



Wake Forest Board of Commissioners
Meeting Agenda
August 15, 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 ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Terry Savary](#) at 919-435-9432 as soon as possible, but no less than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the BOC regarding the item under consideration. Anyone wishing to address the BOC concerning a public hearing item should complete and submit the BOC Public Comment Form on the [Town website](#). Proponents and opponents shall each be given three minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed three minutes each to express his/her comments, ideas, concerns, expressions, and desires. A designated speaker for a group will be allowed 10 minutes to speak. Only comments on a Public Hearing will be allowed during this time.

Public Comment

During the Public Comment period, anyone wishing to address the BOC concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the BOC Public Comment Form on the [Town website](#). Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1.Approval of Agenda

2.Approval of Minutes

- 2.A. July 6, 2023 Work Session
July 18, 2023 Regular Meeting
[DraftBOCWSEMinutesJul202306.pdf](#)
[DraftBOCMinutesJul202318.pdf](#)

3.Presentations

- 3.A. Proclamation Recognizing September 18-22, 2023 as National "Falls Prevention Awareness Week" and September 19, 2023 as "Falls Prevention Awareness Day" in the Town of Wake Forest
[ProclamationNationalFallsAwarenessWeekAug202315.pdf](#)

4.Public Hearings / Public Comment

- 4.A. LEGISLATIVE CASE RZ-22-08, ROGERS ROAD TOWNHOMES - THE REZONING REQUEST AND CONTIGUOUS ANNEXATION CASE FOR PROPERTY ASSOCIATED WITH ROGERS ROAD TOWNHOMES (DARCH PROPERTY) LOCATED AT 0 ROGERS ROAD HAS BEEN WITHDRAWN BY THE APPLICANT
- 4.B. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5.Consent Agenda

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

- 5.A. Approval of the Amended Policies & Procedures
[Personnel Policy Amendments Resolution 081523.docx](#)
- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by Morris Wake Forest LLC property associated with Morris Subdivision located at 0 N Main St, 1159 N Main St, 1161 N Main St, and 1163 N Main St being Wake County PINs 1841-98-8364 , 1841-88-6835, 1841-88-3996, and 1841-89-0142 being approximately 22.949 acres.
[081523 BOC Agenda Summary.pdf](#)
[Attachment A Legal Description East Parcel AN-22-07.pdf](#)
[Attachment B Legal Description West Parcel AN-22-07.pdf](#)
[Attachment C East Parcel Annexation Map AN-22-07.pdf](#)
[Attachment D West Parcel Annexation Map AN-22-07.pdf](#)
[Attachment E Annexation Petition AN-22-07.pdf](#)
[CERTIFICATE OF SUFFICIENCY.docx](#)
[DRAFT RESOLUTION.docx](#)
- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by High Bar Creek LLC, Huggy Bear LLC, and Nancy H. Dameron Trust for property associated with the Reserve at Dunn Creek Subdivision rezoning request RZ-22-05, located at 0 Friendship Chapel Road and 0 NC 98 Bypass being Wake County PINs 1840-66-0542, 1840-67-6254, 1840-76-1824, and 1840-65-7710 being approximately 67.4249 acres.
[081523 BOC Agenda Summary AN-23-02.pdf](#)
[Attachment A - Legal Description AN-23-02.pdf](#)
[Attachment B - Annexation Map AN-23-02.pdf](#)
[Attachment C - Annexation Petition AN-23-02.pdf](#)
[CERTIFICATE OF SUFFICIENCY .docx](#)
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)
- 5.D. Approval of Appointments to Citizen Advisory Board
[Summary Sheet - PRCR Advisory Board New Member Appointment .pdf](#)
[Resolution2023-39AdvisoryBoardCommissionAppointmentsTOWF\(PRCR\)Aug202315.pdf](#)

6.Legislative Items

7.Planning Items

- 7.A. LEGISLATIVE CASE RZ-22-08, ROGERS ROAD TOWNHOMES - THE REZONING REQUEST AND CONTIGUOUS ANNEXATION CASE FOR PROPERTY ASSOCIATED WITH ROGERS ROAD TOWNHOMES (DARCH PROPERTY) LOCATED AT 0 ROGERS ROAD HAS BEEN WITHDRAWN BY THE APPLICANT

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A. Department Monthly Report
[July 2023 Monthly Report.pdf](#)
- 12.B. Commissioner Reports

13.Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-202-
Submitted by: Terry Savary
Submitting Department: Administration
Meeting Date: August 15, 2023

SUBJECT

July 6, 2023 Work Session
July 18, 2023 Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCWSEMinutesJul202306.pdf](#)
- [DraftBOCMinutesJul202318.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

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

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

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

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager/Chief
Financial Officer Aileen Staples
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin

Assistant Engineering Director Monica Sarna
CIP Manager Steven Meyer
Facilities Maintenance Specialist Steven Carpenter
Facilities Director Mickey Rochelle
Police Chief Jeff Leonard
Police Captain Julius Jefferson
Police Captain Brandon High

1. Presentations

1.1 Present to the Board information for Intermunicipal Agreement for Stormwater and Paving Improvements for Reimbursement

Assistant Engineering Director Monica Sarna provided a presentation on the Intermunicipal Agreement for Stormwater and Paving Improvements for Reimbursement.

Commissioner Sary asked if any vegetation would be removed. Ms. Sarna replied she believes there was a note about tree trimming. Commissioner Sary asked if anything major would be removed. Ms. Sarna replied she doesn't know for certain but said it was pertaining more to tree trimming.

Commissioner Dyer asked if S. Allen St. would eventually connect to Deacons Ridge. Ms. Sarna responded that the Engineering Department has identified the gap and, currently, the scope goes to Quail St. She said they've discussed the road connection project south of Quail St. to the Deacon's Ridge neighborhood. When that project were to take place, the resurfacing would extend all the way through so there wouldn't be a gap. Mayor Jones asked when that might occur. Ms. Sarna replied that the timeframe has not occurred. She believes the City of Raleigh is expecting to go to bid on this project in the spring of 2024.

This item will come before the Board of Commissioners for action at its July 18, 2023 meeting.

1.2. Presentation on the Wake Forest Public Transit Plan Transit Service Alternatives

Planning Director Courtney Tanner shared that the project is on schedule and is being paid for through American Rescue Plan Act (ARPA) funds. She explained that Jared Draper with Toole Design would outline some of the alternatives that were identified through public feedback. Ms. Tanner noted the draft plan will go before the Planning Board and Board of Commissioners in approximately two months.

Jared Draper with Toole Design provided a presentation on the Wake Forest Public Transit Plan Transit Service Alternatives.

Commissioner Wright asked if a ride to and from the user's destination counts as two trips in the total ridership number. Mr. Draper replied, yes.

Commissioner Sary asked Mr. Draper if he would explain to the people watching what micro-transit is. Mr. Draper explained that micro-transit is app-enabled and can be used in a lot of different ways such as smaller vehicles similar to an Uber, you can set up micro-transit to bring you door to door, and it could be used from area to area. Commissioner Sliwinski asked with micro-transit being an app-enabled service, what if someone doesn't have a smartphone or is not comfortable with the technology. Mr. Draper stated it's something to consider.

Mayor Jones asked if paratransit is included in the plan. Mr. Draper said it was not. She asked if the Wake Transit Plan pays any of the paratransit charges. Ms. Tanner replied it does not.

Commissioner Wright said he likes the idea of public transportation. He said Wake Forest is unusual in that most people who live in Wake Forest don't work in Town which makes public transportation tough. Commissioner Wright believes micro-transit would seem to be more appropriate. He believes micro-transit would serve a wider population and get people to where they want to go in a timelier fashion.

Commissioner Sary said he'd like to hear from people who are using public transportation. He asked Mr. Draper how he suggests they get that information and provide them the services they want or need. Mr. Draper said not only did they have a general survey they had a rider specific survey as well that they distributed on the bus. As they draft the report it will have findings from both surveys.

Commissioner Shackelford said he struggles with the graph that illustrates 82 percent of surveyed respondents are not using Wake Forest transit. Mr. Draper said seeing a number like that presents an opportunity for change.

Commissioner Sliwinski asked what the typical adoption rate of someone who goes from a bus loop to a micro-transit option is. Mr. Draper said micro-transit is a newer service and he doesn't know if there's a specific number for that.

Mayor Jones remarked that the City of Wilson switched over to micro-transit and eliminated fixed routes, and it has been successful.

Commissioner Sliwinski asked what percentage of the population it would encompass. Mr. Draper said he didn't think they had the exact number, but he doesn't think it would be a difficult number to understand or estimate.

Mayor Jones thinks they should include micro-transit in their plan and is somewhat inclined to switch over to micro-transit entirely.

Commissioner Sary said a call center or something similar may work for people who are not comfortable with technology. He said it's something that needs to be worked out.

Mayor Jones said they'll have to think about whether they include outside of the city limits as part of their service.

Mayor Jones said the Town is having difficulty in finding bus drivers and if the Town shifts to micro-transit, would there be a problem with service. Mr. Draper replied that maybe there are some other ways the Town can incentivize drivers.

Commissioner Shackleford remarked that he likes the micro-transit option, and it seems it would fit Wake Forest and the lifestyle of the residents.

Commissioner Sary asked if there are any types of interlocal agreements that would set certain boundaries. Mr. Draper said micro-transit is not intended to be a full-on Uber and Lyft type of service; it's about setting a zone and working within that zone.

Commissioner Dyer asked if the drivers would be employees of the Town. Mr. Draper responded it could be GoRaleigh or a different service. Mayor Jones said there are micro-transit companies you can hire.

