinutesJan202317.pdf](#)
- [Mayor and BOC Draft Annual Retreat Minutes Jan202320.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 3, 2023**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

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

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Clerk Theresa Savary
Chief Financial Officer Aileen Staples
Assistant Finance Director Samantha Sanchez
Senior Budget Analyst Benjamin Blevins
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin

Senior Planner Patrick Reidy
Senior Planner Kari Grace
Chief Information Officer Adam Oates
Engineering Director Joseph Guckavan
Strategic Performance Manager Lisa Hayes
Downtown Development Manager Jennifer Herbert
Downtown Development Specialist Camryn Gutierrez
Police Captain Brian Mote

1. Presentations

Mayor Jones requested the following item be added to tonight's agenda under "Other Business": North Carolina League of Municipalities Municipal Advocacy Goals.

- 1.1 Presentation of LEGISLATIVE CASE RZ-21-12 Averette Woods Subdivision; rezoning filed by Gail Moody and PNB Homes LLC to rezone 31.23± acres located at 0, 2228, 2300, 2312 Averette Road; 0, 1900, 1905, 1908, 1909 Capricorn Drive; and 1909 Moody Drive, being Wake County Tax PINs 1861-02-0421, 1851-93-9056, 1861-02-6148, 1861-02-2044, 1861-02-6046, 1861-01-4639, 1861-01-0635, 1861-01-4836, 1861-01-0709, & 1851-91-9904, from Wake County R-30 to General Residential 5 Conditional District (GR5 CD).

Senior Planner Kari Grace provided a presentation on Case RZ-21-12, Averette Woods Subdivision. The applicants and property owners are Gail Moody and PNB Homes, LLC. The property is located at the southeast corner of Averette Woods Rd. and Oak Grove Church Rd. There are 10 parcels, in total, totaling 31.23+ acres. Currently, the properties are located in Wake County's jurisdiction and have Wake County's zoning of R-30. The proposed zoning district is for General Residential 5 Conditional District (GR5 CD).

Ms. Grace shared the aerial map, zoning map and jurisdiction map, existing conditions plan, subdivision plan, utility plan, landscape plan,

Ms. Grace provided the following proposed conditions for Case RZ-21-12:

1. The subject property shall be developed generally in accordance with the associated subdivision master plan. Amendments to the subdivision master plan shall require a rezoning amendment unless the Administrator finds the modification to be minor and in keeping with the spirit and intent of the adopted subdivision master plan.
2. The total number of residential lots on the subject property shall not exceed 66 residential lots.
3. At least 13 acres of the subject property shall be preserved as open space.
4. The following architectural elements shall be present on homes in the community:
 - a) Exterior building walls of homes shall be primarily brick, stone, masonry material imitating brick or stone, fiber cement siding or a combination thereof. A minimum of two materials shall be utilized on each home. Vinyl shall only be permitted for windows, doors or elements such as trim, soffits and the like.
 - b) At least 15% of the area of each front façade that faces a street lot line must be windows or entrance doors, as measured from the finished floor elevation to the eave.

- c) At least 10% of the area of each side façade that faces a street lot line must be windows or entrance doors, as measured from the finished floor elevation to the eave.
 - d) Garage door width shall not exceed 50% of the total front building façade width.
 - e) All homes shall have garages with at least two (2) of the following features: (i) windows in the garages; (ii) two single garage doors; (iii) decorative brackets over the garage; (iv) an extended eave line at least twelve inches (12") in depth over the garage; (v) garage doors painted or stained with an accent color; or (vi) the garage is setback at least four feet (4') from the primary plane of the house.
 - f) All homes shall have porches on the front and/or side of the building. Porches shall be at least six feet (6') in average depth and shall have a minimum width/length of 10 feet (10'). Except for homes designed for occupation by elderly persons or persons with disabilities, porches shall be at least three and a half inches (3.5") above the sidewalk.
5. At least five (5) exterior facade color palettes shall be present in the community to avoid monotony in appearance of the homes.

Ms. Grace stated the application for Case RZ-21-12 was submitted when the 2009 Community Plan was still in effect and is the information it's being compared against.

Ms. Grace stated at the December 13, 2022 Planning Board Meeting the Planning Board held a public comment session and recommended approval by a vote of 6-0, recommending approval based on the applicant's proposed conditions as well as consideration of incorporating a memorialization of the Moody Family and the Planning Board also found the request to be consistent with the Comprehensive Plans.

Ms. Grace stated staff recommends approval of the proposed conditional rezoning and finds it to be consistent with the Comprehensive Plan and in the public interest for the following reasons:

1. The proposed zoning district is consistent with the Sub-Urban Zone of the 2009 Community Plan.
2. The proposed rezoning supports Community Plan policies related to strong street connectivity and pedestrian infrastructure.
3. The proposed rezoning supports Community Plan policies related to open space and natural resource protection and compatibility with surrounding areas by

providing enhanced buffering and significant open space and tree preservation areas.

4. The proposed rezoning supports Community Plan policies related to community character with architectural design commitments and burial of overhead utilities.

Commissioner Wright asked for clarification on the existing pond to be breached. Beth Blackman with Timmons Group stated breaching is making a cut into the dam allowing it to drain down. Commissioner Wright asked once the pond is breached will it count towards open space. Ms. Blackman replied, yes.

Mayor Jones inquired about the memorialization of the Moody Family. Ms. Grace replied that was a discussion that came up at the public comment session with the Planning Board and is something the Planning Board included in their recommendation. Commissioner Sary asked if the applicant accepted the condition. Ms. Grace stated they indicated a willingness to do that, but they haven't formally offered it in a written condition. Beth Trahos with Nelson Mullins stated what they said at the Planning Board meeting is they'd like to talk with Mrs. Moody about what she'd like to see as a memorial for her husband. Ms. Trahos said they'd prefer not to have a condition that the town is enforcing and would like Mrs. Moody to tell them what she'd like to see.

Commissioner Wright asked what would be done with any livestock in the pond. Ms. Blackman stated in previous experiences, sometimes the contractors would relocate or harvest the livestock.

- 1.2 Presentation of LEGISLATIVE CASE RZ-22-05; Reserve at Dunn Creek; rezoning filed by Abode Communities, LLC to rezone 67.42± acres located at 0 Friendship Chapel Road and 0 NC 98 Bypass, being Wake County Tax PINs 1840660542, 1840761824, 1840657710, and 1840676254 from Residential Mixed-Use, Conditional Use (RMX CU), Residential Mixed-Use (RMX), General Residential 3, Conditional Use (GR3 CU), Highway Business, Conditional Use (HBCU), Traditional Neighborhood Development Overlay (TND), and Special Highway 2 Overlay (SH2-O) to Residential Mixed-Use Conditional District (RMX-CD), Urban Residential Conditional District (UR-CD), Open Space Conditional District (OS-CD) and Special Highway 2 Overlay (SH2-O).

Senior Planner, Patrick Reidy provided a presentation on Case RZ-22-05: Reserve at Dunn Creek located at 0 Friendship Chapel Road and 0 NC 98 Bypass. Mr. Reidy stated

the Planning Board heard Case RZ-22-05 at their December 13, 2022 meeting as part of the Public Comment Session and was recommended approval by a vote of 5-1. The Planning Board agreed with the applicant's proposed conditions and also had the following considerations for the applicant to think about:

- Consideration of removing seating benches or trellis swings and shade structure with seating as amenity options for IPS 1 and IPS 2
- Consideration of removing the open space from the northwest corner of the site adjacent to Holding Village
- Consideration of providing three way stops at three-way intersections.
- Consistent with the Comprehensive Plans

Mr. Reidy shared the aerial site map, zoning map, 2009 community plan zones & neighborhood planning areas, proposed zoning, existing conditions plan, subdivision plan, site data, utility plan, landscape plan, and the following UR/RMX zoning modifications.

Mr. Reidy shared the proposed conditions (see attached conditions).

Mr. Reidy stated staff recommends approval of the proposed conditional rezoning and finds it to be consistent with the Comprehensive Plan and in the public interest for the following reasons:

1. The proposed zoning district is consistent with the Town Center Zone of the 2009 Community Plan.
2. The proposed rezoning supports Community Plan policies related to strong street connectivity, connections to other neighborhoods and shopping, and pedestrian infrastructure.
3. The proposed rezoning supports Community Plan policies related to open space and natural resource protection and compatibility with surrounding areas by providing enhanced buffering and significant open space and tree preservation areas.
4. The proposed rezoning supports Community Plan policies related to community character with architectural design commitments.

Commissioner Dyer asked if the property north of the Calvin Jones Highway has a high bank. Mr. Reidy replied, yes. Commissioner Dyer asked if the town maintains it. Mr. Reidy stated the town isn't maintaining any of those trees. He said it's a wooded area and not of any developable value.

Commissioner Sary asked if the conditional use permit only applies to the one little sliver that's still there. Mr. Reidy replied, yes.

Commissioner Sary asked about the timing of the connection point at Friendship Chapel Rd. between Holding Village and Heritage Subdivision. Mr. Reidy stated the plans are already in for the eastern connection by Heritage Subdivision. They'd be starting on the eastern end putting in the connection and working their way east to west.

Commissioner Sary asked with all those conditions for architecture how does staff keep up with them all. Mr. Reidy replied it's a thorough review at the time of the building permits.

Commissioner Wright asked about the Planning Board requesting the removal of a tree buffer area. Mr. Reidy replied a specific area is being removed as part of the open space.

Mayor Jones asked where the removal of seating benches or trellis swings was located. Mr. Reidy replied in the two larger areas. He stated that the Planning Board felt those two options didn't give an active component.

1.3. Presentation of LEGISLATIVE CASE RZ-22-06, Harris Road Subdivision; rezoning filed by Church Street Company to rezone 68.28± acres located at 0 Harris Road, being Wake County Tax PIN 1841392412, from Rural Holding District (RD) to Highway Business Conditional District (HB CD), Neighborhood Business Conditional District (NB CD), and General Residential 10 Conditional District (GR10 CD).

Assistant Planning Director Jennifer Currin provided a presentation on Case RZ-22-06: Harris Road Subdivision located at the southeast corner of US-1 and Harris Road and north of Joyner Park.

Ms. Currin shared the adjacent land uses, zoning & zoning overlay map, existing conditions plan, overall subdivision plan, and landscape plan.

Ms. Currin shared the proposed conditions (see attached conditions).

Ms. Currin stated the Planning Board heard Case RZ-22-06 at their December 13, 2022 meeting as part of the Public Comment Session and was recommended denial by a vote of 6-0. The Planning Board found the request inconsistent with the Community Plan.

Ms. Currin stated staff recommends denial of the rezoning as proposed and finds it to be inconsistent with the Comprehensive Plan and not in the public interest for the following reasons:

1. The proposed zoning is inconsistent with the Community Plan.
2. The proposed zoning does not incorporate a mix of housing types that are not already provided in the Neighborhood Planning Area
3. With the majority of U-5307 funded, the Town needs to continue to anticipate and plan for US-1 to be converted to a limited access freeway. As part of those planning efforts, the Town needs to anticipate concerns that could arise from single family residential development being located directly adjacent to a service road and within ¼ mile to 1 mile of an interchange.
4. The Town's ability to recruit new and expanding industries and business could be reduced if the amount of land the Town has planned for nonresidential uses is diminished for residential purposes.

Commissioner Sary asked if there was any type of market study that shows the subject area could be developed. Ms. Currin stated the applicant may be able to answer that question.

Commissioner Sary stated one of his biggest concerns with the layout of the master plan is the connection to Joyner Park. Ms. Currin stated NCDOT has been asked to provide some type of safe crossing.

Commissioner Sary asked if the road connection to the Harris Teeter shopping center is being shown to implement what NCDOT has planned for the area. Ms. Currin replied, correct.

Commissioner Sliwinski asked in addition to the road being the entrance to the shopping center wouldn't that also be the main entrance to Richland Creek Elementary in addition to the tractor-trailers and fronted with townhomes. Ms. Currin replied, correct.

Applicant, Ben Williams with Priest Craven & Associates stated there has not been a formal market study to date. Mr. Williams stated their clients have commercial experience and don't find the commercial to be viable in this location.

2. Discussion of Monthly Financial Report

2.1. Monthly Financial Report

Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

4. Other Business

4.1. Consideration of an Ordinance Amending the Code of Ordinances Chapter 20 Offenses and Miscellaneous Provisions, Article I. - In General, Sec. 20-2. - Public consumption, possession, etc., of alcohol.

Downtown Development Manager Jennifer Herbert went before the Board of Commissioners for consideration of an ordinance amending Chapter 20. Article 1 in General Section 20-2. Public consumption, possession, etc. of alcohol for the creation of a Social District in downtown Wake Forest.

Ms. Herbert shared the proposed boundaries of the Wake Forest Social District, and the days and hours of the social district. Ms. Herbert explained all businesses located within the boundaries of the social district would be required to opt in or opt out of the social district and display an appropriate door cling. Ms. Herbert provided some detail on what the next steps would be if the Board were to approve a social district.

Commissioner Shackleford asked what the rationale is on the map located from E. Owen St. to Elm St. on S. White St. He said there are virtually no restaurants except for Sweeties Candy Shop. Ms. Herbert stated from a staff component if they're to have a social district it would make sense to encompass the Friday Night on White layout to help with consistency so there's no confusion.

Commissioner Sliwinski asked Ms. Herbert about the location of future businesses coming in and how she mentioned they had expressed an interest in becoming part of the social district. Ms. Herbert said she's thinking of the future food hall as well as the other end of S. White St. adjacent to the Loading Dock where Atlas Stark Holdings is

slated to redevelop. Ms. Herbert said when 353 S. White St. is redeveloped, they anticipate commercial, retail, and food and beverage in that location.

Commissioner Sliwinski said looking at it from an enforcement standpoint is there any reason why they wouldn't just look at S. White St. and E. Owen St. as a social district. He understands including Norse Brewery and Freddie's Bottle Shop. Ms. Herbert said that could be explored.

Commissioner Wright said he would like to see Norse Brewery included in the social district. He said including Freddie's Bottle Shop would make sense if Norse were included.

Commissioner Sary expressed concern about a social district affecting the family-friendly atmosphere of downtown. He thinks the area proposed is too large and the hours too long. He thinks if they do have a social district, they should start small and evaluate it.

Mayor Jones remarked she doesn't think a social district is needed in the Town of Wake Forest.

ACTION:

Mover: Commissioner Adam Wright made a motion to approve an Ordinance Amending the Code of Ordinances Chapter 20 Offenses and Miscellaneous Provisions, Article I. - In General, Sec. 20-2. - Public consumption, possession, etc., of alcohol. as presented.

Seconder: Commissioner Keith Shackelford.

Vote: Motion denied 2-3.

Yay

Adam Wright
Keith Shackelford

Nay

Jim Dyer
Nick Sliwinski
Chad Sary

Commissioner Sary said they can revisit the social district at a later date. Town Manager Kip Padgett provided clarification on a "later date" stating it would be hard to meet the April 2023 deadline.

4.2. North Carolina League of Municipalities Municipal Advocacy Goals.

Mayor Jones stated the Board will need to designate a voting delegate who will receive information on how to vote online for ten of the sixteen goals proposed by the North Carolina League of Municipalities Board of Directors.

Mayor Jones stated the North Carolina League of Municipalities will work on achieving those goals with the legislators.

Commissioner Sary asked if the Board can have some time to review the goals before making a decision.

ACTION:

Mover: Commissioner Chad Sary made a motion to reappoint Mayor Jones for the position to vote on the legislative goal statements for the North Carolina League of Municipalities.

Seconder: Commissioner Jim Dyer.

Vote: Motion approved 5-0.

The Board will provide Mayor Jones with their feedback individually on what goals to eliminate within the next couple of days. Mayor Jones will compile the Board's feedback and report back to the Board at their next meeting.

5. Commissioner Reports

There were no reports from Mayor Jones and Commissioners Sary, Shackleford, Sliwinski, Wright, and Dyer.

Town Manager Padgett stated the Capital Improvement Plan (CIP) notebooks were handed out at the beginning of tonight's meeting. Staff will be at the February 7, 2023 Board of Commissioners Work Session to discuss the CIP. Reach out to Aileen Staples or Benjamin Blevins if you have any questions prior to the February 7, 2023 Board of Commissioners Work Session. The Mayor and Board of Commissioner's Annual Retreat is scheduled on Friday, January 20, 2023 at 9:00 a.m. at the Wake Forest Renaissance Centre.

Town Manager Padgett asked Strategic Performance Manager Lisa Hayes to talk about an amendment to the purchase agreement for SunTrust properties.

Strategic Performance Manager Lisa Hayes stated in December 2021 the Board authorized Town Manager Padgett to enter into a purchase agreement with Cawthorne, Moss & Panciera for a portion of their back property located at 333 S. White St. Ms. Hayes said they entered into the sales agreement at \$635,000 for approximately 0.355 acres. Ms. Hayes stated there was no survey at that time. Ms. Hayes said during the due diligence for the project they got the survey completed and the property came in at 0.37 acres so there's an additional \$26,000 requested by the property owner which takes the price to \$661,000. Ms. Hayes is asking for an amendment to permit the town manager to enter into an amended contract for the additional \$26,000.

ACTION:

Mover: Commissioner Chad Sary made a motion to approve Town Manager Kip Padgett to enter into an amended contract for the additional \$26,000.00.

Seconder: Commissioner Keith Shackelford.

Vote: Motion approved 5-0.

Town Manager Padgett shared that Commissioner Wright and the Town's Advisory Board have had discussions about traffic lights and where they go from here with the existing system. Before Christmas in 2022, Joe Guckavan and Adam Oates sent out a memo to talk about where things stand.

Engineering Director Joe Guckavan stated NCDOT is looking at spending \$3.4 million in a contract to upgrade the controls of the 43 signals they operate and maintain in the town. Mr. Guckavan said he and staff looked at opportunities and options and believe it's best for the town right now to continue to allow NCDOT to operate and maintain those traffic signals. Mr. Guckavan said as technology improves it allows significant efficiency for reducing traffic congestion or improving traffic management on the roads. He said they'd certainly address the Board at that point and make a recommendation to do any upgrades at that time.

Commissioner Wright said there are many avenues they can go down to make this cost-effective such as grants and funding. He plans on pursuing this and will report back to the Board.

Commissioner Sliwinski asked what the \$3.4 million would cover. Chief Information Officer Adam Oates stated it would connect each of the town's traffic lights back to a central location. They would also upgrade each light, so they can control the schedules from a central location. Cameras would be installed at each intersection to monitor traffic, so they are able to make scheduling changes on the spot.

Town Manager Padgett stated it would also allow automatic switches during peak hours to keep lights greener longer. He said it would also allow for the installment of an opticom system for fire vehicles to get through a traffic light quicker during a rescue effort.

Joe Guckavan provided an update on the installment of a traffic light at Song Sparrow Dr. and Forestville Rd. He said there have been some challenges trying to get this project to move forward. He said it's been pushed back due to various reasons through NCDOT. Mr. Guckavan said as soon as he receives additional information he'll provide the Board with an update.

6. Adjournment

The Board of Commissioners adjourned the meeting at 7:44 p.m.

