



Wake Forest Board of Commissioners
Meeting Agenda
April 18, 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. March 7, 2023 Work Session
March 21, 2023 Regular Meeting
March 23, 2023 Special Called Meeting
[DraftBOCWSEMinutesMar202307.pdf](#)
[DraftBOCMinutesMar202321.pdf](#)
[DraftSpecialCalledBOCMinutesMar202323.pdf](#)

3.Presentations

- 3.A. Proclamation Recognizing April 22, 2023 as Earth Day in the Town of Wake Forest
[ProclamationEarthDayApril202318.docx](#)
- 3.B. Proclamation Recognizing April 28, 2023 as Arbor Day in the Town of Wake Forest
[ProclamationArborDayApril202318.docx](#)
- 3.C. Proclamation Recognizing May as "Building Safety Month"
[ProclamationBuildingSafetyMonthApr202318.pdf](#)
- 3.D. Proclamation Recognizing May 6, 2023 as "St. Baldrick's Day"
[ProclamationSt.BaldrickApr202318.pdf](#)
- 3.E. Proclamation Recognizing April 30 through May 6, 2023 as the " 54th Annual Professional Municipal Clerks Week"
[Proclamation_MunicipalClerksWeekApril202318.pdf](#)

4.Public hearings / Public Comment

- 4.A. Public hearing to consider closing a portion of right-of-way (ROW) abutting Caddell St.
[Attachment_A_Summary_Abandon ROW Caddell.docx](#)
[Attachment_B_Resolution_Abandon ROW_Caddell.docx](#)
[Attachment_C_Plat Caddell ROW Abandonment.pdf](#)
[Attachment_D_Caddell ROW Metes and Bounds Description.pdf](#)

- 4.B. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 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. Approval of Budget Ordinance Amendment #3 for FY 2022-2023
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment #3_FY 2022-2023.pdf](#)
- 5.B. Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.
[Attachment_A_summary_2023_Accept_Streets.docx](#)
[Attachment_B_Resolution_Acceptance_of_Streets_for_Powell_Bill.docx](#)
- 5.C. Approval of Appointments to the Citizen Advisory Boards
[RESOLUTION2022-XXX_Adv_Board_Appts-PRCR.pdf](#)
[RESOLUTION2022-XXX_Adv_Board_Appts-PAC.pdf](#)

6.Legislative Items

- 6.A. Consideration of Resolution ordering the closure of a portion of Caddell Street.
[Attachment_A_Summary_Abandon ROW Caddell.docx](#)
[Attachment_B_Resolution_Abandon_ROW Caddell.docx](#)

7.Planning Items

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Appoint a Voting Delegate for the NC League of Municipalities Board of Directors and for voting at City Vision

12.B. Department Monthly Report
[March 2023 Monthly Report.pdf](#)

12.C. CIP Project Tracker
[CIP Project Tracker Q3_FY2022-2023.pdf](#)

12.D. Strategic Plan
[Strategic Plan Working Document_Q3 Jan-Mar2023.pdf](#)

12.E. Wake County Tax Release

12.F. Commissioner Reports

13.Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-100-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

March 7, 2023 Work Session

March 21, 2023 Regular Meeting

March 23, 2023 Special Called Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCWSEMinutesMar202307.pdf](#)
- [DraftBOCMinutesMar202321.pdf](#)
- [DraftSpecialCalledBOCMinutesMar202323.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, March 7, 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.

The Girl Scouts of America led everyone in the Pledge of Allegiance.

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
Deputy Town Clerk Ella Dowtin
Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy
Chief Financial Officer Aileen Staples
Human Resources Director Angela McCray
IT Director Adam Oates
Applications Analyst Juan Garcia
Police Chief Jeff Leonard

Planning Director Courtney Tanner
Engineering Director Joe Guckavan
Strategic Performance Manager Lisa Hayes
Downtown Development Jennifer Herbert
Public Works Director Tim Bailey
Assistant Storm Water Engineer Nick Nolte
Police Captain Brandon High
Police Captain Julius Jefferson

1. Presentations

1.1 Proclamation Recognizing Girl Scout Week (March 12-18, 2023)

Mayor Jones presented a proclamation recognizing Girl Scout Week to a local Girl Scout Troop.

PROCLAMATION

RECOGNIZING GIRL SCOUT WEEK MARCH 12 – 18, 2023

WHEREAS, March 12, marks the 111th anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,

WHEREAS, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of courage, confidence, and character; and,

WHEREAS, through the Girl Scout Leadership Experience girls gain knowledge and develop skills that will serve them a lifetime so that they may contribute to their communities.

WHEREAS, Girl Scouting takes an active role in increasing girls' awareness of the opportunities available to them today in science, technology, engineering, math and the arts as well as other fields that can expand their horizons; and, in this moment of suffering in our nation, Girl Scouts commits to taking action to support all girls, their families, and their communities.

WHEREAS, Our community represents every race, ethnicity, income level, sexual orientation, ability, and religion; reflects a spectrum of gender identity; and connects across geographic locations. By focusing our attention on community members who are furthest from racial, economic, and social justice, Girl Scouts can be an instrument of change, promoting equitable outcomes for all. We wholly commit to taking action to grow as an anti-racist and anti-oppressive organization so that, through Girl Scouts, our members are affirmed as they strive to make our community and world better.

NOW, THEREFORE, I, Vivian Jones, Mayor of Wake Forest, by virtue of the authority vested in me as mayor, do hereby applaud the commitment Girl Scouting has made to support the life and leadership development of girls and proudly proclaim the week of March 12 - 18, 2023, as Girl Scout Week in celebration of this great organization.

1.2 Proclamation Recognizing March 17, 2023, as "A Day of Wellness" Mayor Jones recognized March 17, 2023, as a "Day of Wellness" The proclamation will be presented to the Human Resources Department March 17, 2023, on the Day of Wellness.

PROCLAMATION

RECOGNIZING MARCH 17, 2023, AS "A DAY OF WELLNESS"

WHEREAS, a Day of Wellness is an initiative to promote personal wellness, healthy choices, and the power of being yourself. The goal is to promote and celebrate wellness by joining members of the community to participate in various wellness activities. This day will build upon

ongoing wellness efforts and focus more on personal health and well-being. By practicing wellness, self-care, and healthy choices, we can equip ourselves and others with proper coping skills and stress management techniques to deal with life's challenges substance-free; and WHEREAS, Practicing wellness allows us to care for our wants and needs to create healthy, happy, fulfilling lives. Wellness encourages us to establish boundaries, create healthy habits, and embrace and love who we are. Overall maintaining our physical, mental, and social well-being helps us live the fantastic lives we deserve; and

WHEREAS, Practicing wellness can also be a community-wide effort that helps foster a sense of community, empowers our residents, and establishes a strong community support network. Community-wide efforts that encourage participation in wellness activities can help build stronger, healthier communities, as well as offer the tools and resources to encourage self-care and focus on well-being; and

WHEREAS, a Day of Wellness is all about practicing healthy ways of handling life's challenges with the goal of health and happiness in mind. All day and in all days to come, we encourage you to practice an element of wellness, connection with your best self, and to BE YOU and LIVE WELL.

NOW THEREFORE I, Vivian Jones, Mayor of Wake Forest, do hereby proclaim March 17, 2023, as

"a Day of Wellness"

in the Town of Wake Forest, NC, I encourage all employees and citizens to pursue and participate in activities and practices, including special events, online webinars, and in-person presentations dedicated to wellness and living well throughout this day.

1.3 Presentation to update the Board of Commissioners of the Pavement Management Program

Engineering Director Joe Guckavan presented an update on the pavement management program. This program is in preparation for the CIP street resurfacing. Project Manager Tracy Pilson with Mott MacDonald provided a presentation on pavement management principles and understanding the deterioration of pavements.

1.4 Presentation of LEGISLATIVE CASE RZ-21-11, Forestville Road; Consideration of a rezoning filed by Carolina Land Design, PLLC to rezone 7.7± acres located at 1109 and 1129 Forestville Road, being Wake County Tax PINs 1749672831 and 1749670589 from Wake County's Residential-30 (R-30) to Residential Mixed-Use Conditional District (RMX-CD).

Senior Planner Patrick Reidy presented Case RZ-21-11 Forestville Road and recommended approval of the rezoning proposal.

1.5 An Ordinance Repealing Chapter 36 of the Code of Ordinances of the Town of Wake Forest

Town Attorney Kingsberry presented the Ordinance Repealing Chapter 36 of the Code of Ordinances related to taxis for the town; it was found outdated.

ACTION:

Mover: Commissioner Wright moved to repeal chapter 36 of the Code of Ordinances of the Town of Wake Forest.

Seconder: Commissioner Sliwinski

Vote: Motion carried 5-0

1.6 Consideration of Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

Assistant Stormwater Engineer Nick Nolte spoke about the current Code of Ordinances Chapter 30 where parking is prohibited at all times. Staff are proposing to change that to allow parking on North Brooks Street, between Spring Street and East Pine.

ACTION:

Mover: Commissioner Dyer moved to approve amending the Code of Ordinances Chapter 30 – Traffic and Vehicles; Article VI. Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

Seconder: Commissioner Wright

Vote: Motion carried 5-0

1.7 Consideration of Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

Assistant Stormwater Engineer Nick Nolte stated staff are proposing no parking signs for the Richland Hills subdivision for the following listed streets: Stackhurst Way, Tannerwell Ave., Lowenstein St., Chamberwell Ave., Marbank St., and Edgeware Way.

ACTION:

Mover: Commissioner Dyer moved to approve consideration of amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

Seconded: Commissioner Sliwinski

Vote: Motion carried 5-0

1.8 Resolution to assume maintenance of certain NCDOT streets within the Town of Wake Forest, North Carolina

Engineering Director Joe Guckavan presented a request to approve a proposal to assume maintenance of S. Franklin Street from NCDOT. Staff are recommending that the Town assume responsibility and then they'll petition the State to have their Board approve as well.

ACTION:

Mover: Commissioner Wright moved to assume maintenance of certain NCDOT streets within the Town of Wake Forest, North Carolina

Seconded: Commissioner Dyer

Vote: Motion carried 5-0

2. Discussion of Monthly Financial Report
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2.1 Monthly Financial Report

Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

4. Other Business

4.1 Discussion of update to Cost of Service Study and Electric Rates

Chief Financial Officer Aileen Staples provided a presentation on the update to the cost of service study and electric rates. Rates will be increased to approximately twenty dollars a month.

4.2 Consideration of Approval of Residential Solid Waste Collection and Disposal for the Town of Wake Forest Service Contract

Sustainability Coordinator Jeanette Johnson stated staff are going through a request for proposal process for residential solid waste collection and disposal for the Town of Wake Forest. She provided an overview of the evaluation process and what the outcome of that evaluation process was.

ACTION:

Mover: Commissioner Dyer moved to approve the Residential Solid Waste Collection and Disposal for the Town of Wake Forest Service Contract.

Second: Commissioner Wright

Vote: Motion carried 5-0

4.3 Consideration of Purchase and Sales Agreement Addendum - 343 S. White Street

Strategic Performance Manager Lisa Hayes presented the 343 S. White Street project also known as Suntrust; for a sales agreement. Requesting that the Town Manager have the authorization to execute the contract amending the sales price of \$7,304.

ACTION:

Mover: Commissioner Wright moved to approve the Purchase and Sales Agreement Addendum - 343 S. White Street

Second: Commissioner Sliwinski

Vote: Motion carried 4-0

Per Town Attorney Kingsberry, Commissioner Shackleford must excuse himself from voting. Commissioner Shackleford excused himself from voting.

4.4 Closed Session - Closed Session to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. N.C.G.S. § 143.318.11(a)(5)

ACTION:

Mover: Commissioner Wright moved to go into closed session at 7:27 p.m.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

The meeting reconvened at 7:47 p.m.

ACTION:

Mover: Commissioner Dyer moved to approve authorization to enter into a lease located at 745 Merritt Capital Dr.

Seconder: Commissioner Wright

Vote: Motion carried 5-0

5. Commissioner Reports

Commissioner Dyer - No report.

Commissioner Wright – Attended the Technology Advisory Board (TAB) meeting and is covering the STEM event on Saturday, April 29, 2023.

Commissioner Sliwinski – Attended the Urban Forestry Board (UFB) and Parks Recreation & Cultural Resources Advisory Board (PCRC) meeting last week and got updates on the Skate Park/Pump Park. Attended the Public meeting on Thursday, March 2, 2023. Also, attend the film festival.

Commissioner Shackleford - No report.

Commissioner Sary- There was no Triangle J Council of Government (TJCOG) meeting in February 2023.

Mayor Jones – Attended the Technical Coordinating Committee (TCC) Annual Meeting, held in Raleigh NC, CAMPO has formed a committee on how to go forward with the west commuter rail; attended that meeting, attended Mr. Bakers Civic classes this week, meet with Sheriff Rowe, he is meeting with all the Mayor's and Police Chief's in the county, was interviewed by a resident of Wake Forest who now attends the American University in Washington DC; she was required to interview a female politician and she chose the Mayor, sign a letter for the National League of Cities which is asking Congress to support the railway safety act of 2023, received a request to have the Town do the National Day of Prayer as a Town event; the Mayor recommends that the Town continue to allow the citizens to do it and not as a Town event. The mayor suggested that if the board recommends anything different bring it to the next meeting.

Town Manager Kip Padgett- Thanked the Communications and Engineering Departments for working with CSX and keeping the Town and citizens updated on all of the road closings.

6. Adjournment

With no further business to discuss, the meeting was adjourned at 7:58 p.m.

Duly approved in open session this 18th day of April 2023.

(ATTEST)

Vivian A. Jones, Mayor

Ella Downtin, Deputy Town Clerk



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, March 21, 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
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Planner II Emma Linn
Chief Financial Officer Aileen Staples
Assistant Finance Director Samantha Sanchez

Senior Budget Analyst Benjamin Blevins
Strategic Performance Manager Lisa Hayes
Engineering Director Joe Guckavan
Assistant Stormwater Engineer Nick Nolte
Police Chief Jeff Leonard
Fire Chief Ron Early
Police Captain Brandon High
Police Captain Julius Jefferson

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

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

Second: Commissioner Wright.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- February 7, 2023 Work Session
- February 21, 2023 Regular Meeting

ACTION:

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

Second: Commissioner Shackelford.

Vote: Motion carried 5-0.

3. Presentations

3.A. Proclamation Recognizing March 29, 2023 as "Vietnam War Veterans Day"

Mayor Jones recognized March 29, 2023 as "Vietnam War Veterans Day".

PROCLAMATION

**RECOGNIZING MARCH 29, 2023 AS "VIETNAM WAR VETERANS DAY"
IN THE TOWN OF WAKE FOREST, NORTH CAROLINA**

*WHEREAS, the Vietnam War lasted almost 20 years, spanning the period between November 1955 and April 1975 with nearly 3 million American soldiers serving in uniform in Vietnam, and more than 58,000 sacrificing their lives to protect our nation's freedom; and
WHEREAS, of the more than 700,000 veterans living in North Carolina, today more than 250,000 served in the Vietnam War; and*

WHEREAS, North Carolina is proud and humbled to be the home of these brave veterans, who continue to serve our state as stellar citizen leaders in their workplaces, communities, homes, and churches; and

WHEREAS, Vietnam War Veterans Day is an opportunity to commemorate the 1,627 North Carolinians killed or missing in Vietnam, who made the ultimate sacrifice to protect and honor their home state and nation;

WHEREAS, the men and women who served North Carolina and the United States during the Vietnam War deserve the utmost respect and gratitude from their fellow Americans for their heroic and selfless actions;

*NOW THEREFORE, I Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim March 29, 2023, as “**VIETNAM WAR VETERANS DAY**” in the Town of Wake Forest and commend its observance to all citizens.*

4. Public hearings / Public Comment

4.A. Public hearing on 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.

Mayor Jones asked if anyone wished to speak.

The following citizen provided public comment:

- Kenneth Christie, 1111 Golden Poppy Ct., Wake Forest, NC spoke about his concerns with the dam.
- Kimberly Glenn, 129 Woodstaff Ave., Wake Forest, NC spoke about her concerns regarding the impact that the removal of trees with deep root systems will have on the retaining wall.
- Heather Groves, 6636 Penfield St., Wake Forest, NC spoke on behalf of the Bridgeport Community to contest the annexation of the land into the Town of Wake Forest.
- Doreen Anderson, 6628 Penfield St., Wake Forest, NC addressed the buffers that are currently designed.
- Wanda Mukherjee, 1208 Chilmark Ave., Wake Forest, NC questions what happens if, in the middle of this project, they can't complete the improvements on the dam.

- Developer Robert Shaar stated he appreciates all the feedback and concern he's heard. Mr. Shaar stated when he bought the property the seller never disclosed this was on the dam safety watch list. He said the remediation for the pond is to fill it.

No one else came forward to speak. Mayor Jones closed the public comment.

4.B. Public Hearing to receive public input for the FY 2023-2024 Annual Operating Budget

Mayor Jones asked if anyone wished to speak.

The following citizen provided public comment:

- Dorothy Pearce, 309 Berwick Ct., Wake Forest, NC spoke about the need for affordable housing. She asked as they work on the budget for next year that they include resources and funds from the town to implement the Housing Affordability Plan.

No one else came forward to speak. Mayor Jones closed the public comment.

4.C. Public hearing on and 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.