Mayor Jones suggested charging a fee for micro-transit if folks go outside the city limits. Mr. Draper stated the biggest caution as you change the distance and make zones larger is you also change the liability of the on-demand side of short turnaround inside the zone.

Commissioner Sliwinski is a fan of the micro-transit option as long as they're aware they need to mitigate the impact of those who are currently using the bus.

Mayor Jones asked if there were any more questions or comments. No further questions or comments were heard.

1.3. Presentation of the third amendment to the Wake Forest/Raleigh Utility Merger Agreement

Planning Director Courtney Tanner discussed the Wake Forest/Raleigh Utility Merger Agreement and provided a summary of the highlights included in the amendment.

Commissioner Sary said he's excited to see this happening after all these years.

Mayor Jones said it was time to do this.

2. Discussion of Monthly Financial Report

2.1. Monthly Financial Report

Received.

Assistant Town Manager/Chief Financial Officer Aileen Staples provided a brief update on the audit.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

Town Manager Padgett shared that the following items would be added to the July 18, 2023 Board of Commissioners agenda:

- Approval of the Authorization for the Town Manager to execute the Intermunicipal Agreement for Stormwater and Paving Improvements for Reimbursement (consent agenda)
- Approval of the Third Amendment to the Wake Forest/Raleigh Utility Merger Agreement (consent agenda)
- Consideration of Naming Rights for Flaherty Park Field #2 – Wegmans (Parks & Recreation Item)

4. Other Business

Town Manager Padgett stated the following Items 4.1. and 4.2. are a follow-up to some closed sessions they had regarding property acquisition attempts that have not proven successful

4.1. Consideration to Condemn Property Located at 300 N. White Street

Town Manager Padgett stated the property is 0.818 acres and the appraisal value is \$210,000. He said they continue to try and work with the property owner but have not been able to reach an agreement.

ACTION:

Mover: Commissioner Wright made a motion to condemn property located at 300 N. White St.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

4.2. Consideration to Condemn Certain Property as Part of the Extension of the Dunn Creek Greenway Phase III Project

Town Manager Padgett stated this is a condemnation request for part of the Dunn Creek Greenway where they recently passed the Bond Referendum. He said this is one of the last outstanding parcels that they need and have been working since February 2023 to try and get an easement, but they've been unsuccessful. The parcel is approximately 7 acres and is located on Wait Avenue for \$132,330.

ACTION:

Mover: Commissioner Wright made a motion to condemn certain property as part of the extension of the Dunn Creek Greenway Phase III project.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

5. Commissioner Reports

Commissioner Shackelford thanked all those who were involved in putting on the Independence Day Event.

Commissioner Dyer attended the Human Relations Council. He shared that Good Neighbor Day is Saturday, September 16, 2023. The Historic Preservation Commission is on Wednesday, July 12, 2023, and the Memorial Flag-Raising Ceremony is Monday, July 10, 2023.

Commissioner Wright attended the July 3rd fireworks and the Technology Advisory Board (TAB) Meeting. He shared that the STEM Saturday Event would be scheduled on April 27, 2024. Commissioner Wright said he will not be able to attend the August 1, 2023 Board of Commissioners Work Session.

Commissioner Sliwinski shared his appreciation for staff and volunteers who worked at the Independence Day Celebrations, he attended the Parks, Recreation & Cultural

Resources (PRCR) Meeting, there are currently eight open seats for Advisory Boards, and a Mental Health Resource Fair will be held on Saturday, October 21, 2023.

Commissioner Sary encouraged people to get involved and serve on one of the Advisory Boards. He thanked staff and the volunteers for their time and efforts during the Independence Day Celebrations.

Mayor Jones attended the Atlas Stark groundbreaking at 535 S. White St. She was honored to be part of the Commission for Accreditation of Park and Registration Agencies (CAPRA) visit. She explained the CAPRA Team came in for recertification of the PRCR Department. She said under the leadership of Ed Austin they did a great job. She shared that the PRCR Department had to meet 95 percent of the 154 steps required for their recertification, in which they met 100 percent of the steps. She complimented Randy Hoyle for his "Maintenance Matters" column in the PRCR Newsletter. She recognized former employee Michelle Douglas for a great job tending to the plants and flowers downtown. She attended the Independence Day Celebrations. She shared that Wake Forest Fungo is doing great and they're offering a player's clinic this Saturday, July 8, 2023 for children ages 8 – 12.

Town Manager Kip Padgett had no report.

6. Adjournment

The Board of Commissioners adjourned the meeting at 7:08 p.m.

Duly approved in open session this 15th day of August 2023.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, July 18, 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 6:02 p.m.

Mayor Jones led everyone in the Pledge of Allegiance.

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

Commissioner Members Absent: Commissioner Sary.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager/Chief
Financial Officer Aileen Staples
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Planner II Emma Linn

Engineering Director Joseph Guckavan
Public Facilities Manager Mickey Rochelle
Public Facilities Specialist Steven Carpenter
Police Chief Jeff Leonard
Police Captain Julius Jefferson
Fire Chief Ron Early

1. Approval of Agenda

ACTION:

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

Seconder: Commissioner Wright.

Vote: Motion carried 4-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- June 6, 2023 Work Session
- June 20, 2023 Regular Meeting

ACTION:

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

Second: Commissioner Dyer.

Vote: Motion carried 4-0.

3. Presentations

No Presentations presented.

4. Public hearings / Public Comment

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

The following citizen provided public comment:

- David Soper, 1208 Dunn Creek Crossing, Wake Forest, NC 27587 spoke on increasing the Tree Canopy for Wake Forest.

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

5. Consent Agenda

- 5.A. Approval to Appoint Second Alternate Commissioner for the North Carolina Eastern Municipal Power Agency (NCEMPA).

[Filed in the Clerk's Office as Resolution 2023-36.] The Board voted on a first and second alternate Commissioner.

- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by M & EM CO LLC for property associated with Rogers Road Townhomes (Darch Property) located at 0 Rogers Road being Wake County PINs 1749-78-6086, 1749-87-0648, and 1749-78-9397 being approximately 27.00 acres.

[Filed in the Clerk's Office as Resolution 2023-37.]

- 5.C. Approval of the third amendment to the Wake Forest/Raleigh Utility Merger Agreement.

- 5.D. Approval of the authorization for the Town Manager to execute the Intermunicipal Agreement for Stormwater and paving Improvements for Reimbursement.

[Filed in the Clerk's Office as Resolution 2023-38.]

ACTION:

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

Seconder: Commissioner Wright.

Vote: Motion carried 4-0.

6. Legislative Items

No Legislative Items presented.

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

No Administration and Financial Items presented.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. CIP Project Tracker

Received.

12.C. Strategic Plan

Received.

12.D. Wake County Tax Release

Received.

12.E. Commissioner Reports

Commissioner Shackelford attended a couple of the Wake Forest Fungo baseball games.

Commissioner Sliwinski attended the Ice Cream Social Event at the Corner of N. Main St., and the Wake Forest Fungo baseball game. He thanked Jennie Griggs and the Senior Center for hosting himself and PRCR Director Ruben Wall for a discussion on the proposed skate park.

Commissioner Wright attended FNOW. He shared that he was able to secure 15 computers from a local business (1-800-PACK RAT) to deliver to the Senior Center for them to offer computer classes in the future.

Commissioner Dyer attended FNOW. He shared that the Purple Heart Banquet will be held Saturday, August 5, 2023, and this year's keynote speaker is Jessica Lynch.

Mayor Jones attended the Ice Cream Social Event and a few of the Wake Forest Fungo baseball games. She thanked the Wake Forest Power Team who went to Danville, Va., to assist in restoring their power after a big storm. She shared that she had been appointed to the NCLM Policy Committee for the upcoming year. She thanked the Fire Department Water Rescue Team for assisting in a recovery search. She visited the Boys & Girls Club.

Town Manager Padgett had no report.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 6:14 p.m.

Duly approved in open session this 15th day of August 2023.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-196-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: August 15, 2023

SUBJECT

Proclamation Recognizing September 18-22, 2023 as National "Falls Prevention Awareness Week" and September 19, 2023 as "Falls Prevention Awareness Day" in the Town of Wake Forest

Recommendation:

Item Summary:

ATTACHMENTS

- [ProclamationNationalFallsAwarenessWeekAug202315.pdf](#)



**RECOGNIZING THE WEEK OF SEPTEMBER 18TH AS the 16th NATIONAL FALLS
PREVENTION AWARENESS WEEK**

and

**SEPTEMBER 19TH AS FALLS PREVENTION AWARENESS DAY IN THE TOWN OF
WAKE FOREST, NC
"FROM AWARENESS TO ACTION"**

WHEREAS, It is estimated that one-fourth of Americans aged 65 and older falls each year; and

WHEREAS, Every second of every day, an older adult (age 65+) falls in the U.S.; and

WHEREAS, Falls result in more than 3 million injuries treated in emergency departments annually, including over 800, 000 hospitalizations and more than 32,000 deaths; and

WHEREAS, Each year about \$50 billion is spent on medical costs related to non-fatal fall injuries and \$754 million is spent related to fatal falls; and

WHEREAS, The state of North Carolina ranks #27 in the number of falls for those 65 and older; and

WHEREAS, Falls are the leading cause of fatal and nonfatal injuries among older adults; and

WHEREAS, Older adults who fall once are two to three times more likely to fall again; and

WHEREAS, Each year, 3 million older people are treated in emergency departments for fall injuries; and

WHEREAS, Each year at least 300,000 older people are hospitalized for hip fractures; and

WHEREAS, A growing number of older adults fear falling and, as a result, often self-limit activities and social engagements; and

WHEREAS, Injuries from falls are largely a preventable community health problem; and

WHEREAS, Evidence-based programs show promise in reducing falls and facilitating cost-effective interventions, such as comprehensive clinical assessments, exercise programs to improve balance and health, medication management, vision correction, and reduction of home hazards.