Duly approved in open session this 21st day of February 2023.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 17, 2023**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Mayor Jones led everyone in the Pledge of Allegiance.

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

Commissioner Members Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Clerk Theresa Savary
Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy
Senior Planner Kari Grace
Planner II Emma Linn
Chief Financial Officer Aileen Staples

Chief Financial Officer Aileen Staples
Assistant Finance Director Samantha Sanchez
Senior Budget Analyst Benjamin Blevins
Parks, Recreation & Cultural Resources
Director Ruben Wall
Police Captain Brian Mote
Police Captain Brandon High
Police Captain Julius Jefferson
Police Lt. Jason Graham

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

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

Seconded: Commissioner Sary.
Vote: Motion carried 5-0.

2. Approval of Minutes

- 2.A. Approval of Minutes:
- December 6, 2022 Work Session
 - December 20, 2022 Regular Meeting

ACTION:

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

Seconded: Commissioner Wright.

Vote: Motion carried 5-0.

3. Presentations

- 3.A. Proclamation Recognizing the Month of February as Children's Dental Health Month.

Mayor Jones recognized the month of February as Children's Dental Health Month stating it's very important that children have good dental health:

**PROCLAMATION
RECOGNIZING FEBRUARY 2023 AS
CHILDREN'S DENTAL HEALTH MONTH**

*WHEREAS, the future is, to a large measure, dependent on the good health of our families;
WHEREAS, good health can be achieved in part through good dental habits learned early and reinforced throughout life;*

BE IT RESOLVED, that I Mayor Vivian Jones of Wake Forest, North Carolina recognize February 2023 as Children's Dental Health Month in Wake Forest and urge all residents and community organizations join in this observance.

- 3.B. Resolution Recognizing Lt. Jason Christopher Graham on his Retirement.

Mayor Jones presented a Resolution of Appreciation for the Services of Captain Brian Lamar Mote.

RESOLUTION 2023-02
RESOLUTION OF APPRECIATION
FOR THE SERVICES OF
Brian Lamar Mote

WHEREAS, Brian Lamar Mote was hired as a Police Officer I in August of 1994 and has served as a sworn member of the Wake Forest Police Department for over 28 years with a retirement date of February 1, 2023; and

WHEREAS, Mote achieved Master Officer in January of 1998; and

WHEREAS, Mote was promoted to Police Sergeant in August of 1998; and

WHEREAS, Mote was promoted to Police Lieutenant in August of 2003; and

WHEREAS, Mote was promoted to Police Captain in January of 2019; and

WHEREAS, Mote served in a variety of specialized positions including Field Training Officer, Accreditation Manager, two terms as President of the North Carolina Internal Affairs Investigators Association; and is a graduate of the 252nd Session of the FBI National Academy; and

WHEREAS, Mote 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 Brian Lamar Mote 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 as a Police Captain.

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 Brian Lamar Mote.

3.C. Resolution Recognizing Lt. Jason Christopher Graham on his Retirement.

Mayor Jones presented a Resolution of Appreciation for the Services of Captain Brian Lamar Mote.

RESOLUTION 2023-03
RESOLUTION OF APPRECIATION FOR
THE SERVICES OF
Jason Christopher Graham

WHEREAS, Jason Christopher Graham was hired as a Police Officer I in April of 2005 and has served as a sworn member of the Wake Forest Police Department for over 17 years with a retirement date of February 1, 2023; and

WHEREAS, Graham was promoted to Police Sergeant in February of 2007; and

*WHEREAS, Graham was promoted to Police Lieutenant in June of 2009; and
WHEREAS, Graham received many hours of training and served in a variety of specialized positions within the Wake Forest Police Department including Field Training Officer, Specialized and General Instructor, Department Training Coordinator, Traffic Enforcement Unit, member of the Tactical Service Unit, and is a graduate of the 273rd Session of the FBI National Academy; and*

WHEREAS, Graham 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 Jason Christopher Graham 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 as a Police Lieutenant.

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 Jason Christopher Graham.

4. Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the five (5) year Capital Improvements Plan (CIP) for FY 2023-2028.

Mayor Jones asked if anyone wished to speak. No one came forward to speak. Mayor Jones closed the public hearing.

4.B. Public Hearing on LEGISLATIVE CASE RZ-21-12 Averette Woods Subdivision; rezoning filed by Gail Moody and PNB Homes LLC to rezone 30.97± acres located at 2228, 2300, 2312 Averette Road; 0, 1900, 1905, 1908, 1909 Capricorn Drive; and 1909 Moody Drive, being Wake County Tax PINs 1861-02-0421, 1851-93-9056, 1861-02-6148, 1861-02-2044, 1861-02-6046, 1861-01-4639, 1861-01-0635, 1861-01-4836, 1861-01-0709, & 1851-91-9904, from Wake County R-30 to General Residential 5 Conditional District (GR5 CD).

Mayor Jones stated a public comment session was held at the December 13, 2022, Planning Board meeting in which the Planning Board voted 6-0 to find the request consistent with the Community Plan and recommended approval of the zoning map amendment request with the proposed conditions and consideration of incorporating memorialization of the Moody Family.

The following citizen provided public comments:

- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC, spoke in support of the development.

Reid Hollander with Nelson Mullins Law Firm, 301 Hillsborough St., Raleigh, NC. Mr. Hollander stated they've been working closely with Planning Staff for a year on this project and believe the request is reasonable and, in the public's interest. He stated it's a 66-lot master plan with significant open space as part of the plan. Mr. Hollander stated 13.5 acres will be preserved as open space. Mr. Hollander stated they've included a number of conditions recommended by the Planning Staff.

Mayor Jones asked if anyone else wished to speak on this item. No one spoke. Mayor Jones closed the public hearing.

4.C. Public Hearing on LEGISLATIVE CASE RZ-22-05; Reserve at Dunn Creek; Consideration of a rezoning filed by Abode Communities, LLC to rezone 67.42± acres located at 0 Friendship Chapel Road and 0 NC 98 Bypass, being Wake County Tax PINs 1840660542, 1840761824, 1840657710, and 1840676254 from Residential Mixed-Use, Conditional Use (RMX CU), Residential Mixed-Use (RMX), General Residential 3, Conditional Use (GR3 CU), Highway Business, Conditional Use (HBCU), Traditional Neighborhood Development Overlay (TND), and Special Highway 2 Overlay (SH2-O) to Residential Mixed-Use Conditional District (RMX-CD), Urban Residential Conditional District (UR-CD), Open Space Conditional District (OS-CD) and Special Highway 2 Overlay (SH2-O).

The following citizens provided public comments:

- Richard Swatt, 1029 Prairie Aster Ct., Wake Forest, NC, spoke in support of the development.
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC, spoke in support of the development.

Mayor Jones addressed a written letter submitted by Bob Hill regarding Case RZ-22-05; Reserve at Dunn Creek (attached letter submitted by Bob Hill).

Senior Planner Patrick Reidy stated Lots 25 through 27 are fronting the open space and staff are requesting they be removed from the open space piece because they block the visibility and don't make a desirable configuration.

Michael Birch with Longleaf Law Partners spoke on behalf of the applicant. Mr. Birch spoke about the current zoning and the New Community Plan and the Future Land Use Map.

John Myers with JPM South Development spoke about the challenges of the property, environmental constraints, and the limited access down Highway 98.

Mayor Jones asked if anyone else wished to speak on this item. No one spoke. Mayor Jones closed the public hearing.

4.D. Public Hearing on LEGISLATIVE CASE RZ-22-06, Harris Road Subdivision; rezoning filed by Church Street Company to rezone 68.28± acres located at 0 Harris Road, being Wake County Tax PIN 1841392412, from Rural Holding District (RD) to Highway Business Conditional District (HB CD), Neighborhood Business Conditional District (NB CD), and General Residential 10 Conditional District (GR10 CD).

Mayor Jones explained the applicant had submitted a request to defer the public hearing until March and the discussion to March 21, 2023. The request for deferral is to address comments made by the Planning Board and the Board of Commissioners.

Mayor Jones asked the Board if there are any objections to deferring the public hearing and discussion to March 21, 2023. No objections from the Board were heard.

Mayor Jones stated since the public hearing was advertised, anyone wishing to speak now may do so or they can wait until the March 21, 2023, public hearing to speak.

The following citizens provided public comments:

- Angela DiPaolo, 929 Barnford Mill Rd., Wake Forest, NC, stated she represents a petition at change.org signed by 3000 people opposing the conventional development of the property.
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC, spoke in opposition to the development.
- Ms. Huntley, 729 Wallridge Dr., Wake Forest, NC, spoke in opposition to the development.

Mayor Jones asked if anyone else wished to speak on this item. No one spoke. Mayor Jones stated Case RZ-22-06: Harris Road Subdivision will be continued at the March 21, 2023, Board of Commissioners meeting.

4.E. Public Hearing on and Consideration of a petition requesting non-contiguous annexation submitted by PNB Homes, LLC and Gail B Moody for properties located on Averette Road, being Wake County Tax PINs 1851-93-9056, 1861-02-0421, 1861-02-6148, 1851-91-9904, 1861-02-2044, 1861-02-6046, 1861-01-0709, 1861-01-4836, 1861-01-0635, and 1861-01-4639.

Reid Hollander with Nelson Mullins Law Firm, 301 Hillsborough St., Raleigh, NC. stated the property is already in the plan to become part of the Town of Wake Forest and is within the town's long-range urban service area. Mr. Hollander mentioned property owner, Ms. Moody was in attendance in support of the project.

Planner II Emma Linn stated the legal description attached to the agenda packet was inadvertently not updated. Ms. Linn stated after tonight's meeting the legal description would be appropriately replaced so that it reflects the annexation accordingly.

Mayor Jones asked if anyone else wished to speak on this item. No one spoke. Mayor Jones closed the public.

ACTION:

Mover: Commissioner Wright moved to approve a petition requesting non-contiguous annexation submitted by PNB Homes, LLC and Gail B Moody for properties located on Averette Road as presented.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

4.F. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff, and other speakers.

The following citizens provided public comments:

- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC, provided comment on the voting of Planning Board candidates in the fall of 2022.
- Joe John, 5604 Chimney Swift Dr. Wake Forest, NC spoke about amending applicable statutes to allow alcohol sales at the Wake Forest Fungo baseball games located at Flaherty Park. Mr. John provided copies of the Town of Holly Springs, NC statutes regarding the consumption and sale of alcohol to the Town Clerk. Mayor Jones stated they'll refer to the appropriate staff to bring it back to the Board at their next meeting to discuss.

5. Consent Agenda

5.A. Approval of resolution authorizing installment purchase agreement (FY 23 Police Vehicles).

5.B. Approval of Appointment to Citizen Advisory Board.

5.C. Approval of a Resolution to surplus the badge and service weapon carried by Captain Brian Lamar Mote.

5.D. Approval of a Resolution to surplus the badge and service weapon carried by Lt. Jason Christopher Graham.

5.E. Consideration of Approval of On-Call Engineering Services Contracts.

ACTION:

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

Seconder: Commissioner Wright.

Vote: Motion carried 5-0.

6. Legislative Items

No Legislative Items presented.

7. Planning Items

7.A. Consideration of LEGISLATIVE CASE RZ-21-12 Averette Woods Subdivision; rezoning filed by Gail Moody and PNB Homes LLC to rezone 30.97± acres located at 0, 2228, 2300, 2312 Averette Road; 0, 1900, 1905, 1908, 1909 Capricorn Drive; and 1909 Moody Drive, being Wake County Tax PINs 1861-02-0421, 1851-93-9056, 1861-02-6148, 1861-02-2044, 1861-02-6046, 1861-01-4639, 1861-01-0635, 1861-01-4836, 1861-01-0709, & 1851-91-9904, from Wake County Residential-30 (WC R-30) to General Residential 5 Conditional District (GR5 CD).

Commissioner Wright does not like the destruction of the pond and asked if there was any way to preserve it. Reid Hollander said the road must be widened as part of the plan and in order to widen the road the pond needs to be breached. Mr. Hollander stated once the pond is breached the Federal Wetlands Regulations require that it lay undisturbed for at least a year to see if wetlands develop.

Sean Hines with Timmons Group stated the pond needs to be drained to do the work. Mr. Hines said once the pond is drained it must sit for nine months to a year and they can decide at that point what they can do with the pond.

ACTION:

Mover: Commissioner Sary moved to approve Case RZ-21-12; Averette Woods Subdivision with the conditions and consistency statement with the comprehensive plan (see attached conditions).

Seconder: Commissioner Dyer.

Vote: Motion carried 3-2.

Yay

Chad Sary

Jim Dyer

Keith Shackelford

Nay

Nick Sliwinski

Adam Wright

7.B. Consideration of LEGISLATIVE CASE RZ-22-05; Reserve at Dunn Creek; Consideration of a rezoning filed by Abode Communities, LLC to rezone 67.42± acres located at 0 Friendship Chapel Road and 0 NC 98 Bypass, being Wake County Tax PINs 1840660542, 1840761824, 1840657710, and 1840676254 from Residential Mixed-Use, Conditional Use (RMX CU), Residential Mixed-Use (RMX), General Residential 3,

Conditional Use (GR3 CU), Highway Business, Conditional Use (HBCU), Traditional Neighborhood Development Overlay (TND), and Special Highway 2 Overlay (SH2-O) to Residential Mixed-Use Conditional District (RMX-CD), Urban Residential Conditional District (UR-CD), Open Space Conditional District (OS-CD) and Special Highway 2 Overlay (SH2-O).

Commissioner Sary said the connection of Friendship Chapel Rd. is important and will give another avenue to Highway 98 and Calvin Jones Hwy. He asked if the zoning condition would be part of the site and if the timing would be financially guaranteed by the developer. Senior Planner Patrick Reidy stated it would be a rezoning condition and they don't have a bond being put up beforehand. He said they do have the development agreement that covers the cost of what Holding Village has already contributed plus the shared cost between the town and this property. Mr. Reidy stated it could be part of the development agreement that Engineering Staff will bring to the Board at a later date.

Commissioner Sliwinski asked how much of an impact will the traffic generated from the development cause on the streets that connect to Highway 98. Mr. Reidy stated there aren't too many driveways on either side of Friendship Chapel Rd. and there are a few that are rear loaded that would have direct access to Franklin St. and Heritage Lake Rd. Rynal Stephenson with Ramey Kemp and Associates stated they'll need an improvement there to add a turn lane at the intersection of Friendship Chapel Rd. and Heritage Lake Dr. and will be looking at signal improvements with NCDOT.

Commissioner Sary asked if the owner were to come in with a plan under this zoning and met the zoning requirements, would they have to come before the Board. Mr. Reidy replied, no. Commissioner Sary remarked that going through this process we're getting some things that are going to help the area that we may not get otherwise.

ACTION:

Mover: Commissioner Sary moved to approve Case RZ-22-05: Reserve at Dunn Creek as presented with the consistency statement and conditions (see attached conditions).

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

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 Public Service Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. CIP Project Tracker

Received.

12.C. Strategic Plan

Received.

12.D. Wake County Tax Release

Received.

12.E. Commissioner Reports

Commissioner Dyer attended the Historical Preservation Commission meeting.

Commissioner Wright attended State Senator Mary Bode's inauguration with Commissioner Sliwinski.

Commissioner Sliwinski had no report.

Commissioner Shackleford attended the Wake Forest Downtown Business meeting.

Commissioner Sary had no report.

Mayor Jones congratulated the Finance Department for getting the Citizens Financial Report out, Mayor Jones attended the Women's Networking Group at the Chamber of Commerce, visited with a Girl Scout Group, Town Manager Padgett and Mayor Jones met with the Government Relations Committee of the Homebuilders Association and shared what was going on in Wake Forest.

Town Manager Padgett shared that the town has the opportunity of a partnership with the North Carolina Football Club. He asked Parks Recreation & Cultural Resources Director Ruben Wall to come up to speak about the opportunity for a partnership.

Parks, Recreation & Cultural Resources Director Ruben Wall said back in 2001, Riverplace III, LLC donated land off Capital Blvd. Ruben stated the land is about 40+ acres and is located in a floodplain. The North Carolina Football Club reached out to Ruben about possibly building a new athletic complex. Ruben believes there's an opportunity to do that on the land and would like to partner with the North Carolina Football Club and lease the space to them to build the facilities. Ruben said staff reached out to the donors of the property and let them know what they'd like to do. Staff has received an affidavit from the donors stating they accept the town repurposing the land. Ruben said it's something they are looking into to offer more athletic fields in Wake Forest.

Mayor Jones reminded the Board of the upcoming Mayor and Board of Commissioners Retreat on Friday, January 20, 2023, at 9:00 a.m. at the Wake Forest Renaissance Centre.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 7:04 p.m.

Wake Forest Board of Commissioners
Tuesday, January 17, 2023
Page 13 of 13

Duly approved in open session this 21st day of February 2023.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk

DRAFT



Mayor and Board of Commissioners 2023 Annual Retreat Meeting Minutes
Wake Forest Renaissance Centre
405 S. Brooks Street, Wake Forest, NC 27587
Friday, January 20, 2023, at 9:00 a.m.

The Wake Forest Board of Commissioners met on **Friday, January 20, 2023 at 9:00 a.m.** at the Wake Forest Renaissance Centre, 405 Brooks St., Wake Forest, NC 27587.

Elected Officials present: Mayor Vivian Jones, Commissioners Jim Dyer, Chad Sary, Keith Shackelford, Nick Sliwinski, and Adam Wright.

Town Staff present: Town Manager Kip Padgett, Assistant Town Manager Candace Davis, Assistant Town Manager Allison Snyder, Town Attorney Hassan Kingsberry, Chief Financial Officer Aileen Staples, Town Clerk Theresa Savary, Deputy Town Clerk Ella Dowtin, Parks, Recreation & Cultural Resources Director Ruben Wall, Renaissance Centre Manager Debbie Dunn, Strategic Performance Manager Lisa Hayes, Communications & Public Affairs Director Bill Crabtree, Chief Information Officer Adam Oates, Engineering Director Joe Guckavan, Police Chief Jeff Leonard, Planning Director Courtney Tanner, Assistant Planning Director Jennifer Currin, Public Works Director Tim Bailey, Electric Utility Director Chris Terrell, Assistant Engineering Director Monica Sarna, CIP Manager Steven Meyer, Assistant Finance Director Samantha Sanchez, Intern Julian Prosser.

Mayor Jones called the meeting to order at 9:00 a.m.

I) Welcome and Overview

Mayor Jones opened the meeting at 9:00 a.m. and thanked everyone for attending. She reported the Town has good financial management and hopes they can adopt a mantra of “Do More - Process Less” this year. Mayor Jones said they hear a lot about diversity, inclusion, and equity and she’s glad they’re being discussed. She said we’re becoming more diverse in many ways and need to recognize the diversity and ensure everyone is included. Mayor Jones remarked diversity and inclusion are two different things, and inclusion and equity are two different things. So let’s work hard to recognize and celebrate our diversity.

Mayor Jones spoke about competency and trust and how it’s important to staff and elected officials. She asked that the Board assess their work in the upcoming year. She would like to receive feedback from the Board on what suits each Board member the best in helping the community with their talent and knowledge.