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

ACTION:

Mover: Commissioner Sary moved to approve the petition requesting contiguous annexation for property located at 0 Ligon Mill Road, 9606 Ligon Mill Road, 9602 Ligon Mill Road, and 9604 Ligon Mill Road.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

4.D. Continuation of 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).

Assistant Planning Director Jennifer Currin stated staff is recommending Case RZ-22-06, Harris Road Subdivision be continued to the April 18, 2023, Board of Commissioners meeting or the May 2, 2023, Board of Commissioners Work Session.

Mayor Jones asked if anyone wished to speak.

The following citizen provided public comment:

- Angela DiPaolo, 929 Barnford Mill Rd., Wake Forest, NC stated she represents a group and a petition signed by 3,258 people opposing the development of the 68.28 acres of property at 0 Harris Rd. She read a statement summarizing some of their concerns.
- John-Henry Praught, 1125 Wendy Ct., Wake Forest, NC stated he has several concerns regarding the proposed development. He expressed concern about the traffic impact.

No one else came forward to speak. Mayor Jones closed the public comment.

ACTION:

Mover: Commissioner Sary moved to continue Case RZ-22-06, Harris Road Subdivision to the May 2, 2023, Board of Commissioners Work Session.

Seconder: Commissioner Wright.

Vote: Motion carried 5-0.

Commissioner Sary commented that continuing the case to May 2, 2023, will allow time for staff to meet with NCDOT. He asked when this comes back to the board, he'd like to see the original plan and the changes that were made. Commissioner Sary suggested the owner reach out to the neighborhood they met with and send them an email of the changes from the plan.

5. Consent Agenda

5.A. Resolution by the Town of Wake Forest Authorizing Execution of Opioid Settlements and Approving the Supplemental Agreement for Additional Funds Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation

5.B. Approval of Appointments to Citizen Advisory Boards

ACTION:

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

Second: Commissioner Wright.

Vote: Motion carried 5-0.

6. Legislative Items

6.A. Consideration of resolution declaring the intent of the Board of Commissioners to consider closing a portion of ROW abutting Caddell St.

Assistant Stormwater Engineer Nick Nolte spoke regarding the request to abandon a portion of the right-of-way along Caddell St.

ACTION:

Mover: Commissioner Dyer moved to approve the resolution declaring the intent of the Board of Commissioners to consider closing a portion of ROW abutting Caddell St. as presented.

Second: Commissioner Wright.

Vote: Motion carried 5-0.

7. Administration and Financial Items

7.A. Consideration of Memorandum of Understanding with Triangle Real Estate Company_353 S. White Street Project

Strategic Performance Manager Lisa Hayes provided a presentation regarding the objective of the Memorandum of Understanding, key items, and the proposed timeline of the 353 S. White Street Project.

ACTION:

Mover: Commissioner Wright moved to approve the Memorandum of Understanding as presented.

Seconded: Commissioner Dyer.

Vote: Motion carried 5-0.

7.B. Consideration of approval of amendment to Electric Rate Schedules

ACTION:

Mover: Commissioner Sary moved to approve the amended Electric Rate Schedules as presented.

Seconded: Commissioner Dyer.

Vote: Motion carried 5-0.

8. Planning Items

No Planning Items presented.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. CIP Project Tracker

Received.

12.C. Strategic Plan

Received.

12.D. Wake County Tax Release

Received.

12.E. Commissioner Reports

Commissioner Dyer attended the Wake Forest Chamber of Commerce Business After Hours, he attended a celebration for the 100th Anniversary of Wake Forest Elementary School, and he attended a reception for board members of The Wake Forest Birthplace committee.

Commissioner Wright attended a tour of the public/private partnership development in Cary, NC, STEM Saturday will be held on Saturday, April 29, 2023, from 10:00 a.m. to 2:00 p.m.

Commissioner Sliwinski attended the celebration for the 100th Anniversary of Wake Forest Elementary School, attended the Northeast Community Coalition meeting, and he invited the town to the easter egg hunt on Saturday, April 1, 2023, at 10:00 a.m. at Joyner Park.

Commissioner Shackelford attended the Wake Forest Chamber of Commerce Reverse Raffle Event, he attended a celebration for the 100th Anniversary of Wake Forest Elementary School, and he attended a reception for board members of The Wake Forest Birthplace committee.

Commissioner Sary to attend the Triangle J Council of Government (TJCOG) Board Delegates meeting on Wednesday, March 22, 2023, he's excited that FNOW is coming back on Friday, April 14, 2023.

Mayor Jones attended the celebration for the 100th Anniversary of Wake Forest Elementary School, she attended the Wake Forest Chamber of Commerce Reverse Raffle Event, attended a tour of public/private partnership development in Cary, attended the Film Festival at the Renaissance Centre, and she congratulated Isaac Duque, Debbie Dunn, and the Renaissance Centre Team.

Town Manager Padgett reminded the board of the upcoming Special Called Board of Commissioners meeting on Thursday, March 23, 2023, at 6:00 p.m.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 7:12 p.m.

Duly approved in open session this 18th day of April 2023.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Wake Forest Board of Commissioners Special Called Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, March 23, 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
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy

Planner II Emma Linn
Chief Financial Officer Aileen Staples
Police Chief Jeff Leonard
Fire Chief Ron Early
Fire Captain Ian Moffatte
Police Captain Brandon High
Police Captain Julius Jefferson
Lieutenant Patrick Misko

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

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

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

2. Approval of Minutes

No Approval of Minutes presented.

3. Presentations

No Presentations presented.

4. Public hearings / Public Comment

No Public Hearings/Public Comment presented.

5. Consent Agenda

No Consent Agenda presented.

6. Legislative Items

No Legislative Items presented.

7. Administration and Financial Items

No Administration and Financial Items presented.

8. Planning Items

7.A. Public Hearing on LEGISLATIVE CASE RZ-21-11, Forestville Road Townhomes, filed by Carolina Land Design, PLLC to rezone 7.7± acres located at 1109 and 1129 Forestville Road, being Wake County Tax PINs 1749672831 and 1749670589 from Wake

County's Residential-30 (R-30) to Residential Mixed-Use Conditional District (RMX-CD).

Senior Planner Patrick Reidy stated he had no additional information to add from the Board of Commissioners Work Session but would be happy to answer any questions. No questions were asked.

The following citizens provided public comment:

- Matt Davis, 229 Woodstaff Ave., Wake Forest, NC 27587 spoke about smart development and is in opposition to the proposed project.
- Elaine Sheppard, 341 Simwood Ave., Wake Forest, NC 27587 spoke in opposition to the proposed project and doesn't believe it's in the Town's best interest to annex a property that has a known hazard.
- Annie Hass, 6609 Penfield St, Wake Forest, NC 27587 stated the key points of her focus are the density impact of the quadrant on the southeast of Rogers Rd. and Forestville Rd., traffic concerns of the area in Bridgeport Subdivision, the safety of their neighborhood, and school crowding.
- Margaret Watkins, 407 Belmellen Ct., Wake Forest, NC 27587 spoke about Policy CC-4, significant natural and existing man-made elements should be incorporated into the thematic design of new developments. She doesn't know why anyone would allow someone to come in and drain the beautiful pond. She stated the Town's job is to protect the citizens, not the developers. It's to ensure a fair decision is made on both sides. Considering the fact the pond takes up half the parcel that is not the Town's problem nor the citizens, it's the investor's problem.
- Cheralyn Baker, 309 Simwood Ave., Wake Forest, NC 27587 expressed concern about the annexation and rezoning of the property. Ms. Baker expressed concern about the instability of the dam and the danger it poses to homes and families in its flood path. Ms. Baker also expressed concern about the new residential projects that are under construction that have already been approved in the area which will intensify the existing traffic issues.
- Developer Robert Shaar covered some of the initiatives they had taken on to make sure it's a viable site for Wake Forest.

Mayor Jones asked if anyone else wished to speak.

No one else came forward to speak. Mayor Jones closed the public hearing.

7.B. 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

ACTION:

Mover: Commissioner Sary moved to deny the annexation request.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

Commissioner Sary thanked the developer for working with the neighbors and doing his due diligence. He thanked those in attendance for reaching out and bringing their concerns to the Board and offering solutions. He said their action in this is more effective than the people who post things on social media or write editorials in the paper. He said the idea of any Board member having been offered a payment and a vote bought is insulting and ridiculous. He explained the Board takes each case that comes before them to heart and tries to do the best for Wake Forest. Commissioner Sary stated Wake Forest is a very desirable to live in. No growth mentality is not something they can embrace; it can be smart growth. He said growth has brought them prosperity, great schools, advanced amenities, recreational opportunities, a vibrant downtown, transit options, and traffic improvements.

Commissioner Sary stated he's not opposed to Townhomes, and he's not opposed to the project because of the dam. His concerns are the design, the units running on Forestville Rd., the lack of continuity with the existing neighborhood, and the overall density.

Commissioner Wright stated he was very appreciative of the feedback from the citizens. He said he'll do everything in his power to help the community when asked and try to represent their voices. He's thankful the citizens came out tonight to speak about the project.

Mayor Jones asked if anyone else had comments. No other comments were heard.

7.C. Consideration of LEGISLATIVE CASE RZ-21-11, Forestville Road, filed by Carolina Land Design, PLLC to rezone 7.7± acres located at 1109 and 1129 Forestville Road, being Wake County Tax PINs 1749672831 and 1749670589 from Wake County's Residential-30 (R-30) to Residential Mixed-Use Conditional District (RMX-CD).

Consideration of LEGISLATIVE CASE RZ-21-11, Forestville Road, filed by Carolina Land Design, PLLC was not presented due to the denial of the annexation request.

7.D. Public Hearing on QUASI-JUDICIAL CASE SU-99-02-01, Joyner Property, a Special Use Permit amendment filed by McAdams Company for 145.65± acres located at 1180 and 1200 Club Villas Drive, being Wake County Tax PINs 1841091336 and 1831895139 (portion).

Mayor Jones opened the hearing and turned it over to Attorney Kingsberry.

Attorney Kingsberry stated this is an evidentiary hearing on quasi-judicial Case SU-99-02-01, Joyner Property. He asked the Board of Commissioners if anyone had any conflict of interest in this matter or any undisclosed ex-parte communications regarding this matter.

Commissioner Sliwinski recused himself from participating in Case SU-99-02-01, Joyner Property.

Mayor Jones stated she had received emails and notifications from people, which she tried not to read but had read some of them. She stated it has not influenced her decision. Commissioner Sary stated he thinks all of them can say the same as what Mayor Jones said.

Commissioner Wright agreed and stated he's seen numerous emails and people asking about it. He said you try to avoid it the best you can. He said it would not affect his decision. Commissioner Wright disclosed that Wanda Mukherjee called him back when the project was originally brought up. He said he spoke in vague terms and never wants to be committed to a case he doesn't know about. He stated he listened to her concerns but it's not anything that sways him.

Commissioner Shackleford stated he believes he had a phone call in January or February 2022 and does not remember what the conversation was about. He said it would not affect his ability to side fairly.

Attorney Kingsberry said for the record he'll ask each Board member if any communications they had disclosed regarding ex-parte communications would render their ability to render a partial decision: Commissioner Sary replied, no. Commissioner Shackleford replied, no. Mayor Jones replied, no. Commissioner Wright replied, no. Commissioner Dyer replied, no.

Attorney Kingsberry provided some background and instructions on how the meeting would proceed.

Attorney Kingsberry asked if there was any person that would assert standing to be a party in this case.

Richard Ostergard asserted standing. Richard Ostergard, 8032 Hawkshead Rd., Wake Forest, NC was sworn in. Mr. Ostergard stated he's in the extraterritorial jurisdiction (ETJ) and is a party to the adjacent property agreement that gives him property rights on the golf course. He said the agreement is filed with the project.

Attorney Nil Ghosh with the Morningstar Law Group at 421 Fayetteville St., Raleigh NC was in attendance representing the applicant.

Attorney Ghosh asked Mr. Ostergard if he could produce the property agreement. Mr. Ostergard stated he didn't have the document with him. Attorney Ghosh noted, for the record, an objection to standing.

Commissioner Shackleford asked Mr. Ostergard if he could describe the property agreement. Mr. Ostergard said it's an adjacent property agreement between four homeowners and the previous owner of the golf course, Joe Young. Mr. Ostergard stated the agreement is a two-page document with a sketch. Mr. Shackleford clarified it's an agreement that allows for the property owner on Hawkshead Rd. to have a buffer on the applicant's property into perpetuity. Mr. Ostergard replied, correct. Mr. Ostergard stated that if a golf course was established, that same agreement gives the

golf course the right to put a golf course cart path through the fairway; other than that, it remains a natural permanent buffer.

Attorney Ghosh pointed out that the hearing tonight is for the amendment of the Special Use Permit (SUP) and has nothing to do with a mail kiosk or a new development. He said the document Mr. Ostergard is referring to is unrelated to the SUP amendment. Attorney Ghosh stated private property rights do not impact zoning or special use permits and would argue that the document is irrelevant to tonight's hearing.

Attorney Kingsberry stated the Board would deliberate to decide the standing regarding Mr. Ostergard in closed session.

ACTION:

Mover: Commissioner Wright moved to go into closed session at 7:04 p.m. to deliberate on a decision of standing regarding Mr. Ostergard.

Seconder: Commissioner Shackleford.

Vote: the motion carried 4-0.

The Board reconvened at 7:12 p.m.

ACTION:

Mover: Commissioner Sary made a motion the presenter did not have standing.

Seconder: Commissioner Shackleford.

Mayor Jones stated the motion is to declare Richard Ostergard no standing.

Vote: The motion carried 4-0.

Wanda Mukherjee, 1208 Chilmark Ave., Wake Forest, NC was sworn in. Ms. Mukherjee said she would like to assert standing. Mayor Jones stated proximity does not declare standing and declared Ms. Mukherjee did not have standing.

Attorney Ghosh requested a continuance of the hearing due to a scheduling conflict with one of their witnesses.

ACTION:

Mover: Commissioner Wright moved to deny the continuation of the hearing.

Seconder: Commissioner Shackleford.
Vote: Motion carried 4-0.

Senior Planner Patrick Reidy was sworn in. Mr. Reidy requested the staff report, attachments, and presentation be turned in as evidence for the record.

Mr. Reidy provided staff report for Case SU-99-02-01, Joyner Property. He shared the aerial map, zoning map, 2009 community plan zones, neighborhood planning areas, case history, amendment request, and the approved and proposed SUP. Mr. Reidy provided the following Finding of Facts:

15.10.2.C.1

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

Staff Analysis: The SUP amendment proposes to remove the former golf course and the abandoned clubhouse, pool, and tennis courts from the previously approved plan which will reduce the open space provided to the minimum required. No additional housing units, commercial space or the like are granted by approving this amendment, and the Clubhouse Villas and Fairway Villas neighborhoods are to remain as currently developed. The 5± acre vacant tract, identified in the PUD as commercial, also remains as part of the SUP. Since no additional entitlements are granted as part of this amendment request, staff is of the opinion the request conforms to the character of the neighborhood, considering the location, type, and height of building and structures and the landscaping on site.

15.10.2.C.2

Finding of Fact: The proposed use will not cause undue traffic congestion or create a traffic hazard.

Staff Analysis: No additional uses (e.g., housing units, commercial space, etc.) are proposed as part of this amendment. Therefore, staff is of the opinion that the proposed amendment will not cause undue traffic congestion or create a traffic hazard.

15.10.2.C.3

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

Staff Analysis: The existing development is served by public water, sewer, and other utilities, and no additional uses (e.g., housing units or commercial space) are proposed

as part of this amendment. Therefore, staff is of the opinion adequate utilities are in place.

15.10.2.C.4

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

Staff Analysis: Staff is on the opinion there are no noxious or offensive uses by reason of vibration, noise, odor, dust, smoke, or gas within the proposed SUP amendment area since no additional uses are proposed as part of this amendment.

15.10.2.C.5

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

Staff Analysis: There are no new uses proposed as part of the amendment request; therefore, staff is of the opinion that the amendment will not impede the orderly development and improvement of the surrounding area.

15.10.2.C.6

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

Staff Analysis: The SUP amendment proposes to remove a former golf course as well as the club house, pool and tennis courts that are currently in disrepair from the SUP. There is no new proposed use; therefore, this SUP amendment would not be detrimental to or endanger the public health, safety, or general welfare in staff's opinion.

15.10.2.C.7

Finding of Fact: The proposed use will not substantially injure the value of adjoining or abutting property.

Staff Analysis: There are no new uses proposed as part of the amendment request; therefore, staff is of the opinion it would not substantially injury the value of adjoining or abutting property.

15.10.2.C.8

Finding of Fact: The proposed use is consistent with the officially adopted plans and policies of the Town.

Staff Analysis: There are no new uses proposed as part of this request. Therefore, it is the opinion of staff that the amendment is consistent with adopted plans and policies in the Town.

Commissioner Sary asked if the request is to remove the old golf course area and amenities. Mr. Reidy replied, correct. Commissioner Sary said there are some areas on the map that are shown to be buffers and floodplains and would have to be preserved from any type of development. Mr. Reidy replied if the SUP amendment were to be approved and it went through the rezoning process everything within the UDO would have to be met whenever a development plan was submitted.

Commissioner Sary asked if the decision they make tonight is based on the Findings of Fact. Mr. Reidy replied, correct.