NOW, THEREFORE, I Vivian A. Jones, Mayor of the Town of Wake Forest, do hereby proclaim the week of September 18, 2023 as **“FALLS PREVENTION AWARENESS WEEK”** in the Town of Wake Forest, and September 19, 2023 as **“FALLS PREVENTION AWARENESS DAY”** and I urge all citizens to promote multidisciplinary strategies as mentioned from Campaign above, “From Awareness to Action” to prevent falls, and encourage our residents to take steps to protect those who are at increased risk of falling.

Attest:

Town Clerk



Mayor



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-209-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: August 15, 2023

SUBJECT

LEGISLATIVE CASE RZ-22-08, ROGERS ROAD TOWNHOMES - THE REZONING REQUEST AND CONTIGUOUS ANNEXATION CASE FOR PROPERTY ASSOCIATED WITH ROGERS ROAD TOWNHOMES (DARCH PROPERTY) LOCATED AT 0 ROGERS ROAD HAS BEEN WITHDRAWN BY THE APPLICANT

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-204-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: August 15, 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 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-175-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: August 15, 2023

SUBJECT

Approval of the Amended Policies & Procedures

Recommendation:

Item Summary:

ATTACHMENTS

- [Personnel Policy Amendments Resolution 081523.docx](#)

RESOLUTION 2023-40

A RESOLUTION AMENDING THE EMPLOYEE PERSONNEL POLICY

WHEREAS, the Board of Commissioners desires a comprehensive set of general guidelines and policies governing all personnel matters for all town employees, including employee conduct, workplace conditions, drug and alcohol policies, policies that implement state and federal employment laws, and other aspects of public employment and town service; and

WHEREAS, these policies are intended to apply to all town employees that do not have an employment contract with the Town and to all town employees with employment contracts that do not already address these policy issues; and

WHEREAS, the policy needs to be reviewed and amended from time to time to address changes in laws and practices.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the revised amendments to the attached employee personnel policy is approved.

Duly adopted this 15th day of August 2023.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-668-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: August 15, 2023

SUBJECT

Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by Morris Wake Forest LLC property associated with Morris Subdivision located at 0 N Main St, 1159 N Main St, 1161 N Main St, and 1163 N Main St being Wake County PINs 1841-98-8364 , 1841-88-6835, 1841-88-3996, and 1841-89-0142 being approximately 22.949 acres.

Recommendation:

Item Summary:

ATTACHMENTS

- [081523 BOC Agenda Summary.pdf](#)
- [Attachment A Legal Description East Parcel AN-22-07.pdf](#)
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- [CERTIFICATE OF SUFFICIENCY.docx](#)
- [DRAFT RESOLUTION.docx](#)

Agenda Item: Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by Morris Wake Forest LLC property associated with Morris Subdivision located at 0 N Main St, 1159 N Main St, 1161 N Main St, and 1163 N Main St being Wake County PINs 1841-98-8364 , 1841-88-6835, 1841-88-3996, and 1841-89-0142 being approximately 22.949 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. The proposed annexation is associated with rezoning case RZ-22-02, Morris Subdivision.

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

Attachments: Attachment A Legal Description East Parcel AN-22-07
Attachment B Legal Description West Parcel AN-22-07
Attachment C Annexation Map East Parcel AN-22-07
Attachment D Annexation Map West Parcel AN-22-07
Attachment E Contiguous Annexation Petitions AN-22-07
Certificate of Sufficiency
Draft Resolution

CMP Professional Land Surveyors

Michael A. Moss, PLS L-3794

Telephone (919) 556-3148

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

L. Jordan Parker Jr., PLS L-4685

333 South White Street, Post Office Box 1253

Wake Forest, NC 27588-1253

LEGAL DESCRIPTION

BEGINNING AT A NEW IRON PIPE LOCATED ON THE EASTERN RIGHT-OF-WAY OF N. MAIN STREET (U.S. 1-A), SAID NEW IRON PIPE BEING THE COMMON CORNER OF PARCEL PIN# 1841.08-99-4194 AND SUBJECT PARCEL; THENCE LEAVING RIGHT-OF-WAY S 46°14'13" E A DISTANCE OF 434.62' TO A BENT EXISTING IRON PIPE; THENCE N 88°23'41" E A DISTANCE OF 298.10' TO AN EXISTING IRON PIPE; THENCE S 02°52'48" E A DISTANCE OF 459.80' TO AN EXISTING IRON PIPE; THENCE N 72°49'01" E A DISTANCE OF 364.73' TO AN EXISTING IRON PIPE, SAID EXISTING IRON PIPE HAVING NC GRID NAD 83/2011 COORDINATE N(y): 818,508.97' E(x): 2,150,147.11'; THENCE S 52°29'59" E A DISTANCE OF 693.84' TO AN EXISTING IRON PIPE; THENCE S 37°26'42" W A DISTANCE OF 207.89' TO A NEW IRON PIPE; THENCE S 37°26'42" W A DISTANCE OF 488.53' TO AN EXISTING IRON PIPE; THENCE N 57°59'27" W A DISTANCE OF 270.84' TO A NEW IRON PIPE; THENCE N 37°20'42" E A DISTANCE OF 236.23' TO A NEW IRON PIPE; THENCE N 07°42'24" W A DISTANCE OF 74.28' TO AN EXISTING IRON PIPE; THENCE N 58°14'39" W A DISTANCE OF 56.31' TO AN EXISTING IRON PIPE; THENCE N 09°22'29" E A DISTANCE OF 208.66' TO AN EXISTING IRON PIPE; THENCE N 80°39'14" W A DISTANCE OF 208.71' TO AN EXISTING IRON PIPE; THENCE S 22°43'39" W A DISTANCE OF 206.12' TO AN EXISTING IRON PIPE; THENCE N 82°57'02" W A DISTANCE OF 154.22' TO AN EXISTING IRON PIPE; THENCE S 83°46'54" W A DISTANCE OF 4.21' TO A NEW IRON PIPE; THENCE N 10°48'29" W A DISTANCE OF 366.13' TO A NEW IRON PIPE; THENCE S 83°16'21" W A DISTANCE OF 189.00' TO A NEW IRON PIPE; THENCE S 65°30'28" W A DISTANCE OF 160.90' TO A NEW IRON PIPE; THENCE N 29°31'43" W A DISTANCE OF 521.70' TO A NEW IRON PIPE; THENCE N 52°58'54" E A DISTANCE OF 15.13' TO A BENT EXISTING IRON PIPE; THENCE N 32°23'14" E A DISTANCE OF 271.16' TO A NEW IRON PIPE; THENCE N 45°10'03" W A DISTANCE OF 131.85' TO AN EXISTING IRON PIPE, SAID EXISTING IRON PIPE BEING LOCATED ON THE EASTERN RIGHT-OF-WAY OF N. MAIN STREET (U.S. 1-A), SAID EXISTING IRON PIPE BEING THE COMMON CORNER OF PARCEL PIN# 1841.08-99-1062 AND SUBJECT LOT; THENCE ALONG RIGHT-OF-WAY N 32°33'56" E A DISTANCE OF 71.81' TO A NEW IRON PIPE; WHICH IS THE POINT OF BEGINNING, CONTAINING AN AREA OF 807,045 SQUARE FEET, 18.527 ACRES.

CMP Professional Land Surveyors

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

L. Jordan Parker Jr., PLS L-4685

333 South White Street, Post Office Box 1253

Wake Forest, NC 27588-1253

LEGAL DESCRIPTION

BEGINNING AT A NEW IRON PIPE LOCATED ON THE WESTERN RIGHT-OF-WAY OF N. MAIN STREET (U.S. 1-A), SAID NEW IRON PIPE BEING THE COMMON CORNER OF PARCEL PIN#1841.08-88-2891 AND SUBJECT LOT; SAID NEW IRON PIPE BEING LOCATED FROM N.C.G.S MONUMENT "OLD DEPOT" N 27°54'33" E A DISTANCE OF 8,039.44'; THENCE LEAVING RIGHT-OF-WAY N 66°48'10" W A DISTANCE OF 973.55' TO AN EXISTING IRON PIPE, SAID EXISTING IRON PIPE HAVING NC GRID NAD 83/2011 COORDINATE N(y): 819,098.11' E(x): 2,147,848.57'; THENCE N 13°24'42" W A DISTANCE OF 100.00' TO AN EXISTING IRON BAR; THENCE N 34°05'18" E A DISTANCE OF 99.03' TO AN EXISTING IRON PIPE; THENCE S 67°36'00" E A DISTANCE OF 1,066.00' TO A NEW IRON PIPE, SAID NEW IRON PIPE LOCATED ON N. MAIN STREET (U.S. 1-A) RIGHT-OF-WAY, SAID NEW IRON PIPE BEING THE COMMON CORNER OF PARCEL PIN# 1841.08-79-7617 AND SUBJECT PARCEL; THENCE ALONG RIGHT-OF-WAY WITH A TURNING TO THE RIGHT WITH AN ARC LENGTH OF 30.42', WITH A RADIUS OF 1,544.53', WITH A CHORD BEARING OF S 35°01'59"W, WITH A CHORD LENGTH OF 30.41', TO A NEW IRON PIPE; THENCE WITH A TURNING TO THE RIGHT WITH AN ARC LENGTH OF 30.89', WITH A RADIUS OF 1,544.53', WITH A CHORD BEARING OF S 36°10'12"W, WITH A CHORD LENGTH OF 30.89', TO A NEW IRON PIPE; THENCE WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 137.95', WITH A RADIUS OF 1,544.53', WITH A CHORD BEARING OF S 39°18'06"W, WITH A CHORD LENGTH OF 137.90';, TO A NEW IRON PIPE; WHICH IS THE POINT OF BEGINNING, CONTAINING AN AREA OF 192,624 SQUARE FEET, 4.422 ACRES.