Town Manager Kip Padgett introduced Intern, Julian Prosser. Mr. Padgett spoke briefly about the Mayor and Board of Commissioner’s Annual Retreat agenda.

Town Manager Padgett mentioned that Matt Schull and Elizabeth Kadick with Electricities are in attendance to talk about Electricities and the state of public power in North Carolina. Aileen Staples and Chris Terrell will talk specifically about Wake Forest Power.

Town Manager Padgett said staff will need direction from the Board of Commissioners on the following two items:

- The establishment and process for a stormwater fee, and
- A policy concerning frequent smaller rate increases or larger infrequent rate increases

II) Stormwater Utility Exploration Update

Assistant Engineering Director Monica Sarna provided an update on the following topics:

1. Stormwater Introduction

- Definitions (Environmental Features, Erosion & Sediment Control Measures, Stormwater Management, Storm Sewer Systems, Impervious Surface, and Stormwater Control Measures (SCMs)).

2. Stormwater Projects & Green Infrastructure

- Smith Creek Watershed Study-Ailey Young Park (began 2012, finalized 2015, 12 projects identified, one project completed, and two awarded grants funded over 50% of the project).
- Keeping Pace (Growth-population increase 2000-2021 – 259%, Engineering Staff – Two new positions, Public Works Staff – three new positions. Infrastructure-140 miles of roadway, 30 miles of storm sewer identified, 254 outfalls, 222 SCMs in the town, 30 town-owned SCMs).
- Opportunities Found (GIS Mapping, IDDE Response, Public Education, and SCM Ownership).
- Stormwater Needs (CIP Projects, ARPA Projects, Stormwater Maintenance, and Permit Obligations).
- Stormwater Maintenance (pipes/outfalls/ditches, level spreaders, public drainage easements (PDE), Stormwater Control Measures (SCMs)).

Ms. Sarna spoke about going above and beyond permit compliance. She asked if this was a direction the town would like to go:

- Green Infrastructure (City of Raleigh recently published standards, town has no mechanism to require green infrastructure, how can we adapt to be a leader).
- Outfall Maintenance
- Green Outfalls (adding aquatic plants to help stabilize outfalls, reduce standing water, lower maintenance needs, and increase water quality).
- Pollinator Projects Retrofit SCMs (The Neuse River Hawks added pollinator plants to the SCMs in the PortoFino neighborhood as a pilot project).

3. Stormwater Utility Budget & Timeline

Ms. Sarna stated the Town hired Freese & Nichols to do a stormwater infrastructure assessment to look at the health of the stormwater infrastructure. They will also help develop a proposed stormwater utility fee program.

Ms. Sarna stated a stormwater survey was put out for the residents of Wake Forest to gauge if they were satisfied with the level of service the Town is providing when it comes to stormwater.

Ms. Sarna stated another part of their study done by Freese & Nichols was a criticality assessment. She said they looked at their GIS data and ranked their infrastructure on criticality based on age, material, location, risk of failure, slope, and depth to help prioritize stormwater maintenance.

Ms. Sarna stated a flood study was done by Freese & Nichols on the following aspects:

- Richland Creek Erosion Survey
- 2D model flood study that show potential overtopping roads (more detailed look than FEMA floodplains)
- 16 scoped projects

Ms. Sarna provided a stormwater utility fee progress overview:

- Step 1: Stormwater Infrastructure Assessment (criticality assessment, stormwater survey, flood study)
- Step 2: Internal Town Meetings (logistics, timing, budget, value-full department support)
- Step 3: Stormwater Committee & Program Development (evaluate committee & program development)
- Step 4: Implementation (incorporate into budget approval, launch public education campaign, begin collection fee)

Ms. Sarna stated staff are currently between steps 2 and 3.

Ms. Sarna discussed what the Stormwater Utility Fee (SUF) would look like:

- It would be residential versus commercial (businesses will pay a different rate than homeowners)
- It is estimated to cost approximately \$100/year (average cost per typical residential home per year)
- Impervious surface (the fee would be calculated based on existing impervious surface per parcel)

Ms. Sarna pointed out that 70% of MS4 permit holders in North Carolina have stormwater utility fees (SUF) to help meet their permit obligations. The following Towns in Wake County have SUF:

Morrisville, Apex, Holly Springs, Raleigh, and Wendell. Ms. Sarna said Fuquay Varina is on a similar timeline as Wake Forest.

Ms. Sarna discussed what needs to be included in the budget to meet the stormwater needs: new staff, additional equipment, and materials to support efforts, with dedicated funding annual projects will be completed.

Ms. Sarna discussed factors that would influence the fee:

- Cost of Service (existing needs versus new services)
- Billing Mechanism (City of Raleigh utility bill, tax bill, stand-alone)
- Tiered Structure (breakdown of fee structure based on average impervious surface)

Engineering Director Joe Guckavan stated today's presentation was just a glimpse of what's state mandated as well as being good for the environment. Mr. Guckavan said they've been successful so far and staff had done a great job of meeting the requirements of the state. He said that's why we're one of the few that received the notice of compliance for the MS4 program. Mr. Guckavan said as the state ramps up with the program more will be imposed on the Town, and they want to be ready to answer that call. He stated every municipality in the state is challenged with this.

Commissioner Wright asked if the developers would pay some of the fees. Ms. Sarna replied that the development does pay fees associated with the local sediment and erosion control program.

Commissioner Sary asked if this goes through does it become part of the tax bill. Ms. Sarna said there are two options: it could become part of your utility bill with the City of Raleigh, or it could be part of the tax bill. Commissioner Sary asked if it would affect the current fees that are charged in the development community. Ms. Sarna replied that would be a separate charge. Commissioner Sary asked if the revenue generated from this would be purely an enterprise fund. Ms. Sarna replied, correct. Town Manager Padgett said during this coming budget year they're going to set up a stormwater utility fund. Commissioner Sary asked if the usage of it is to be equitable to the whole community, how is that allocated and is it a high priority. Ms. Sarna replied, unfortunately right now they are reactionary in how they're dealing with stormwater. She said this would allow them to change that and be more proactive and thoughtful in how they approach their stormwater.

Commissioner Sary expressed concern about there being only ninety-eight responses received on the 2022 Stormwater Service Survey. He doesn't think that's representative of everybody in the community.

Commissioner Sary expressed concern about the effect it would have on businesses. Ms. Sarna stated businesses will also be evaluated on the amount of impervious surface. She said when they're

developing the fee structure it's something they'll keep in mind and make sure they believe they're providing a fair rate. Ms. Sarna stated they want to develop it in a way it meets the Town's characteristics and needs. The stormwater committee will be business owners, developers, residents, and Town staff who will help provide their input and try to make sure they're creating a fair system.

Commissioner Sary asked what the involvement has been within the development community as far as the stormwater utility fee. Ms. Sarna responded they have not brought them in at this point.

Commissioner Sliwinski asked what they can do upfront to combat fees from going up annually. Ms. Sarna replied they can tailor it to what the Town needs. The research and planning they've done are trying to get them to that point of understanding what their needs are. Ms. Sarna believes they're at a point where they can accurately define a budget for the next five years.

Commissioner Sliwinski asked how the fee is calculated for the developers. Ms. Sarna replied the developers won't be paying a stormwater utility fee. She said they're installing all the infrastructure and stormwater control measures. Ms. Sarna said the developers will pay inspection fees, and there are probably other fees included that she is not aware of.

Commissioner Sliwinski asked if there's a larger impact as the density gets higher. Ms. Sarna said the density will directly influence the size of the stormwater control measure. The Town and state define high density versus low density.

Commissioner Sliwinski asked since the Town has no real mechanism to require green infrastructure can they actively encourage it. Ms. Sarna replied she's seeing more folks say they can't make them do that. Ms. Sarna said staff has talked about an update in the Unified Development Ordinance (UDO) to incorporate standards and incentives for adding a green infrastructure. Currently, the Town doesn't have language in the UDO to point to but they're hoping to change that.

Commissioner Wright asked if the cost for the stormwater utility fee will be approximately \$100 a year per household. Ms. Sarna replied, yes.

Mayor Jones commented that she was interested in the stormwater committee and likes the idea of business owners and residents participating and being involved. She believes it'll make it much more successful than if the Town did it themselves.

Mayor Jones said the green infrastructure and green outfall can be handled by incorporating the standards and regulations into the UDO. Ms. Sarna replied incorporating regulations into the UDO could be programs they develop with additional funding. Ms. Sarna explained this would require training, materials, and education due to a shift in practices. Mayor Jones asked how many additional

staff members are needed for a stormwater program. Ms. Sarna replied she does not have a final number. She did say they'd need somebody to come in and help with the program in putting together the proposed project and running and managing them. She said through the audit in 2021, they're seeing the need for additional staff but don't want to associate the need for additional staff with the stormwater utility fee.

Commissioner Sary asked what happens next. Ms. Sarna replied that the next step is forming a committee, working through scenarios, and establishing goals in 2023.

The consensus of the Board was to move forward with the next steps. Mayor Jones asked that staff keep the Board up to date through the process.

III) Break at 10:28 a.m. to 10:40 a.m.

IV) Wake Forest Power

a. Electricities Presentation

Kip Padgett introduced Matt Schull and Elizabeth Kadick with Electricities who will provide an overview of public power, Electricities, North Carolina Eastern Municipal Power Agency (NCEMPA), and issues impacting public power and the energy industry.

Matt Schull shared there are 73 municipalities across the state that own and operate an electric distribution system for the benefit of the communities. Public power illuminates the homes and workplaces of nearly 1.3 million people in North Carolina. He shared Electricities was incorporated in 1984.

Mr. Schull shared there are three types of electric utilities: public power (owned by citizens), rural electric cooperatives (owned by their members), and investor-owned utilities (looking to make earnings and focus on profitability).

Mr. Schull spoke about the advantages of public power being reliable, local control, low cost, ROI, and sustainable. He also provided information on Electricities Government Structure.

Below are some of Electricities services:

- Wholesale power supply administration
- Legislative and regulatory affairs
- Emergency assistance and mutual aid
- Economic development support
- Commercial and industrial services
- Residential energy services

- Learning and development services
- Electric distribution system operation
- Workforce assistance

Mr. Schull spoke about public power's strategic priorities: future-focused, strengthen public power, provide superior power, customer-centered innovation, and people.

Mr. Schull shared that 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.

Elizabeth Kadick spoke about the value of a public power statewide campaign which consisted of advertising, digital, radio, and broadcast. It also included things like sponsorship and toolkits for municipalities to tailor and make local to them such as public power week, and line workers appreciation days. She said they've made great strides but there's still work to do.

Mr. Schull spoke about the following federal grant opportunities through BIL:

- The Bipartisan Infrastructure Law (BIL) – or Infrastructure Investment and Jobs Act – provides \$1.2 trillion in funding.
- Electricities has partnered with Strategic Consulting to help members navigate the process.
- Visit www.electricities.com/grants-infrastructure for more including upcoming webinars and the latest RFIs.

Mr. Schull provided a brief overview of the North Carolina Eastern Municipal Power Agency (NCEMPA):

- Sustainable Energy
- The Power Agencies: NCEMPA
- NCEMPA Energy Resource Mix

Mr. Schull spoke about what's next for public power and the industry:

- Traditional Power Grid
- Transition to the Energy Grid
- Shifts in our Generation Portfolio
- Carbon Plan
- Supply Chain & Joint Purchasing
- Implications for Public Power

Mr. Schull said customers' needs are changing and they want low costs. He said business models are becoming much more complicated than in the past.

Commissioner Wright asked Mr. Schull if he could explain the difference between the energy resource mix and why it is different from shifts in the generation portfolio. Mr. Schull stated the source of the data is energy information administrations and are the national look, and the portfolio is Duke Energy Progress specific to North Carolina.

Mayor Jones asked when the smaller nuclear technology will be coming out. Mr. Schull said there are some pilot programs right now.

b. Local Funding & Infrastructure Presentation

Electric Utility Director Chris Terrell provided an overview of the infrastructure updates shown below:

- Customer Forecast (new customers by sector over the next two-years: 465 apartments, 1,112 townhomes, and 57 assisted living units)
- Wake Forest Power (WFP) Development Policy
 - o **Current Development Policy**
WFP will construct, own, operate and maintain overhead and/or underground distribution facilities to provide a basic distribution system. The developer requesting the basic distribution system will make a contribution, if any, to the town based on the construction cost minus the revenue credit from the development.
Revenue Credit is the amount equal to 1 year in the initial term times the estimated annual revenue, minus the estimated annual kilowatt-hours multiplied by 2.031 cents per kilowatt-hour.
 - o **Proposed Development Policy**
WFP will construct, own, operate and maintain overhead and/or underground distribution facilities to provide a basic distribution system at no cost to the town. The developer will cover construction costs including, the cost of materials, engineering and general expenses. This cost will be divided evenly between the number of lots/units in the development and will be collected with building permit fees.
- **Current Policy** Devon Square Developer would be charged \$263,340. **Proposed Policy** (285 lots = \$658,425 **Example Calculation** (Devon Square cost WFP \$685,425. The proposed policy we would charge each lot \$2,405 to regain all our infrastructure costs)
- A Tale of Two Rates (Peak demand **peak load** and **on-peak** are terms used in energy demand management describing a period in which electrical power is expected to be provided for a sustained period at a significantly higher than average supply level. Peak demand fluctuations may occur on daily, monthly, seasonal and yearly cycles. For WFP, peak demand is a single half-hour or hourly period which represents the highest point of customer consumption of electricity for the month.) KW demand during the monthly grid-wide peak hour (Peak – \$ 22/KW) Off-peak KW demand (Non-Peak - \$.03/KW)

- 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, Wake Forest Power is able to reduce wholesale power purchases and save money and resources for the Town. Load Management Switches, Voltage Reduction, Town Owned Generators.
- WFP Load Management Savings December 2021
- Equipment Price Comparisons
2019-2020
 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
2021-2023
 Primary Cable - \$19.42 per foot
 Secondary Cable - \$2.90 per foot
 Pipe - \$1.77 per foot
 167 KVA Transformers - \$25,567
 - o 579% Increase
 - o (Lead Times 140+ Weeks)
- Reasons for Equipment Cost Increases
 Supply Chain Issues
 Cost/Availability of raw material (Steel, Petroleum, etc.)
 Workforce shortage
 Busier than usual storm season (Not NC)

Financial Updates

Chief Financial Officer Aileen Staples provided an overview of the following financial updates:

- Wake Forest Power: Net change in position for past five fiscal years:

Includes Electric Fund and Electric Capital Reserve Fund

June 30, 2022	\$29,000
June 30, 2021	(\$55,000)
June 30, 2020	\$297,000
June 30, 2019	\$1,472,000
June 30, 2018	\$929,000

- Electric Fund: Revenues over (under) expenses:

Cash Basis:

June 30, 2022	(\$ 752,961)
June 30, 2021	(\$921,403)

June 30, 2020 (\$1,007,095)

June 30, 2019 \$1,164,280

June 30, 2018 \$708,495

- Solutions/Options (costs of service/rate study refresh, adjusted personnel cost allocations, rate increase – April 2023, and development costs – policy update)
- Electric Fund Cash Position

Unrestricted Cash / Expenses excluding depreciation:

Target – 16% or greater (2 months)

Town – 12.09%

One day in time – snapshot as of June 30, 2022

Why?

- o Change in unrestricted to restricted – deposits
 - o Increase in cost of doing business
 - Electric Cost of Service Study Timeline Re-Cap
Extensive COS and rate study: 2016 and 2020
Rate structure update – April 2021
Rate adjustment – September 2021
Delayed due to pandemic
Updating data from 2020 study
Next rate adjustment – April 2023
 - Rate Structure Proposed – April 2023
 - Average Impact – Residential Customer
 - Next Steps
Rate model/projections update
Philosophy discussion
 - o Smaller increases more often to avoid sticker shock
- April 2023 – rate adjustment
Update development fee – July 1, 2023

Ms. Staples stated staff will come back to the Board in February or March 2023 to provide an update on the proposed fee increase.

Ms. Staples mentioned staff will need direction from the Board of Commissioners on the rate adjustment that needs to happen in April of 2023.

Commissioner Wright asked if there was anything they could do to further reduce costs. Ms. Staples stated staff are having internal meetings to discuss ways to cut back.

Commissioner Wright asked if the Communications Department could actively push the programs regarding a rate reduction. Town Manager Padgett stated a lot of that is pushed out behind the

scenes, automatically. Ms. Staples stated they've partnered with the Communications Department in the past to put together a "Guide to Wake Forest Power" and this is probably an opportunity to update and refresh and get the message out to the citizens of Wake Forest.

Mayor Jones asked the Board if they'd like to have smaller increases more often versus larger increases further apart. The consensus of the Board was to have smaller increases more often.

V) Renaissance Centre

Renaissance Centre Director Debbie Dunn took this time to reflect on the past 10 years and to talk about the next 10 years of the Wake Forest Renaissance Centre:

- Past: Reflect on the history of the Centre
 - o In May of 2013 Town of Wake Forest invests in the arts (BOC approved the purchase of Tuxedo Junction and Rejoice Community School)
 - o November 14, 2013, Renaissance Centre opens
 - o November 2016, \$348,530 matching grant awarded by Wake County Commissioners
 - o Connection door to annex, movable wall in annex, leveled sidewalk, and listening devices
 - o 2017 Renovation Phase 1, raised ceiling, extended stage, upgraded sound system, theater lighting, and upstairs dressing rooms
 - o 2018 Renovation Phase 2
 - o June 2, 2018, Grand re-opening
- Present: What makes the Renaissance Centre great
 - o Wake Forest community and beyond has embraced the Centre
 - o Hosts 400 events each year. Performances, classes, camps, expos, citizen rentals, Town functions, meetings, and weddings
 - o Served 22,000 citizens in 2022.
 - o Rental of the Risers 2022, rental cost \$25,000 December 7 through 19, 2022, took eight installers ten hours

Ms. Dunn reached out to North Carolina Presenters Consortium colleagues for architect suggestions. She shared that the Town is very close to purchasing the land beside the Wake Forest Renaissance Centre.

- Possibilities: Imagine the possibilities and the future of the arts in our community
Shown below provided by Clearscapes:

- o Grand hall 10,000 square feet
- o Land Parcel 8,700 square feet (one level), 12,000 square feet (two levels)

Ms. Dunn shared the next steps: Step 1: Finalize land purchase, Step 2: Feasibility study, and Step 3: Reveal results.

Commissioner Dyer asked about the parking. Ms. Dunn replied staff has identified areas of parking on nights of shows. She said staff are looking forward to the new parking deck to help alleviate parking issues.

Commissioner Wright liked the idea and would like to get the feasibility study done and start getting this project on track.

Mayor Jones thinks the Renaissance Centre has been a benefit for the community. She said the Renaissance Centre staff has done a lot and she's looking forward to the expansion.

Commissioner Sary said it's been amazing to see the transformation of the area. He asked when the feasibility study is completed how would the external expansion line up with what they have. Ms. Dunn replied, it does take time to get people to come back but if they stay connected to the citizens through social media that will make a difference. Ms. Dunn thanked the Communication Team and Renaissance Team for staying connected to the citizens of Wake Forest.

VI) Lunch 12:19 p.m. – 1:05 p.m.