Commissioner Sary had questions regarding specific streets and neighborhoods adjacent to the subject property and if they were or were not in the Town's Corporate Limits or ETJ or if they were in Wake County's jurisdiction.

Attorney Nil Ghosh asked that all exhibits relied upon from witnesses including staff report and any of its attachments be moved into evidence and made part of the record for this hearing.

Attorney Ghosh stated they are here to seek an amendment to a Special Use Permit. Currently, the permit applies to 165.79 acres and requires approximately 150 acres to be open space. The amendment they seek would remove 125.79 acres from the SUP leaving 40 acres of land still under the permit and out of those 40 acres the amendment would require about 25 of those acres to remain open space.

Attorney Ghosh stated their expert witnesses include Traffic Engineer, Cole Dagerhardt, P.E., with Exult Engineering, Attorney Benjamin Kuhn with Ragsdale Liggett, and Project Planner Laura Hollman with McAdams.

Attorney Ghosh provided the Town Clerk with the resumes of the expert witnesses as part of the record.

Cole Dagerhardt, Benjamin Kuhn, and Laura Hollman were sworn in.

Laura Holloman with McAdams, 621 Hillsborough St., Suite 500, Raleigh, NC 27603. Ms. Hollman stated she's served as a Planner in both the private and public sectors and has been practicing for about 18 years. She stated she is the Project Manager on this

project and has overseen the creation of plans for the SUP amendment. She provided an overview and said it's a bit of an unusual case. The SUP applies to a large area of land and only allows development on a small portion of that land. The amendment is to only shrink the boundary applicable to the SUP to the areas on which development is allowed which is about 15 acres and some corresponding open area about 25 acres in size. Ms. Holloman went over the Findings of Fact.

Coleman Dagerhardt, P.E., Senior Traffic Engineer & Principal with Exult Engineering, 304-F West Millbrook Rd., Raleigh, NC 27609 stated he's been licensed since December of 2012. He said his firm was retained to evaluate the traffic impacts reasonably expected to be generated by the proposed SUP and amendment. Mr. Dagerhardt stated no additional trips are expected to be generated as a result of the amendment. It is Mr. Dagerhardt's professional opinion that the proposed plan will not cause undue traffic congestion or create a traffic hazard.

Benjamin Kuhn, Attorney with Ragsdale Liggett, 2840 Plaza Place, Suite 400, Raleigh, NC 27612 stated he's been practicing in Raleigh and North Carolina since 1997 and mostly involving real estate land use development and civil litigation. Mr. Kuhn spoke about the consistencies of the Town's Plans.

Attorney Nil Ghosh stated due to the unusual nature of this amendment the Findings of Fact can speak for themselves. He stated there's no new development, no new uses, no new structures proposed, and no new impacts caused by this amendment.

Commissioner Wright asked about the potential impact on properties if the property is to be developed. Mr. Ghosh deferred to staff.

Commissioner Wright asked, if adopted, what could be developed on the land that is not in the 40 acres.

Planning Director Courtney Tanner was sworn in. Ms. Tanner stated currently it's zoned GR3 so it would defer to the Unified Development Ordinance (UDO) to the permitted use table and on the permitted use table you would look in the GR3 category at any uses permitted. Commissioner Wright asked if housing would be available under GR3 zoning. Ms. Tanner referenced the allowed uses in the UDO.

David Michaels, Edie Heath, Bernie Vollmer, Lesley Finnegan, and Ann Garrett were sworn in.

The following citizens provided public comment:

- David Michaels, 1117 Fairway Villas Dr., Wake Forest, NC 27587 spoke about the open space for Fairway Villas and Club Villas from the 1999 SUP. He provided a summary on the history of the property, 2013 UDO update and rezoning issues, and what should happen now.
- Edie Heath, 1112 Fairway Villas Dr., Wake Forest, NC 27587 spoke about the proposed development and is in opposition of the proposed project.
 - o Attorney Ghosh objected to images shown related to potential proposed development on adjacent property to the SUP area. Mr. Ghosh also stated there was an email shown he objected to on the grounds of hearsay.
- Bernie Vollmer, 1118 Fairway Villas Dr., Wake Forest, NC 27587 spoke in opposition to the proposed project.
 - o Attorney Ghosh objected on the grounds of relevance and hearsay.
- Lesley Finnegan, 1102 Fairway Villas Dr., Wake Forest, NC 27587 spoke about the PUD/SUP requirements and is in opposition to the proposed project.
- Ann Garrett, 1132 Chilmark Ave., Wake Forest, NC 27587 spoke about Findings of Fact #6 and the health hazards of pesticides and contaminant golf courses and is in opposition to the proposed project.
 - o Attorney Ghosh objected to Ms. Garrett providing evidence regarding the contaminants. Mayor Jones ruled that since Ms. Garrett is not an expert in this area, she shouldn't be allowed to give evidence in that regard.

Gina Micchia, Donna Lapalucci, Mary Kircher, Sam Joyner, and Richard Mayo were sworn in.

The following citizens provided public comment:

- Gina Micchia, 212 Middlestone Ct., Wake Forest, NC 27587 spoke about the chemicals used on the property and is in opposition of the proposed project.
 - o Attorney Ghosh objected to the testimony. Ms. Micchia said because she's a physician she's an expert witness. Mayor Jones stated Ms. Micchia's testimony is out of order.
- Donna Lapalucci, 2514 McGowan Ct., Wake Forest, NC 27587 spoke about the locations of the sample sites.

- o Attorney Ghosh objected to the testimony. Mayor Jones stated if Ms. Lapalucci did not analyze the samples and is not an expert witness, they would need to rule her out of order.
- Mary Kircher, 1217 Chilmark Ave., Wake Forest, NC 27587 spoke about the research done by her and the community members regarding the proposed project. She doesn't know how the community members can find data and present it without the expense of attorneys and expert witnesses.
- Sam Joyner, 1426 Country Club Dr., Wake Forest, NC 27587 spoke about Findings of Fact #1 UDO 15.10.1: 1. And is in opposition to the proposed project.
 - o Attorney Ghosh objected to Mr. Joyner speaking of proposed development.
- Richard Mayo, 7810 Hogan Dr., Wake Forest, NC 27587 spoke in opposition to the proposed project regarding traffic congestion and hazards.
 - o Attorney Ghosh objected to the testimony on grounds of relevance and objected to any information as part of the testimony that would be considered an analysis of the traffic data as the last speaker was not qualified as an expert witness. Mr. Mayo asked if Attorney Ghosh was objecting to the data he received from the Town and NCDOT. Attorney Ghosh said he did not object to the data.

Mary Kircher stated, for the record, they went to the Town to talk about a situation on the golf course and were advised to wait for a quasi-judicial hearing. She said they still can't present the information they believe is a public safety issue to the Town.

The Board recessed at 8:49 p.m.

The Board reconvened at 8:58 p.m.

Tom Snow, Kevin Collins, Phillip Doerr, and John Carleton were sworn in.

The following citizens provided public comment:

- Tom Snow, 1200 Chilmark Ave., Wake Forest, NC 27587 spoke about traffic data received from the Town and NCDOT.
- Richard Ostergard, 8032 Hawkshead Rd., Wake Forest, NC 27587 spoke about Findings of Fact #8 regarding compliance with Town policies.

- Kevin Collins, 204 Middlestone Ct., Wake Forest, NC 27587 requested the Town test the soil if the property is developed.
- Phillip Doerr, 3600 Country Cove Ln., Raleigh, NC spoke on behalf of concerned citizens. Mr. Doerr spoke on the three points below:
 1. Property was abandoned and has been reclaimed by nature.
 2. A bird survey was conducted on two mornings and they detected 71 species of birds.
 3. Best management strategy for this property is to retain it as a natural area and dedicate it as a conservation reserve in perpetuity.
 - o Attorney Ghosh objected to the groups Mr. Doerr testified he is speaking on behalf of.
- John Carlton, 7822 Hogan Dr., Wake Forest, NC 27587 asked why they are there speaking about an amendment if they can't hear about the proposed development.
- Wanda Mukherjee, 1208 Chilmark Ave, Wake Forest, NC 27587 spoke in opposition to the proposed project. Ms. Mukherjee stated for the record, "We're not opposed to future development on the property we're proposed to this SUP. Ms. Mukherjee asked that the old lawsuit and petition be entered into the record.

David Michaels asked if the approval of the change to the SUP will not in of itself enable any development to take place on the golf course property. Mayor Jones replied that is correct.

Attorney Nil Ghosh said they've met their burden of proof on Findings of Fact for the Board to grant the SUP amendment.

Commissioner Wright mentioned some of the speakers testified that the Board had the option to not do anything. He asked if that was a factual statement. Mr. Reidy responded the Board can grant approval, approval with conditions, or deny a SUP amendment. Mr. Reidy deferred the question of not doing anything as an option to Attorney Kingsberry. Mayor Jones stated that would be to deny.

Mr. Reidy stated the staff report erroneously said it needed to be a four-fifths majority and it's actually referenced in state code to variances only and all other quasi-judicial cases require a majority vote.

Mayor Jones declared the public hearing closed.

7.E. Consideration of QUASI-JUDICIAL CASE SU-99-02-01, Joyner Property, a Special Use Permit amendment filed by McAdams Company for 145.65± acres located at 1180 and 1200 Club Villas Drive, being Wake County Tax PINs 1841091336 and 1831895139 (portion).

Commissioner Wright said if this moves forward, he doesn't think it's unreasonable to put the following in as a condition:

- Open space must be contiguous to specific property.

Commissioner Sary agreed with Commissioner Wright.

Attorney Nil Ghosh said essentially, you're asking if the applicant would be open to the condition that the open space would be contiguous. Commissioner Wright replied, correct. Mayor Jones stated they're requesting that the open space that is connected to the 40 acres should be contiguous to the developments on those 40 acres. Attorney Ghosh stated he does not have the opportunity to consult with the property owner tonight and asked for a continuance to be able to answer that question.

Commissioner Sary commented that he does not like Special Use Permits and is having a hard time with the Findings of Fact not being supported by expert testimony.

Commissioner Shackelford suggested they continue the case and think of possible conditions, get citizens' opinions, and speak to the developer on what conditions can be negotiated.

ACTION:

Mover: Commissioner Wright moved to deny quasi-judicial Case SU-99-02-01 based on a potential impact on tax value.

The motion died due to a lack of a second motion.

ACTION:

Mover: Commissioner Sary moved to approve Quasi-Judicial Case SU-99-02-01, Joyner Property, a Special Use Permit based on the Findings of Fact.

Secunder: Commissioner Dyer.

Vote: Motion tied 2-2

Aye

Commissioner Sary
Commissioner Dyer

Nay

Commissioner Wright
Commissioner Shackelford

Mayor Jones voted to break the tie and the motion passed 3-2.

Aye

Commissioner Sary
Commissioner Dyer
Mayor Jones

Nay

Commissioner Wright
Commissioner Shackelford

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Report

No Department Monthly Report presented.

12.B. CIP Project Tracker

No CIP Project Tracker presented.

Wake Forest Board of Commissioners
Special Called Meeting
Tuesday, March 23, 2023
Page 17 of 17

12.C. Strategic Plan
No Strategic Plan presented.

12.D. Wake County Tax Release

No Wake County Tax Release presented.

12.E. Commissioner Reports

No Commissioner Reports presented.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 10:10 p.m.

Duly approved in open session this 18th day of April 2023.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-97-

Submitted by: Jeanette Johnson

Submitting Department: Public Works

Meeting Date: April 18, 2023

SUBJECT

Proclamation Recognizing April 22, 2023 as Earth Day in the Town of Wake Forest

Recommendation:

Read proclamation, acknowledge content of proclamation, and proclaim April 22, 2023 as Earth Day in the Town of Wake Forest

Item Summary:

ATTACHMENTS

- [ProclamationEarthDayApril202318.docx](#)

PROCLAMATION

DESIGNATING APRIL 22, 2023 AS EARTH DAY IN THE TOWN OF WAKE FOREST

WHEREAS, April 22, 2023, marks 53 years of worldwide Earth Day celebrations where the first Earth Day in 1970 recognized the importance of every person in preserving our natural resources;

WHEREAS, all life forms on Earth have a right to a healthy, sustainable environment and, as caretakers of the planet, we all have an obligation to change human behaviors that contribute to environmental degradation to preserve the Earth's beauty and natural resources; and

WHEREAS, this obligation extends not only to today's caretakers but also to future generations of environmental caretakers who will inherit the planet from us; and

WHEREAS, Wake Forest is fortunate to have a 561 acres of parks, open space, natural land and trails which enrich the lives of both residents, visitors, and wildlife and provides habitat for various flora and fauna, natural resources, and many diverse recreational opportunities; and

WHEREAS, many local community members, schools, businesses, and environmental organizations are working together to inspire intergenerational participation through local actions and global environmental consciousness; and

WHEREAS, the Town of Wake Forest proudly recognizes all who participate in Earth Day, for their dedication to taking a proactive role in shaping the future of our environment and protecting the Town of Wake Forest's, and the World's, precious natural resources, various wildlife, and biological diversity; and

WHEREAS, the Town of Wake Forest will continue to advocate for Earth Day and will continue to support and educate about environmental awareness, natural resource conservation, wildlife conservation, sustainable practices, and more related to the wellbeing of our planet.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim April 22, 2023 as Earth Day in the Town of Wake Forest, and I encourage all citizens to become engaged in local and global efforts to help improve and protect our environment for all living beings.

This the 18th day of April 2023.

Attest:

Theresa Savary, Town Clerk



Vivian A. Jones, Mayor



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-98-

Submitted by: Jeanette Johnson

Submitting Department: Public Works

Meeting Date: April 18, 2023

SUBJECT

Proclamation Recognizing April 28, 2023 as Arbor Day in the Town of Wake Forest

Recommendation:

Read proclamation, acknowledge content of proclamation, and proclaim April 28, 2023 as Arbor Day in the Town of Wake Forest

Item Summary:

ATTACHMENTS

- [ProclamationArborDayApril202318.docx](#)



TOWN of WAKE FOREST

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

www.wakeforestnc.gov

ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the Town of Wake Forest has been recognized as a Tree City USA for 45 consecutive years by the National Arbor Day Foundation and desires to continue its treeplanting tradition.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim Friday, April 28, 2023 as ARBOR DAY in the Town of Wake Forest, and I urge all citizens to support efforts to protect our trees and woodlands and to support our Town's urban forestry program; and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

This the 18th of April 2023.

Attest:

Theresa Savary, Town Clerk



Vivian A. Jones, Mayor



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-99-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

Proclamation Recognizing May as "Building Safety Month"

Recommendation:

Item Summary:

ATTACHMENTS

- [ProclamationBuildingSafetyMonthApr202318.pdf](#)

PROCLAMATION

Building Safety Month — May 2023

Whereas, the Town of Wake Forest is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

Whereas, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play, and;

Whereas, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

Whereas, "It Starts with You," The theme for Building Safety Month 2023, encourages us all to raise awareness about building safety on a personal, local and global scale, and;

Whereas, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the month of May 2023 as Building Safety Month. Accordingly, I encourage our citizens to join us as we participate in Building Safety Month activities.

This the 18th day of April 2023.

Attest:

Theresa Savary, Town Clerk



Vivian A. Jones, Mayor



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-116-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

Proclamation Recognizing May 6, 2023 as "St. Baldrick's Day"

Recommendation:

Item Summary:

ATTACHMENTS

- [ProclamationSt.BaldrickApr202318.pdf](#)

PROCLAMATION

RECOGNIZING ST. BALDRICK'S DAY

MAY 6, 2023

WHEREAS, in 2000, the very first ever St. Baldrick's head-shaving event took place in New York City with 17 people shaving their heads to raise funds for the most promising childhood cancer research. Since becoming an independent charity in 2005, the St. Baldrick's Foundation has granted more than \$330 million to support the best research just for kids, making it the largest private funder of childhood cancer research grants worldwide; and

WHEREAS, in 2008, the first St. Baldrick's head-shaving event in Wake Forest was organized by community volunteers and staff at O'Dwyers Irish Pub. Participants and attendees came together in this unique fundraising event to raise funds for childhood cancer research and to give kids the healthy childhoods they deserve; and

WHEREAS, for the 16th consecutive year, this amazing community has continued to organize and support the St. Baldrick's Foundation – raising over \$1.3 MILLION and counting for lifesaving research; and

WHEREAS, since 2005 the St. Baldrick's Foundation has awarded more than \$12 million to North Carolina institutions including the University of North Carolina at Chapel Hill and Duke University Medical Center.

NOW, THEREFORE, I, VIVIAN A. JONES, Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim May 6, 2023 as

"ST. BALDRICK'S DAY"

In the town of Wake Forest, North Carolina and urge citizens to support the activities planned for this event.

This the 18th day of April 2023.

Attest:

Theresa Savary, Town Clerk



Vivian A. Jones, Mayor



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-117-

Submitted by: Candace Davis

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

Proclamation Recognizing April 30 through May 6, 2023 as the " 54th Annual Professional Municipal Clerks Week"

Recommendation:

Item Summary:

ATTACHMENTS

- [Proclamation_MunicipalClerksWeekApril202318.pdf](#)



PROCLAMATION

RECOGNIZING THE WEEK OF APRIL 30 – MAY 6, 2023 AS THE 54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Vivian Jones, Mayor of the Town of Wake Forest, do recognize the week of April 30 through May 6, 2023, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Town Clerk Theresa Savary and Deputy Town Clerk Ella Downtin and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

This the 18th day of April 2023.

