Wake Forest Board of Commissioners
Meeting Agenda
September 16, 2025 – 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 Evelyn Wright 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 6 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 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. Only comments on a Public Hearing will be allowed during this time.

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.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 August 5, 2025 Board of Commissioner Work Session Minutes August 19, 2025 Board of Commissioner Regular Meeting Minutes
DRAFT BOCWSMinutes_August52025 Final.pdf
DraftBOCMinutes_AUGUST192025 Final.pdf

3. Presentations

3.A Resolution Recognizing Sergeant Charles Babson on his Retirement
Babson Summary appreciation of services.docx
Babson Resolution of Appreciation for Services.docx

3.B Arts Are Education Resolution
September AIE Resolution 2025 (1).docx

3.C Proclamation for P.A.N.D.A.S/P.A.N.S Awareness
ProclamationRecognizingOctoberAsPANDASAwarenessMonth2025 .pdf

4. Public hearings / Public Comment

4.A Request to Continue the Public Hearing of LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).
BOC Agenda Summary RZ-24-07.pdf
RZ-24-07 Request for Continuance for Rezoning.pdf

4.B Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2026-2031
First CIP Public Hearing FY 2026-2031_summary.pdf
2026-2027 Budget Schedule.pdf

4.C Request to Schedule a Public Hearing for the Towns of Wake Forest and Youngsville Annexation Agreement Update
Wake Forest_Youngsville_Annexation Agreement_BOC 091625.pdf
Draft Youngsville-WF Annexation Ordinance_Agreement_May 2025.docx
2025 WF_Youngsville Agreement_Line.pdf

4.D 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 a Resolution to surplus the badge and service weapon carried by Sergeant Charles Babson
Babson Summary badge and weapon surplus.docx
Babson Resolution Badge and Weapon.docx

5.B Approval of Wake County Emergency Operations Plan and Mutual Aid Agreement
Wake County EOP 2025.pdf
Mutual Aid Agreement Town of Wake Forest -_TWF_07.31.2025.pdf

5.C Approval of a Resolution of Execution of Settlement Documents Related to the National Opioid Litigation.
Resolution_Purdue_Sackler_SecondaryManufacturers_Sept2025.docx

5.D Approval of Closed Session Minutes (9/2/2025) related to National Opioid Litigation
Minutes_Closed_Session_09.02.2025.docx

5.E Request to remove Jordan Banks from the Planning Board
Planning Board Member Removal Request_091625.pdf

6. Legislative Items

6.A Ordinance Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.
Attachment_A_Summary_Amend_No_Parking_Ordinance.docx
Attachment_B_Ordinance_Amend_No_Parking_Shearon Farms.docx
Attachment_C_Shearon Farms Map.pptx

7. Planning Items

7.A Informational presentation of the Wake Union Villas Site Master Plan (12737, 12739, and 12753 Wake Union Church Road)
BOC Agenda Summary SP-25-05.pdf
SP-25-05 Staff Report.pdf

Attachment A - Application.pdf
Attachment B - Adopted Ordinance 2018-14.pdf
Attachment C - Maps.pdf
Attachment D - UDO Section 15-8-1.pdf
Exhibit 1 - Proposed Wake Union Villas Site Master Plan.pdf

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A August Tax Report
WF-TXREP-AUGUST-2025-BOC-MTG.pdf

12.B September Tax Report
WF-TXREP-SEPT-2025-BOC-MTG.pdf

12.C Department Monthly Report
August 2025 Monthly Report DraftÂ .pdf

12.D Commissioner Reports

13. Adjournment

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-587-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 16, 2025

Subject
August 5, 2025 Board of Commissioner Work Session Minutes
August 19, 2025 Board of Commissioner Regular Meeting Minutes

Recommendation:

item Summary:

ATTACHMENTS:

- DRAFT BOCWSMinutes_August52025 Final.pdf
- DraftBOCMinutes_AUGUST192025 Final.pdf

Wake Forest Board of Commissioners
Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, August 5, 2025,** at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Pro Tem Shackleford called the meeting to order at 6:00 p.m.