VII) Parks Recreation & Cultural Resources Updates

a. Skatepark, Fungo, Inclusive Playground, Lighting, Bathrooms

Parks, Recreation & Cultural Resources Director Ruben Wall provided a presentation on the following projects:

Holding Park Inclusive Playground

- Anticipated Opening Summer 2023
- Total Investment: ARPA \$955,000
- 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

Skate & Pump Park

- Applying for PARTF Grant: \$500,000
- The new Skate/Pump Park will 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.

Fungo Baseball Partnership

- Partnership will start the Summer 2023

- **Total Investment:** \$480,000 (cost to be split between partners)
- Upgrades to Flaherty Park Field #2
- ADA Accessible Ramp
- New Public Announcement Speaker System
- New Bleachers
- Enhanced Dugouts
- Enhanced Bullpens

Town of Wake Forest & Fungo Baseball Partnership FUNGO BASEBALL

The Wake Forest FUNGO collegiate summer wood bat team was founded in 2016 by FBI Baseball. FUNGO is a family-owned organization partnered with the North Carolina Amateur Baseball Club (NCABC). Joe and Julie John are Co-Owners of the team. FUNGO provides an environment for players to develop necessary skill sets, showcase their abilities, and tap into a network of college contacts. In the fall of 2022, the Town signed an agreement with FUNGO to establish an official partnership that enables both groups to support their missions while benefiting our community.

PARTNERSHIP & BENEFITS

- The town will provide field space for home games during the week and weekends
- Claim FUNGO as the Towns exclusive collegiate summer team
- Support the team via its public relations, social media, and other marketing resources
- FUNGO will establish an eight-week off-season Youth Development Training Program: (baseball & softball)
- FUNGO will host 30 home games
- FUNGO will maintain all operational and administrative responsibilities of the team and its supporting program.
- Split cost to upgrade/renovate Flaherty Park Field #2

Mr. Wall stated the Wake Forest FUNGO collegiate summer wood bat team was founded in 2016 by FBI Baseball. FUNGO is a family-owned organization partnered with the North Carolina Amateur Baseball Club (NCABC). Joe and Julie John are Co-Owners of the team. FUNGO provides an environment for players to develop necessary skill sets, showcase their abilities, and tap into a network of college contacts. In the fall of 2022, the Town signed an agreement with FUNGO to establish an official partnership that enables both groups to support their missions while benefiting our community.

Commissioner Dyer asked where the money from the sale of ballgame tickets go. Mr. Wall stated it goes back to FUNGO as part of the agreement.

Fungo Baseball Partnership (Flaherty Park Field #2 Upgrades)

Town Manager Padgett mentioned during public comment at last Tuesday night's Board of Commissioner's meeting, there was a request about alcohol sales during the baseball games. He asked the Board if that was something they wanted to discuss now or wait and bring it back to the Board of Commissioner's Work Session in February 2023. Mayor Jones said she's okay with allowing the sale of alcohol at Flaherty Park Field #2, within a specific area, during the FUNGO games. Town Manager Padgett asked if they want to allow it at just the Flaherty Park Field during the FUNGO games. Mayor Jones thinks that's reasonable. Commissioner Sliwinski asked who would enforce people staying within a specific area with alcohol. Town Manager Padgett stated FUNGO would have to assume that liability. Town Manager Padgett stated they'll bring it before the Board for discussion sometime in February 2023.

- Partnership will start the Summer 2023
- **Total Investment:** \$480,000 (cost to be split between partners)
- Upgrades to Flaherty Park Field #2
- ADA Accessible Ramp
- New Public Announcement Speaker System
- New Bleachers
- Enhanced Dugouts
- Enhanced Bullpens

Restroom Installation

Project Overview:

- Install permanent restroom in all parks that currently do not have facilities. We're 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

Locations:

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

Mr. Wall stated Ailey Young Park will also have a restroom installed as part of that project.

VIII) Bond & American Rescue Plan Act (ARPA) Project updates

a. Bonds Next 3 Years: Lighting, Bathrooms (covered in VII) Signals, Road Connections, Rogers Road Grade Separation, Greenways, Reservoir, Bus Shelters

Planning Director Courtney Tanner provided a presentation regarding the greenway bond referendum projects:

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: 2024/2025

Total Cost: \$5.3 million

Greenway Dunn Creek Phase 4

Project: Connects Flaherty Park to Dunn Creek Greenway constructed by private development

Length: 0.28 miles

Anticipated Construction Initiation: 2024/2025

Total Cost: \$1.4 million

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: 2026/2027

Total Cost: \$6.0 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: 2026/2027

Total Cost: \$3.2 million

Bus Shelter Installation

Project: Install up to nine bus shelters and ten benches

Anticipated Construction Initiation: 2024

Total Cost: \$350,000

Mayor Jones asked if the greenway would go all the way to the river. Planning Director Tanner replied yes, you'll be able to connect to the Raleigh greenway system.

Commissioner Wright asked if the shelters have lights. Ms. Tanner replied, no. She said, potentially, there are other opportunities they're looking at to expand the program.

Commissioner Wright asked if there was any way to speed up the timeline of the bus shelter installation. Ms. Tanner stated it's tied to the bond funding so that is the reason for the 2024 date.

b. ARPA: Stormwater projects and what has been completed to date.

Engineering CIP Manager Steven Meyer provided updates on the following Engineering Bond Referendum Projects: Traffic & Pedestrian Signals, Road Connections, General Transportation Improvements, Rogers Road Grade Separation, Sanford Creek Boardwalk Replacement.

Traffic & Pedestrian Signals

Project: Project includes new traffic signals and increased safety for pedestrians. Signal projects include Wait Avenue at Middlegame Way and Forestville Road at Coach Lantern.

Road Connections

Project: Connect roadway sections identified in the adopted Comprehensive Transportation Plan. South Allen (Middle Bridge Rd to Quail Ave) – 0.02 miles

- Song Sparrow Road (Trawden Dr to Redstart Ct)
- Pineview Drive (Woodland Dr to Dacus Pl)
- S. Wingate Street (W. Holding Ave to Kinvara Ct)

General Transportation Improvements

Project:

- Improve backlog of roads identified for immediate repair in 2020 Pavement Condition Survey Report
- Implement systematic roads program to keep up with roadway condition needs
- Provide and maintain safe quality roads
- Lower reactionary repair costs

Rogers Road Grade Separation

Project:

- Support & contribute to NCDOT P-5707
- Cooperation with NCDOT for high-speed rail system
- Increased Level of Service for traffic
- Construction of non-NCDOT improvements (Betterments)
- New Streetlighting
- Sidewalk
- Stone veneer on bridge

Sanford Creek Boardwalk Replacement

- Boardwalk Replacement
- Replacing timber to permatrak

ARPA PROJECTS

Mr. Meyers provided the following updates on the design timelines:

- Design 2022
- Design Completion July 2024
- Completion Requirement is December 31, 2023

Falconhurst Drive Culvert

Project:

- Support & contribute to NCDOT P-5707
- Cooperation with NCDOT for high-speed rail system
- Increased Level of Service for traffic
- Construction of non-NCDOT improvements (Betterments)
- New Streetlighting
- Sidewalk
- Stone veneer on bridge

Jones Wynd Stream Restoration

- WSP
- Erosion, Turbidity
- Design Phase
- Design Costs: \$226,765
- Construction: \$1,483,000

Horse Creek Watershed Study

- KCI
- Flooding, Erosion, Turbidity
- Watershed Study
- Design Costs: \$134,360

Tom's Creek Watershed Study

- LJB
- Flooding, Erosion, Turbidity
- Watershed Study
- Design- \$120,000

Miller Park Upgrades and Stream Restoration

- McAdams
- Erosion, Park Upgrades
- Preliminary Design: \$173,120

Flaherty Park Pond Dam Repairs

- Freese and Nichols provided 90% design.
- Completing final design - \$100,000
- Estimated construction - \$600,000

City of Raleigh North Main Improvements

- MOU with City of Raleigh
- Flooding, Aging infrastructure
- Construction Costs – \$1,325,000

Potential Projects (Currently scoping multiple projects to complete with ARPA or other funding)

- Stormwater Control Measures (SCMs)
- Kiwanis Greenway
- Multiple Pipe Repairs
- Culvert Repairs

Mayor Jones said over the years she's heard several complaints about level spreaders. She asked if the Town still installs level spreaders or if it is an old method they don't use anymore. Mr. Meyers said in his experience level spreaders were used early on and met the intent back then, but they are not the best design. Mr. Meyers stated there are so many new designs that provide a better solution with less maintenance.

IX) Wayfinding Plan Update

John Bosio with MERGE provided an update on the progress of the Wayfinding Plan.

WAYFINDING STATUS

Wayfinding Analysis (COMPLETED)

- Assessment
- Gateway Locations (General)
- Destination List

Schematic Design (COMPLETED)

- 3 Design Options Presented
- Stakeholder Review/Survey
- Option 4 Developed

Programming

- Preliminary Sign Location Plans/Message (**SUBMISSION 1/23**)

Commissioner Wright liked the look of the bridge with the lighting and the Wake Forest Downtown logo along the side of the bridge. He suggested teaming up with some local artists to do some public art on the inside of the bridge. Mr. Bozio stated that would be a decision the Town would make.

Mayor Jones liked the new logo that Downtown Wake Forest had adopted. She said the logo they've adopted is different than what Mr. Bozio had presented. She thinks they should be coordinated. Mr. Bozio said they'd coordinate any sort of identity standard.

Commissioner Sary thanked Mr. Bosio for his hard work. He said there's been several committee meetings where people had offered input as well as feedback received from business owners and residents.

Town Manager Padgett asked the Board if they prefer sign option 4.A. or 4.B. shown on the Wake Forest Wayfinding presentation. Commissioner Wright said he didn't really see a difference between the two options. Commissioner Shackelford and Commissioner Sary preferred sign option 4.A.

X) Strategic Plan Update

Lisa Hayes provided the Board with a Strategic Plan Update to share what staff has accomplished.

The plan was adopted by the Board of Commissioners on March 15, 2022, and effective July 1, 2022.

Ms. Hayes said once the plan was adopted there was a comprehensive rollout done by various avenues such as attending department meetings, employee initiatives (quarterly core value awards, employee newsletters), and visual reminders (cups, elevator wrap, reminders in conference rooms and hallways).

Ms. Hayes stated staff are currently working on creating an online portal available this summer on the Town's website. The online portal will show progress of the strategic plan and key performance indicators.

Ms. Hayes provided a brief overview of the Town's five goals:

1. Sustaining Excellent Town Services

PRIORITIES

- Develop strategies to attract and retain Town staff, including outreach and workforce development opportunities for high school students
- Evaluate cost effective solutions for Town services
- Maintain public safety response times as road conditions change

2. Creating Accessible Housing Opportunities

PRIORITIES

- Develop an affordable housing plan
- Develop a plan to actively advocate for redevelopment of quality public housing
- Preserve naturally occurring affordable housing

3. Fostering a Safe, Diverse, and Welcoming Community

PRIORITIES

- Create new and improved gateways and wayfinding
- Implement action items from the Northeast Community Plan
- Offer events that bring the community together and celebrate our diverse cultures

4. Investing in Transportation and Infrastructure

PRIORITIES

- Develop a Town-wide sustainability plan inclusive of power, water, stormwater, open space, and other infrastructure

- Educate the community about transportation issues, challenges, and opportunities
- Evaluate options for transit expansion to include micro transit
- Explore revenue options to support infrastructure needs

5. Advancing Community and Economic Prosperity

PRIORITIES

- Develop a business attraction and retention plan that includes job creation strategies and incentives
- Encourage and protect small and entrepreneurial businesses
- Evaluate options for a performing arts center
- Continue to provide a business-friendly environment

Ms. Hayes went over some of the accomplishments made over the past six months:

- The Inspections Department initiated an internship program and partnered with the high school to offer the opportunity for students to come out and work with the Town's Inspection Department
- Other departments are very involved in local high school and community college career days

XI) Commissioner Comments

Commissioner Dyer thanked everyone for their presentations and all the work they've done in preparing for today's meeting. He said it's a lot of information to digest and they have some decisions to make.

Commissioner Sary appreciates staff taking the time to implement some of the things they've talked about over the last couple of years. He said it's been nice to see some of those things come to fruition and see the process of them. He's excited about where they're going in the future. Commissioner Sary appreciates staff's effort in what they do.

Commissioner Sliwinski thanked staff. He'd like to find a way to bring leaders at different levels together to talk about where Wake Forest is going.

Mayor Jones thanked staff for all their work. She said it's truly amazing to see what staff are working on.

Town Manager Padgett thanked the Board for their attendance today and the staff for an amazing job putting today's meeting together.

XII) Closing

Meeting adjourned at 2:26 p.m.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-12-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 21, 2023

SUBJECT

Presentation of Proclamation Proclaiming March 2023 as Developmental Disabilities Awareness Month

Recommendation:

Item Summary:

ATTACHMENTS

- [ProclamationDevelopmentalDisabilityAwarenessMonthFeb202321.pdf](#)



PROCLAMATION
RECOGNIZING MARCH 2023 AS
“DEVELOPMENTAL DISABILITY AWARENESS MONTH”

WHEREAS: A Developmental Disability is a diverse group of chronic conditions that are due to mental or physical impairments that arise before adulthood.

WHEREAS: The condition is likely to continue indefinitely and limits the individual in 3 or more of the following areas: Self-care, Receptive and expressive language, Learning, Mobility, Self-direction, Capacity for independent living, and Economic self-sufficiency.

WHEREAS: The condition creates the individual's need for a combination of special, interdisciplinary services, individualized/person-centered supports, and other forms of long-term assistance that are individually planned and coordinated.

WHEREAS: The disability experience is a natural part of life and is valued as a part of our rich diversity.

WHEREAS: Disability is a social construct. The ‘problem’ is not the medical condition that resides within the individual, but the ‘problem’ is that society does not create welcoming, supporting, and inclusive environments, policies, and/or systems for all, to promote equality and acceptance in all areas of life, including schools, places of employment, and in our communities.

WHEREAS: The most effective way to increase awareness is through everyone’s openness to learn and acknowledge that there are systemic barriers that reduce the likelihood of those with disabilities enjoying equitable experiences and living independent, productive lives within their communities.

WHEREAS: Policies must be developed, attitudes shaped, and equitable experiences be offered to all individuals, including those with developmental disabilities.

WHEREAS: Citizens should do all in their power to:

- Recognize the value of the disability experience in our lives and the valued role it has in our rich diversity.
- Recognize the barriers presented to those with disabilities across all aspects of their lives.
- Create ways to include everyone; especially those with developmental disabilities, to be fully included in all aspects of life.
- Understand the losses (financial, spiritual, human rights, contributions to community, and otherwise) when our communities segregate and create barriers for those with disabilities.
- Demand policymakers no longer invest in segregation and create inclusive, equitable policies and systems for all.

And,

NOW, THEREFORE, I Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim March 2023 as:

“DEVELOPMENTAL DISABILITIES AWARENESS MONTH”

and galvanize efforts that will lead our communities and policy makers to create real system changes so people with developmental disabilities will enjoy equitable, inclusive lives.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 21st day of February, in the year of our Lord, two thousand and twenty-three.

Vivian A. Jones, Mayor

Attest:

Theresa Savary, Town Clerk





Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-20-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 21, 2023

SUBJECT

Proclamation 2023 Year of the Trail

Recommendation:

Item Summary:

ATTACHMENTS

- [Proclamation2023YearOfTheTrailFeb202321.pdf](#)



TOWN of WAKE FOREST

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

PROCLAMATION

2023 YEAR OF THE TRAIL

Whereas, North Carolina's and Wake Forest's natural beauty is critical to our residents' quality of life, health, and economic wellbeing; and

Whereas, the trails, parks, greenways, and natural areas in Wake Forest welcome all and provide a common ground for residents of all ages to access our diverse natural, cultural, historic resources; and

Whereas, the trails that span across North Carolina vary from less than a mile in length to the Mountains-to-Sea Trail that stretches more than 1,000 miles from the mountains to the coast. They are rugged footpaths, bikeways along abandoned railroad corridors, canoe trails, and bridle trails. They are trails through state parks, footpaths, and greenways through our neighborhoods; and

Whereas, trails offer quality-of-life benefits as natural resources integral to climate education and protection, resiliency efforts, outdoor workshops, alternative transportation, and as sites for social and cultural events; and

Whereas, the North Carolina Trails Program is dedicated to helping residents, organizations, and agencies plan, develop and manage all types of trails ranging from greenways and trails for hiking, biking and horseback riding to paddle trails and off-road vehicle trails; and

Whereas, North Carolina boasts many trails that celebrate the arts, history and culture; and Wake Forest's trails are an expression of our local community character and pride; and

Whereas, the North Carolina General Assembly designated 2023 as the Year of The Trail in North Carolina in order to promote and celebrate the state's extensive network of trails that showcase our beauty, vibrancy and culture; and

Now, Therefore, I, Mayor Vivian Jones, do hereby proclaim 2023 as the Year of The Trail in Wake Forest, and commend its observance to all citizens.

This the 21st day of February 2023.

Attest:

Theresa Savary, Town Clerk



Vivian A. Jones, Mayor



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-21-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 21, 2023

SUBJECT

Presentation on the "Neuse River Trails" by Neuse River Hawks

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-17-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 21, 2023

SUBJECT

Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-3-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: February 21, 2023

SUBJECT

Consideration of a petition requesting contiguous annexation submitted by Site Investments, LLC for property associated with Ligon Park Subdivision located at 0 Ligon Mill Road, 9606 Ligon Mill Road, 9602 Ligon Mill Road, and 9604 Ligon Mill Road being Wake County PINs 1739-86-8083, 1739-85-7729, 1739-85-8765 and 1739-85-9634 being approximately 7.093 acres.

Recommendation:

Item Summary:

ATTACHMENTS

- [022123 BOC Agenda Summary AN-22-09.pdf](#)
- [Attachment A Legal Description AN-22-09.pdf](#)
- [Attachment B Annexation Map AN-22-09.pdf](#)
- [Attachment C Contiguous Annexation Petition AN-22-09.pdf](#)
- [CERTIFICATE OF SUFFICIENCY .docx](#)
- [DRAFT PUBLIC HEARING RESOLUTION.docx](#)

Agenda Item: Consideration of a petition requesting contiguous annexation submitted by Site Investments, LLC for property associated with Ligon Park Subdivision located at 0 Ligon Mill Road, 9606 Ligon Mill Road, 9602 Ligon Mill Road, and 9604 Ligon Mill Road being Wake County PINs 1739-86-8083, 1739-85-7729, 1739-85-8765 and 1739-85-9634 being approximately 7.093 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 Ligon Park Subdivision, SD-21-11.