Attest:

Town Clerk



Mayor



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-80-

Submitted by: Elisabeth Palermo

Submitting Department: Engineering

Meeting Date: April 18, 2023

SUBJECT

Public hearing to consider closing a portion of right-of-way (ROW) abutting Caddell St.

Recommendation:

At the March 21, 2023 Board of Commissioners meeting, a resolution declaring the intent to permanently close a portion of Caddell St right-of-way was approved. Per N.C.G.S. 160A-299, when a Town proposes to permanently close any street, the Board shall first adopt a resolution declaring its intent and specify a date for the public hearing on the matter. The resolution, approved on March 21, 2023, was published once a week for four successive weeks prior to this hearing, the property was posted and letters were sent via certified mail to abutting property owners in accordance with the statutory requirements.

Item Summary:

ATTACHMENTS

- [Attachment_A_Summary_Abandon ROW Caddell.docx](#)
- [Attachment_B_Resolution_Abandon_ROW_Caddell.docx](#)
- [Attachment_C_Plat Caddell ROW Abandonment.pdf](#)
- [Attachment_D_Caddell ROW Metes and Bounds Description.pdf](#)

Agenda Item: Public hearing to consider closing a portion of right-of-way (ROW) abutting Caddell St.

Summary: At the March 21, 2023 Board of Commissioners meeting, a resolution declaring the intent to permanently close a portion of Caddell St right-of-way was approved.

The Town committed funding for improvements to Caddell St. in 2013 as part of a larger project to pave unpaved roads in the Town. After the improvements, Caddell St. was added to the Powell Bill in 2016. This project improved Caddell St. from a one-way unpaved road to a paved curb and gutter road with sidewalk on one side. The project left the Town with a variable width ROW along this road and more ROW than is needed. The developer of the property identified by PIN 1841516796 has requested that the Town abandon the unnecessary portion of ROW to allow the development of the Wake Forest Food Hall to use this land.

Per N.C.G.S. 160A-299, when a Town proposes to permanently close any street, the Board shall first adopt a resolution declaring its intent and specify a date for the public hearing on the matter. The resolution, approved on March 21, 2023, was published once a week for four successive weeks prior to this hearing, the property was posted and letters were sent via certified mail to abutting property owners in accordance with the statutory requirements.

Attachments: Attachment_A_ Summary Intent to abandon ROW at Caddell St.

Attachment_B_Resolution Consideration Abandon ROW at Caddell St.

Attachment_C_Plat Caddell ROW Abandonment

Attachement_D_Caddell ROW Metes and Bounds Description

RESOLUTION 2023-XX

RESOLUTION ORDERING THE CLOSURE OF A PORTION OF CADDELL STREET

WHEREAS, on the 21st day of March, 2023 the Board of Commissioners of the Town of Wake Forest directed the Town Clerk to publish the Resolution of Intent of the Board of Commissioners to consider closing the portion of Right-of-Way abutting Caddell Street, in The News & Observer newspaper once each week for four successive weeks, such resolution advising the public that a meeting would be conducted at Town Hall on April 18, 2023; and

WHEREAS, the Board of Commissioners of the Town of Wake Forest on the 21st day of March, 2023 ordered the Engineering Department to notify all persons owning property along Caddell Street, as shown on the county tax records, by registered or certified mail, enclosing with such notification a copy of the Resolution of Intent; and

WHEREAS, the Town Clerk has advised the Board of Commissioners that the Engineering Staff sent a letter to each of the abutting property owners advising them of the day, time, and place of the meeting, enclosing a copy of the Resolution of Intent, and advising the abutting property owners that the question as to closing that portion of Caddell Street would be on the agenda at the April 18, 2023 public hearing, said letters having been sent by registered or certified mail; and

WHEREAS, the Town Clerk has advised the Board of Commissioners that adequate notices were posted on the applicable street(s) as required by N.C.G.S. 160A-299; and

WHEREAS, after full and complete consideration of the matter and after having granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said street in the public hearing held on April 18th, 2023; and

WHEREAS, it now appears to the satisfaction of the Board of Commissioners that the closing of said street is not contrary to the public interest, and that no individual owning property, either abutting the street or in the vicinity of the street, will as a result of the closing be thereby deprived of a reasonable means of ingress and egress to his or her property;

NOW THEREFORE, BE IT RESOLVED THAT, in accordance with North Carolina General Statute 160A-299, the Town of Wake Forest Board of Commissioners do hereby

order the abandonment of a portion of Caddell Street, and that a copy of this order be filed in the Office of the Register of Deeds.

Duly adopted this 18th day of April 2023.

(ATTEST)

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk

RIGHT-OF-WAY ABANDONMENT

BEGINNING AT A POINT LOCATED ON THE WESTERN RIGHT-OF-WAY OF CADDELL STREET AND BEING THE SOUTHEAST PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY ERIC RUSH AS RECORDED IN DEED BOOK 8409, PAGE 1324, WAKE COUNTY REGISTRY; THENCE LEAVING SAID RIGHT-OF-WAY SOUTH 70°31'10" EAST A DISTANCE OF 5.73 FEET TO A POINT; THENCE ALONG A CURVE TO THE LEFT AN ARC DISTANCE OF 86.17 FEET, SAID CURVE HAVING A RADIUS OF 349.62 FEET, A CHORD DIRECTION OF SOUTH 07°09'05" EAST AND A CHORD DISTANCE OF 85.96 FEET TO POINT; THENCE SOUTH 19°45'57" EAST A DISTANCE OF 54.01 FEET TO A POINT; THENCE ALONG A CURVE TO THE LEFT AN ARC DISTANCE OF 8.00 FEET, SAID CURVE HAVING A RADIUS OF 55.00 FEET, A CHORD DIRECTION OF SOUTH 23°55'51" EAST AND A CHORD DISTANCE OF 7.99 FEET TO POINT; THENCE SOUTH 28°05'44" EAST A DISTANCE OF 28.06 FEET TO A POINT; THENCE ALONG A CURVE TO THE LEFT AN ARC DISTANCE OF 4.93 FEET, SAID CURVE HAVING A RADIUS OF 55.00 FEET, A CHORD DIRECTION OF SOUTH 30°39'45" EAST AND A CHORD DISTANCE OF 4.93 FEET TO POINT; THENCE SOUTH 33°13'46" EAST A DISTANCE OF 75.92 FEET TO A POINT; THENCE SOUTH 21°04'25" WEST A DISTANCE OF 3.74 FEET TO A POINT LOCATED ON THE SOUTHWESTERN RIGHT-OF-WAY OF CADDELL STREET; THENCE ALONG AND WITH SAID RIGHT-OF-WAY ALONG A CURVE TO THE RIGHT AN ARC DISTANCE OF 68.59 FEET, SAID CURVE HAVING A RADIUS OF 137.50 FEET, A CHORD DIRECTION OF NORTH 47°54'19" WEST AND A CHORD DISTANCE OF 67.88 FEET TO POINT; THENCE ALONG A CURVE TO THE RIGHT AN ARC DISTANCE OF 60.68 FEET, SAID CURVE HAVING A RADIUS OF 137.50 FEET, A CHORD DIRECTION OF NORTH 20°58'14" WEST AND A CHORD DISTANCE OF 60.19 FEET TO POINT; THENCE NORTH 09°15'28" WEST A DISTANCE OF 120.87 FEET TO A POINT; THENCE ALONG A CURVE TO THE RIGHT AN ARC DISTANCE OF 20.45 FEET, SAID CURVE HAVING A RADIUS OF 238.50 FEET, A CHORD DIRECTION OF NORTH 06°18'06" WEST AND A CHORD DISTANCE OF 20.44 FEET TO THE POINT OF BEGINNING, CONTAINING 0.0599 ACRES.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-120-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: April 18, 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.: 2023-93-
Submitted by: Aileen J. Staples
Submitting Department: Finance
Meeting Date: April 18, 2023

SUBJECT

Approval of Budget Ordinance Amendment #3 for FY 2022-2023

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Budget Ordinance Amendment_summary.pdf](#)
- [Budget Ordinance Amendment #3_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 # 3

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	626,350	473,520	63,425,205
Total Revenues	62,325,335	626,350	473,520	63,425,205
Appropriations:				
Governing Body	410 261,765	9,000	13,240	284,005
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	22,515	1,587,500
Inspections	480 2,084,075			2,084,075
Planning	490 3,527,705	373,023	3,265	3,903,993
Public Facilities	500 3,130,980	303,033	26,000	3,460,013
Public Safety: Police	510 14,899,600	203,349	123,500	15,226,449
Public Safety: Fire	520 10,065,700	650,847	181,000	10,897,547
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	1,846,955	369,520	68,036,975
Estimated revenues over total appropriations	\$ (3,495,165)	\$ (1,220,605)	\$ 104,000	\$ (4,611,770)
Other financing sources (uses):				
Sale of assets	175,000		45,000	220,000
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	1,220,605	(149,000)	2,804,375
Total other financing sources	3,495,165	1,220,605	(104,000)	4,611,770
Estimated revenues and other sources over appropriations and other uses	\$ -	\$ -	\$ -	\$ -

Budget Amendment # 3
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
100	000	4353	N/A	Zoning Requests	11,700
100	000	4356	N/A	Development Permit	9,500
100	000	4362	N/A	Reinspection Fees	30,000
100	000	4421	N/A	Rent	2,700
100	000	4417	N/A	Off Duty Police Officer	45,000
100	000	4500	N/A	Miscellaneous Revenue	100,000
100	000	4511	N/A	Historic Preservation Revenue	35,600
100	000	4700	N/A	Sale of Capital assets/Surplus	45,000
100	000	4600	N/A	Investment Earnings	150,000
100	000	4508	N/A	False Alarm Fees	2,520
100	000	4485	N/A	Sponsorship Fees	16,500
100	000	4490	N/A	Recreation - Special Programs	70,000
					518,520

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
100	410	5640	Board of Commissioners	Dues and Subscriptions	11,740
100	410	5692	Board of Commissioners	Contributions - Other	1,500
100	445	5300	Information Technology	Professional Services	22,515
100	490-210	5469	Planning - Historic Preservation	Gross Receipts Tax - Ticket Sales	3,265
100	500	5300	Public Facilities	Professional Services	25,000
100	500	5520	Public Facilities	Insurance & Bonds	1,000
100	510	5630	Police	Firearms/Ammunition	28,500
100	510	5631	Police	Vehicle Upfit - Public Safety Vehicles	95,000
100	520	5435	Fire	R/M - Vehicles	102,500
100	520	5460	Fire	Contracted Services	78,500
100	000	4990	N/A	Appropriated Fund Balance	149,000
					518,520

Explanation:

Recognize additional revenues received and reduce appropriated fund balance accordingly through March 31, 2023.

Budget Amendment # 3
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2023
DEBT SERVICE FUND

[illegible]

Explanation:
Recognize additional investment earnings, adjust Powell Bill to reflect actual received and account for lease payments (GASB 87) for FY 2022-2023.

[illegible]

188,005

Electric Fund
Budget Amendment Worksheet
For the fiscal year ending June 30, 2023

	<i>Dept./ Div.</i>	<i>Budget Adopted</i>	<i>Prior Budget Amendments</i>	<i>Current Budget Amendment</i>	<i>Amended Budget</i>
Estimated Revenues:					
Sale of Power		\$22,160,000		(392,150)	\$21,767,850
Other Revenue		1,991,200	35,500	126,000	2,152,700
Total revenues		<u>24,151,200</u>	<u>35,500</u>	<u>(266,150)</u>	<u>23,920,550</u>
Appropriations:					
Operations & Maintenance	850	23,898,500	14,500	(266,150)	23,646,850
Tree Trimming	860	402,200	21,000		423,200
Total appropriations		<u>24,300,700</u>	<u>35,500.00</u>	<u>(266,150)</u>	<u>24,070,050</u>
Estimated revenues over total appropriations		<u>(149,500)</u>	<u>-</u>	<u>-</u>	<u>(149,500)</u>
Other financing sources (uses):					
Operating transfer to other funds:					
Installment Purchase Proceeds		-			-
Tsfer from Cap Reserve		149,500			149,500
General Fund					-
Total other financing uses		<u>149,500</u>	<u>-</u>	<u>-</u>	<u>149,500</u>
Estimated revenues and other sources over appropriations and other uses		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Budget Amendment # 3
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2023
ELECTRIC FUND

Funds coming from:					
Fund	Dept	Account	Project/Department	Account Description	Amount
1 360	000	4381	N/A	Temporary Electric Service Fee	5,000
360	000	4600	N/A	Investment Earnings	21,250
360	000	4500	N/A	Miscellaneous Revenue	99,750
360	850	5299	Electric - Operations	Allocated Personnel Costs	266,150
					392,150

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
360	000	4391	N/A	Sale of Power	392,150
					392,150

Explanation:

- 1 Reclassify revenues and reduce appropriation in allocated personnel costs to reflect actual activity projected for fiscal year 2022-2023.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-94-

Submitted by: Elisabeth Palermo

Submitting Department: Engineering

Meeting Date: April 18, 2023

SUBJECT

Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.

Recommendation:

The streets listed in this resolution have been approved and accepted by the Town's Engineering Staff.

Item Summary:

ATTACHMENTS

- [Attachment_A_summary_2023_Accept_Streets.docx](#)
- [Attachment_B_Resolution_Acceptance_of_Streets_for_Powell_Bill.docx](#)

Agenda Item: Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.

Summary: New streets are required to be designed and built to Town of Wake Forest standards and specifications. Historically, the Board has accepted streets into the Town of Wake Forest Street System and added them to the Powell Bill submission for additional maintenance funds annually. In an effort to ensure that all accepted roads are added to the Powell Bill in a timely manner and that the Towns Powell Bill Map is updated on a more timely basis, the Engineering Department is submitting streets more frequently. These streets have been approved and accepted by Engineering Staff.

Attachments: Attachment A_Summary_2023.04_Accept_Roads_for_Maintenance,
Attachment_B_Resolution_Acceptance_of_Streets_for_Powell_Bill

RESOLUTION 2023-XX

RESOLUTION TO ACCEPT STREETS INTO THE TOWN OF WAKE FOREST STREET SYSTEM FOR MAINTENANCE

WHEREAS, streets are required to be designed and built according to our Manual of Standards, Specifications and Design; and

WHEREAS, Engineers and Construction Inspectors approved the street segments for their one-year warranty period in 2021 and upon re-inspection approved and accepted the segments for final acceptance accordingly as shown on the attached map;

WHEREAS, approval by the Town of Wake Forest Board of Commissioners is necessary for eligibility for receiving funding from the NCDOT's Powell Bill Program;

BE IT RESOLVED that the Board of Commissioners of the Town of Wake Forest accept this list of streets into the Town of Wake Forest Street System.

SUBDIVISION	STREET NAME	BEG DESCRIPTION	END DESCRIPTION	LENGTH (MI)
TRADITIONS INFRASTRUCTURE	E. JUNIPER AVENUE	NORTH WHITE STREET	TRADITIONS GRANDE BLVD	1.12
TRADITIONS INFRASTRUCTURE	TRADITIONS GRANDE BLVD	END OF PHASE	CENTER OF ROUNDABOUT	1.05
TRADITIONS INFRASTRUCTURE	GILCREST FARM ROAD	CENTER OF ROUNDABOUT	END OF OLD GILCREST FARM ROAD ALIGNMENT	0.18
TRADITIONS INFRASTRUCTURE	OAK GROVE CHURCH ROAD	CENTER OF ROUNDABOUT	END OF OLD ALIGNMENT	0.31
TRADITIONS INFRASTRUCTURE	ROYAL MILL AVE	CENTER OF ROUNDABOUT	END OF PHASE	0.33
BRIDGEWATER PH1	GRANDE WATER WAY	TRADITIONS GRAND BLVD	CUL-DE-SAC	0.10
TRADITIONS PH 1B	NIGHTINGALE COURT	WILDFLOWER RIDGE RD	CUL-DE-SAC	0.14
TRADITIONS PH 1B	CONIFER FOREST LANE	NIGHTINGALE COURT	WILDFLOWER RIDGE RD	0.19
TRADITIONS PH 1B	WOODLAND GROVE WAY	CONIFER FOREST LANE	WOODLAND GROVE WAY	0.58
TRADITIONS PH 1B	ORANGE BLOSSOM CT	WOODLAND GROVE WAY	CUL-DE-SAC	0.08
TRADITIONS PH 1B	FIREFLY LIGHT TRAIL	WILDFLOWER RIDGE RD	WOODLAND GROVE WAY	0.07