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

THIS _____ DAY OF _____ A.D. 2023.

PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-3724

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

PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-3724

LAND SURVEYOR/CONTACT

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

ANNEXATION MAP: AN-22-07, (MORRIS SUBDIVISION)
4.422 ACRES
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE # _____
ADOPTED: NO GRID YUAD 83 (2011)
EFFECTIVE DATE OF ANNEXATION: _____

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

THERESA SAVARY
20 _____

TOTAL AREA TO BE ANNEX
192,624 S.F./4.422 AC.

NOTES:

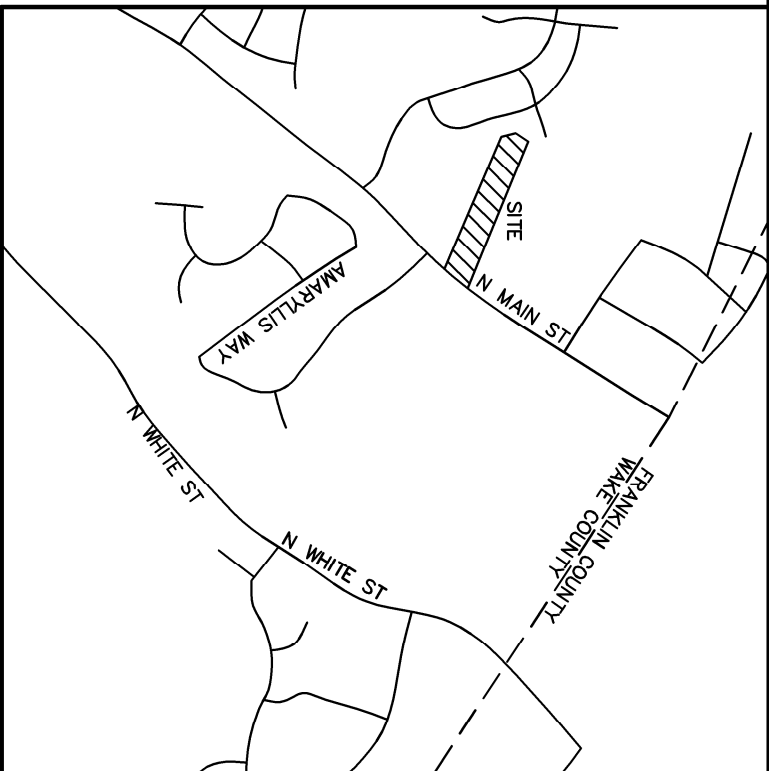
1) AREA COMPUTED BY COORDINATE METHOD.

LINE TYPE LEGEND

_____	PROPERTY LINE - LINE SURVEYED
_____	ADJOINING LINE - LINE NOT SURVEYED
_____	OVERHEAD LINE
_____	BUILDING SETBACK
_____	STAKE
_____	BUFFER
_____	FLOOD HAZARD SOILS

CURVE TABLE			
CURVE	ARC LENGTH	RADIUS	CHORD LENGTH
C-1	30.42'	1544.53'	30.41'
C-2	30.89'	1544.53'	30.89'
C-3	137.95'	1544.53'	137.90'

CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING
C-1	30.42'	1544.53'	30.41'	S 35°01'59" W
C-2	30.89'	1544.53'	30.89'	S 36°10'12" W
C-3	137.95'	1544.53'	137.90'	S 39°18'06" W



VICINITY MAP

- LEGEND:
- EP - EXISTING IRON PIPE
 - EB - EXISTING IRON BAR
 - BEIP - BENT IRON PIPE
 - BEIB - BENT IRON BAR
 - CM - CONCRETE MONUMENT
 - CPK - SET PK NAIL
 - SRK - SET PK NAIL
 - NIP - NEW IRON PIPE SET
 - R/W - RIGHT OF WAY
 - CATV - CABLE TV BOX
 - EL - ELECTRIC BOX
 - PH - TELEPHONE PEDestal
 - OH - OVERHEAD LINE
 - LP - LIGHT POLE
 - WM - WATER METER
 - WV - WATER VALVE
 - CO - SEWER CLEAN-OUT

N. MAIN STREET (U.S. 1-A)
VARIABLE WIDTH PUBLIC R/W

ANNEXATION MAP FOR
MORRIS SUBDIVISION

1159, 1161 & 1163 NORTH MAIN STREET
LOTS 1-3 SUBDIVISION FOR ALICE TAYLOR
OWNER: MORRIS WAKE FOREST, LLC
REF: D.B. 19249, PAGE 1857
REF: B.M. 1985, PAGE 296
TOWN OF WAKE FOREST
WAKE COUNTY, NORTH CAROLINA



SCALE 1"=100'

JULY 13, 2023

ZONED RD

PIN # 1841.08-88-6835
PIN # 1841.08-88-3996
PIN # 1841.08-89-0142



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



TOWN of WAKE FOREST

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

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: _____

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

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

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

See attached map and description.

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

<u>Morris Wake Forest LLC</u>	<u>0, 1159, 1161, and 1163 N MAIN ST</u>	<u>DocuSigned by:</u> <u>W. Kyle Groves</u> 8B3B39201B7E4E8...	<u>8/9/2023</u>
Name	Address	Signature	Date
_____ Name	_____ Address	_____ Signature	_____ Date
_____ Name	_____ Address	_____ Signature	_____ Date
_____ Name	_____ Address	_____ Signature	_____ Date

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

CERTIFICATE OF SUFFICIENCY

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

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

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 15th day of August, 2023.

Town Clerk

(SEAL)

RESOLUTION 2023-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO N.C.G.S. 160A-31, AS AMENDED (by Morris Wake Forest LLC property associated with Morris Subdivision located at 0 N Main St, 1159 N Main St, 1161 N Main St, and 1163 N Main St being Wake County PINs 1841-98-8364 , 1841-88-6835, 1841-88-3996, and 1841-89-0142 being approximately 22.949 acres.)

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

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

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

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

Section 1. That a public hearing on the question of annexation of the contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 19th day of September, 2023.

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

(See Attachment A - Legal Description East Parcel, Attachment B - Legal Description West Parcel Attachment C - Annexation Map East Parcel, and Attachment D – Annexation Map West Parcel)

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

Adopted and effective this the 15th day of August, 2023.

Vivian A. Jones

Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary

Town Clerk

Hassan Kingsberry

Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-193-
Submitted by: Emma Linn
Submitting Department: Planning
Meeting Date: August 15, 2023

SUBJECT

Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by High Bar Creek LLC, Huggy Bear LLC, and Nancy H. Dameron Trust for property associated with the Reserve at Dunn Creek Subdivision rezoning request RZ-22-05, located at 0 Friendship Chapel Road and 0 NC 98 Bypass being Wake County PINs 1840-66-0542, 1840-67-6254, 1840-76-1824, and 1840-65-7710 being approximately 67.4249 acres.

Recommendation:

Item Summary:

ATTACHMENTS

- [081523 BOC Agenda Summary AN-23-02.pdf](#)
- [Attachment A - Legal Description AN-23-02.pdf](#)
- [Attachment B - Annexation Map AN-23-02.pdf](#)
- [Attachment C - Annexation Petition AN-23-02.pdf](#)
- [CERTIFICATE OF SUFFICIENCY .docx](#)
- [DRAFT PUBLIC HEARING RESOLUTION.docx](#)

Agenda Item: Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by High Bar Creek LLC, Huggy Bear LLC, and Nancy H. Dameron Trust for property associated with the Reserve at Dunn Creek Subdivision rezoning request RZ-22-05, located at 0 Friendship Chapel Road and 0 NC 98 Bypass being Wake County PINs 1840-66-0542, 1840-67-6254, 1840-76-1824, and 1840-65-7710 being approximately 67.4249 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. The proposed annexation is associated with rezoning case RZ-22-05, Reserve at Dunn Creek Subdivision.