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

Attachments: Attachment A Legal Description AN-22-09
Attachment B Annexation Map AN-22-09
Attachment C Contiguous Annexation Petition AN-22-09
Certificate of Sufficiency
Draft Public Hearing Resolution

CMP Professional Land Surveyors

Michael A. Moss, PLS L-3794

Telephone (919) 556-3148

Jason L. Panciera, PLS L-3835, CFSNC-140

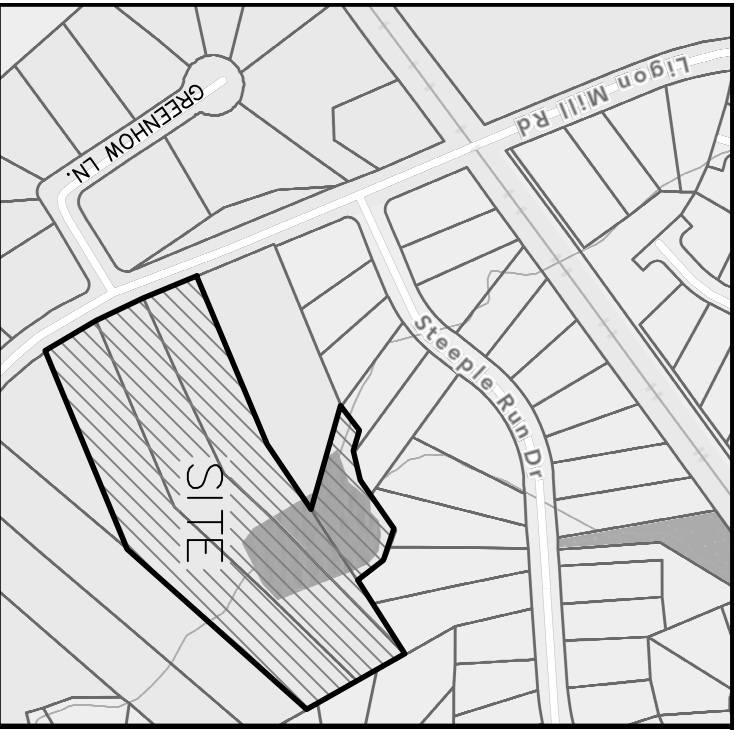
L. Jordan Parker Jr., PLS L-4685

333 South White Street, Post Office Box 1253

Wake Forest, NC 27588-1253

LEGAL DESCRIPTION

BEGINNING AT AN EXISTING IRON PIPE, SAID EXISTING IRON PIPE BEING LOCATION ON THE EASTERN RIGHT-OF-WAY OF LIGON MILL ROAD (N.C.S.R.#2044), SAID EXISTING IRON PIPE BEING THE COMMON CORNER OF PARCEL PIN# 1739.02-85-7453 AND SUBJECT LOT, SAID EXISTING IRON PIPE HAVING NC GRID NAD 83/2011 COORDINATES N(y): 795,430.37' E(x): 2,138,580.54'; THENCE ALONG RIGHT-OF-WAY WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 116.58', WITH A RADIUS OF 641.45', WITH A CHORD BEARING OF N 30°20'27"W, WITH A CHORD LENGTH OF 116.42',; TO A NEW IRON PIPE; THENCE N 26°02'39"W A DISTANCE OF 105.87' TO A BENT EXISTING IRON PIPE; THENCE N 22°34'50"W A DISTANCE OF 9.34' TO A BENT EXISTING IRON PIPE; THENCE N 22°34'50"W A DISTANCE OF 114.90' TO A NEW IRON PIPE, SAID NEW IRON PIPE BEING LOCATED ON THE EASTERN RIGHT-OF-WAY OF LIGON MILL ROAD AND THE COMMON PROPERTY CORNER OF PARCEL PIN# 1739.02-85-6952 AND SUBJECT LOT; THENCE LEAVING RIGHT-OF-WAY N 67°27'26"E A DISTANCE OF 368.96' TO AN EXISTING IRON PIPE; THENCE N 57°26'20"E A DISTANCE OF 150.03' TO A NEW IRON PIPE; THENCE N 72°59'40"W A DISTANCE OF 210.12' TO AN EXISTING IRON PIPE; THENCE N 51°43'47"E A DISTANCE OF 60.83' TO A NEW IRON PIPE; THENCE S 72°52'50"E A DISTANCE OF 42.46' TO A NEW IRON PIPE; THENCE N 77°43'46"E A DISTANCE OF 58.32' TO AN EXISTING IRON PIPE; THENCE N 54°55'36"E A DISTANCE OF 123.68' TO AN EXISTING IRON PIPE; THENCE S 70°03'52"E A DISTANCE OF 60.62' TO AN EXISTING IRON PIPE; THENCE S 39°57'57"E A DISTANCE OF 71.32' TO AN EXISTING IRON PIPE; THENCE N 57°26'20"E A DISTANCE OF 164.80' TO AN EXISTING IRON PIPE, SAID EXISTING IRON PIPE HAVING NC GRID COORDINATES N(y): 796,146.34' E(x): 2,139,182.07'; THENCE S 29°32'38"E A DISTANCE OF 233.41' TO AN EXISTING IRON PIPE; THENCE S 41°43'12"W A DISTANCE OF 458.10' TO AN EXISTING IRON PIPE; THENCE S 67°26'59"W A DISTANCE OF 445.84' TO AN EXISTING IRON PIPE; WHICH IS THE POINT OF BEGINNING, CONTAINING AN AREA OF 308,994 SQUARE FEET, 7.093 ACRES.



VICINITY MAP

I, MICHAEL A. MOSS CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY PERFORMED UNDER MY SUPERVISION FROM SURVEYED AS NOTED HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION SHOWN IN THE REFERENCES; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS GREATER THAN 1:10000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL

THIS _____ DAY OF _____ A.D. 2023.

PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER 1-3784
ANNEXATION MAP: AN-22-09, (FLM ENGINEERING)
7.093 ACRES
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE # _____
ADOPTED: NC GRID NAD 83 (2011)
EFFECTIVE DATE OF ANNEXATION: _____

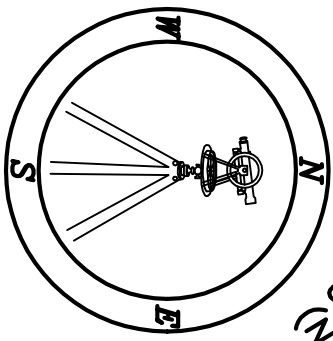
- NOTES:
- 1) AREA COMPUTED BY COORDINATE METHOD.
 - 2) THERE IS NO NOGS MONUMENT WITHIN 2000' OF THIS PROPERTY.
 - 3) THIS PROPERTY MAY BE SUBJECT TO NEUSE RIVER RIPARIAN BUFFER RULES, CALL N.C. DIVISION OF WATER QUALITY TO VERIFY (919-791-4200).

LINE TYPE LEGEND

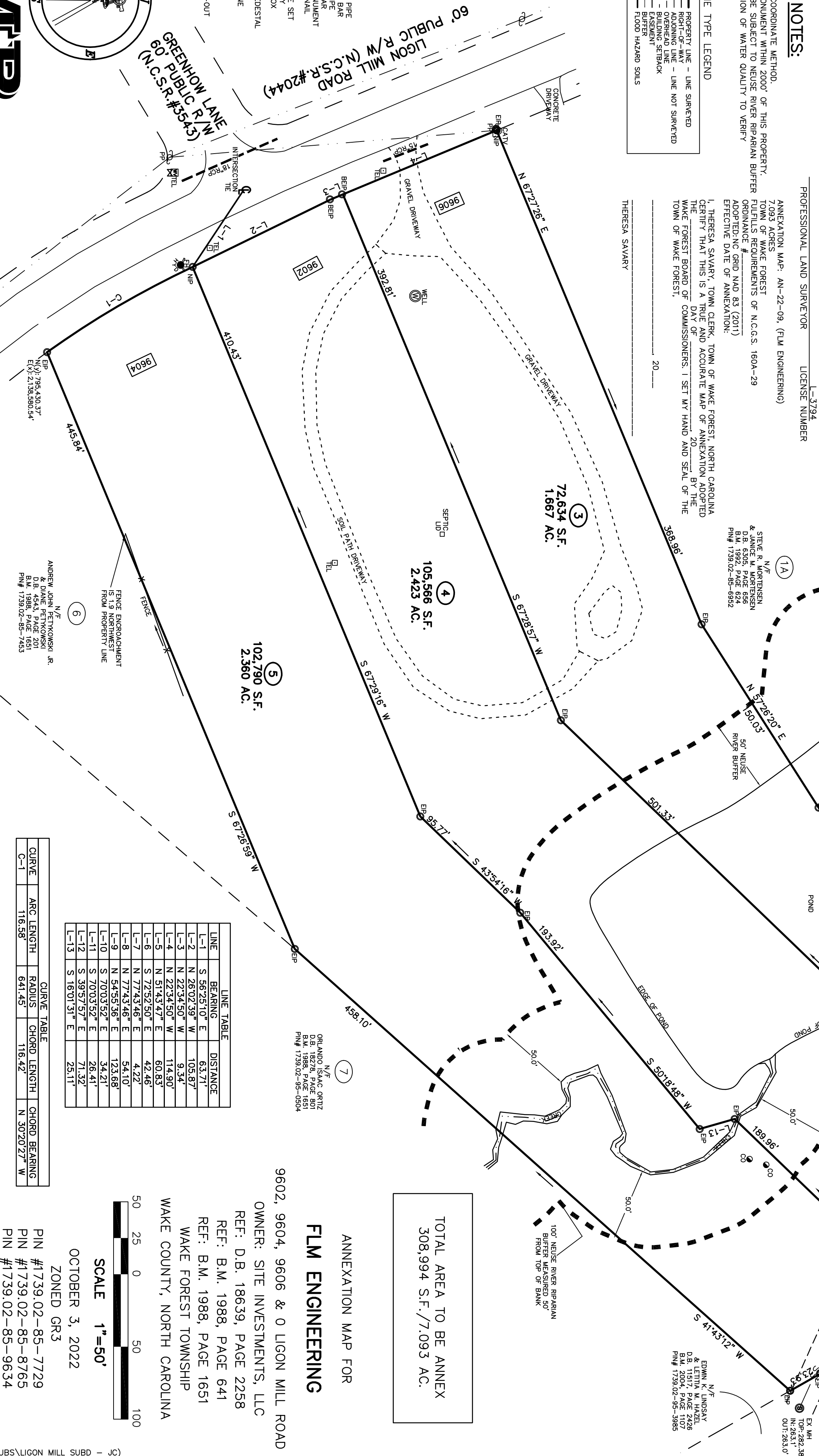
---	PROPERTY LINE - LINE SURVEYED
---	ADJOINING LINE - LINE NOT SURVEYED
---	BUILDING SETBACK
---	ADJACENT
---	BUFFER
---	FLOOD HAZARD SOILS

LEGEND:

- EP - EXISTING IRON PIPE
- EB - EXISTING BENT IRON PIPE
- BEIP - BENT IRON PIPE
- CM - CONCRETE MONUMENT
- EPK - EXISTING PK NAIL
- SPK - SET PK NAIL
- NIP - NEW IRON PIPE SET
- CP - CONCRETE PILE
- CB - CATCH BASIN
- MH - MANHOLE
- TH - FIRE HYDRANT
- PP - POWER POLE
- OH - OVERHEAD LINE
- LP - LIGHT POLE
- WM - WATER METER
- WV - WATER VALVE
- CC - SEWER CLEAN-OUT
- CO - CONCRETE
- CB - CATCH BASIN
- MH - MANHOLE
- TH - FIRE HYDRANT



PROFESSIONAL LAND SURVEYORS, C-1525, 333 S. WHITE STREET, P.O. BOX 1253, WAKE FOREST N.C., 27588, (919) 556-3148



ANNEXATION MAP FOR
FLM ENGINEERING

OWNER: SITE INVESTMENTS, LLC
REF: D.B. 18639, PAGE 2258
REF: B.M. 1988, PAGE 641
REF: B.M. 1988, PAGE 1651
WAKE FOREST TOWNSHIP
WAKE COUNTY, NORTH CAROLINA

SCALE 1"=50'

OCTOBER 3, 2022

ZONED GR3

PIN #1739.02-85-7729
PIN #1739.02-85-8765
PIN #1739.02-85-9634
PIN #1739.02-86-8083

(X:\SUBS\LIGON MILL SUBD - JC)



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: 9/26/2022

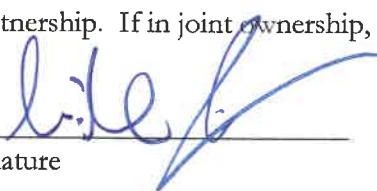
To the Board of Commissioners of the Town of Wake Forest:

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

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

See attached map and description.

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

Michael Jordan (Site Investments, LLC)	933 Old Knight Rd Knightdale, NC 27545-9065		9/27/2022
Name	Address	Signature	Date
_____ Name	_____ Address	_____ Signature	_____ Date
_____ Name	_____ Address	_____ Signature	_____ Date
_____ Name	_____ Address	_____ Signature	_____ Date

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

CERTIFICATE OF SUFFICIENCY

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

I, Theresa Savary, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying the area described therein, in accordance with N.C.G.S 160A-58.1.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 21st day of February, 2023.

Town Clerk

(SEAL)

RESOLUTION 2023-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO N.C.G.S. 160A-58.1, AS AMENDED

(by Site Investments, LLC for property associated with Ligon Park Subdivision located at 0 Ligon Mill Road, 9606 Ligon Mill Road, 9602 Ligon Mill Road, and 9604 Ligon Mill Road being Wake County PINs 1739-86-8083, 1739-85-7729, 1739-85-8765 and 1739-85-9634 being approximately 7.093 acres.)

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

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

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

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

Section 1. That a public hearing on the question of annexation of the contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 21st day of March, 2023.

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

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

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

This the 21st day of February, 2023.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-5-

Submitted by: Jennifer Herbert

Submitting Department: Downtown Development

Meeting Date: February 21, 2023

SUBJECT

Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2023 Series dates from 5 PM to 9 PM. The FNOW 2023 series dates are April 14, May 12, June 9, July 14, August 11, and September 8.

Recommendation:

For the Friday Night on White 2023 Series dates, The Town of Wake Forest Downtown Development Manager, is requesting a waiver of the alcohol ordinance from 5pm-9pm, to allow approved beer and wine vendors to sell or serve alcohol to customers in an approved, clear container. It would further allow event visitors to carry and consume said beverages within the contained event area, referenced in Attachment A.

Item Summary:

ATTACHMENTS

- [Item_Summary_2023_Friday_Night_On_White_Alcohol_Ordinance_Waiver.docx](#)
- [ATTACHMENT A FNOW VENUE MAP 2023.jpg](#)
- [ATTACHMENT B 2023_Series_Friday_Night_on_White_Alcohol_Ordinance_Waiver_Request.docx](#)
- [Resolution_for_Open_Container_Waiver_FNOW_Series_2023.docx](#)

Agenda Item: Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2023 Series dates from 5 PM to 9 PM. The FNOW 2023 series dates are April 14, May 12, June 9, July 14, August 11, and September 8.

Item Summary: For the Friday Night on White 2023 Series dates, The Town of Wake Forest Downtown Development Manager, is requesting a waiver of the alcohol ordinance from 5pm-9pm, to allow approved beer and wine vendors to sell or serve alcohol to customers in an approved, clear container. It would further allow event visitors to carry and consume said beverages within the contained event area, referenced in Attachment A.

The Town of Wake Forest's Special Event Committee has reviewed and approved the event request (with the stipulation that the presenter must meet the Wake Forest Police Department's requirement for number of on-site officers).

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

SOUTHEASTERN BAPTIST
THEOLOGICAL SEMINARY

P



Restrooms



Food Trucks



Dessert
Trucks

ID
ID Check



Designated
Driver Tickets



First Aid

Front St

E Roosevelt Ave

Walt Ave

E Jones Ave

E Owen Ave

CHAMBER OF
COMMERCE

TOWN
HALL

S Brooks St

S Taylor St

Elm Ave

S White St

Friday
Night
WHITE 68

ATTACHMENT B

CONDITIONS OF THE SALE AND CONSUMPTION OF ALCOHOL

1. The sale and public consumption of beer and wine is allowed within the designated area as shown on Attachment A for Friday Night on White for the 2023 Series dates from 5 PM to 9 PM. The FNOW 2023 series dates are April 14, May 12, June 9, July 14, August 11, and September 8.
2. All alcohol sales must conform to current state and local laws and comply with all applicable codes. All alcohol must be distributed in clear plastic containers, no greater than 20 fluid ounces in size. Actual alcohol sold and distributed in cups will not exceed 16 fluid ounces.
3. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass or to possess in an open can, bottle, or glass any alcoholic beverage on the streets, sidewalks, rights-of-way, and parking lots, whether public or private.
4. No alcoholic beverages purchased within the designated area as shown on Attachment A shall be allowed to leave or be consumed outside of the designated area. No alcoholic beverages purchased from outside of the designated area shall be allowed within the designated area.
5. Each vendor shall be responsible for checking the identification of patrons before selling alcohol.
6. The prohibitions and restrictions defined in Sec. 20-2 (Public consumption, possession, etc., of alcohol) of the Town of Wake Forest Code of Ordinances, shall not apply during the specific time and dates set out above.
7. Each vendor allowed to sell alcoholic beverages must provide a Certificate of Insurance showing "liquor liability" coverage in an amount no less than \$3,000,000. For businesses that do not typically sell alcohol, a commercial general liability policy with host liquor coverage will suffice. Certificates of Insurance must list the Town of

Wake Forest as an additional insured for the Friday Night on White event. Policies should be endorsed to support the additional insured language. Certificates and a copy of the additional insured endorsement (CG 20 10 or equivalent) must be provided to the Town of Wake Forest's Safety and Risk Manager no less than 10 days prior to the event.

8. The Town Manager upon recommendation of the Chief of Police may reinstate the Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption, in the occurrence of any violation, which threatens the safety, public health or welfare of the community. The Town Manager may also reinstate the Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption for any other reason the Town Manager deems is in the best interest of the Town. Such action by the Town Manager shall remain in effect until ratified by the Board of Commissioners at its next scheduled voting meeting.

Resolution 2023-

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

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

WHEREAS, the Town of Wake Forest will celebrate "Friday Night on White" from 5 pm - 9 pm on the following dates in 2023: April 14, May 12, June 9, July 14, August 11, and September 8.; and

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

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

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina hereby authorizes the Town of Wake Forest to celebrate "Friday Night on White" event in the Historic Downtown District from 5 pm - 9 pm for the FNOW 2023 series dates: April 14, May 12, June 9, July 14, August 11, and September 8.

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

Adopted this _____ day of _____, 2023.