SUBDIVISION	STREET NAME	BEG DESCRIPTION	END DESCRIPTION	LENGTH (MI)
TRADITIONS PH 1B	CHESTNUT GROVE CT	WOODLAND GROVE WAY	CUL-DE-SAC	0.07
TRADITIONS PH 1B	GRAY WOLF CT	CONIFER FOREST LANE	CUL-DE-SAC	0.04
TRADITIONS PH 1B and 2A	WILDFLOWER RIDGE RD	END OF PHASE 1A	TRADITIONS RIDGE DRIVE	0.54
TRADITIONS PH 2A	DOVETAIL MEADOW LN	WILDFLOWER RIDGE RD	SUMMERTIME FIELD LN	0.14
TRADITIONS PH 2A	SUMMERTIME FIELD LN	DOVETAIL MEADOW LN	END OF PHASE	0.10
TRADITIONS PH 2A	RED CLOVER COURT	DOVETAIL MEADOW LN	CUL-DE-SAC	0.06
TRADITIONS PH 2A/B/C	POPPY FIELDS LANE	WILDFLOWER RIDGE RD	MEADOW GRASS LANE	0.31
TRADITIONS PH 2B/C	MEADOW GRASS LANE	POPPY FIELDS LANE	E. JUNIPER AVENUE	0.23
TRADITIONS PH 2D	GOLDFINCH NEST COURT	SPARROWHAWK LANE	CUL-DE-SAC	0.05
TRADITIONS PH 2D	TRADITIONS RIDGE DR	SPARROWHAWK LANE	CUL-DE-SAC	0.17
TRADITIONS PH 2D	HYDRANGEA FIELD CT	TRADITIONS RIDGE ROAD	CUL-DE-SAC	0.08
DEL WEBB AT TRADITIONS PH 1&2	BONNY DOON LANE	MENDOCINO STREET	MENDOCINO STREET	0.07
DEL WEBB AT TRADITIONS PH 1&2	MENDOCINO STREET	BEGIN PHASE	MONTEREY BAY DRIVE	0.31
DEL WEBB AT TRADITIONS PH 1&2	CALISTA DRIVE	MONTEREY BAY DRIVE	CUL-DE-SAC	0.48
DEL WEBB AT TRADITIONS PH 1&2	DEL WEBB MANOR AVE	GILCREST FARM RD	MONTEREY BAY DRIVE	0.13
DEL WEBB AT TRADITIONS PH 1&2	NOIR COAST DRIVE	MENDOCINO STREET	CALISTA DRIVE	0.06
DEL WEBB AT TRADITIONS PH 1&2	SANTA LUCIA ST	MONTEREY BAY DRIVE	END OF PHASE 1	0.01
DEL WEBB AT TRADITIONS PH 1&2	MONTEREY BAY DRIVE	GILCREST FARM RD	END OF PHASE 1A	0.53
DEL WEBB AT TRADITIONS PH 1&2	DUNN CREEK CROSSING	MONTEREY BAY DRIVE	END OF PHASE 1C	0.03
DEL WEBB AT TRADITIONS PH 3	DUNN CREEK CROSSING	END OF PHASE 1C	SEDFIELD SUBDIV.	0.09

SUBDIVISION	STREET NAME	BEG DESCRIPTION	END DESCRIPTION	LENGTH (MI)
AUSTIN CREEK PH 3	AUSTIN VIEW BLVD	BEG OF PHASE 3	END OF PHASE 3	0.12
AUSTIN CREEK PH 3	AUSTIN RIDGE PKWY.	BEG OF PHASE 3	END OF PHASE 3	0.05
AUSTIN CREEK PH 3	BIRDHOUSE LANE	BEG OF PHASE 3	END OF PHASE 3	0.11

DELETED STREETS				
<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>BEG DESCRIPTION</u>	<u>END DESCRIPTION</u>	<u>LENGTH (MI)</u>
TRADITIONS INFRASTRUCTURE	E. JUNIPER AVENUE	NORTH WHITE STREET	OLD GILCREST FARM ROAD ALIGNMENT	1.24

Total Added Mileage: 6.69

Duly adopted this 18th day of April 2023.

Vivian A. Jones,
Mayor

ATTEST:

Terry Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-115-

Submitted by: Ella Dowtin

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

Approval of Appointments to the Citizen Advisory Boards

Recommendation:

Item Summary:

ATTACHMENTS

- [RESOLUTION2022-XXX_Adv_Board_Appts-PRCR.pdf](#)
- [RESOLUTION2022-XXX_Adv_Board_Appts-PAC.pdf](#)

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

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

Parks, Recreation & Cultural Resources

Felicia Roberts

(April 2023 – December 2025)

Parks, Recreation & Cultural Resources

Sarah Seaman

(April 2023 – December 2025)

Duly resolved this 18th day of April 2023.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk

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

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

Public Art Commission

Violanie Romans-Murray

(April 2023 – December 2025)

Duly resolved this 18th day of April 2023.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-103-

Submitted by: Elisabeth Palermo

Submitting Department: Engineering

Meeting Date: April 18, 2023

SUBJECT

Consideration of Resolution ordering the closure of a portion of Caddell Street.

Recommendation:

At the March 21, 2023 Board of Commissioners meeting, a resolution declaring the intent to permanently close a portion of Caddell St right-of-way was approved. Per N.C.G.S. 160A-299, when a Town proposes to permanently close any street, the Board shall first adopt a resolution declaring its intent and specify a date for the public hearing on the matter. The resolution, approved on March 21, 2023, was published once a week for four successive weeks prior to this hearing, the property was posted and letters were sent via certified mail to abutting property owners in accordance with the statutory requirements. The purpose of this item is to vote on whether to close that portion of Caddell Street right-of-way.

Item Summary:

ATTACHMENTS

- [Attachment_A_Summary_Abandon ROW Caddell.docx](#)
- [Attachment_B_Resolution_Abandon_ROW Caddell.docx](#)

Agenda Item: Public hearing to consider closing a portion of right-of-way (ROW) abutting Caddell St.

Summary: At the March 21, 2023 Board of Commissioners meeting, a resolution declaring the intent to permanently close a portion of Caddell St right-of-way was approved.

The Town committed funding for improvements to Caddell St. in 2013 as part of a larger project to pave unpaved roads in the Town. After the improvements, Caddell St. was added to the Powell Bill in 2016. This project improved Caddell St. from a one-way unpaved road to a paved curb and gutter road with sidewalk on one side. The project left the Town with a variable width ROW along this road and more ROW than is needed. The developer of the property identified by PIN 1841516796 has requested that the Town abandon the unnecessary portion of ROW to allow the development of the Wake Forest Food Hall to use this land.

Per N.C.G.S. 160A-299, when a Town proposes to permanently close any street, the Board shall first adopt a resolution declaring its intent and specify a date for the public hearing on the matter. The resolution, approved on March 21, 2023, was published once a week for four successive weeks prior to this hearing, the property was posted and letters were sent via certified mail to abutting property owners in accordance with the statutory requirements.

Attachments: Attachment_A_ Summary Intent to abandon ROW at Caddell St.

Attachment_B_Resolution Consideration Abandon ROW at Caddell St.

Attachment_C_Plat Caddell ROW Abandonment

Attachement_D_Caddell ROW Metes and Bounds Description

RESOLUTION 2023-XX

RESOLUTION ORDERING THE CLOSURE OF A PORTION OF CADDELL STREET

WHEREAS, on the 21st day of March, 2023 the Board of Commissioners of the Town of Wake Forest directed the Town Clerk to publish the Resolution of Intent of the Board of Commissioners to consider closing the portion of Right-of-Way abutting Caddell Street, in The News & Observer newspaper once each week for four successive weeks, such resolution advising the public that a meeting would be conducted at Town Hall on April 18, 2023; and

WHEREAS, the Board of Commissioners of the Town of Wake Forest on the 21st day of March, 2023 ordered the Engineering Department to notify all persons owning property along Caddell Street, as shown on the county tax records, by registered or certified mail, enclosing with such notification a copy of the Resolution of Intent; and

WHEREAS, the Town Clerk has advised the Board of Commissioners that the Engineering Staff sent a letter to each of the abutting property owners advising them of the day, time, and place of the meeting, enclosing a copy of the Resolution of Intent, and advising the abutting property owners that the question as to closing that portion of Caddell Street would be on the agenda at the April 18, 2023 public hearing, said letters having been sent by registered or certified mail; and

WHEREAS, the Town Clerk has advised the Board of Commissioners that adequate notices were posted on the applicable street(s) as required by N.C.G.S. 160A-299; and

WHEREAS, after full and complete consideration of the matter and after having granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said street in the public hearing held on April 18th, 2023; and

WHEREAS, it now appears to the satisfaction of the Board of Commissioners that the closing of said street is not contrary to the public interest, and that no individual owning property, either abutting the street or in the vicinity of the street, will as a result of the closing be thereby deprived of a reasonable means of ingress and egress to his or her property;

NOW THEREFORE, BE IT RESOLVED THAT, in accordance with North Carolina General Statute 160A-299, the Town of Wake Forest Board of Commissioners do hereby

order the abandonment of a portion of Caddell Street, and that a copy of this order be filed in the Office of the Register of Deeds.

Duly adopted this 18th day of April 2023.

(ATTEST)

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-118-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

Appoint a Voting Delegate for the NC League of Municipalities Board of Directors and for voting at City Vision

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-47-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

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

March 2023 | Department Monthly Report



Communications

ANNOUNCEMENTS

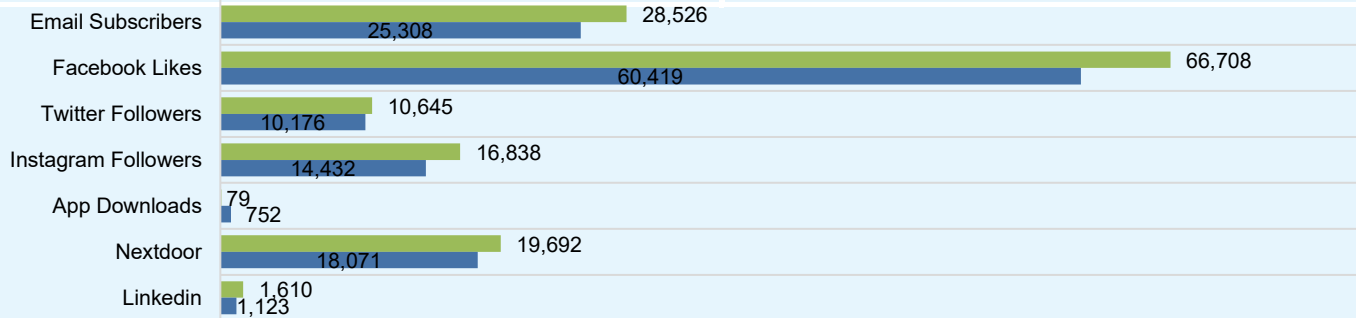
Media Releases	41
Email Announcements	19
Town-to-Resident Phone Calls/Texts	5

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Home	10,900
2	Customer Service Forms	9,304
3	CSX Track Repairs	4,270
4	Easter Egg Hunt	3,195
5	Utility Bill Payment Options	3,037

SUBSCRIBERS

■ Mar-23 ■ 22-Mar



Downtown Development

OCCUPANCY

	JAN-MAR 2023	JAN - MAR 2022
Occupancy Rate in Percentage	90%	88%

NEW BUSINESSES

	MAR 2023	FISCAL YEAR-TO-DATE
Number of New Businesses	1	9
Number of Businesses Closed	0	7

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS JAN - MAR)	ATTENDANCE IN 2022	ATTENDANCE IN 2023
None	0	0

Downtown Development Manager, Downtown Development Specialist, WFD Board Chair, WFD Vice Chair, and WFD Design & Appearance Chair attended North Carolina Main Street Conference in Statesville. ARTS Wake Forest was recognized as Main Street Champion for Wake Forest and The Loading Dock received an Award of Merit for Best Adaptive Reuse.

Downtown Development Manager attended Main Street Now Conference in Boston, Massachusetts.

Special Event Committee met to review and discuss Special Event Policy. Committee will be proposing some changes, as well as adding additional language to clarify new requirements for safety measures.

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)

	MARCH 2023	FEB 2022
Number of Responses to RFIs	0	1

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

Remtech Environmental

AGNC

St. John Properties

Belmont Ventures

Roseland Pictures

Benchmark Bank

Fluid Memory

Focus Design Builders

Engineering

PROJECT

UPDATE

Stormwater Infrastructure
Assessment

The Engineering Department is currently forming a Stormwater Utility Advisory Group to meet from May to October. The Stormwater Budget Tool needs to be updated with the Town's data to be used by the group.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500	3/15/23
NCESC Report	3/22/23
ORBIT/LGERS Report – NC State Treasurer	3/1/23
Utility Sales Tax Return – E500 E	3/15/23
BLS Department of Labor Report	3/22/23
Gross Receipts Tax report	3/15/23
Food & Beverage Tax Report	3/15/23
ACCOUNTING/FINANCE	AMOUNT
Total Accounts Payable Disbursement	\$1,943,423
Total ePayables Disbursement	\$2,714,465
Total Number of Invoices Paid	311
Total Amount of Invoices Paid with credit card	692
GENERAL TASKS AND OTHER ITEMS	COMPLETION DATE
Approved electric rate adjustments will be effective with bills occurring on or after April 1.	March 21
FY 2023–2028 Capital Improvements Plan (CIP) Update	COMPLETION DATE
Budget requests received from departments	March 22
Public Hearing – input for FY 24 Budget	March 21

PURCHASING / WAREHOUSE

New Vendors Set Up	14
Purchase Orders Processed	78
Informal Quotes	23
Surplus Items	Sold 3 items - \$42,053
HUBSCO	0

NORTHERN WAKE FOOD SECURITY TEAM

Staff Hours	12 hours per week
Updates	CAFN update presented to Wake County Board

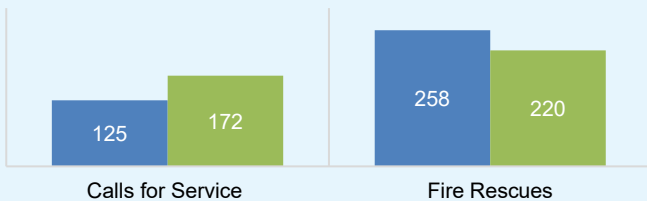
Fire

KEY STATS

	MARCH 2023	MARCH 2022
Calls for Service	414	422
Average Response Time	4:56	4:24

FIRE-KEY STATS

■ Mar-23 ■ 22-Mar

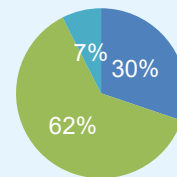


TYPES OF CALLS

	MARCH 2023	MARCH 2022
Fire	125	172
Medical	258	220
Motor Vehicle Accidents (MVA)	31	30

TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

PROMOTIONS / TRANSFERS

EMPLOYEE NAME	DEPARTMENT	POSITION	DATE
None			

EMPLOYMENT

As of March 23, 2023	MARCH 2023	MARCH 2022
Positions Filled	391	362
Vacancies	21	35
Total Authorized Positions FY 2022-2023	412	397

Information Technology

SERVICE STATS

	MARCH 2023	MARCH 2022
Service Requests Completed	477	474
Network Uptime Percentage	100%	99%

Inspections & Public Facilities

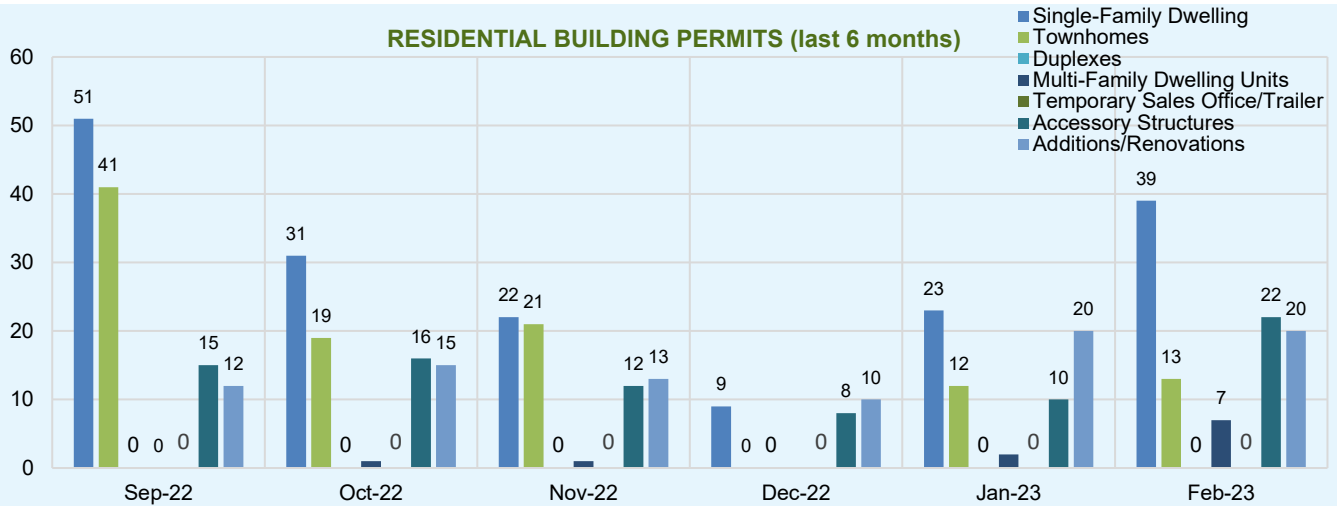
RESIDENTIAL PERMITS

	MARCH 2023	MARCH 2022
Single-Family Dwelling	39	79
Townhomes	13	17
Duplexes	0	0
Multi-Family Dwelling Units	07/125	0
Other	134	180
Total	193	276