Commissioners Present: Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackleford (Mayor Pro Tem), Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Nathan McKinneey
Town Clerk Evelyn Wright
Engineering Director Tim Watson
Planning Director Jennifer Currin
Police Chief Julius Jefferson
Fire Chief Ron Early
Renaissance Centre Director Debbie Dunn
Planner II Emma Linn
Senior Civil Engineer Emily Hennessy
Long Range Planning Manager Brad West
Police Captain Brandon High
Police Captain Matt Perkinson
Economic Development Director Jason Cannon

Mayor Pro Tem Shackleford acknowledged Mayor Jones' absence and wished her a speedy recovery.

Presentations

1.1 Presentation on the proposed service changes to the Wake Forest - Raleigh Express (WRX).

Planner II Emma Linn reviewed service changes for Wake Forest- Raleigh Express (WRX). The current service is for peak hours. The change is proposing hourly all-day service on the WRX with stops at Triangle Town Center, as a main

transfer point, and three stops along South Main Street in addition to the current stops. Also, the proposed change includes two additional express trips to downtown Raleigh in the morning, which was a change made in response to public feedback. The added stops will provide opportunities to connect throughout Raleigh, Rolesville, and Wake Forest via microtransit while also providing paratransit service to Wake Forest residents. If approved by GoTriangle Operations Committee and GoTriangle Board of Trustees, the proposed changes will go into effect in November.

1.2 Performing Arts Center Feasibility Study Presentation with Johnson Consultants.

Renaissance Director Debbie Dunn introduced John Fleming and Ryan Jonhson of Johnson Consulting to present on the Feasibility Study findings for the Performing Arts Center. The presentation outlined the following: the market demand for events and performance space exceeds the Renaissance Centre's capacity; a new multipurpose/performance facility will balance the Town's needs and cost consideration; it is anticipated that the new facility will do well with event demand and attendance; and the next steps would be to further refine design and cost and develop a capital strategy. The study has determined that a new facility is feasible and supported by the market. The consultants reviewed five facility options, Option A through E, which were presented to the Board of Commissioners at the BOC Retreat in January 2025. Due to the influx of residents to Wake Forest, it is appropriate to consider room for growth in the event space for the future. The consultants have recommended a new facility with integrated performance and event space. Based on the recommendation, the consultants gave an overview of the financial projection and impact. Finally, the consultants reviewed funding strategies to minimize the Town's capital contribution for the proposed new facility which included county occupancy and food and beverage tax, various grants, private participation and philanthropy, and naming rights. Also, the consultants discussed possible debt sources which included various bond options. The consultants presented the possibilities of project partners to defray the cost of the proposed new facility which included school districts, local arts organizations, and the Southeastern Baptist Theological Seminary. The consultants summarized the next steps in the project. It is crucial to determine the location of the proposed new facility, retain design partners, and refine designs and renderings for cost estimates.

Commissioner Sliwinski inquired about the capacity for 600 and if it would be enough for the Town of Wake Forest. The consultants advised that research determined that the 600-seat facility meets the needs of the community and does not compete with the assets in Raleigh and Durham. Also, there can be open standing room space that would allow for additional seating, if needed. Commissioner Cross inquired if the cost of $55M included redoing the current Renaissance Centre. The consultants advised that it does not. Commissioner Wright commended the consultants on a job well done with the feasibility study.

Renaissance Centre Director Debbie Dunn advised that the staff is in agreement with the study's findings and asked the Board to move forward with endorsing Option B of the Feasibility Study and approve moving into Phase II of the Feasibility Study.

Mayor Pro Tem Shackleford asked if there were any questions. No questions were heard.

ACTION:
Motion to Endorse Option B of the Feasibility Study and Move to Phase II.
1st- Commissioner Wright
2nd Commissioner Sliwinski
Vote: Motion carried 5-0

1.3 Proclamation Recognizing Buck Hicks Appreciation Night

Mayor Pro Tem Shackleford read the proclamation into the record.