Vivian Jones, Mayor

Attest:

Terry Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-7-
Submitted by: Aileen J. Staples
Submitting Department: Finance
Meeting Date: February 21, 2023

SUBJECT

Approval of Budget Ordinance Amendment # 2 - FY 2022 - 2023

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Budget Ordinance Amendment_summary.pdf](#)
- [Budget Ordinance Amendment #2_FY 2022-2023.pdf](#)

Agenda Item: Budget Ordinance Amendment # 2 – FY 2022-2023

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, 2023

		Prior Budget	Current Budget	Amended
Estimated Revenues:	Dept. Budget Adopted	Amendments	Amendments	Budget
General Fund revenues	\$ 62,325,335	246,350	380,000	62,951,685
Total Revenues	62,325,335	246,350	380,000	62,951,685
Appropriations:				
Governing Body	410 261,765	9,000	-	270,765
Legal Services	412 462,300			462,300
Administration	420 1,028,650	10,800	-	1,039,450
Communications	425 1,285,135			1,285,135
Human Resources	430 1,175,890			1,175,890
Downtown Development	435 462,000			462,000
Finance	440 1,749,765			1,749,765
Information Technology	445 1,554,385	10,600	-	1,564,985
Inspections	480 2,084,075			2,084,075
Planning	490 3,527,705	358,023	15,000	3,900,728
Public Facilities	500 3,130,980	303,033		3,434,013
Public Safety: Police	510 14,899,600	203,349		15,102,949
Public Safety: Fire	520 10,065,700	650,847		10,716,547
Public Works:				
PW Administration	530 303,800			303,800
Urban Forestry	535 453,930			453,930
Fleet Maintenance	550 628,345			628,345
Streets	560 3,191,105	123,828		3,314,933
Solid Waste	580 5,684,480			5,684,480
Engineering	540 1,765,700	145,475		1,911,175
Parks, Recreation & Cultural Resources	620 4,892,925	17,000		4,909,925
Transfers	999 7,212,265			7,212,265
Total Appropriations	65,820,500	1,831,955	15,000	67,667,455
Estimated revenues over total appropriations	\$ (3,495,165)	\$ (1,585,605)	\$ 365,000	\$ (4,715,770)
Other financing sources (uses):				
Sale of assets	175,000			175,000
Installment note proceeds	1,023,000			1,023,000
Operating transfers from other funds:				
Special Revenue Fund - DMSD	83,100			83,100
Special Revenue Fund - Police	40,500			40,500
Special Revenue Fund - Futures Fund				-
American Rescue Plan - ARPA Fund	232,795			232,795
Recreation Capital Reserve Fund	38,500			38,500
Proceeds from NCCHIP Reserve	169,500			169,500
Appropriated Fund Balance	1,732,770	1,585,605	(365,000)	2,953,375
Total other financing sources	3,495,165	1,585,605	(365,000)	4,715,770
Estimated revenues and other sources over appropriations and other uses	\$ -	\$ -	\$ -	\$ -

NOTE: Prior budget amendment includes encumbrances brought forward from FY 21-22 as authorized by the FY 2022-2023 budget ordinance.

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2023
GENERAL FUND

Funds coming from:						
	Fund	Dept	Account	Project/Department	Account Description	Amount
1	100	000	4332	N/A	Federal Grants (Historic Pres.)	15,000
2	100	000	4353	N/A	Zoning Requests	5,000
	100	000	4417	N/A	Off Duty Police Officer	65,000
	100	000	4700	N/A	Sale of capital assests	105,000
	100	000	4600	N/A	Investment Earnings	190,000
						380,000

Explanation:

- 1 - Recognize grant proceeds received and allocate towards historic plan update.
- 2 - Recognize additional revenues received and reduce appropriated fund balance accordingly.

[illegible]

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2023
GTP Fund

Funds coming from:					
Fund	Dept	Account	Project	Account Description	Amount
GTP Fund (592)					
1	592	000	4600	Dunn Creek Greenway Phase 3 Design / ROW	Investment Earnings 6,480
	592	000	4720	Dunn Creek Greenway Phase 3 Design / ROW	Transfer from General Fund 167,225
	592	000	4706.210	Dunn Creek Greenway Phase 3 Design / ROW	Bond Proceeds 2021B GO Bond Issuance 756,010
	592	638	5330	Dunn Creek Greenway Phase 3 Design / ROW	Professional Services Engineer 47,865
2	592	000	4372	Endeavor Charter	PIL Fees 250,000
	592	000	4710.100	Endeavor Charter	Interfund Transfers From GF for Transportation Init 510,000
3	592	000	4600	Ligon Mill Operational Improvements	Investment Earnings 34,075
	592	000	4706.201	Ligon Mill Operational Improvements	Bond Proceeds 2021A Bond Issuance Premium 139,050
	592	000	4706.200	Ligon Mill Operational Improvements	Bond Proceeds 2021A GO Bond Issuance 314,040
	592	000	4706.210	Ligon Mill Operational Improvements	Bond Proceeds 2021B GO Bond Issuance 335,000
	592	000	4332	Ligon Mill Operational Improvements	Federal Grants 660,255
	592	638	5730	Ligon Mill Operational Improvements	Cap Outlay Improvements 1,398,880
4	592	000	4372	Ligon Mill Pedestrian Underpass	PIL Fees 37,075
	592	000	4706.210	Ligon Mill Pedestrian Underpass	Bond Proceeds 2021B GO Bond Issuance 40,065
	592	638	5730	Ligon Mill Pedestrian Underpass	Cap Outlay Improvements 167,435
	592	638	5300	Ligon Mill Pedestrian Underpass	Professional Services 73,000
5	592	000	4372	Rogers Branch Road Extension	PIL Fees 156,465
	592	000	4710.100	Rogers Branch Road Extension	Interfund Transfers From GF for Transportation Init 624,230
	592	000	4372	Rogers Road Grade Separation	PIL Fees 128,000
6	592	000	4332	Smith Creek Greenway Phase 3 Design / ROW	Federal Grants 7,610
	592	000	4706.210	Smith Creek Greenway Phase 3 Design / ROW	Bond Proceeds 2021B GO Bond Issuance 243,755
	592	000	4720	Smith Creek Greenway Phase 3 Design / ROW	Transfer from General Fund 753,435
7	592	000	4706.211	Stadium Drive Complete Streets	Bond Proceeds 2021B Bond Issuance Premium 63,265
	592	000	4706.200	Stadium Drive Complete Streets	Bond Proceeds 2021A GO Bond Issuance 815,960
	592	000	4710.100	Stadium Drive Complete Streets	Interfund Transfers From GF for Transportation Init 1,355,705
	592	000	4706.210	Stadium Drive Complete Streets	Bond Proceeds 2021B GO Bond Issuance 1,647,735
	592	638	5730	Stadium Drive Complete Streets	Cap Outlay Improvements 1,437,205
	592	638	5700	Stadium Drive Complete Streets	Capital Outlay Property Acquisition 451,270

12,621,090

Explanation:

- 1 Reclassify project budgets to recognize actual revenues and expenditures within the GTP (592) fund. Most of these projects are tied to the 2014 bond referendum. This amendment will close out the GTP Fund for FYE June 30, 2023.

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
GTP Fund (592)					
	592	000	4706	Dunn Creek Greenway Phase 3 Design / ROW	Bond Proceeds Future Issuance 653,000
	592	638	5300	Dunn Creek Greenway Phase 3 Design / ROW	Professional Services 980
	592	638	5310	Dunn Creek Greenway Phase 3 Design / ROW	Professional Services Legal 24,160
	592	638	5350	Dunn Creek Greenway Phase 3 Design / ROW	Bond Issuance Costs 25,000
	592	638	5700	Dunn Creek Greenway Phase 3 Design / ROW	Capital Outlay Property Acquisition 274,440
	592	638	5730	Endeavor Charter	Cap Outlay Improvements 760,000
	592	000	4720	Ligon Mill Operational Improvements	Transfer from General Fund 1,513,000
	592	000	4706	Ligon Mill Operational Improvements	Bond Proceeds Future Issuance 335,000
	592	638	5310	Ligon Mill Operational Improvements	Professional Services Legal 5,020
	592	638	5350	Ligon Mill Operational Improvements	Bond Issuance Costs 19,355
	592	638	5903	Ligon Mill Operational Improvements	Transfer to Special Revenue Fund 49,200
	592	638	5300	Ligon Mill Operational Improvements	Professional Services 63,390
	592	638	5698	Ligon Mill Operational Improvements	NCDOT Review 97,220
	592	638	5700	Ligon Mill Operational Improvements	Capital Outlay Property Acquisition 222,230
	592	638	5330	Ligon Mill Operational Improvements	Professional Services Engineer 576,885
	592	000	4706	Ligon Mill Pedestrian Underpass	Bond Proceeds Future Issuance 250,000
	592	638	5350	Ligon Mill Pedestrian Underpass	Bond Issuance Costs 9,575
	592	638	5330	Ligon Mill Pedestrian Underpass	Professional Services Engineer 58,000
	592	638	5310	Rogers Branch Road Extension	Professional Services Legal 10,695
	592	638	5730	Rogers Branch Road Extension	Cap Outlay Improvements 770,000
	592	638	5330	Rogers Road Grade Separation	Professional Services Engineer 128,000
	592	000	4706	Smith Creek Greenway Phase 3 Design / ROW	Bond Proceeds Future Issuance 243,755
	592	638	5310	Smith Creek Greenway Phase 3 Design / ROW	Professional Services Legal 2,345
	592	638	5350	Smith Creek Greenway Phase 3 Design / ROW	Bond Issuance Costs 19,690
	592	638	5330	Smith Creek Greenway Phase 3 Design / ROW	Professional Services Engineer 119,235
	592	638	5700	Smith Creek Greenway Phase 3 Design / ROW	Capital Outlay Property Acquisition 619,775
	592	000	4720	Stadium Drive Complete Streets	Transfer from General Fund 1,704,885
	592	000	4706	Stadium Drive Complete Streets	Bond Proceeds Future Issuance 1,396,000
	592	000	4332	Stadium Drive Complete Streets	Federal Grants 1,169,495
	592	000	4715	Stadium Drive Complete Streets	Transfer from Capital Reserve 42,825
	592	000	4500	Stadium Drive Complete Streets	Miscellaneous Revenue 23,770
	592	638	5350	Stadium Drive Complete Streets	Bond Issuance Costs 55,045
	592	638	5310	Stadium Drive Complete Streets	Professional Services Legal 75,165
	592	638	5698	Stadium Drive Complete Streets	NCDOT Review 218,370
	592	638	5330	Stadium Drive Complete Streets	Professional Services Engineer 1,085,585

12,621,090



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-22-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: February 21, 2023

SUBJECT

Consideration of a petition requesting contiguous annexation submitted by Optimal Equity Group, LLC for property associated with Forestville Road Townhomes located at 1109 Forestville Rd. and 1129 Forestville Rd. being Wake County PINs 1749-67-2831 and 1749-67-0589 being approximately 8.197 acres.

Recommendation:

Item Summary:

ATTACHMENTS

- [022123 BOC Agenda Summary AN-22-08.pdf](#)
- [Attachment A Legal Description AN-22-08.pdf](#)
- [Attachment B Annexation Map AN-22-08.pdf](#)
- [Attachment C Petition AN-22-08.pdf](#)
- [CERTIFICATE OF SUFFICIENCY .docx](#)
- [DRAFT PUBLIC HEARING RESOLUTION.docx](#)

Agenda Item: Consideration of a petition requesting contiguous annexation submitted by Optimal Equity Group, LLC for property associated with Forestville Road Townhomes located at 1109 Forestville Rd. and 1129 Forestville Rd. being Wake County PINs 1749-67-2831 and 1749-67-0589 being approximately 8.197 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 Forestville Townhomes, RZ-21-11.

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

Attachments: Attachment A Legal Description AN-22-08
Attachment B Annexation Map AN-22-08
Attachment C Contiguous Annexation Petition AN-22-08
Certificate of Sufficiency
Draft Public Hearing Resolution

CMP Professional Land Surveyors

Michael A. Moss, PLS L-3794
Jason L. Panciera, PLS L-3835, CFSNC-140
L. Jordan Parker Jr., PLS L-4685
333 South White Street, Post Office Box 1253
Wake Forest, NC 27588-1253

Telephone (919) 556-3148

LEGAL DESCRIPTION

BEGINNING AT A NEW IRON PIPE LOCATED ON THE EASTERN RIGHT-OF-WAY OF FORESTVILLE ROAD (N.C.S.R.#2049, SAID NEW IRON PIPE BEING LOCATED S 00°53'58"W A DISTANCE OF 669.10' FROM THE INTERSECTION OF FORESTVILLE ROAD AND FOUNDATION DRIVE, SAID NEW IRON PIPE BEING THE COMMON CORNER OF PARCEL PIN# 1749.02-68-0097 AND SUBJECT LOT; THENCE LEAVING RIGHT-OF-WAY S 71°01'18"E A DISTANCE OF 609.24' TO A NEW IRON PIPE, SAID NEW IRON PIPE HAVING NC GRID NAD 83/2011 COORDINATES N(y): 797,829.91' E(x): 2,146,457.54'; THENCE S 08°38'07"W A DISTANCE OF 271.21' TO A NEW IRON PIPE; THENCE S 08°38'07"W A DISTANCE OF 173.51' TO A NEW IRON PIPE; THENCE S 82°49'02"W A DISTANCE OF 576.22' TO A NEW IRON PIPE, SAID NEW IRON PIPE LOCATED ON THE EASTERN RIGHT-OF-WAY OF FORESTVILLE ROAD, SAID NEW IRON PIPE BEING THE COMMON CORNER OF PARCEL PIN# 1749.02-57-9226 AND SUBJECT LOT; THENCE LEAVING RIGHT-OF-WAY S 82°49'02"W A DISTANCE OF 30.61' TO A POINT, SAID POINT BEING THE CENTERLINE OF FORESTVILLE ROAD; THENCE ALONG CENTERLINE N 04°14'00"E A DISTANCE OF 318.99' TO A POINT; THENCE N 05°38'07"E A DISTANCE OF 313.55' TO A POINT; THENCE N 05°37'51"E A DISTANCE OF 94.01' TO A POINT; THENCE LEAVING CENTERLINE S 71°01'18"E A DISTANCE OF 30.83' TO A NEW IRON PIPE; WHICH IS THE POINT OF BEGINNING, CONTAINING AN AREA OF 357,050 SQUARE FEET, 8.197 ACRES.

I, MICHAEL A. MOSS CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY PERFORMED UNDER MY SUPERVISION FROM REFERENCES AS NOTED HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION SHOWN IN THE REFERENCES; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS GREATER THAN 1:10000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL

THIS _____ DAY OF _____ A.D. 2022.

PROFESSIONAL LAND SURVEYOR L-3794
LICENSE NUMBER

THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL OR EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION.

PROFESSIONAL LAND SURVEYOR L-3794
LICENSE NUMBER

ANNEXATION MAP: AN-22-08, (LOTS 1 & 2, PROPERTY OF MARGARET SCHEPP)
8.197 ACRES
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE # _____
ADOPTED: NC GRID NAD 83 (2011)
EFFECTIVE DATE OF ANNEXATION: _____ 20____

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

THERESA SAVARY

NOTES:

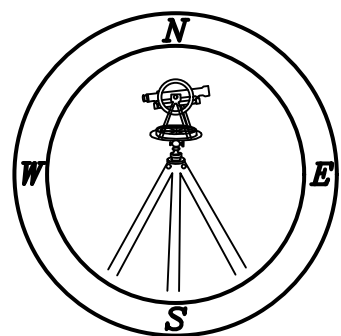
- 1) AREA COMPUTED BY COORDINATE METHOD.
- 2) THERE IS NO NCGS MONUMENT WITHIN 2000' OF THIS PROPERTY.
- 3) THIS PROPERTY MAY BE SUBJECT TO NEUSE RIVER RIPARIAN BUFFER RULES. CALL N.C. DIVISION OF WATER QUALITY TO VERIFY (919-791-4200).
- 4) THIS ANNEXATION IS ASSOCIATED WITH FORESTVILLE ROAD TOWNHOMES (RZ-21-11).

LINE TYPE LEGEND

---	PROPERTY LINE - LINE SURVEYED
---	RIGHT-OF-WAY
---	ADJOINING LINE - LINE NOT SURVEYED
---	OVERHEAD LINE
---	BUILDING SETBACK
---	EASEMENT
---	BUFFER
---	FLOOD HAZARD SOILS
---	CORPORATE LIMITS LINE

LAND SURVEYOR/CONTACT

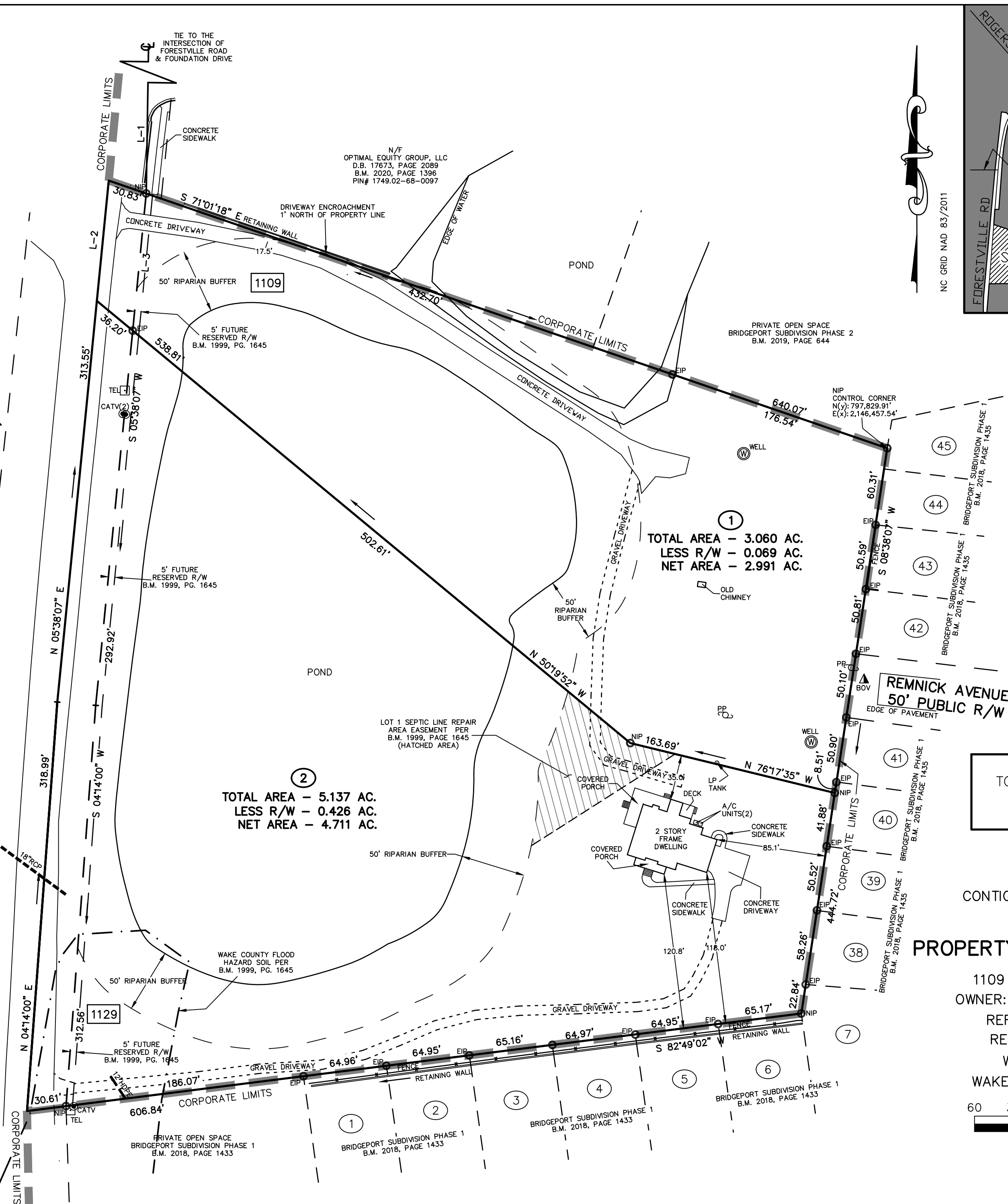
CMP LAND SURVEYORS, PC
MICHAEL A. MOSS, PLS
333 S. WHITE STREET
WAKE FOREST, NC 27587
(919) 556-3148
MIKE@CMPPLS.COM



CMP

PROFESSIONAL LAND SURVEYORS, C-1525, 333 S. WHITE STREET, P.O. BOX 1253, WAKE FOREST N.C., 27588, (919) 556-3148

FORESTVILLE ROAD VARIABLE WIDTH R/W (N.C.S.R. 2049)



VICINITY MAP

LEGEND:

EIP - EXISTING IRON PIPE
EIB - EXISTING IRON BAR
BEIP - BENT IRON PIPE
BEIB - BENT IRON BAR
CM - CONCRETE MONUMENT
EPK - EXISTING PK NAIL
SPK - SET PK NAIL
NIP - NEW IRON PIPE SET
R/W - RIGHT OF WAY
CATV - CABLE TV BOX
EB - ELECTRIC BOX
TEL - TELEPHONE PEDESTAL
PP - POWER POLE
OHL - OVERHEAD LINE
LP - LIGHT POLE
WM - WATER METER
WV - WATER VALVE
CO - SEWER CLEAN-OUT
CB - CATCH BASIN
MH - MANHOLE
FH - FIRE HYDRANT
BOV - BLOW-OFF ASSEMBLY VALVE
- ADDRESS

LINE TABLE		
LINE	BEARING	DISTANCE
L-1	S 00°53'58" W	669.10'
L-2	N 05°37'51" E	94.01'
L-3	S 05°37'51" W	107.16'

TOTAL AREA TO BE ANNEX
357,050 S.F./8.197 AC.