NON-RESIDENTIAL PERMITS

	MARCH 2023	MARCH 2022
New Commercial	2	2
Fit-Ups	2	5
Other	46	36
Total	50	43

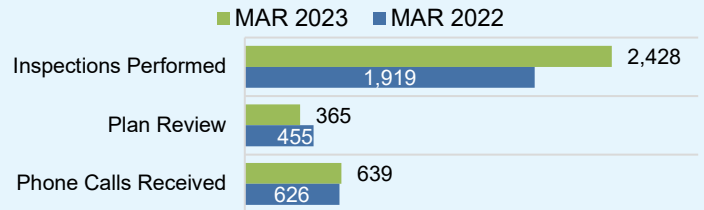
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	MARCH 2023	MARCH 2022
Preventative Maintenance Completed	479	377
Reactive Work Orders	140	2

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

NEW COMMERCIAL BUSINESSES

ADDRESS

Rosedale Amenity Center	1805 Rosedale Ridge Ave
Sugar Pines Apartments Clubhouse	610 Sugar Pine Way

FIT-UPS

The Factory (retail unit sub-divide)	1839 S Main St 290
Tikila Tacos & Mezcal Restaurant	1000 Forestville Rd 100

PRE-OCCUPANCIES

Bright White Contractor LLC	1740 Heritage Center Dr 101
Connect Cause	5105 Unicon Dr. H
Moe Snack Shop & Phones	706 N Main St
Nancy Jo Photography	117 S Brooks St
Ceramic Pro Wake Forest	10501 Ligon Mill Rd 107

Parks, Recreation & Cultural Resources

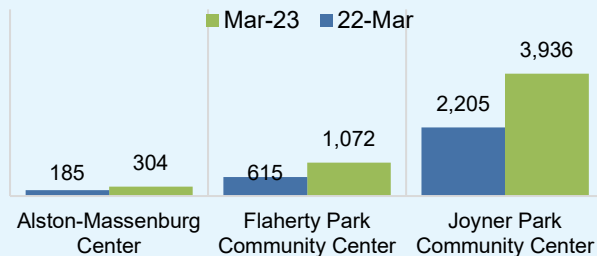
ATHLETICS

	MARCH 2023	MARCH 2022
Registrations Received – Youth	8	14
Registrations Received – Adult	3 teams	2 Teams
Games Held	28	27
Revenue	\$2,085	\$2,350

PROGRAMS

	MARCH 2023	MARCH 2022
Registrations Received – Youth	78	192
Registrations Received – Adult	197	2807
Classes/Programs Held	33	47
Revenue	\$7489	\$10,051

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	4
PM Inspections and services	73
Evening and Weekend Park Services	4

FACILITY RENTALS

	MARCH 2023	MARCH 2022
Athletic Fields	15	34
Joyner Park Outdoor / Open Space	3	2
General Outdoor / Open Space	0	0
Picnic Shelters	0	0
Wake Forest Community House	3	5
Joyner Park Community Center	3	0
Flaherty Park Community Center	0	0
Alston-Massenburg Community Center	2	4

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	MARCH 2023	MARCH 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

	MARCH 2023	MARCH 2022
COAs Received	0	1
COAs Approved	0	0

Police

KEY STATS

	MARCH 2023	MARCH 2022
Calls for Service	4118	5832
Vehicle Crashes	170	157

Public Works

Streets: Assisted the Planning Department by installing bus loop survey signage, installed 190" of new sidewalk for the connection along Rogers Branch Rd, CDL training for Alex Morales and Zack Johnson (Zach acquired Class A CDL), 143 tons of asphalt repairs, 40 storm water inlet repairs and 40" of pipe repairs and assisted other departments as needed.

Solid Waste: The Board of Commissioners approved the proposal from Republic Services and contracts are in process of being finalized. Loose leaf pickup finished on March 10th. The season started off rough, but we finished successfully. Marcell Smith started as a collector, leaving no current positions open in SW. With spring upon us, yard waste tonnages have jumped up significantly.

Urban Forestry: Hosted NC Bradford Pear event – gave away 285 seedlings and worked on public stormwater easement maintenance.

Admin: Preparing for the upcoming Public Works Week in May, assisted residents with carts, bulk, and other needs.

Fleet: completed 298 work orders in March for a combined shop productivity average of 60% of billable hours. The 4 mechanics complete 7.5 combined training hours.

SOLID WASTE

	MARCH 2023	MARCH 2022
New Construction Homes Added	85	67
New Cart Sets	85	67

CEMETERY

	MARCH 2023	MARCH 2022
Number of Plots Sold	0	5
Number of Niches Sold	1	4
Total Plots Available	0	76

RECYCLING

	MARCH 2023	MARCH 2022
Volunteer Collected Litter	150	425
Volunteer Collected Recycling	150	0
Volunteer Hours	8	53
Volunteer Miles of Streets	6	1
Sections of Roads Cleaned (not miles)	0	3
Number of Creeks Cleaned	0	1
Number of Litter Kits Issued/Returned	1	4

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

	MARCH 2023	MARCH 2022
Monthly In-Person Attendance	2151	2082
Virtual Views	609	2801
Ticketed Events Held	2	7
Free Events Held	1	2

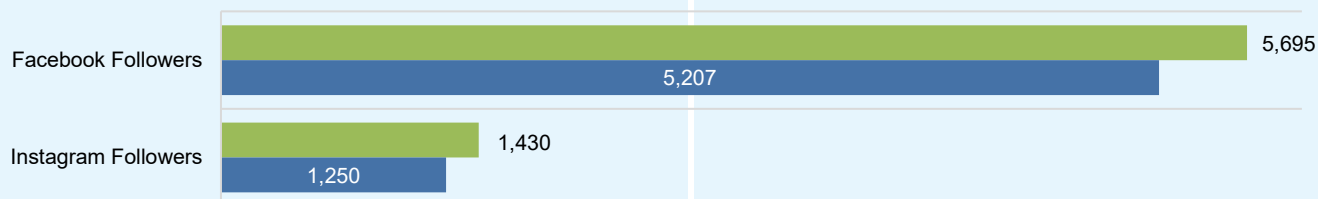
RENAISSANCE CENTRE PROGRAM GUIDE

[VIEW](#)

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

SOCIAL ENGAGEMENT

■ Mar-23 ■ 22-Mar



Wake Forest Power

CUSTOMER SUMMARY

	MARCH 2023	MARCH 2022
Electric Meters/Customers	7,061	6,664
Pre-Pay Power Customers	475	458
H.O.P.E. Participants	46	44
N.C. GreenPower Participants	17	17

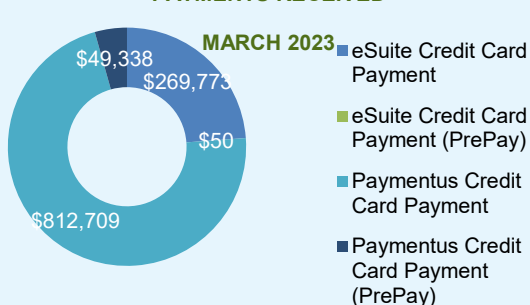
POWER OUTAGES

	MARCH 2023	MARCH 2022
Total Number of Customers Affected by Outages this Month	87	82
Average Number of Customers Affected per Outage	29	20.5

PAYMENTS RECEIVED

	MARCH 2023	MARCH 2022
eSuite Credit Card Payments	\$269,773	\$476,126
eSuite Credit Card Payments (Pre-Pay)	\$50	\$3,921
Paymentus CC Payments	812,709	701,248
Paymentus CC Payments (Pre-Pay)	49,338	42,739

PAYMENTS RECEIVED

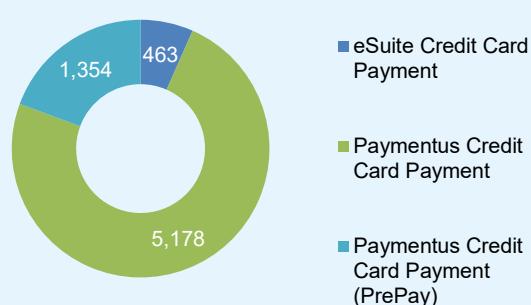


NUMBER OF TRANSACTIONS

	MARCH 2023	MARCH 2022
eSuite Credit Card Payments	463	812
Paymentus CC Payments	5,178	3,836
Paymentus CC Payments (Pre-Pay)	1,354	1,082

Note: Transitioning to Paymentus

PAYMENTS RECEIVED MARCH 2023



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 3/ 8/2023

Number of members in attendance 8 out of 9

Dr. Sarah Soleim, Manager of Community and Academic Engagement with Wake Forest University and the Wake Forest Historical Museum provided the HPC with an update on Museum Activities. The HPC elected Elizabeth Miller as the Vice-Chairperson for the next year. The HPC met applicants for the vacant HPC seat and provided a recommendation to the Board of Commissioners.

Human Relations Council

MEETINGS

Most recent meeting held 3/23 /2023

Number of members in attendance 6 out of 12

Planning is underway for the upcoming Good Neighbor Day, set for September 16, 2023.

Public Art Commission

MEETINGS

Most recent meeting held 3/23/2023

Number of members in attendance 7 out of 7

Celebration of the Arts preparations are underway, and the updated Art Vision Plan is in progress.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 03/27/2023

Number of members in attendance 9 out of 10

National Trails Day (6/3) – 5k/3k: Christi Spencer provided an update, the work group met last week. The event will be held on June 3rd. Year of the Trail has been incorporated into the logo. Looking for colors for t-shirts, and volunteer shirts. The course map will be available by the May meeting. Distances (5k) 3.1 & (3k) 1.8 miles. Currently, we have 49 runners registered. Packet pick-up at Joyner Park Community Center. Run & Try will do the awards for the 5k. Need awards sponsor for the 3k. Christi will review the awards category.
Art in the Park (8/26): Alex Druar shared feedback from the event last year. Two groups of 30 participants. Travis will schedule a meeting for the group.
Unplugged (9/3): Luke Kemp provided an update. The event is held in conjunction with the concert. There will be games before the concert. The meeting was held last Monday. Inventoried the games. Putters and balls missing. Have corn hole, bowling game, checkers, egg race, and long jump. Jingle game. Pump station to blow up balloons. Sharon recommended helium-quality balloons. Recommended putt-putt. Hula hoops. Duck pond. Send e-verify for volunteers.

Technology Advisory Board

MEETINGS

Most recent meeting held 3/ 27/2023

Number of members in attendance 11 out of 11

Adam Oates gave a Smart City update. The final hardware installation is scheduled for the last week of March and the first week of April.

Andy Kotynski and Adam Oates gave a STEM update. Everything is shaping up to be a great STEM event on April 29.

Urban Forestry Board

MEETINGS

Most recent meeting held 3/ 21/2023

Number of members in attendance 11 out of 11

The board discussed the urban forestry handbook and looked at the Radford Glen subdivision.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-48-

Submitted by: Shana Shallenberg

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

CIP Project Tracker

Recommendation:

Item Summary:

ATTACHMENTS

- [CIP Project Tracker Q3_FY2022-2023.pdf](#)

PROJECT TITLE	PHASE	TOTAL PROJECT COST	PROJECT DESCRIPTION	DEPT & PROJECT MANAGER	PROJECT UPDATE: Q3: Jan-Mar 2023
General Government					
Ailey Young House Rehabilitation	Construction	\$303,500	Preservation of the building Will provide an African American historical resource	Planning Michelle Michael	No update at this time.
Town Hall Wayfinding Designs/Signage - Phase		\$500,000	Design and create wayfinding signs consistent with branding image of the town to facilitate direction to town-operated parks, recreation, athletic or cultural destinations	Communications Bill Crabtree	During the January 20th BOC Retreat MERJE presented the final design for the wayfinding signage based on comments received from committee members and stakeholders. MERJE also submitted a Sign Location Plan and Message Schedule. Selected members of the internal steering committee are reviewing the proposal and will submit comments no later than April 21st.
Information Technology					
Information Technology - No active projects this Quarter					
Public Facilities					
Town Hall - Carpet Replacement/Renovations /Office Upfits		\$277,300	Carpet Replacement and office upfits for Town Hall to be completed in FY 21-22	Public Facilities – Mickey Rochelle	We have 5 doors that require color to be corrected. All other work is complete.
Town Hall - Lighting & Leak Repair		\$321,000	Replace Eaton Controls with Enlightened Lighting Controls: Two Floors (FY 22-23); Repair leak above north exit and Taylor Street Entrance (FY 22-23)	Public Facilities – Mickey Rochelle	Parts expected April for lighting. Contacted EDS (Week of 3/20/23) to give us cost to complete the leak repair. Cost estimate has not been received.
Fire Training Deck Rebuild		\$48,000	Remove and rebuild deck on training conex units	Public Facilities – Mickey Rochelle	Plans are with Tommy Harris, Engineer, for updates based off of comments received during TRC. Requested a quick turn around due to upcoming ISO review.
Greenway, Transportation & Pedestrian Access					

Traffic Pedestrian Signals	In Progress	\$135,000	Traffic signals design and installation at several intersections: Heritage Lake Road and Friendship Chapel Road Forestville Road and Song Sparrow Road Wait Avenue and Middlegame	Public Works – Engineering Joe Guckavan	The signal at Song Sparrow and Forestville Rd is constructed. We are waiting for power to be activated for the signal to be operational. We anticipate it will be operating within the next few weeks to a month.
Dunn Creek Greenway, Phase 3	Right-of-way	\$40,000	Construction of greenway (Town property to NC 98 Business to Oak Grove Church Road) 1.9 mile trail connection to Ailey Young Park	Planning - Courtney Tanner	Continuing to work with one property owner to obtain greenway easement. This is a bond project.
Smith Creek Greenway, Phase 2	Design, Right-of-Way	\$406,700	1.1 miles of greenway trail and trailhead with parking providing connection between existing trails. This segment will provide a connection from Ligon Mill Road to Burlington Mills Road and ultimately to Raleigh's Neuse River Greenway via the Wake Forest Connector bridge	Planning - Courtney Tanner	No new updates.
Dunn Creek Greenway, Phase 4	Design	\$157,600	0.55 miles of greenway trail within Flaherty Park. The section provides connection to the existing Del Webb section of Dunn Creek, the existing Orchards at Traditions section of Dunn Creek, and Flaherty Farms apartments for the seminary.	Planning - Courtney Tanner	The plans are 90% complete. This is a bond project.
Smith Creek Greenway, Phase 3	Design, Right-of-Way	\$24,000	0.8 miles of greenway trail, Provides connection between existing trails. The section will provide a connection from the Smith/Sanford Creek Greenway junction to Ligon Mill Road.	Planning - Courtney Tanner	Town has acquired all parcels. This is a bond project.
Ligon Mill Road Operational Improvements	Construction	\$3,781,500	Construction of Complete Streets and Operational Improvements along Ligon Mill Road from S. Main Street to the Walmart Driveway. This project consists of widening to a 4-lane, median-divided roadway with bike lanes, extra large sidewalks, curb and gutter and intersection improvements at S. Main Street.	Engineering-Joe Guckavan	CAMPO has approved an additional \$581,114 for the Ligon Mill Rd operations improvements project. We can now request final reimbursement and closeout the project.
Bus Shelter Installation	Construction	\$105,000	Installation of three bus shelters and amenities at stops along the Wake Forest Loop.	Planning - Courtney Tanner	No update. Bond project.

Ligon Mill Road Underpass	Design	\$325,000	Project B-5318 replaces the bridge over smith creek and realigns and widens part of Ligon Mill road. The project constructs the Smith Creek Greenway underpass.	Engineering - Joe Guckavan	Construction is underway. The project construction schedule is anticipated to be approximately 2 years, barring any unforeseen circumstances.
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Parks, Recreation and Cultural Resources

Parks, Recreation and Cultural Resources- No active projects this Fiscal Year

Asset Maintenance

Flaherty Park Dam Maintenance and Repair	Design	\$1,010,200	Remove pond dam and repair stream	Engineering Monica Sarna	No updates.
Wake Forest Reservoir Improvements	Design	\$4,478,500	Dam upfits, Dam inspections, Spillway upfits, Lagoon Decommissioning, Park Improvements: Parking lot, boat ramp, and dock. New Bridges.	Engineering Monica Sarna	Surveying has begun. We are completing the contract for design services which will begin as soon as surveying is complete-anticipated by mid April.
Sidewalk Replacement	In Progress	\$100,000	Replace deteriorated, broken and/or uneven sidewalks	Public Works - Streets Tim Bailey	Replaced 641 LF of sidewalk in various locations within the town.
Street Maintenance and Resurfacing	In Progress	\$100,000	Staff is recommending to allocate a portion of 2022 Bond referendum for additional street resurfacing and maintenance. Contracting of planning and rehabilitation is scheduled for FY19/20, completion in FY20/21 and then work to begin in FY21/22. (Includes Procurement, installation, and data management of pedestrian and bicycle counters along Town Greenways as well as pavement markings for seven street bicycle lanes and sharrow segments in Downtown.)	Engineering Joe Guckavan	The BOC has received a presentation explaining the program. We are developing bid documents and anticipate construction late this calendar year. The bid documents are being prepared by in-house staff.
Stormwater Infrastructure Maintenance and Funding	In Progress	\$325,000	Continual maintenance of Town owned and maintained stormwater infrastructure by the Town of Wake Forest. Work to be conducted by both Town staff and outside contractor. Specific areas will be identified as operating budget is prepared.	Engineering Monica Sarna	Continuing to make progress. No significant updates.