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

Attachments: Attachment A Legal Description AN-22-02
Attachment B Annexation Map AN-22-02
Attachment C Contiguous Annexation Petition AN-22-02
Certificate of Sufficiency
Draft Public Hearing Resolution

AREA TO BE ANNEXED

AREA TO BE ANNEXED (SOUTH OF HWY 98):

TRACT 1 (SOUTH OF HWY 98), TRACT 2 AND TRACT 3:

BEGINNING AT A CONCRETE MONUMENT LOCATED ON THE SOUTHERN CONTROLLED ACCESS RIGHT-OF-WAY LINE OF NC HIGHWAY 98 AND BEING THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OF HIGH BAR CREEK, LLC AS RECORDED IN DEED BOOK 15086, PAGE 271, WAKE COUNTY REGISTRY, AND HAVING NC GRID (NAD '83/2011) COORDINATES OF N: 807467.20 FEET E: 2147955.98 FEET; THENCE ALONG AND WITH SAID RIGHT-OF-WAY LINE SOUTH 19°10'24" EAST A DISTANCE OF 55.68 FEET TO A POINT LOCATED ON THE NORTHWESTERN PROPERTY CORNER OF LOT 2 AS RECORDED IN BOOK OF MAPS 2020, PAGE 1948, WAKE COUNTY REGISTRY; THENCE SOUTH 38°34'11" WEST A DISTANCE OF 237.45 FEET TO A POINT; THENCE SOUTH 34°39'43" WEST A DISTANCE OF 425.94 FEET TO A POINT; THENCE SOUTH 03°49'13" WEST A DISTANCE OF 134.00 FEET TO A POINT; THENCE SOUTH 49°11'44" WEST A DISTANCE OF 181.77 FEET TO A POINT; THENCE SOUTH 00°01'45" EAST A DISTANCE OF 184.17 FEET TO A POINT; THENCE SOUTH 55°16'14" WEST A DISTANCE OF 134.42 FEET TO AN EXISTING IRON PIPE LOCATED ON THE NORTHERN RIGHT-OF-WAY LINE OF FRIENDSHIP CHAPEL ROAD; THENCE CROSSING SAID RIGHT-OF-WAY SOUTH 00°02'08" EAST A DISTANCE OF 70.00 FEET TO A POINT LOCATED ON THE NORTHERN PROPERTY LINE OF LANDS NOW OR FORMERLY OF THE TOWN OF WAKE FOREST AS RECORDED IN DEED BOOK 14534, PAGE 2554 AND SHOWN ON BOOK OF MAPS 2011, PAGE 143, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID NORTHERN PROPERTY LINE SOUTH 89°58'08" WEST A DISTANCE OF 19.90 FEET TO A POINT LOCATED IN THE CENTERLINE OF A CREEK; THENCE ALONG AND WITH SAID CREEK CENTERLINE SOUTH 04°55'51" EAST A DISTANCE OF 18.56 FEET TO A POINT; THENCE SOUTH 70°20'48" WEST A DISTANCE OF 28.31 FEET TO A POINT; THENCE SOUTH 05°08'40" WEST A DISTANCE OF 57.66 FEET TO A POINT; THENCE SOUTH 71°58'56" WEST A DISTANCE OF 38.45 FEET TO A POINT; THENCE SOUTH 07°21'34" WEST A DISTANCE OF 24.28 FEET TO A POINT; THENCE SOUTH 49°02'52" EAST A DISTANCE OF 24.24 FEET TO A POINT; THENCE SOUTH 17°02'18" WEST A DISTANCE OF 59.25 FEET TO A POINT; THENCE SOUTH 22°44'25" WEST A DISTANCE OF 49.08 FEET TO A POINT; THENCE SOUTH 08°02'46" EAST A DISTANCE OF 43.48 FEET TO A POINT; THENCE SOUTH 38°00'07" WEST A DISTANCE OF 73.83 FEET TO A POINT; THENCE SOUTH 48°54'23" WEST A DISTANCE OF 25.75 FEET TO A POINT; THENCE SOUTH 30°22'44" WEST A DISTANCE OF 125.59 FEET TO A POINT; THENCE SOUTH 01°50'26" EAST A DISTANCE OF 130.97 FEET TO A POINT; THENCE SOUTH 25°51'48" WEST A DISTANCE OF 58.52 FEET TO A POINT; THENCE SOUTH 23°42'21" EAST A DISTANCE OF 50.94 FEET TO A POINT; THENCE SOUTH 03°11'15" WEST A DISTANCE OF 62.46 FEET TO A POINT; THENCE SOUTH 38°36'07" WEST A DISTANCE OF 19.94 FEET TO A POINT; THENCE SOUTH 10°51'57" WEST A DISTANCE OF 55.37 FEET TO A POINT; THENCE SOUTH 04°04'42" EAST A DISTANCE OF 27.37 FEET TO A POINT; THENCE SOUTH 35°05'35" EAST A DISTANCE OF 31.21 FEET TO A POINT; THENCE SOUTH 64°53'31" EAST A DISTANCE OF 118.71 FEET TO A POINT; THENCE SOUTH 29°36'04" EAST A DISTANCE OF 15.59 FEET TO A POINT; THENCE SOUTH 08°12'59" WEST A DISTANCE OF 35.12 FEET TO A POINT; THENCE SOUTH 31°34'01" EAST A DISTANCE OF 20.49 FEET TO A POINT; THENCE SOUTH 08°57'53" EAST A DISTANCE OF 51.19 FEET TO A POINT; THENCE SOUTH 31°56'11" EAST A DISTANCE OF 38.51 FEET TO A POINT; THENCE SOUTH 53°26'28" EAST A DISTANCE OF 12.14 FEET TO A POINT; THENCE SOUTH 15°56'37" WEST A DISTANCE OF 49.54 FEET TO A POINT; THENCE SOUTH 08°12'01" WEST A DISTANCE OF 113.46 FEET TO A POINT; THENCE SOUTH 21°45'03" WEST A DISTANCE OF 32.17 FEET TO A POINT; THENCE SOUTH 70°11'33" EAST A DISTANCE OF 57.07 FEET TO A POINT; THENCE SOUTH 07°41'03" EAST A DISTANCE OF 32.70 FEET TO A POINT; THENCE SOUTH 51°17'11" EAST A DISTANCE OF 52.33 FEET TO A POINT; THENCE SOUTH 30°30'09" WEST A DISTANCE OF 41.74 FEET TO A POINT; THENCE SOUTH

17°34'49" EAST A DISTANCE OF 62.02 FEET TO A POINT; THENCE SOUTH 32°46'14" WEST A DISTANCE OF 62.25 FEET TO A POINT; THENCE SOUTH 05°40'53" WEST A DISTANCE OF 41.50 FEET TO A POINT; THENCE SOUTH 07°17'09" EAST A DISTANCE OF 53.28 FEET TO A POINT; THENCE NORTH 66°51'10" WEST A DISTANCE OF 20.84 FEET TO A POINT; THENCE SOUTH 35°21'29" WEST A DISTANCE OF 25.72 FEET TO A POINT; THENCE SOUTH 17°51'30" EAST A DISTANCE OF 70.15 FEET TO A POINT; THENCE SOUTH 01°05'33" WEST A DISTANCE OF 68.74 FEET TO A POINT; THENCE SOUTH 58°51'39" WEST A DISTANCE OF 99.52 FEET TO A POINT; THENCE SOUTH 64°39'13" WEST A DISTANCE OF 25.16 FEET TO A POINT; THENCE NORTH 89°08'09" WEST A DISTANCE OF 13.11 FEET TO A POINT LOCATED ON THE EASTERN PROPERTY LINE OF LANDS NOW OR FORMERLY OF THE STATE OF NORTH CAROLINA AS RECORDED IN DEED BOOK 9069, PAGE 1 AND SHOWN ON BOOK OF MAPS 2001, PAGE 16, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID EASTER PROPERTY LINE NORTH 00°10'52" WEST A DISTANCE OF 28.63 FEET TO AN EXISTING IRON PIPE; THENCE NORTH 12°35'52" EAST A DISTANCE OF 197.69 FEET TO AN EXISTING IRON PIPE; THENCE NORTH 17°13'19" WEST A DISTANCE OF 366.06 FEET TO AN EXISTING IRON PIPE; THENCE SOUTH 57°08'54" WEST A DISTANCE OF 233.34 FEET TO AN EXISTING IRON PIPE LOCATED ON THE EASTERN PROPERTY LINE OF OPEN SPACE 3 AS RECORDED IN BOOK OF MAPS 2021, PAGE 2316, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 08°40'06" EAST A DISTANCE OF 97.75 FEET TO A POINT; THENCE NORTH 57°08'41" WEST A DISTANCE OF 318.06 FEET TO A POINT; THENCE NORTH 46°41'15" WEST A DISTANCE OF 438.01 FEET TO A POINT LOCATED ON THE EASTERN PROPERTY LINE OF OPEN SPACE 6 AS RECORDED IN BOOK OF MAPS 2021 PAGE 2201, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 46°37'21" WEST A DISTANCE OF 436.47 FEET TO A POINT; THENCE NORTH 30°09'45" WEST A DISTANCE OF 469.04 FEET TO A POINT LOCATED ON THE EASTERN PROPERTY LINE OF OPEN SPACE 7 AS RECORDED IN BOOK OF MAPS 2022, PAGES 81-82, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 51°18'22" WEST A DISTANCE OF 302.80 FEET TO A POINT LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 9 AS RECORDED IN BOOK OF MAPS 2020, PAGE 387, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 21°45'45" EAST A DISTANCE OF 200.14 FEET TO AN EXISTING IRON PIPE; THENCE NORTH 59°22'22" WEST A DISTANCE OF 187.76 FEET TO AN EXISTING IRON PIPE LOCATED ON THE SOUTHERN CONTROLLED ACCESS RIGHT-OF-WAY LINE OF NC HIGHWAY 98; THENCE ALONG AND WITH SAID RIGHT-OF-WAY NORTH 76°08'02" EAST A DISTANCE OF 198.48 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE SOUTH 15°18'47" EAST A DISTANCE OF 72.59 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 73°17'05" EAST A DISTANCE OF 136.23 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 19°08'55" WEST A DISTANCE OF 72.47 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 72°39'16" EAST A DISTANCE OF 128.31 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 72°09'47" EAST A DISTANCE OF 1,900.67 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE SOUTH 74°04'42" EAST A DISTANCE OF 175.45 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 17°59'47" WEST A DISTANCE OF 97.07 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 71°49'32" EAST A DISTANCE OF 145.81 FEET TO AN EXISTING CONCRETE MONUMENT, THE POINT OF BEGINNING, CONTAINING 64.7419 ACRES, AND BEING A PORTION OF THE AREA TO BE ANNEXED.