CONTIGUOUS ANNEXATION MAP FOR LOTS 1 & 2 PROPERTY OF MARGARET SCHEPP

1109 & 1129 FORESTVILLE ROAD
OWNER: OPTIMAL EQUITY GROUP, LLC
REF: D.B. 18838, PAGE 1823
REF: B.M. 1999, PAGE 1645
WAKE FOREST TOWNSHIP
WAKE COUNTY, NORTH CAROLINA



SCALE 1"=60'

SEPTEMBER 7, 2022

ZONED R-30

PIN #1749.02-67-2831

PIN #1749.02-67-0589

CERTIFICATE OF SUFFICIENCY

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

I, Theresa Savary, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying the area described therein, in accordance with N.C.G.S 160A-58.1.

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 21st day of February, 2023.

Town Clerk

(SEAL)

RESOLUTION 2023-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO N.C.G.S. 160A-58.1, AS AMENDED
(by Optimal Equity Group, LLC for property associated with Forestville Road
Townhomes located at 1109 Forestville Rd. and 1129 Forestville Rd. being Wake County
PINs 1749-67-2831 and 1749-67-0589 being approximately 8.197 acres.)

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

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

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

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

Section 1. That a public hearing on the question of annexation of the contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 21st day of March, 2023.

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

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

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

Adopted and effective this the 21st day of February, 2023.

Vivian A. Jones

Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-9-
Submitted by: Aileen J. Staples
Submitting Department: Finance
Meeting Date: February 21, 2023

SUBJECT

Consideration of approval of 2023-2028 Capital Improvements Plan (CIP) Update

Recommendation:

Item Summary:

ATTACHMENTS

- [CIP Update Approval_summary.pdf](#)
- [resolution 2023 - CIP Update 2023-2028.doc](#)
- [1st Year Funding - 2023 \(Final Draft\).pdf](#)

Agenda Item: Consideration of approval of 2023-2028 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 2023-2024 Annual Operating Budget. Work session was held on February 7 to review the updated CIP document.

Attachment: Resolution; Funding Level Summary for FY 2023-2024

RESOLUTION 2023 - xx

**RESOLUTION APPROVING FY 2023 – 2028 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 2023-2024.

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 2023 – 2028 is hereby approved.

This the 21st day of February 2023.

Motion by: _____

Second by: _____

Mayor: _____

ATTEST:

Town Clerk

Capital Improvement Plan
FUNDING LEVEL SUMMARY
FISCAL YEAR 2023-2024

PAGE	DEPARTMENT/DIVISION	PROJECT DESCRIPTION	PRIORITY TYPE	1ST YEAR CAPITAL COST	EXTERNAL FUNDING	FISCALLY CONSTRAINED
<u>LEVEL A:</u>						
ARP - 1 & 2	American Rescue Plan	Multiple Projects	H-1,2,3,4	3,264,000	3,624,000	-
PF-1	Public Facilities	ADA Improvements for Compliance	H-1	120,000	-	120,000
F-1	Fire	Mobile & Portable Radios Replacement	H-2	139,000	-	139,000
S-2	Streets	Town Roadway Lighting	M-1	50,000	-	50,000
AM-3	Asset Maintenance	Street Resurfacing	H-2	5,600,000	-	-
AM-6	Asset Maintenance	Wake Forest Reservoir Improvements	H-2	250,000	-	-
AM-10	Asset Maintenance	Joyner Park Farms Building Rehab	H-1	205,000	-	205,000
AM-13	Asset Maintenance	Holding Community House Maintenance	M-1	57,000	-	57,000
E-2	Electric	LED Conversion	H-2	125,000	-	125,000
TOTAL LEVEL A				9,810,000	3,624,000	696,000
<u>LEVEL B:</u>						
GG-1	General Government	Vehicle Additions - Inspections	M-3	74,000	-	-
GG-2	General Government	Vehicle Additions - Engineering	M-3	40,000	-	-
GG-3	General Government	Ailey Young House Heritage Site	M-3	413,500	-	413,500
GG-4	General Government	Downtown Streetscape Improvements	M-2	3,090,300	-	-
IT-1	Information Technology	Fleet Management Software	M-3	90,000	-	90,000
IT-2	Information Technology	VOIP Phone System Refresh	M-2	200,000	-	200,000
PF-2	Public Facilities	Evidence Room at Main Police Station	M-3	21,500	-	21,500
PF-3	Public Facilities	Facility Space Planning	M-3	40,000	-	40,000
PF-4	Public Facilities	Public Facilities Plan - Expansion & Upgrades	M-3	242,000	-	242,000
PF-5	Public Facilities	Storage Shelter for Electrical Wire	M-3	125,000	-	125,000
P-1	Police	License Plate Reader System	H-4	134,000	-	134,000
F-2	Fire	Fire Logistics Facility	M-3	1,200,000	-	1,200,000
PW - 1	Public Works -Urban Forestry	Stump Grinder	M-3	40,000	-	40,000
FM-1	Fleet Maintenance	HD Stationary Four Post Lift	M-2	75,000	-	75,000
S-1	Streets	Transportation New Sidewalk Projects	M-3	100,000	-	100,000
S-3	Streets	Vehicle Addition - Single Axle Dump Truck	M-3	240,000	-	-
S-4	Streets	Town Wide Wayfinding Designs/Signage	H-3	250,000	-	225,000
S-5	Streets	Vehicle Addition - Service Truck	M-3	75,000	-	-
SW-1	Solid Waste	Vehicle Addition - Rearend Loader	M-3	325,000	-	-
PRCR-1	PRCR	Vehicle Additions	M-3	116,000	-	-
PRCR-2	PRCR	ABI Force (Field Grader)	M-3	40,000	-	40,000
PRCR-3	PRCR	Flaherty Park Field #2	M-3	500,000	-	250,000
T-1	GTP	Roadway - Ligon Mill Road/Smith Creek Bridge Improvements	H-4	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 4	H-3	741,300	671,300	70,000
T-4	GTP	Traffic/Pedestrian Signals	H-3	680,000	-	615,000
T-5	GTP	Bus Shelter Installations	H-3	138,900	138,900	-
T-6	GTP	Road Connections	H-3	461,500	461,500	-
T-7	GTP	Forbes Property Infrastructure Improvements	H-4	95,000	-	90,500
T-8	GTP	Greenway - Dunn Creek Greenway - Phase 3	H-3	2,707,000	2,707,000	-
T-9	GTP	NCDOT S-Line Project	H-4	190,000	-	190,000
T-10	GTP	General Transportation Initiatives	H-4	100,000	-	100,000
T-11	GTP	S. Franklin St. Expansion	H-4	900,000	-	900,000
VR	General Government	Vehicle Replacements	M-2	2,313,500	-	-
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	401,500	-	401,500
AM-5	Asset Maintenance	Maintenance of Facilities (Outside of Town Hall)	M-2	59,000	-	59,000
AM-7	Asset Maintenance	Sports Field Playing Surface Repair	M-2	15,000	-	15,000
AM-8	Asset Maintenance	E. Juniper Avenue & E. Pine Infrastructure Upgrades	L-2	14,000	-	14,000
AM-9	Asset Maintenance	Greenway Infrastructure Improvements	M-2	261,000	-	261,000
AM-11	Asset Maintenance	Athletic Courts Construction	M-2	273,000	-	223,000
AM-12	Asset Maintenance	Athletic Fields Fence Replacement	M-2	200,000	-	-
AM-14	Asset Maintenance	Annual Stormwater Analysis - Miscellaneous Drainage Improvements	M-2	100,000	-	100,000
AM-15	Asset Maintenance	Stormwater Analysis - Home Gardens	M-2	50,000	-	50,000
AM-16	Asset Maintenance	Stormwater Analysis - Cardinal Hills	M-2	60,000	-	60,000
E-1	Electric	Line Construction/System Improvements	M-2	1,100,000	-	1,100,000
E-3	Electric	Hwy 98 Substation Wildlife Protection	M-3	35,000	-	35,000
E-4	Electric	Back Property Digger Derrick - Addition	M-3	195,000	-	-
VR	Electric	Vehicle Replacements	M-2	1,115,500	-	-
TOTAL LEVEL B				20,322,500	3,978,700	8,071,000
<u>LEVEL C:</u>						
				-	-	-
TOTAL LEVEL C				-	-	-
GRAND TOTALS				\$ 30,132,500	\$ 7,602,700	\$ 8,767,000

*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.: 2022-53-

Submitted by: Terry Savary

Submitting Department:

Meeting Date: February 21, 2023

SUBJECT

Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

- [DepartmentMonthlyReportJan2023.pdf](#)

January 2023 | Department Monthly Report



Communications

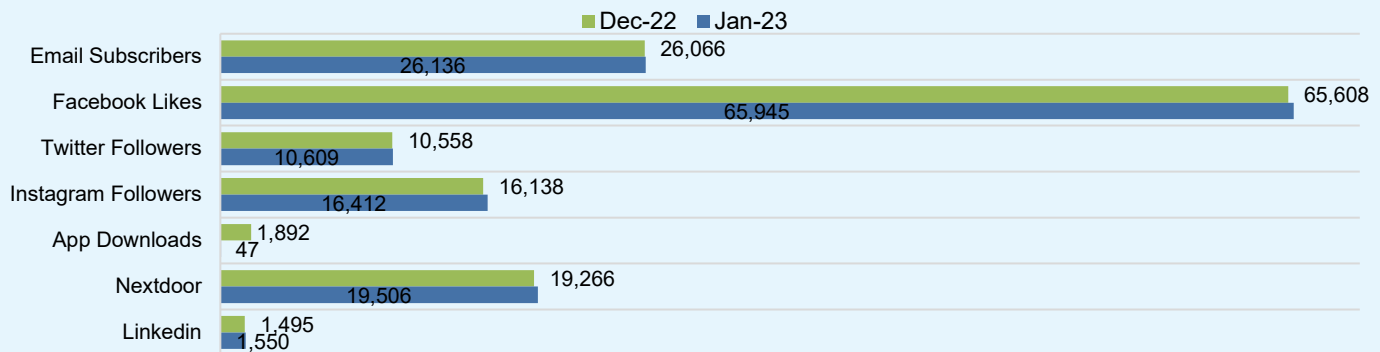
ANNOUNCEMENTS

Media Releases	40
Email Announcements	22
Town-to-Resident Phone Calls/Texts	4

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Home	10,538
2	Customer Service Forms	3,886
3	Utility Bill Payment Options	3,164
4	Jobs	2,572
5	Joyner Park Community Center	2,522

SUBSCRIBERS



Downtown Development

Annual Main Street Assessment was completed and submitted to NC Main Street in early January. The assessment was updated this year to incorporate the new Main Street Standards of Accreditation.

- New Downtown Development Program Assistant, Tracy Painter, started January 23.
- Retail meeting was held with 11 merchants in attendance on January 25. Key updates were provided, and merchants shared successes and challenges.
- Downtown Manager and Program Specialist attended NC Festival & Events Showfest Conference in Charlotte, NC.

OCCUPANCY

	JAN-MAR 2023	OCT – DEC 2022
Occupancy Rate in Percentage	90%	90%

NEW BUSINESSES

	JANUARY 2023	FISCAL YEAR-TO-DATE
Number of New Businesses	0	7
Number of Businesses Closed	1	8

UPDATES PROVIDED QUARTERLY

EVENTS

SECOND QUARTER EVENTS OCT - DEC)	ATTENDANCE IN 2022	ATTENDANCE IN 2023
Lighting of Wake Forest	3500	0
Holiday Open House	2500	0

• UPDATE

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)

	DECEMBER 2022	JANUARY 2023
Number of responses to RFIs	0	0

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

Electric Motor Shop

Engineering

PROJECT

UPDATE

Project: Stormwater Infrastructure Assessment

Update: The Engineering Department presented an update on the findings of the Criticality Assessment and Flood Study at the Annual BOC Retreat. The potential for a Stormwater Utility Fee was presented to the board and received approval to keep moving forward with developing a Stormwater Program. An agenda with key milestones are being put together for the 2023 year.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS		COMPLETION DATE
NC Sales and Use Tax Form E500		January 13
941/NC-5Q Quarterly Payroll Tax Returns		January 18
ORBIT/LGERS Report – NC State Treasurer		January 3
Utility Sales Tax Return – E500 E		January 13
LGC –203 Cash and Investment Report		January 19
ACCOUNTING/FINANCE		AMOUNT
Total Accounts Payable Disbursement		\$3,792,879
Total ePayables Disbursement		\$2,454,325
Total Number of Invoices Paid		308
Total Amount of Invoices Paid with credit card		\$649,509
GENERAL TASKS AND OTHER ITEMS		COMPLETION DATE
ARPA Quarterly Report submitted		January 25
SEC Continuing Disclosure report submitted		January 13
W-2's in HR Portal/Mailed		January 21
PAFR (Citizens Report) submitted to GFOA		
Closed installment note with Pinnacle Bank – police vehicles - \$363,275 – 3.46% - 3 years		January 31
FY 2023–2028 Capital Improvements Plan (CIP) Update		COMPLETION DATE
Delivered to Board of Commissioners		January 2
Public Hearing on Updated CIP		January 17

PURCHASING / WAREHOUSE

New Vendors Set Up	17
Purchase Orders Processed	58
Informal Quotes	21
Surplus Items	Sold 10 items - \$84,474
HUBSCO	Submitted one (1) report

NORTHERN WAKE FOOD SECURITY TEAM

Staff Hours	16 hours per week (Corey – 8/Drew - 8)
Updates	Deliver food to Hope House on Thursday afternoons Planning meetings underway

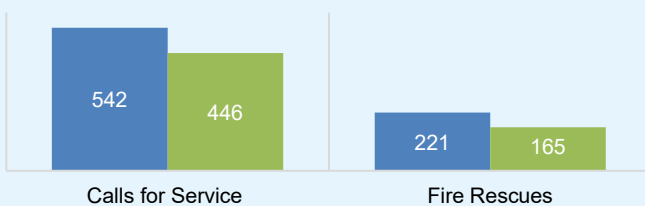
Fire

KEY STATS

	DECEMBER 2022	JANUARY 2023
Calls for Service	542	446
Average Response Time	4:18	5:57

FIRE-KEY STATS

■ Dec-22 ■ Jan-23

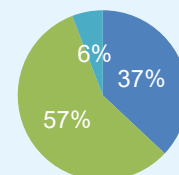


TYPES OF CALLS

	DECEMBER 2022	JANUARY 2023
Fire	221	165
Medical	289	255
Motor Vehicle Accidents (MVA)	32	26

TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

PROMOTIONS / TRANSFERS / CAREER LADDER ADVANCEMENT

EMPLOYEE NAME	DEPARTMENT	POSITION	DATE
Damon Wardrick (Career Ladder)	Finance / Info. Tech.	IT Analyst II	January 1, 2023
Peyton Preddy (Career Ladder)	Inspections	CEO III	January 1, 2023
Eric Wiseman (Promotion)	Inspections	CEO III	January 9, 2023
Emma Linn (Career Ladder)	Planning	Planner II	January 1, 2023
Monica Sarna (Promotion)	Engineering	Assistant Engineering Director	January 1, 2023
Marvin Fowler (Career Ladder)	Engineering	Sr. Construction Inspector	January 1, 2023
Glenn Ebron (Career Ladder)	Fire Department	Firefighter First Class	January 1, 2023
Korey Floyd (Career Ladder)	Fire Department	Firefighter First Class	January 1, 2023
Zackary Helms (Career Ladder)	Fire Department	Firefighter First Class	January 1, 2023
Robert Mitchell (Career Ladder)	Fire Department	Firefighter First Class	January 1, 2023
Alex Murray (Career Ladder)	Fire Department	Firefighter First Class	January 1, 2023
Daylon Pinkus (Career Ladder)	Fire Department	Firefighter First Class	January 1, 2023
Casey Shoe (Career Ladder)	Fire Department	Firefighter First Class	January 1, 2023
Matthew Smith (Career Ladder)	Fire Department	Firefighter First Class	January 1, 2023
Sam Coleman (Career Ladder)	Fire Department	Master Firefighter	January 1, 2023
Justin Mitchell (Career Ladder)	Fire Department	Master Firefighter	January 1, 2023
Jonathon Mestas (Career Ladder)	Fire Department	Master Firefighter	January 1, 2023
Brian Harris (Career Ladder)	Police Department	Police Officer II	January 1, 2023
Nathan Boozell (Career Ladder)	Police Department	Officer First Class	January 1, 2023
Alyona Eakes (Career Ladder)	Police Department	Police Officer II	January 1, 2023
Christopher Higgins (Career Ladder)	Police Department	Officer First Class	January 1, 2023
Erin Hollingsworth (Career Ladder)	Police Department	Police Officer II	January 1, 2023
McKinley Strickland (Career Ladder)	Police Department	Police Officer II	January 1, 2023
Mario Mayes (Career Ladder)	Police Department	Master Officer	January 1, 2023
Megan Jones (Career Ladder)	Police Department	Police Officer II	January 1, 2023
Joseph Pistone (Career Ladder)	Police Department	Officer First Class	January 1, 2023
Logan Williams (Career Ladder)	Police Department	Police Officer II	January 1, 2023
Alethia Ferreira (Promotion)	Police Department	Police Officer I	December 18, 2022