Wake Forest Power

Line Construction/ System Improvements	In Progress	\$850,000	*Extend and upgrade the Electrical Distribution System	Wake Forest Power Chris Terrell	Devon Square Completed
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LED Conversion	In Progress	\$125,000	Convert every light to LED over next 3-5 years	Wake Forest Power Chris Terrell	None this year - not included in the budget.
Electric Building Improvements - 5301 Unicon Dr.		\$149,500	Electric Department Building including building remodel and construction retrofitting	Public Facilities- Mickey Rochelle	Landscaper completed plantings. Sod has to be installed and was delayed to allow warmer weather which is needed for Bermuda grass to thrive.
Downtown Underground Conversion - Wait Ave		\$250,000	Convert overhead lines to underground to keep with aesthetics and help with outages caused by wind, trees or animals.	Wake Forest Power Chris Terrell	We have a contract signed and will be boring sometime in March. Hope to complete this by July.
Public Works					
Transportation New Sidewalk Projects	In Progress	\$100,000	Streets to install missing sidewalk as identified by Town staff or through the CTP.	Public Works- Streets Tim Bailey	None this quarter.
Transportation Roadway Lighting		\$50,000	Lighting Town roadways according to NCDOT and Association of State Highways and Transportation (ASHTO) standards	Public Works- Streets Tim Bailey	Joe Medlin is working with Wake Electric on LED upgrades.
Major Capital Projects					
Major Capital Projects - No active projects this Quarter					
Completed Projects					
W. Oak Avenue Pedestrian Underpass	Complete	\$168,000	*Pedestrian connections along W. Oak Ave: N. Wingate to N. Main Street	Administration Candace Davis	
Rogers Road Widening & Pedestrian Underpass	Complete	\$1,755,500	*Pedestrian underpass to connect Smith Creek Greenway and sidewalk on Rogers Rd	Administration Candace Davis	
Athletic Fields Lighting System Replacement/ Installation*	Complete	\$1,279,000	*Replacement plan for lighting at athletic fields	Parks, Recreation & Cultural Resources Ed Austin	
Public Safety OSSl System Refresh	Complete	\$40,000	*Upgrade existing OSSl hardware and operating systems	IT Tom LaBarge	
Renaissance Centre Renovations Phase 1	Complete	\$1,237,000	*upgrade and renovate areas to improve ability to satisfy the needs of different users	Public Facilities Mickey Rochelle	
Hedrick Property Purchase	Complete	\$595,515	N/A	Public Works	

Spraygrounds/ Water Features*	Complete	\$411,268	*New sprayground water features at Smith Creek, Flaherty Park, and Future Center	Parks, Recreation & Cultural Resources Ruben Wall	
Installation of Irrigation and Sod at Flaherty Park Baseball/ Softball Fields*	Complete	\$138,000	*Building sand-based grass infield *Grading of entire field *Installation of hybrid sod on Field 2	Parks, Recreation & Cultural Resources Ruben Wall	
Renaissance Centre Renovations Phase 2	Complete	\$995,800	*upgrade and renovate areas to improve ability to satisfy the needs of different users	Public Facilities Mickey Rochelle	
Communication Center Hardware Upgrade/ Vista 911	Complete	\$180,000	*Upgrade current hardware to receive 911 transfers and landline/cellular information, provide analytics	IT Jeff Leonard	
Security systems for Flaherty Community Center, Holding Community House, and Parks and Recreation	Complete	\$137,500	*Security alarms and cameras *Install card access at remaining buildings	Public Facilities Mickey Rochelle	
Equipment/Materials Storage Building	Complete	TBD	Add Storage Building at Heritage Park / Reduce Time Transporting Equipment from Maintenance Shop	Parks, Recreation & Cultural Resources Ruben Wall	
Smith Creek Stream Bank Repair	Complete	\$200,000	* Repair of approximately 200 LF of stream bank due to damage from Hurricane Matthew. *Working with FEMA on 404/406 funding	Public Works - Engineering Carrie Mitchell	
Athletic Court Reconstruction*	Complete	\$62,500	*Reconstruction of Tyler Run and Ailey Young basketball courts	Parks, Recreation & Cultural Resources Ruben Wall/Josh Glover	
Holding Park Pool and Playground Renovation	Complete	\$2,929,000	*Renovation of Holding Park pool *Improved /more accessible playground with improved drainage system	Parks, Recreation & Cultural Resources Ruben Wall	
Dunn Creek Greenway - Downtown Connector	Complete	\$1,491,500	*Construction of a 10' wide greenway (approximately .36 miles) from the NC 98 (Dr. Calvin Jones Highway) pedestrian culvert (approximately 9 feet wide, 8 feet high) north to town property and spurs to the west, connecting to existing sidewalks within Cardinal Park and Deacons Ridge subdivisions.	Administration Candace Davis	

Smith and Sanford Creek Greenway	Complete	\$6,054,935	*Construction of a continuous pedestrian facility consisting of approximately 2.4 miles of greenway trail and 1.25 miles of sidewalk and multi-use path in the vicinity of Heritage Elementary, Middle, and High Schools. This project connects major activity centers in Wake Forest.	Administration Candace Davis	
Road Connections	Complete	\$8,286,000	*Street Connections Project includes: Forest Rd, Royal Mill, Police Parking Lot, Curb and Gutter in SFBP, striping on Retail Dr.	Community Development	
Road Connections	Complete	\$8,286,000	Roadway connections: Forest Road, Royal Mill connection in Traditions, Heritage Branch and Rogers Road	Public Works – Engineering - Jonathan Jacobs	
North Main Stormwater Repair and Roadway Rehabilitation	Complete	TBD	Relocate and replace failing stormwater pipe and box between North Main St., N. College St. and N. Wingate St. Upgrade existing boxes on North Main Street (US1A) to current standards with hood and grade, re-granite curb as needed, and resurface street to minimize flooding.	Public Works – Engineering - Jonathan Jacobs	
Richland Creek Stream Restoration, phase 2 (The Cottage)	Complete	\$100,000	Repair of approx. 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement	Public Works – Engineering Joe Guckavan	
Joyner Park Phase 2	Complete	\$11,880,930	Master Plan for Joyner Park Community Center and other improvements to the park	Parks, Recreation & Cultural Resources Ruben Wall	
Comprehensive Transportation Plan	Complete	\$199,363	*Multimodal Transportation Plan	Planning	
Downtown Improvements Phase 3	Complete	\$5,600,000	Continue implementing the Renaissance Plan for the Downtown section of Wake Forest; improvements to streets and landscaping within the downtown area. Phase 3 of the project consists of street and landscape improvements along South White Street: East Holding Avenue to Elm Avenue and East Owen Avenue: South White Street to Brooks Street. There are five sections included in the overall effort: 1) S. White Street, 2a) East Owen Avenue, 2b) East Jones Avenue, 2c) Wait Avenue, 3) Brooks Street, 4) North White Street, and 5) Front Street intersection.	Administration Candace Davis	

Richland Creek Stream Repair 2017	Complete	\$116,950	Repair of approximately 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement	Public Works – Engineering Joe Guckavan	
Senior Center Expansion	Complete	\$4,861,300	Exercise room addition Roof replacement for existing facility Multipurpose room addition HVAC Replacement	Public Facilities Mickey Rochelle	
Board Chambers A/V Camera System	Complete	TBD	Update existing audio visual, camera and sound system in the Board Chambers for televising meetings	Administration Aileen Staples	
Dog Park Upgrades	Complete	\$155,000	New configuration, shade structures, fencing, water fountains, and ADA access	Parks, Recreation, & Cultural Resources Josh Glover	
Installation of Irrigation and Sod Flaherty Park Field #3	Complete	\$60,000	Grading and sod installation in the outfield portion.	Parks, Recreation, & Cultural Resources Josh Glover	
North White Street Landfill - Cap Construction	Complete	\$565,000	In July 2017, the town received a notice of violation (from NCDEQ - Solid Waste Section) of minimal levels of contaminants and was directed to put together a corrective action plan (CAP).	Public Works- Magda Holloway/Jeanette Johnson	
Priority Pedestrian Corridors: Wait & West Oak Avenue	Complete	\$3,800,000	Construction of pedestrian connections along Wait Avenue and West Oak Avenue. This project consists of sidewalk on Wait Avenue from S. Allen Drive to east of Dunn Creek connecting to existing sidewalk, upgrading the intersection of S. Allen and Wait Ave with Pedestrian Signals, installation of sidewalk and multi-use path on West Oak Avenue, with a new connection to Joyner Park.	Public Works – Engineering Jonathan Jacobs	
Stadium Drive Complete Street	Complete	\$10,643,800	Construction of Complete Streets and widening along Stadium Drive from Capital Blvd to Wingate Street. This project consists of turn lanes, curbs/gutters, wider shoulders, improved pedestrian access, new transit stops, benches, and a bus shelter.	Public Works – Engineering Jonathan Jacobs	

Forestville Road Pedestrian Underpass	Complete	\$349,000	*Pedestrian underpass to connect Sanford Creek Greenway and sidewalk on Forestville Road *Bridge Replacement	Administration Candace Davis	
Fiber Infrastructure Project	Complete	\$2,496,158	Interconnect Town sites with a fiber network infrastructure	IT Adam Oates	
Endeavor Charter School	Complete	\$750,000	Offsite infrastructure Improvements related to the Traffic Impact Analysis submitted in June 2020 and providing safe ingress and egress to the newly expanded school. (Intersection of Burlington Mills Road and One World Way)	Engineering - Joe Guckavan	
Northeast Community Plan	Complete	\$93,715	Update to the 2007 Northeast Neighborhood Plan	Planning Michelle Michael	
Ailey Young Dam Removal & Stream Repair	Complete	\$817,105	Remove pond dam Repair stream	Engineering Joe Guckavan	
Greenway and Park Signage, Phase 1	Complete	\$1,082,500	*Wayfinding, phase 1- Sign implementation across greenways and parks	Public Works	
Community Plan	Complete	\$206,760	Update to the 2009 Community Plan	Planning Jennifer Currin	
Public Works Operations Center (Renovation/Upgrade)	Complete	\$16,110,000	Expansion of the Operations Center	Public Facilities Mickey Rochelle	
Rogers Branch Installment	Complete	\$759,900	Extension of Rogers Branch Road from its current dead end to the intersection of Foundation Drive and Forestville Road	Engineering - Joe Guckavan	



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-49-

Submitted by: Shana Shallenberg

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

Strategic Plan

Recommendation:

Item Summary:

ATTACHMENTS

- [Strategic Plan Working Document_Q3 Jan-Mar2023.pdf](#)

Town of Wake Forest Strategic Plan
Quarterly Updates

Instructions Initiatives may be added or modified each quarter. Priorities are adopted by the Board of Commissioners and will not be modified.		Legend Continuous Initiatives Complete Initiatives		2022-2027 Strategic Plan Adopted on March 15,2022 Effective Date July 1, 2022 Link to website: https://www.wakeforestnc.gov/strategic-plan																																																																							
GOAL 1: Sustaining Excellent Town Services Priority: Develop strategies to attract and retain Town staff, including outreach and workforce development opportunities for high school students <table><tr><th>Department</th><th>Initiatives</th><th>Q1 UPDATES JUL 2022- SEP 2022</th><th>Q2 UPDATES OCT 2022 - DEC 2022</th><th>Q3 UPDATES JAN 2023 - MAR 2023</th></tr><tr><td>1. Human Resources</td><td>Work cooperatively with the Strategic Performance team to further build out the Employee Recognition Program.</td><td>No Update</td><td>Meeting set for January 9, 2023 for further discussion.</td><td>Discussions ongoing.</td></tr><tr><td>2. 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Town of Wake Forest Strategic Plan
Quarterly Updates

5. Wake Forest Power	Working with ElectriCities exploring joint purchasing of inventory and streamline specs for certain common items to make them more universal.		Purchased 50 kva transformers through ElectriCities solicitation. Working with utility directors committee to establish a centralized warehouse.	Joint purchase of basic wire.
6.Human Resources	Continued solicitation of cost savings ideas through the Cost Savings and Innovation Program.	No Update	No ideas submitted this quarter. Exploring ways to further promote program.	No ideas submitted this quarter.
7. Inspections	Maintain next day inspection policy.	Inspections continues to perform next day inspections 99% of the time.	Inspections continues to perform next day inspections 99% of the time.	Inspections continues to perform next day inspections 99% of the time.
Priority: Maintain public safety response time as road conditions change				
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1. Police/Fire	Share real-time road conditions between officers in the field and the Communications Center; maintain minimum staffing to ensure adequate response times.	PD continuously monitor road conditions and traffic in high travel areas, such as schools, and adjust patrols as needed.	Officers in the field continuously monitor road conditions and share real-time traffic information with other officers and the communications center as a way to aid in ensuring adequate response times. The Police Department also continues to maintain adequate minimum staffing levels to ensure adequate response times.	Officers in the field continuously monitor road conditions and share real-time traffic information with other officers and the communications center as a way to aid in ensuring adequate response times. The Police Department also continues to maintain adequate minimum staffing levels to ensure adequate response times.
2. Engineering	Develop pavement management program to maximize life of roadways and improve derogated roads.	Under contract with MottMac--Anticipate first draft in November '22	First draft presentation presented. Working with the consultant to finalize the pavement management program.	The Pavement Management Program (PMP) is complete and was presented to the BOC. We are working to prepare Construction Documents for bidding. Anticipate first contract to begin late 2023.

GOAL 2: Creating Accessible Housing Opportunities



Priority: Develop an Affordable Housing Plan

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Planning	Develop a Housing Affordability Plan.	The Housing Affordability Plan was adopted on 9/20/22.		

Priority: Develop a plan to actively advocate for redevelopment of quality public housing

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Planning	Engage in conversations with Wake County Housing Authority regarding the Rental Assistance Demonstration (RAD) program.	The Town worked with the Housing Authority to develop language on the Housing Affordability Plan. At this time the Housing Authority is evaluating RAD.	No update.	No update.

Priority: Preserve naturally occurring affordable housing

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Planning	Develop SOPs for nuisance violations.	Zoning Enforcement Officer taking a class and cross-training with inspections on the Building Code. Developing nuisance education program for the Northeast Community.	Contract signed for junk abatement, and junk has been removed from several locations.	RFQ reissued for grass abatement.
2. Inspections	Minimum Housing Program.	Inspections continues to enforce the Minimum Housing Ordinance.	Inspections continues to enforce the Minimum Housing Ordinance. Working with a property owner to reinforce a failing retaining wall that is affecting the structural stability of a residence.	Inspections continues to enforce the Minimum Housing Ordinance. Larry Rochelle has been appointed to serve another term as president of the NC Association of Housing Code Officials.
3. Planning	Implement the Town's Housing Rehab. Program.	Contract for FY23 has been executed for housing rehab program.	Work program underway.	Work program underway.

Town of Wake Forest Strategic Plan
Quarterly Updates

GOAL 3: Fostering a Safe, Diverse and Welcoming Community



Priority: Create new and improved gateways and wayfinding

Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023
1. Engineering	Construct greenways as part of bond referendum.	No updates	Anticipate design/construction phases to begin in '23. Refer to the Town's Capital Improvement Plan (CIP) for additional detail.	Anticipate design/construction phases to begin in '23. Refer to the Town's Capital Improvement Plan (CIP) for additional detail.
2. Communications	Lead an initiative working with departments, advisory boards, consultants and stakeholders to identify areas where additional wayfinding and gateway signage may be beneficial.	The Town hired MERJE (West Chester, PA). to develop its wayfinding plan. MERJE conducted a site visit and met with steering committee and stakeholders Aug. 23-24. On Aug. 30, the Town hosted a virtual visioning workshop that gave residents, business owners, and stakeholders the opportunity to share their thoughts and opinions on the design of the wayfinding system. We also created a page on Engage Wake Forest to provide information about this initiative and solicit citizen input.	On October 25, MERJE provided an update to the steering committee and stakeholders team. During the meeting, MERJE presented three wayfinding design options and provided a survey for committee members and stakeholder team members to offer their feedback. Nearly everyone who received the survey, completed and submitted it. MERJE will use the responses to develop a fourth design option which will be presented to the community and the BOC.	During the January 20th BOC Retreat MERJE presented the final design for the wayfinding signage based on comments received from committee members and stakeholders. MERJE also submitted a Sign Location Plan and Message Schedule. Selected members of the internal steering committee are reviewing the proposal and will submit comments no later than April 21st.
3. Police	Patrol greenways and parks to enhance the sense of safety in the community; Water Giveaway Program in greenways.	PD patrols greenways for safety measures and hands out water to the public as well as fostering positive P2C (police to citizen) interactions.	The Police Department continues to patrol the greenways and parks. While patrolling these areas police officers frequently have positive interactions with community members. PD spends approximately 1000 hours per year patrolling our greenway system.	The Police Department continues to patrol the greenways and parks. While patrolling these areas police officers frequently have positive interactions with community members.