AREA TO BE ANNEXED (NORTH OF HWY 98):

TRACT 1 (NORTH OF HWY 98):

BEGINNING AT AN EXISTING IRON PIPE LOCATED ON THE NORTHERN CONTROLLED ACCESS RIGHT-OF-WAY LINE OF NC HIGHWAY 98 AND BEING THE SOUTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OF RP HV LAKESIDE, LLC AS RECORDED IN DEED BOOK 18882, PAGE 2451, WAKE COUNTY REGISTRY, AND HAVING NC GRID (NAD '83/2011) COORDINATES OF N: 806788.36 FEET E: 2145233.32 FEET; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE NORTH 59°54'01" WEST A DISTANCE OF 39.81 FEET TO AN EXISTING IRON PIPE; THENCE NORTH 07°47'37" WEST A DISTANCE OF 77.78 FEET TO AN EXISTING IRON PIPE LOCATED ON THE SOUTHERN PROPERTY LINE OF LANDS NOW OR FORMERLY OF FRANKLIN STREET TOWNES, LLC AS RECORDED IN DEED BOOK 16431 PAGE 1335 AND SHOWN ON BOOK OF MAPS 2018 PAGE 619, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID SOUTHERN PROPERTY LINE NORTH 61°50'41" EAST A DISTANCE OF 339.40 FEET TO A POINT LOCATED ON THE NORTHWESTERN PROPERTY CORNER OF OPEN SPACE 2 AS RECORDED IN BOOK OF MAPS 1997, PAGE 523, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE SOUTH 06°56'59" EAST A DISTANCE OF 127.64 FEET TO A POINT; THENCE SOUTH 60°14'35" EAST A DISTANCE OF 72.58 FEET TO A POINT LOCATED ON THE NORTHERN CONTROLLED ACCESS RIGHT-OF-WAY LINE OF NC HIGHWAY 98; THENCE ALONG AND WITH SAID RIGHT-OF-WAY LINE SOUTH 88°07'49" WEST A DISTANCE OF 87.92 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 83°28'18" WEST A DISTANCE OF 67.48 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE SOUTH 77°36'27" WEST A DISTANCE OF 63.28 FEET TO A POINT; THENCE SOUTH 11°49'47" EAST A DISTANCE OF 62.40 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE SOUTH 79°11'06" WEST A DISTANCE OF 131.11 FEET TO AN EXISTING IRON PIPE, TO THE POINT OF BEGINNING, CONTAINING 0.9401 ACRES, AND BEING A PORTION OF THE AREA TO BE ANNEXED.

TRACT 4:

COMMENCING AT AN EXISTING IRON PIPE LOCATED ON THE NORTHERN CONTROLLED ACCESS RIGHT-OF-WAY LINE OF NC HIGHWAY 98 AND BEING THE SOUTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OF RP HV LAKESIDE, LLC AS RECORDED IN DEED BOOK 18882, PAGE 2451, WAKE COUNTY REGISTRY, AND HAVING NC GRID (NAD '83/2011) COORDINATES OF N: 806788.36 FEET E: 2145233.32 FEET; THENCE ALONG AND WITH SAID CONTROLLED ACCESS RIGHT-OF-WAY LINE NORTH 79°11'06" EAST A DISTANCE OF 131.11 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 11°49'47" WEST A DISTANCE OF 62.40 FEET TO A POINT; THENCE NORTH 77°36'27" EAST A DISTANCE OF 63.28 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE SOUTH 83°28'18" EAST A DISTANCE OF 67.48 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 88°07'49" EAST A DISTANCE OF 171.92 FEET TO AN EXISTING CONCRETE MONUMENT; THENCE NORTH 72°51'00" EAST A DISTANCE OF 181.25 FEET TO A POINT; THENCE NORTH 72°09'47" EAST A DISTANCE OF 161.18 FEET TO THE POINT OF BEGINNING; THENCE LEAVING SAID CONTROLLED ACCESS RIGHT-OF-WAY LINE NORTH 62°51'03" EAST A DISTANCE OF 291.02 FEET TO AN EXISTING IRON PIPE LOCATED ON THE SOUTHERN PROPERTY LINE OF LANDS NOW OR FORMERLY OF DEACON'S RIDGE HOMEOWNER'S ASSOCIATION, INC. AS RECORDED IN DEED BOOK 7836, PAGE 834 AND SHOWN ON BOOK OF MAPS 1997, PAGE 1941, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID SOUTHERN PROPERTY LINE ALONG A CURVE TO THE RIGHT AN ARC DISTANCE OF 1,096.85 FEET, SAID CURVE HAVING A RADIUS OF 2,500.01 FEET, A CHORD DIRECTION OF NORTH 74°38'36" EAST AND A CHORD DISTANCE OF 1,088.08 FEET TO A POINT LOCATED ON THE NORTHERN CONTROLLED ACCESS RIGHT-OF-WAY LINE OF NC HIGHWAY 98; THENCE ALONG AND WITH SAID RIGHT-OF-WAY LINE SOUTH 72°09'47" WEST A DISTANCE OF 1374.24 FEET TO THE POINT OF BEGINNING, CONTAINING 1.7429 ACRES, AND BEING A PORTION OF THE AREA TO BE ANNEXED.



TOWN of WAKE FOREST

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

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: _____

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

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

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

See attached.

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

High Bar Creek LLC	Friendship Chapel Road	<u>T. Barker Dameron III</u>	<u>May 2, 2023</u>
Name	Address	Signature T. Barker Dameron III, Manager	Date
Huggy Bear LLC	Friendship Chapel Road	<u>T. Barker Dameron III</u>	<u>May 2, 2023</u>
Name	Address	Signature T. Barker Dameron III, Manager	Date
Nancy H Dameron Trust	Friendship Chapel Road	<u>T. Barker Dameron III</u>	<u>May 2, 2023</u>
U/T/A dated June 4, 1993	Address	Signature T. Barker Dameron III, Trustee	Date
Name	Address	Signature	Date

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

CERTIFICATE OF SUFFICIENCY

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

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

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 15th day of August, 2023.

Town Clerk

(SEAL)

RESOLUTION 2023-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO N.C.G.S. 160A-31, AS AMENDED

(by High Bar Creek LLC, Huggy Bear LLC, and Nancy H. Dameron Trust for property associated with the Reserve at Dunn Creek Subdivision rezoning request RZ-22-05, located at 0 Friendship Chapel Road and 0 NC 98 Bypass being Wake County PINs 1840-66-0542, 1840-67-6254, 1840-76-1824, and 1840-65-7710 being approximately 67.4249 acres.)

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

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

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

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

Section 1. That a public hearing on the question of annexation of the contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 19th day of September, 2023.

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

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

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

Adopted and effective this the 15th day of August, 2023.

Vivian A. Jones

Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary

Town Clerk

Hassan Kingsberry

Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-201-

Submitted by: Ella Dowtin

Submitting Department: Parks & Recreation

Meeting Date: August 15, 2023

SUBJECT

Approval of Appointments to Citizen Advisory Board

Recommendation:

Item Summary:

ATTACHMENTS

- [Summary Sheet - PRCR Advisory Board New Member Appointment .pdf](#)
- [Resolution2023-39AdvisoryBoardCommissionAppointmentsTOWF\(PRCR\)Aug202315.pdf](#)

PRCR Advisory Board Member Appointment

Summary

Agenda Item: Approval of PRCR Advisory Board Member Appointment

Summary: The Wake Forest Parks, Recreation and Cultural Resources Advisory Board held its regular monthly meeting on Monday July 24, 2023, at 6:30pm at Town Hall. A new member interview was conducted to fill one of two vacancies. Dennis Beemer came before the board as a prospective new member. The board recommends by unanimous, or majority vote the appointment of Mr, Bremer to become a member of the Parks, Recreation and Cultural Resources Advisory Board .

Attachment: Memo from PRCR Advisory Board Chair

RESOLUTION 2023 - 39

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

Dennis Beemer

(August 2023 – December 2023)

Duly resolved this 15th day of August 2023.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-210-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: August 15, 2023

SUBJECT

LEGISLATIVE CASE RZ-22-08, ROGERS ROAD TOWNHOMES - THE REZONING REQUEST AND CONTIGUOUS ANNEXATION CASE FOR PROPERTY ASSOCIATED WITH ROGERS ROAD TOWNHOMES (DARCH PROPERTY) LOCATED AT 0 ROGERS ROAD HAS BEEN WITHDRAWN BY THE APPLICANT

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-53-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: August 15, 2023

SUBJECT

Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

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

July 2023 | Department Monthly Report



Communications

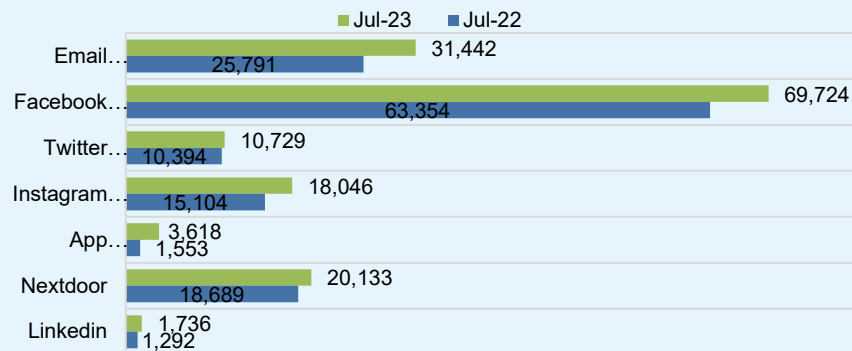
ANNOUNCEMENTS

Media Releases	28
Email Announcements	14
Town-to-Resident Phone Calls/Texts	0

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Holding Park Aquatic Center	13,095
2	Home	12,951
3	Forms & Applications	9,473
4	Fireworks Spectacular	8,747
5	Friday Night on White	7,075

SUBSCRIBERS



Downtown Development

OCCUPANCY

	JULY- SEPT 2023	APRIL – JUNE 2023
Occupancy Rate in Percentage	91%	91%

NEW BUSINESSES

	JULY 2023	FISCAL YEAR-TO-DATE
Number of New Businesses	0	0
Number of Businesses Closed	0	0

EVENTS

FOURTH QUARTER EVENTS (APR - JUNE)	ATTENDANCE IN 2022	ATTENDANCE IN 2023
FNOW July	Canceled due to weather	5,000

UPDATES PROVIDED QUARTERLY

UPDATE:

FNOW in July saw a smaller crowd than normal due to weather and heat. There were concerns with the number of unsupervised teens at the event, which is in large part due to parents dropping off teens. A plea went out to parents to raise awareness and hopefully reduce the number of unsupervised teens.