EMPLOYMENT

As of January 30, 2023	JANUARY	DECEMBER
Positions Filled	383.00	383.00
Vacancies	28.00	28.00
Total Authorized Positions		
FY 2022-2023	411.00	411.00

Information Technology

SERVICE STATS

	DECEMBER 2022	JANUARY 2023
Service Requests Completed	416	474
Network Uptime Percentage	100%	99%

Inspections & Public Facilities

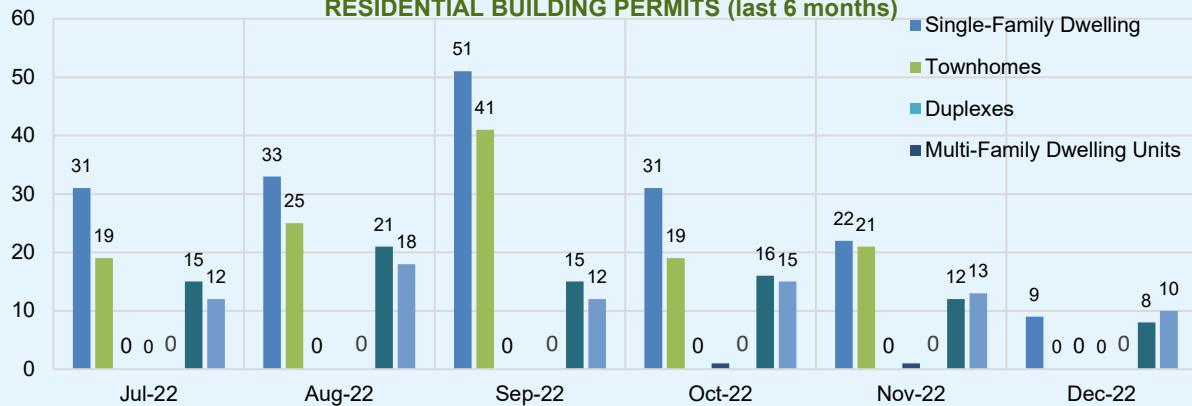
RESIDENTIAL PERMITS

	January 2023	January 2022
Single-Family Dwelling	023	028
Townhomes	012	012
Duplexes	000	000
Multi-Family Dwelling Units	002/272	000
Other	107	143
Total	144	183

NON-RESIDENTIAL PERMITS

	January 2023	January 2022
New Commercial	01	01
Fit-Ups	03	02
Other	32	36
Total	3	39

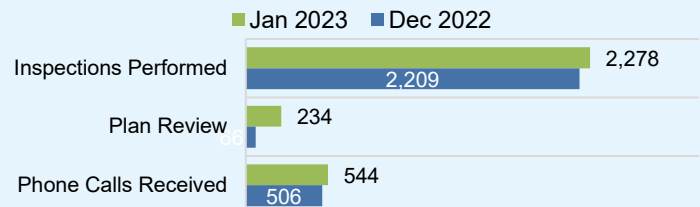
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	January 2023	December 2022
Preventative Maintenance Completed	472	456
Reactive Work Orders	81	76

DEPARTMENTAL PRODUCTIVITY



BUSINESSES	
NEW COMMERCIAL BUSINESSES	ADDRESS
Hawthorne at Traditions Apts Clubhouse	921 Mendocino St
FIT-UPS	
Petfolk Wake Forest	3600 Rogers Branch Rd 102
U-Haul	9701 Capital Blvd
Cape Fear Seafood	3612 Rogers Branch Rd 112
PRE-OCCUPANCIES	
Knife Purveyor	600 Dr Calvin Jones Hwy 104

Parks, Recreation & Cultural Resources

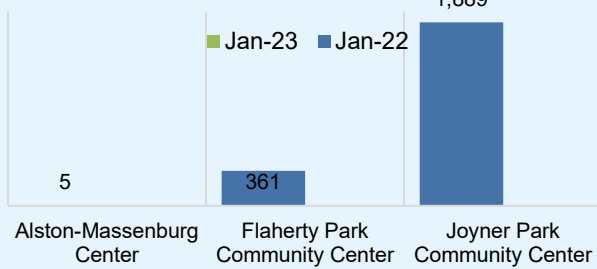
ATHLETICS

	JANUARY 2023	JANUARY 2022
Registrations Received – Youth	0	0
Registrations Received – Adult	0	0
Games Held	205	247
Revenue	0	0

PROGRAMS

	JANUARY 2023	JANUARY 2022
Registrations Received – Youth	165	97
Registrations Received – Adult	150	64
Classes/Programs Held	47	46
Revenue	\$7636	\$3297

VISITORS TO COMMUNITY CENTERS



RECONNECT PROGRAM GUIDE

[VIEW](#)

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

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	4
Reactive Maintenance	3
PM Inspections and services	73
Evening and Weekend Park Services	

FACILITY RENTALS

	January 2023	January 2022
Athletic Fields	13	10
Joyner Park Outdoor / Open Space	0	
General Outdoor / Open Space	0	
Picnic Shelters	0	0
Wake Forest Community House	4	2
Joyner Park Community Center	2	0
Flaherty Park Community Center	0	0
Alston-Massenburg Community Center	1	1

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	January 2023	January 2022
Aquatic Center	closed	closed
Taylor Street Sprayground	closed	closed

Planning

DEVELOPMENT SERVICES MONTHLY REPORT ZONING [VIEW](#)

VIOLATIONS DASHBOARD [VIEW](#)

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

CERTIFICATES OF APPROPRIATENESS

	JANUARY 2023	JANUARY 2022
COAs Received	0	2
COAs Approved	0	2

Police

KEY STATS

	DECEMBER 2022	JANUARY 2023
Calls for Service	4812	4494
Vehicle Crashes	212	162

Public Works

Urban Forestry – concluded planting season – over 200 trees planted; planning with Forest Service & Wildlife foundation for pear bounty; replanting of the pecan grove at Joyner Park.

Streets – CDL Training – Zack Johnson; Streets assisted WFFD with excavator; patched 12 patches with 100 tons of asphalt; repairs to Holding Park asphalt. Poured sidewalk and curb for WF Power, swept 213 miles of streets; Streets had two new hires.

Solid Waste – Loose leaf collection has gotten caught up, trucks have had repairs and back on normal schedule; trash & recycle service RFP process has progressed well & is close to being complete; new driver started this month & relief driver starting in February- staffing issues are getting resolved.

Fleet – Completed 227 work orders in January for a combined shop productivity average of 75% of billable hours. The 4 mechanics completed 32 combined hours of training. Michael Ramey has completed the theory portion of ELDT training & has passed the written CDL testing to obtain his CDL learners permit. He is actively engaged in CDL skills and road training.

Admin – Wake Forest Cemetery is sold out for plots;

SOLID WASTE

	January 2023	January 2022
New Construction Homes Added	35	42
New Cart Sets	35	42

RECYCLING

	January 2023	January 2022
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	0	0

CEMETERY

	January 2023	January 2022
Number of Plots Sold	8	7
Number of Niches Sold	0	0
Total Plots Available	0	251

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

	January 2023	January 2022
Monthly In-Person Attendance	778	686
Virtual Views	165	656
Ticketed Events Held	1	1
Free Events Held	1	0

- Musical Theatre Workshop kicked off the season with 60% of the students returning from past workshops and summer stage camps.
- The art plan task group participated in a five-hour planning retreat, Saturday, January 14. The task group is comprised of Public Art Commission members and town staff.

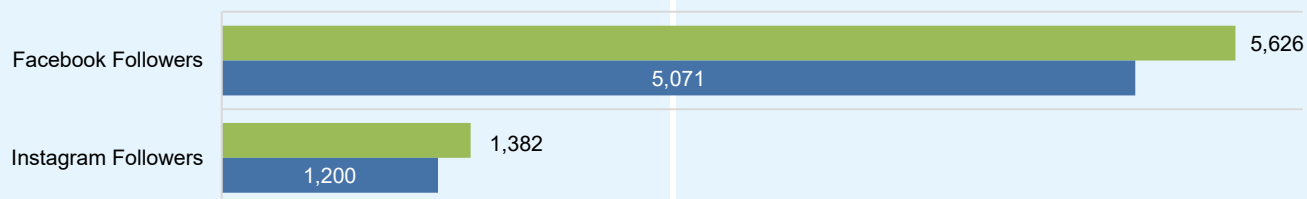
RENAISSANCE CENTRE PROGRAM GUIDE

[VIEW](#)

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

SOCIAL ENGAGEMENT

■ Jan-23 ■ Jan-232



Wake Forest Power

CUSTOMER SUMMARY

	DECEMBER 2022	JANUARY 2023
Electric Meters/Customers	6,874	6,998
Pre-Pay Power Customers	472	471
H.O.P.E. Participants	46	47
N.C. GreenPower Participants	17	17

POWER OUTAGES

	JANUARY 2023	JANUARY 2022
Total Number of Customers Affected by Outages this Month	108	145
Average Number of Customers Affected per Outage	36	72.5

PAYMENTS RECEIVED

	DECEMBER 2022	JANUARY 2023
eSuite Credit Card Payments	\$ 134,668	\$ 194,022
eSuite Credit Card Payments (Pre-Pay)	\$2,164	1,168
Paymentus CC Payments	\$658,462	\$ 758,574
Paymentus CC Payments (Pre-Pay)	\$63,398	\$ 52,465

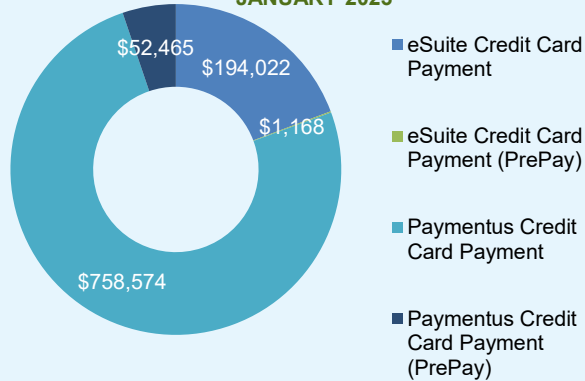
NUMBER OF TRANSACTIONS

	DECEMBER 2022	JANUARY 2023
eSuite Credit Card Payments	491	500
eSuite Credit Card Payments (Pre-Pay)	48	26
Paymentus CC Payments	4,731	4,897
Paymentus CC Payments (Pre-Pay)	1,687	1,542

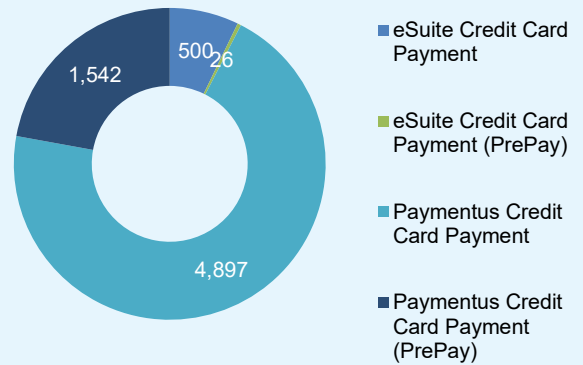
Note: Transitioning to Paymentus

PAYMENTS RECEIVED

JANUARY 2023



PAYMENTS RECEIVED JANUARY 2023



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held	1/ 11 /2023
Number of members in attendance	7 out of 9

The Historic Preservation Commission heard public comment from one citizen concerned about losing the Town's history due to increased development. Hassan Kingsberry, Town Attorney, provided the annual quasi-judicial training for the HPC. Staff led the first strategic planning session to implement the Historic Preservation Plan adopted in October 2022.

Human Relations Council

MEETINGS

Most recent meeting held	1/26/2023
Number of members in attendance	out of 12

No meeting held

Public Art Commission

MEETINGS

Most recent meeting held	1/26/2023
Number of members in attendance	7 out of 7

The Public Art Commission welcomes artist Jenna Trunzo as a new Commission member. Applications are open to continue to fill our available vacancies and members are encouraged to share the Town's post about this. PAC has appointed its committee for the 2023 Celebration of the Arts, to be held on October 7, 2023, at the Renaissance Centre as a part of its 10-year anniversary; committee will begin meeting as soon as possible to determine task list. PAC is working on updates to Art Vision Plan and so far, the mission, values, and goals have been approved by the members; the task group will meet again in February to dive into strategies for the goals and welcome ideas from the commission members.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held	1/23 /2023
Number of members in attendance	9 out of 12

Update: Work Group 2023

New Members & New Leaders were chosen
National Trails Day (6/3) – 5k/3k: We will do both races again this year.
Art in the Park (8/26)
Unplugged (9/10)
Tilda Caudle with the Northeast Community Coalition attended to discuss Juneteenth
The Year of the Trail was also discussed

Technology Advisory Board

MEETINGS

Most recent meeting held	1/23/2023
Number of members in attendance	7 out of 9

Adam Oates reported on the Smart City project. Andy Kotynski started the planning for the STEM event. Adam Wright gave an update on the NCDOT traffic light project.

Urban Forestry Board

MEETINGS		Meeting canceled
Most recent meeting held	1/24/2023	
Number of members in attendance	out of 11	



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-54-
Submitted by: Terry Savary
Submitting Department:
Meeting Date: February 21, 2023

SUBJECT

Wake County Tax Release

Recommendation:

Item Summary:

ATTACHMENTS

- [WF-TXREP-FEB-2023-MTG.pdf](#)



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

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

February 7, 2023

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 6, 2023, approved and accepted the enclosed tax report for the Town of Wake Forest.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Yvonne Gilyard", written over a circular stamp.

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners



WAKE COUNTY TAX ADMINISTRATION

Rebate details
1/1/2022 - 1/31/2022

WAKE FOREST

DATE
02/05/2022
TIME
07:10:37 PM
PAGE
1

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

BUSINESS ACCOUNTS

805773	31.52	0.00	0.00	3.15	0.00	34.67	01/19/2022	0006553009	2021	2021	000000	TRIBUSALLEN INC
804956	242.38	0.00	0.00	0.00	0.00	242.38	01/05/2022	0006724585	2021	2021	007050	NAVITAS CREDIT CORP

Subtotal for

BUSINESS ACCOUNTS	273.90	0.00	0.00	3.15	0.00	277.05	2 Properties Rebated
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BUSINESS REAL ESTATE ACCOUNTS

805890	237.76	0.00	0.00	0.00	0.00	237.76	01/19/2022	0000047016	2021	2021	000000	EAGLE SKY REALTY LLC
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Subtotal for

BUSINESS REAL ESTATE ACCOUNTS	237.76	0.00	0.00	0.00	0.00	237.76	1 Properties Rebated
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INDIVIDUAL PROPERTY ACCOUNTS

805079	54.67	0.00	25.00	5.47	0.00	85.14	01/06/2022	0006893665	2021	2021	000000	GLASPER, WILLIE III
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Subtotal for

INDIVIDUAL PROPERTY ACCOUNTS	54.67	0.00	25.00	5.47	0.00	85.14	1 Properties Rebated
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INDIVIDUAL REAL ESTATE ACCOUNTS

804450	222.75	0.00	0.00	0.00	0.00	222.75	01/05/2022	0000370569	2021	2021	000000	PLEASENT, KELVIN B
804589	471.80	0.00	0.00	0.00	0.00	471.80	01/05/2022	0000223807	2021	2021	000000	PLUMEY PENNA, ERNESTO ANTONIO



WAKE COUNTY TAX ADMINISTRATION

Rebate details
1/1/2022 - 1/31/2022

WAKE FOREST

DATE 02/05/2022
TIME 07:10:37 PM
PAGE 2

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING OWNER TYPE
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Subtotal for

INDIVIDUAL

REAL

ESTATE

ACCOUNTS

2 Properties Rebated

TOTAL

WAKE

FOREST (Not

In District)

6 Properties Rebated for the District/City

TOTAL FOR

CITY

WAKE

FOREST

6 Properties Rebated for the City



WAKE COUNTY TAX ADMINISTRATION

Rebate details
1/1/2022 - 1/31/2022

WAKE FOREST

DATE 02/05/2022
TIME 07:10:37 PM
PAGE 1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	FOR YEAR	BILLING TYPE	OWNER
Grand Total:	25,011.60	0.00	167.50	1,733.00	0.00	26,912.10		43	Properties Rebated for All Cities			



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-55-

Submitted by: Terry Savary

Submitting Department:

Meeting Date: February 21, 2023

SUBJECT

Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-29-

Submitted by: Shiekell Richardson

Submitting Department: Administration

Meeting Date: February 21, 2023

SUBJECT

Ordinance Prohibiting the Possession of Weapons on Town Property

Recommendation:

Item Summary:

ATTACHMENTS

- [AN ORDINANCE PROHIBITING THE POSSESSION OF WEAPONS ON TOWN PROPERTY.docx](#)

§ 13-6.3 AN ORDINANCE PROHIBITING THE POSSESSION OF WEAPONS ON TOWN PROPERTY; SIGNAGE.

(A) AUTHORITY. This subchapter is enacted pursuant to N.C.G.S. §§ 14-415.11 (c), 14-415.23, and 160A-189.

(B) CARRYING OF FIREARM OR DEADLY WEAPON PROHIBITED.

- (1) Display or carrying of any firearm or deadly weapon, including concealed handguns carried in accordance with the scope of a concealed handgun permit issued in accordance with G.S. Article 54B of Chapter 14, is prohibited in each building owned, leased as lessee, operated, occupied, managed, or controlled by the town as well as the appurtenant premises to such building. However, firearms may be secured in a locked vehicle within the trunk, glove box, or other enclosed compartment or area within or on the motor vehicle in the parking lot of the town owned property.
- (2) It shall be unlawful for any person to display, openly carry or possess on or about his person any deadly weapon, including, but not limited to any bomb, bowie knife, dirk, dagger, sling-shot, loaded cane, metal knuckles, razor, stun gun, pistol, revolver, gun, rifle, spear, or nightstick at any meeting, assemblage, parade, or picketing on any public property, street, alley or other public way.
- (3) This section shall not apply to law enforcement or other government personnel acting within the scope of their employment or to the possession of a firearm or other weapon on residential property leased by the Town by the resident of said property. This section shall also not apply to weapons used solely for instructional classes or officially sanctioned ceremonial purposes.

(C) SIGNS.

- (1) Posting of signs required. The town manager is hereby authorized and instructed to post conspicuous signage at appropriate locations on or within each town building or portion of a building owned, leased as lessee, operated, occupied, managed, or controlled by the town, as well as the appurtenant premises to such buildings, indicating that carrying a concealed handgun or deadly weapon is prohibited therein.

(2) Location of signs. Signs on buildings shall be visibly posted on the exterior of each entrance by which the general public can access the building. The town manager shall exercise discretion in determining the number and appropriate location of signs to be placed on or within appurtenant premises.

(D) VIOLATIONS.

(1) Violation. The carrying of concealed handguns or the possession or display of any firearm or other weapon as defined in this section, in or upon any of the locations specified by this section, shall constitute a misdemeanor and subject any violator(s) so convicted to such penalties as may be imposed by the court. In addition to said punishment, any person convicted under this section will be prohibited from entering town property for up to one year.

This ordinance shall take effect on _____, 2023.

Moved by:

APPROVED AS TO FORM:

Seconded By:

Hassan Kingsberry, Town Attorney

Mayor: _____

ATTEST:

Town Clerk