Priority: Implement Action Items from the Northeast Area Plan

Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023
1. All	Identify action items to evaluate during the UDO Update process	Existing UDO Analysis and Preliminary Recommendations Memo Wake Forest, NC UDO & MSSD Update recommends a new Northeast Community Residential District to allow only single-family detached uses, accessory dwelling units, and duplexes in keeping with the Northeast Community Plan. Planning is also working with Public Works and the NECC on nuisance abatement education program, which will officially launch next quarter. The NECC and Wake forest won an equity award for their ongoing partnership.	Identification of action items ongoing.	Identification of action items ongoing.
2. Planning	Focus additional residential and non-residential growth as per Future Land Use Map recommendations and explore rezoning targeted parcels to accommodate and encourage non-residential uses. (Short to Medium)		Zoning map updates being explored as part of UDO update process.	Board of Commissioners approved UDO contract amendment to include zoning map updates as part of UDO update process.
3. Planning	Research potential in-fill development sites that could support future affordable housing development. (Short)		RFQ issued for land disposition/acquisition policy.	Contract executed with consultant, BAE Urban Economics, to create affordable housing land disposition policy. Project kick-off will begin in Quarter 4.
4. Planning	Establish an overlay zoning district to align new construction with existing orientation, massing, height, etc. and determine building frontages applicable to each land use category. (Short)		Evaluation ongoing as part of UDO update.	Evaluation ongoing as part of UDO update.
5. Planning	Prepare and adopt discretionary guidelines to guide the design of residential and non-residential properties. (Short)		Evaluation ongoing as part of UDO update.	Evaluation ongoing as part of UDO update.
6. All	Design and install wayfinding, signage and interpretive panels at existing parks. (Short to Medium)		Various departments attended meeting of implementation on wayfinding.	
7. Planning	Preserve the Ailey Young House as an African-American heritage site. (Short to Medium)		Ailey Young House on Historic Home Tour and CIP updated for land planning.	Ongoing evaluation of preservation methods.
8. Planning	Explore the establishment of a historic district and/or cultural landscape to preserve the character of the community. (Short to Medium)		Evaluation ongoing as part of UDO update.	Evaluation ongoing as part of UDO update.

Town of Wake Forest Strategic Plan
Quarterly Updates

9. Multiple	Consider opportunities to reduce speeding along neighborhood roadways. (Short)			The Police Department conducts patrols and enforcement activities in neighborhoods with the goal of receiving voluntary compliance of laws. The Police Department also maintains a list of areas where citizens have made complaints about speeding and conducts enforcement in those areas.
10. Multiple	Work with local organizations to identify and implement youth programming. (Short)		PRCR •Partnered with Faith Tabernacle Church to provide a location for the youth mime dance program at the Alston Massenburg Center. This program is free to participants. •Partnered with My Birthday Too organization to provide a location at the Alston Massenburg Center to host birthday events for children with limited resources and experiencing difficult times.	The Renaissance Centre presented Rosa Parks and Friends at the Alston-Massenburg Center. The center was at full capacity. In addition, Living Rythms African Drumming, a free event at the Alston-Massenburg Center was a success.
11. Multiple	Work with local organizations and religious institutions to identify and implement child care programming. (Short to Medium)			
12. Multiple	Attend meetings and assist with events in the Northeast Community		PD and PRCR attended the Northeast Community Coalition (NECC) meetings.	PD and Planning attended Northeast Community Coalition (NECC) meetings. PRCR staff met with NECC to discuss Juneteenth and how the department could assist with the upcoming event.
13. Multiple	Identify programs, initiatives, targeted funding mechanisms, counseling, and educational opportunities to allow existing residents flexibility in maintaining their chosen place of residence. (Ongoing)			Draft contract with DHIC to provide services to those living in the Northeast Community. Contract anticipated to be executed next quarter.
14. All	Identify additional green spaces and small-scale social gathering places and explore opportunities to add these spaces to our network. (Ongoing)	PD attended meeting with planning and the NECC to bring awareness to littering	PD and PRCR attended the NECC meetings. Ailey Young master plan included in CIP.	Ailey Young House Historic Site Master Plan funding request included in FY24 budget. Looking to acquire additional sites.
15. Public Works	Continue to implement tree planting programs. (Ongoing)		2022 Street Tree replacement underway	Planted 232 replacement trees during planting season
16. Public Works	Continue to identify masses of mature and specimen trees and encourage their protection where feasible. (Ongoing)	Tree planting will resume in October- Urban Forestry	Continuing to advocate for saving specimen trees during the plan review process.	Continuing to advocate for saving specimen trees during the plan review process.
17. Planning	Identify additional historic sites in the Northeast Community. (Ongoing)		No update.	No update.
18. Planning	Identify opportunities to provide educational programming to tell the stories of local historic sites and their role in the Northeast Community and Town of Wake Forest. (Ongoing)		Ongoing partnership with the Wake Forest Historical Museum on events.	Planning staff led Black History Month history tours of the Northeast Community in February.
19. Planning	Continue to install historic markers or other interpretive material at historic sites. (Ongoing)		Project ongoing.	Project ongoing.
20. Multiple	Implement the streetscape recommendations that align with the updated Comprehensive Transportation Plan. (Ongoing)		No update.	No update.
21. Multiple	Perform a thorough analysis of utility infrastructure systems within the study area- including broadband network coverage. (Ongoing)			
22. Multiple	Promote maintenance of roadways.(Ongoing)	Developing a Pavement Management program. Street maintenance- ENG. and PW are working together with an outside contractor to have a street resurfacing plan together for spring/early summer 2023.	Pavement management Program anticipated to identify roadway improvement projects for Spring '23	Public Works has a CIP item for multiple roadways in this area.
23. Ren. Centre	Explore opportunities to provide spaces and programming options for the installation of public art. (Ongoing)		Public Art Commission will be working on the town gateway signage project.	The Public Art Commission has appointed a Art Plan Task Group to develop an art plan for the Town. The task group is comprised of Public Art Commission members and Town staff.
24. Planning	Continue coordination with NCDOT and GoRaleigh to advance the Wake Forest Commuter Rail (S-Line) initiative. (Ongoing)		Ongoing	Ongoing.

Town of Wake Forest Strategic Plan
Quarterly Updates

25. Planning	Collaborate with Wake County to identify funding opportunities for affordable housing and other neighborhood improvement activities. (Ongoing)		No update.	No update.
26. Multiple	Work with local community organizations to understand needs and requirements for existing community celebrations, identify additional opportunities for new celebrations, identify funding sources and collaborative partners to launch new community events. (Ongoing)		PRCR • Partnered with Faith Tabernacle Church to provide a location for the youth mime dance program at the Alston Massenburg Center. This program is free to participants. • Partnered with My Birthday Too organization to provide a location at the Alston Massenburg Center to host birthday events for children with limited resources and experiencing difficult times.	PRCR partnered with Faith Tabernacle Church to host a Black History Program and dinner at the Alston Massenburg Center.
Priority: Offer events that bring the community together and celebrate our diverse cultures.				
Department	Initiatives	Q1 UPDATES JUL 2022- SEP 2022	Q2 UPDATES OCT 2022 - DEC 2022	Q3 UPDATES JAN 2023 - MAR 2023
1. Ren. Centre	Will present a variety of performances and programming that will attract and celebrate our diverse community.	The Renaissance Centre presented "A Fall Evening Motown Cabaret" to a SOLD-OUT audience and was the host venue for the annual DuBois Alumni Association banquet.	The Renaissance Centre hosted 9 different events this quarter, 6 were SOLD-OUT performances. The shows were The Murder Mystery Dinner Theater, Santa's Secret Workshop, Chairmen of the Board, 3 performances of Plaid Tidings and 3 performances of One Christmas Night in Memphis. In addition, the 2-day Home and Garden Show was offered to our citizens at no charge.	The Renaissance Centre presented Comedian Jen Kober, Jazz artist Shana Tucker, and the Wake Forest Film Festival. Each of these audiences were unique and brought a diverse audience.
2. Parks, Rec. & Cult. Resources	Will host a variety of programs and special events throughout the year to bring the community together to celebrate diverse cultures.		PRCR hosted several annual special events: Oct 20 – Halloween Boo Bash; Nov 12 - Gobblequest; Dec 1 – Calls from Santa; Dec 4 - Brunch with Santa; Dec. 16th - Snow Ball Dance for persons with special needs	PRCR hosted the My Birthday Too Program at the AMC for citizens who cannot afford to have birthday parties. This program is offered each month. PRCR is offering a We Cook Wednesdays & Spirit League for citizens with special needs.
3. Multiple	Host partner on events and community outreach initiatives to connect with citizens and bring the community together.	FD hosted a hot dog event at Good Neighbor Day. HR, in partnership with the HRC, hosted Good Neighbor Day, with multiple departments supporting the event.	PD participated in Meals on Wheels. PD conducted Turkey drive. PD conducted Shop with a Cop.	The PD has conducted lockdown drills, taught D.A.R.E classes, and attended career days at local schools. The PD also participated in Meals on Wheels. PRCR hosted a community input meeting for the future Skate Park/Pump Track.
4. Public Works	Help provide resources for events that are planned in the area such as dumpsters for events, clearstream units for waste and litter prevention at events, etc. Additionally, Public Works also provides event staffing, assistance with road closures, litter prevention programs, street signage, and more.	PW staffed both FNOW for August and September. Completed 98 bypass cleanup. Supplied volunteers with litter cleanup supplies and suggested locations in need.	Staffed several town events this qtr. 98 bypass cleanup (most town departments helped staff) Shred event held in November. Participated in "Touch a Truck" event at Heritage Middle School. Franklin Academy Elementary recycle education for students.	No events this quarter
5. Downtown Development	Will offer quality of life events that bring our community together.	Friday Night on White was held in August and September with over 10,000 in attendance at each event.	WF Cares Holiday Kickoff included various performances from local schools and youth organizations (dance, cheer, gym, etc.). Representatives from the Northeast Community Coalition and WF Womans Club attended the event and provided a children's craft activity for attendees.	No events this quarter, but planning in process for Friday Night on White 4.14.23 and Forest Fest 4.15.23.

Town of Wake Forest Strategic Plan
Quarterly Updates

GOAL 4: Investing in Transportation and Infrastructure



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

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Planning	Write Plan	A budget request will occur in FY25.	No update.	No update.

Priority: Educate the community about transportation issues, challenges and opportunities

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Police	Hold Bike Safe Riders Skills Days classes for safe motorcycle operation.	PD involved with traffic campaigns with Governor's Highway Safety Program (GHSP) to increase the safety of the motoring public.	PD participated in Thanksgiving traffic safety campaign.	No Bike Safe courses have been held due to the weather, however a schedule is being put together for the rest of the year.
2. Engineering	Coordinate with Communications to disseminate information to public about Active Transportation Projects Map.	No update	Updating Engineering web pages and develop project status information.	Projects web page has been created. In addition, we are working to create project pages for all projects. Link to Projects web
3. Engineering	Review/develop policies for traffic calming, traffic control improvements, parking for clear procedures and easily accessible.	Anticipate beginning in January '23	Anticipate beginning in January '23	Staff is discussing issues to consider regarding policies. We will prepare draft documents and review with other departments as a next step.
4.Planning	Collaborate with Communications to develop a video about transportation, process, how improvements are made.	Planning and Communications are working on video related to how transportation improvements are identified and funded. Will be released in Q2.	Video is live. Task complete.	

Priority: Evaluate options for transit

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Planning	Develop Transit Study (to include micro transit option)	The BoC authorized the Town Manager to execute the Public Transit Plan contract, which evaluates all types of transit, including micro, on 9/20/22.	Survey is live; pop-up event held at tree lighting.	Open house held in February. Bus rider survey distributed in March. Survey sidewalk vinyls installed in March.
2. Planning	Continue S-line evaluation efforts.	The Planning Department continues to work with S-line partners of the project.	Ongoing	Ongoing.

Priority: Explore revenue options to support infrastructure needs

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Engineering	Evaluate development agreement standards as part of the UDO update.		Working with Planning to review and update UDO.	No significant updates.
2. Planning	Evaluate and expand current Municipal Service District (MSD).	Evaluation of current MSD will not begin until later this fiscal year.	Evaluation of current MSD will not begin until later this fiscal year.	RFQs received for Downtown Small Area Plan, Parking Study and MSD Evaluation. Contract for consultant will be brought to Board of Commissioners for approval in Q4.

Town of Wake Forest Strategic Plan
Quarterly Updates

3. Finance	2022 GO Bond Referendum - strategically plan and time issuance of debt to coincide with respective infrastructure projects.	Application for bond referendum formally approved by LGC. Education campaign underway for November 8. CIP update will include revised cost estimates for projects.	Voters approved all four (4) questions for bond referendum on November 8. Board of Elections canvassed results and the Board of Commissioners officially certified the results at the December 6 meeting. CIP Update is being finalized for January 2023 presentation. First round of bonds tentatively scheduled to be issued in 2024.	CIP Update approved in February 2023. Design and specs are underway for projects. Staff to meet internally to review timeline and take next steps for debt issuance. Tentatively scheduled for mid to late 2024.
4. Engineering	Partner with NCDOT to perform traffic congestion and relief analysis	Working with NCDOT to provide TIA results from recent development in the area.	No update.	NCDOT performed a TIA through the MSTA Division to help school drop off and pickup minimize impact to local traffic. Some changes were recommended for the Schools to perform. No significant public improvements were identified. We anticipate performing additional studies to identify public projects to help reduce congestion.

GOAL 5: Advancing Community and Economic Prosperity

Priority: Develop a business attraction and retention plan that includes job creation strategies and incentives

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Downtown Development	Downtown Development, in partnership with Wake Forest Downtown, Inc., will host annual property owners luncheon to share successes and opportunities for downtown.	Property Owner's Luncheon will be held 3rd quarter.	Property Owner's Luncheon is tentatively scheduled for 2/16/23 at Renaissance Centre.	Property Owners Lunch was held 2.16.23 and approximately 100 people were in attendance. New businesses that have opened since July 2021 were highlighted, as well as future retail and residential development projects.
2. Downtown Development	Downtown Development, in partnership with Wake Forest Downtown Inc., will host annual food and beverage meeting to discuss successes and opportunities.	Plan is to hold Property Owner's Luncheon 3rd quarter and Restaurant Meeting 4th quarter.	Restaurant meeting will be held later 3rd quarter or early 4th quarter.	Food and Beverage meeting is scheduled for 4.19.23.
3. Downtown Development	Downtown Development will maintain list of commercial properties available downtown to utilize in requests for information and business development.	Downtown Development Manager maintains and utilizes available properties list on an ongoing basis. Information was shared with five interested parties.	List continues to be maintained and Downtown Development Manager met with five interested parties over the last quarter.	List of available properties and interested businesses continues to be maintained and Downtown Development Manager met with 4 interested parties this quarter.

Priority: Encourage and protect small and entrepreneurial businesses

Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Downtown Development	Downtown Development, in partnership with Wake Forest Downtown, Inc., will host an annual meeting with retail business owners to discuss successes and opportunities.	No meeting held 1st quarter, but ongoing communication maintained with business owners. Private merchant social media account and newsletter group used to facilitate merchant communication and collaboration.	No meeting 2nd quarter, but department helped facilitate Goodies for Goblins, fall window decorating promotion and holiday window decorating promotion, Plaid Friday, Small Business Saturday and Holiday Open House. Private merchant Facebook group, Downtown Development Updates, and Downtown Dispatch continue to be utilized for communication with merchants.	Annual retail merchant meeting was held 1.25.23 and 11 merchants were in attendance. Merchant successes were shared and updates were provided on the 353 South White Street Redevelopment, S-Line, Historic Plaques, and Future Food Hall.
2. Downtown Development	Downtown Development will coordinate biannual merchant socials for the purpose of merchant engagement and relationship building to support a strong sense of community.	No merchant social held 1st quarter, but planning for one in second quarter.	Merchant social held 11.1.22 at Strike & Barrel with approximately 30 different businesses in attendance. New businesses were recognized and welcomed at this event.	Merchant social being planned for 4th quarter at The Loading Dock.

Town of Wake Forest Strategic Plan
Quarterly Updates

3. Wake Forest Bus. & Ind. Partnership	Economic Development, in partnership with the Wake Forest Business and Industry Partnership, maintains a biennial Plan of Work that aligns with Goal 5 of the Strategic Plan. Per WFBIP memo to BOC dated July 28, 2022. WFBIP2023-2024 Plan of WorkBiennial Report on the 2021-2022 WFBIP Plan of Work	No updates. Next WFBIP meeting and report will be on October 20th.	Adoption of the 2023-2024 Biennial WFBIP Plan of Work will occur in January. The new 23-24 Plan of Work will summarize the progress made under the 21-22 Plan of Work as well as forecast the work ahead through 23-24.	Next WFBIP meeting and report will be in April 2023.
4. Public Works	Will seek partnership opportunities to work with businesses to benefit all community members (for example, business run community cleanups, promoting businesses that support the community programs run by the Public Works Department, etc. Will also work to supply resources, when possible, to help businesses achieve community support goals		Continue to supply trash service for businesses in the MSD. Sidewalk collection that benefits local businesses. Installed clean cubes downtown.	Continue to supply trash service for businesses in the MSD. Provide sidewalk collection that benefits local businesses. Installed clean cubes downtown.
Priority: Evaluate options for a performing arts center				
Department	Initiatives	Q1 UPDATESJUL 2022- SEP 2022	Q2 UPDATESOCT 2022 - DEC 2022	Q3 UPDATESJAN 2023 - MAR 2023
1. Ren. Centre	The Renaissance Centre will conduct surveys of audiences to gauge satisfaction of current facility and explore the needs of the community.	Surveys ongoing.	The Renaissance Centre continues to gauge citizen input regarding satisfaction with the facility and programs offered through surveys.	The Renaissance Centre continues to gauge citizen input regarding satisfaction with the facility and programs offered through surveys.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-50-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

Wake County Tax Release

Recommendation:

Item Summary:

ATTACHMENTS

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Board of Commissioners Agenda Item Report

Agenda Item No.: 2022-51-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: April 18, 2023

SUBJECT

Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

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