"No Event Parking" signs were created and distributed to private property owners to be displayed at events like FNOW. These signs include a QR code indicating where public parking is available to assist patrons in identifying acceptable parking locations.

Wake Forest Downtown committees met and decided to focus on Family Friendly, Arts, and Destination as the catalyst strategies to drive the Plan of Work for the upcoming fiscal year.

Bob Johnson was awarded a Façade Improvement Grant for decorative lighting on his buildings.

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)		
	JULY 2023	JULY 2022
Number of Responses to RFIs	0	0

BUSINESS RETENTION & EXPANSION
NAMES OF BUSINESSES VISITED THIS MONTH
Avance Clinical
North Wake Baseball Association
Blue Force Technologies
Pate Realty Group

Engineering

PROJECT	UPDATE
Stormwater Infrastructure Assessment	The Stormwater Utility Advisory Group is halfway through the scheduled meetings. The consultant, Freese and Nichols provided an update to the Board of Commissioners on the progress of the meetings, and the agenda for future meetings at the August 1 st BOC work session.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and payment	7/13/23
ORBIT/LGERS Report – NC State Treasurer	7/3/23
Utility Sales Tax Return – E500 E	7/11/23
BLS Department of Labor Report	7/25/23
Gross Receipts Tax report	7/13/23
Food & Beverage Tax Report	7/13/23
LGC-203	7/25/23
COLL-91	7/25/23
Federal 941	7/12/23
NC-5Q	7/12/23
NCESC	7/7/23
ARPA Treasurer's Report	7/31/23
Powell Bill Expenditure	7/31/23
ACCOUNTING/FINANCE	AMOUNT
Total Accounts Payable Disbursement	\$2,688,834
Total Number of Payroll Disbursements	1,057
Total Number of Invoices Paid	328
Total Amount of Invoices Paid with credit card	\$722,571
FY 2022-2023 Audit	COMPLETION DATE
Staff preparing year-end and audit	On-going

PURCHASING / WAREHOUSE

Purchase Orders Processed	77
New Vendors Set Up	17
Informal Quotes	15
Amount of Surplus Items Sold	\$74,144
HUBSCO	1 report submitted

NORTHERN WAKE FOOD SECURITY TEAM

Staff Hours	12 hours per week
Updates	

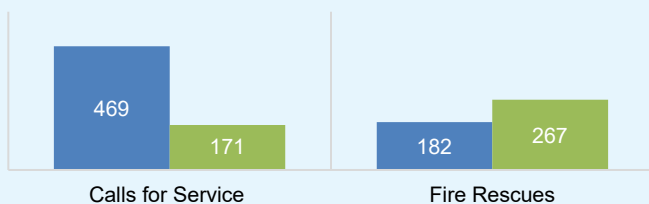
Fire

KEY STATS

	JULY 2023	JULY 2022
Calls for Service	469	495
Average Response Time	4:47	4:27

FIRE-KEY STATS

■ Jul-23 ■ Jul-22

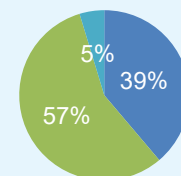


TYPES OF CALLS

	JULY 2023	JULY 2022
Fire	182	199
Medical	265	265
Motor Vehicle Accidents (MVA)	22	31

TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

PROMOTIONS / TRANSFERS			
EMPLOYEE NAME	DEPARTMENT	POSITION	DATE
Jacob Burns	Police	Police Sergeant	July 23, 2023

EMPLOYMENT		
As of June 30, 2023	JULY 2023	JULY 2022
Positions Filled	401.00	376.00
Vacancies	39.00	35.00
Total Authorized Positions FY 2023-2024 / 2022-2023	440.00	413.00

Information Technology

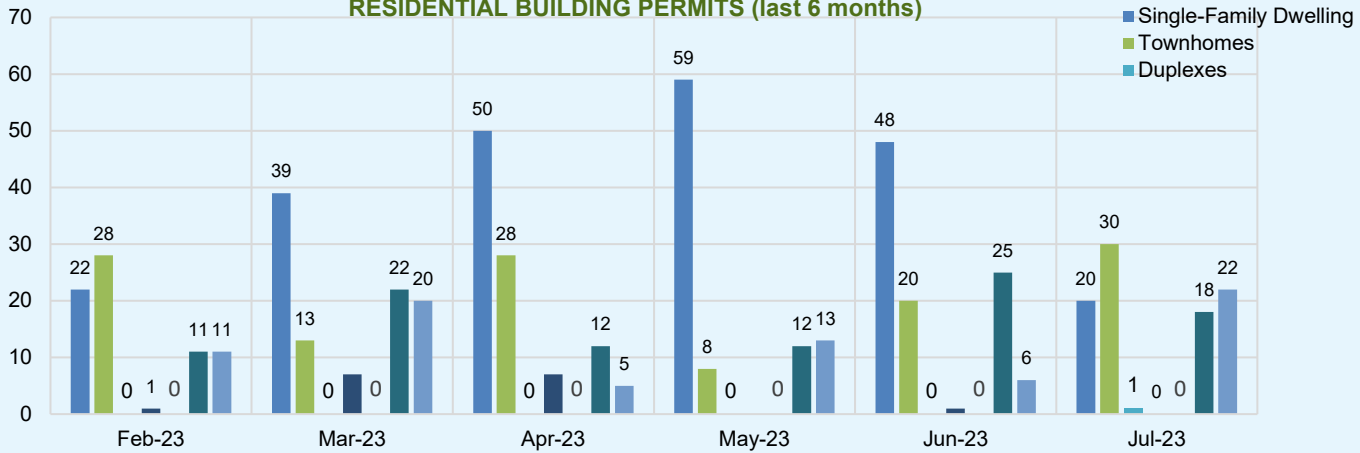
SERVICE STATS		
	JULY 2023	JULY 2022
Service Requests Completed	469	353
Network Uptime Percentage	99%	99%

Inspections & Public Facilities

RESIDENTIAL PERMITS		
	JULY 2023	JULY 2022
Single-Family Dwelling	20	31
Townhomes	30	19
Duplexes	1	0
Multi-Family Dwelling Units	0	0
Other	103	133
Total	154	184

NON-RESIDENTIAL PERMITS		
	JULY 2023	JULY 2022
New Commercial	0	5
Fit-Ups	5	4
Other	15	39
Total	20	48

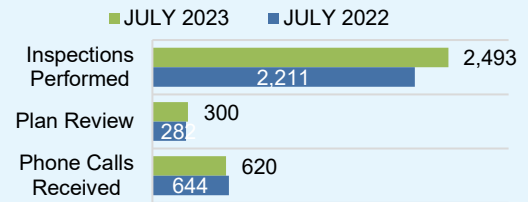
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	JULY 2023	JULY 2022
Preventative Maintenance Completed	443	372
Reactive Work Orders	101	120

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

NEW COMMERCIAL BUSINESSES	ADDRESS
FIT-UPS	
Wells Orthodontics	1628 S Main St 210
WakeMed Office Building (Interior)	1030 Siena Dr
Nothing Bundt Cakes	505 Dr Calvin Jones Hwy 120
Office Space Fit-Up (3 rd Floor)	1300 Corporate Chaplains Dr
Welsh Warehouse	535 S White St
PRE-OCCUPANCIES	
Spirit Halloween	12225 Capital Blvd

Parks, Recreation & Cultural Resources

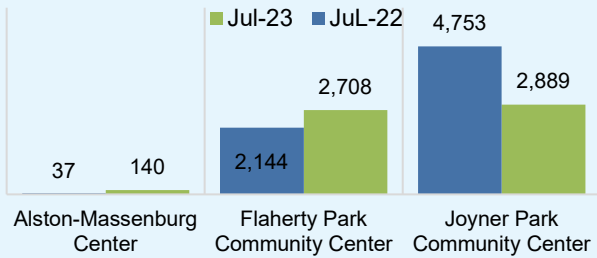
ATHLETICS

	JULY 2023	JULY 2022
Registrations Received – Youth	41	108
Registrations Received – Adult	5 teams	17 TEAMS
Games Held	111	51
Revenue	\$3,540	\$19,070

PROGRAMS

	JULY 2023	JULY 2022
Registrations Received – Youth	270	613
Registrations Received – Adult	122	2,814
Classes/Programs Held	42	41
Revenue	\$22,275.05	\$19,126.80

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	2
Reactive Maintenance	5
PM Inspections and services	73
Evening and Weekend Park Services	4

FACILITY RENTALS

	JULY 2023	JULY 2022
Athletic Fields	19	48
Joyner Park Outdoor / Open Space	5	7
General Outdoor / Open Space	2	1
Picnic Shelters	7	6
Wake Forest Community House	8	4
Joyner Park Community Center	7	7
Flaherty Park Community Center	1	0
Alston-Massenburg Community Center	4	3

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	JULY 2023	JULY 2022
Aquatic Center	8,172	7,187
Taylor Street Sprayground	3,485	4,123

Planning

DEVELOPMENT SERVICES MONTHLY REPORT ZONING VIOLATIONS [VIEW](#)

DASHBOARD [VIEW](#)

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

CERTIFICATES OF APPROPRIATENESS

	JULY 2023	JULY 2022
COAs Received	2	1
COAs Approved	2	1

Police

KEY STATS		
	JULY 2023	JULY 2022
Calls for Service	4,315	4,770
Vehicle Crashes	153	156

Public Works

Streets:

- Grading and Erosion control at Ally Young House
- 1:1 meeting with Staff
- Assisted Wake Forest Power with Flagging operations
- Videod Stormwater infrastructure for asphalt resurfacing
- Swept 153 miles of streets and collected 19 loads of debris
- Patched 66.04 tons of asphalt
- Repaired 265' of sidewalk and 178 sq ft of ADA aprons

Solid Waste:

- As of July 1, Tavius Jones was promoted to SW Equipment Operator, Reginald Massenburg was promoted to SW Supervisor and Chad Hildebrandt was promoted to SW Collector.
- Each has been working to learn their new roles while continuing the daily operations without interruptions.
- A driver has been out for the entire month. In their place, a temp collector has filled in nicely.
- The Solid Waste team helped out other departments often this month, from an emergency tree removal to a very large debris pile in Joyner Park, and much more.
- Jeanette has been working to finalize the trash/recycling contract with Republic Services.

Fleet:

- Chad Butler and Keith Trutt have passed the Law Enforcement L-1 Vehicle Installation Training Certification program. T
- The 4 mechanics completed 36.5 combined hours of training.
- Replacement vehicle pricing for the 2024 model year has increased substantially.
- Light-duty vehicles have increased by approximately 20% and Heavy duty vehicles/equipment is projected to increase 15%.
-

Urban Forestry:

- Pruned 207 trees
- inventoried 5000 trees
- Helped Parks & Rec with camp

Admin:

- Last week for our intern, Brian Walker. Brian has been a great asset to our department.

RECYCLING		
	JULY 2023	JULY 2022
Volunteer Collected Litter	25	175
Volunteer Collected Recycling	0	62
Volunteer Hours	8	22
Volunteer Miles of Streets	1	25
Sections of Roads Cleaned (not miles)	1	0
Number of Creeks Cleaned	0	1
Number of Litter Kits Issued/Returned	1	11

SOLID WASTE		
	JULY 2023	JULY 2022
New Construction Homes Added	88	44
New Cart Sets	88	44

CEMETERY		
	JULY 2023	JULY 2022
Number of Plots Sold	0	6
Number of Niches Sold	0	2
Total Plots Available	0	56

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE		
	JULY 2023	JULY 2022
Monthly In-Person Attendance	901	868
Virtual Views	582	486
Ticketed Events Held	1	2
Free Events Held	2	0

RENAISSANCE CENTRE PROGRAM GUIDE [VIEW](#)

Highlights for July 2023 for the Renaissance Centre

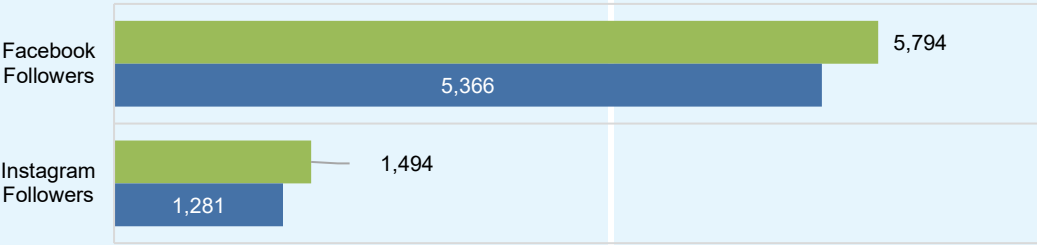
The Renaissance Centre welcomes April Cannon as the full-time Arts Liaison. This position was reclassified from part-time to full-time effective July 1.

The 2023/24 Main Stage Performance Series kicked off the “Realizing the Possibilities” season with a SOLD-OUT show. The Malpass Brothers concert was a tremendous success as 100% of the survey respondents indicated they would recommend the Renaissance Centre to their family and friends.

The Grand Hall is filled with music, dancing, and laughter. Musical theater summer camp is in full swing. Participants range in age from kindergarten through 8th grade. Campers get the opportunity to learn new skills and experience the thrill of performing in a professional setting. On the final day of camp, they take to the stage to show off what they’ve learned to their family and friends with a production of *Finding Nemo, Jr.*

SOCIAL ENGAGEMENT

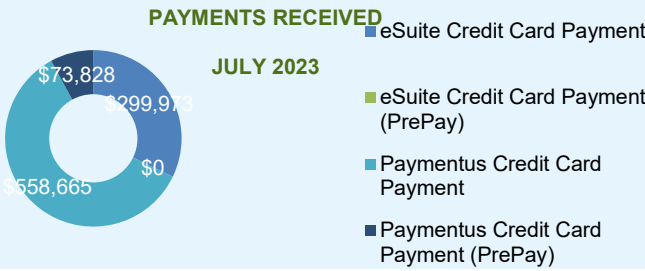
■ Jul-23 ■ Jul-22



Wake Forest Power

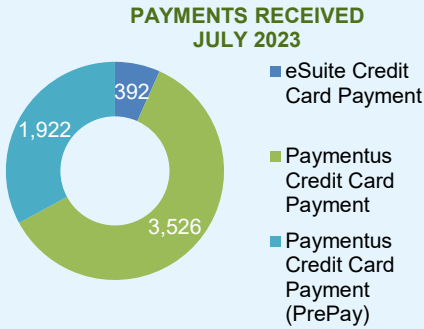
CUSTOMER SUMMARY		
	JULY 2023	JULY 2022
Electric Meters/Customers	7,226	6,726
Pre-Pay Power Customers	479	450
H.O.P.E. Participants	43	45
N.C. GreenPower Participants	16	17

PAYMENTS RECEIVED		
	JULY 2023	JULY 2022
eSuite Credit Card Payments	\$299,973.05	\$314,215
eSuite Credit Card Payments (Pre-Pay)	\$0	2,641
Paymentus CC Payments	\$558,664.60	743,199
Paymentus CC Payments (Pre-Pay)	\$73,828.22	47,750



POWER OUTAGES		
	JULY 2023	JULY 2022
Total Number of Customers Affected by Outages this Month	104	353
Average Number of Customers Affected per Outage	34.6	35.3

NUMBER OF TRANSACTIONS		
	JULY 2023	JULY 2022
eSuite Credit Card Payments	392	0
Paymentus CC Payments	3,526	0
Paymentus CC Payments (Pre-Pay)	1,922	0



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 07/12/2023

Number of members in attendance 8 out of 9

The HPC received an overview of the UDO update project from Senior Planner, Kari Grace. The HPC voted to change their regular meeting date to the fourth Tuesday of the month beginning in January 2024. The HPC canceled the August 2023 meeting and will hold its next meeting on September 13, 2023.

Human Relations Council

MEETINGS

Most recent meeting held 07/27/2023

Number of members in attendance 5 out of 8

Continued planning for Good Neighbor Day.

Public Art Commission

MEETINGS

Most recent meeting held 07/27/2023

Number of members in attendance 0 out of 8

No July meeting was held.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 07/24/2023

Number of members in attendance 5 out of 9

Courtney Tanner, Planning Director attended the monthly meeting to update the board on Greenways/Projects related to the 2022 bond

Work Groups Update:

Art in the Park (8/26); Paint with a Hero, Danny reported the event will start at 9 am-11 am (Fire Dept.) and 1 pm-3 pm (Police Dept.). 30 slots per session.

Unplugged (9/3) 5 pm-7 pm.: Luke reported balloons sculptures will be offered again this year. Meeting with Suja to check inventory.

New Members Interviews

ACTION: Mover: Sandy Thomason moved to recommend Dennis Beemer to the PRCR Advisory Board. Secorder: Christi Spencer
Vote: Motion carried 5-0.

Technology Advisory Board

MEETINGS

Most recent meeting held 07/24 /2023

Number of members in attendance 6 out of 10

The Technology Advisory Board discussed plans for next year's STEM event, focusing on when the commence preparations and establishing the event timeline. Additionally, they explored the possibility of collaborating with other Advisory Boards to identify their technology requirements and potential areas of cooperation.

Urban Forestry Board

MEETINGS

Most recent meeting held 07/ 25/2023

Number of members in attendance 0 out of 11

No Meeting



Board of Commissioners Agenda Item Report

Agenda Item No.: 2023-55-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: August 15, 2023

SUBJECT

Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

-



TOWN of WAKE FOREST

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

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: _____

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

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

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

See attached map and description.

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

<u>Morris Wake Forest LLC</u>	<u>0, 1159, 1161, and 1163 N MAIN ST</u>	<u>DocuSigned by:</u> <u>W. Kyle Groves</u> 8B3B39201B7E4E8...	<u>8/9/2023</u>
Name	Address	Signature	Date
_____ Name	_____ Address	_____ Signature	_____ Date
_____ Name	_____ Address	_____ Signature	_____ Date
_____ Name	_____ Address	_____ Signature	_____ Date

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