PROCLAMATION
Recognizing Buck Hicks Appreciation Night
July 31st, 2025

WHEREAS, *The Wake Forest American Legion Post #187, The Wake Forest American Legion Auxiliary Unit #187, The Wake Forest Veterans of Foreign Wars Post 8466, The Marine Corps League Detachment 1257, The TriArea Ministry Food Pantry, and the Wake Forest Del Webb Community are holding a Buck Hicks Appreciation Night on Thursday, July 31st, 2025; and,*

WHEREAS, *Buck Hicks is the proprietor of the establishment known as Bud's Tavern located at 823 Youngsville Blvd, Youngsville, NC. Although Bud's Tavern is technically not in Wake Forest, we still claim it as an historic establishment in our community.*

WHEREAS, *Buck Hicks has been incredibly generous to all the veterans' organizations in Wake Forest, to the Tri Area Ministry Food Pantry, and to many 55+ groups including the Del Webb Traditions Community. He has hosted many fundraisers for the Veteran Groups providing food and beverages at no cost to them. He has held many fundraisers for the Tri Area Ministry providing food and beverages at no cost. He has supported many events for Dell Web Community providing food and beverages at low cost and food donations and event support.*

WHEREAS, *as a result of Buck Hicks' generous support, the Veterans Groups have received over several thousand dollars for each group for the past several years. This money is used to support veterans in our community. The Tri Area Ministry has received $60,000 plus over the past couple of years as a result of Buck's generosity.*

Additionally, *Buck has hosted numerous fundraisers to assist local individuals and families in the community in serious financial need.*

Now therefore, *on behalf of the Wake Forest Board of Commissioners. I, Mayor Vivian A. Jones do hereby Proclaim Thursday, July 31st, 2025,* ***Buck Hicks Day*** *in the Town of Wake Forest and encourage all citizens to recognize and celebrate this community hero in our midst. and;*

This the 5th day of August, 2025

(ATTEST)

Vivian A. Jones
Mayor

Evelyn Wright
Town Clerk

1.4 Resolution recognizing Deborah Dunn on their retirement from the Town of Wake Forest

Mayor Pro Tem Shackleford read the resolution into the record.

RESOLUTION NO. 2025-47

A RESOLUTION OF APPRECIATION FOR THE SERVICES OF DEBORAH DUNN

WHEREAS, Deborah "Debbie" Dunn joined the Town of Wake Forest on September 9, 2019, as Renaissance Centre Manager and was later promoted to Renaissance Centre Director effective July 1, 2022; and

WHEREAS, Debbie has led the Renaissance Centre team with a high level of professionalism, fostering a goal-oriented and collaborative culture aligned with the Town's strategic priorities; and

WHEREAS, She is widely respected by her team, trusted by her peers, and recognized for her exceptional ability to collaborate, consistently promoting a spirit of mutual respect and teamwork throughout the organization; and

WHEREAS, Debbie played a key leadership role in helping the Centre recover from the global pandemic by guiding her team through transitions from virtual to hybrid and back to fully in-person programming, demonstrating remarkable resilience and adaptability in the face of challenging conditions; and

WHEREAS, Under her steady leadership, the Centre reopened its doors to the community with safe and welcoming environments, adapting to evolving health protocols while restoring community confidence, resulting in frequent sold-out performances and steadily increasing attendance; and

WHEREAS, Debbie has served with distinction as a champion for the arts in Wake Forest, significantly expanding the Centre's programming, strengthening partnerships with artists and organizations, increasing access to inclusive, high-quality cultural experiences for residents of all ages, and establishing the Renaissance Centre as the place our community gathers to celebrate the arts; and

WHEREAS, Debbie Dunn played a foundational role in enhancing the Wake Forest Film Festival in partnership with the former Cultural Arts Advisory Board, helping to establish a signature event that celebrates diverse voices in cinema and enriches the Town's cultural landscape; and

WHEREAS, She also represents the Town of Wake Forest on the Board of the North Carolina Presenters Consortium, further elevating the Town's visibility and strengthening its connections to the statewide arts and culture community; and

WHEREAS, She played an integral role in the creation and strategic expansion of the Renaissance Centre's Partners Circle and Friends of the Centre programs, recognizing the vital importance of external funding to sustain and elevate the Centre's programming and infrastructure; and

WHEREAS, Debbie played a key role in advancing the Town's long-term cultural vision by working closely with a consultant team and Town staff on the Performing Arts Center Feasibility Study, ensuring that community needs and stakeholder feedback were thoughtfully integrated; and

WHEREAS, Throughout her service, Debbie has remained committed to serving the people of Wake Forest with passion, purpose, and creativity, elevating the Renaissance Centre and reinforcing its value as a cultural cornerstone of the community.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Deborah Dunn is hereby officially commended for her valuable and outstanding service to the Town of Wake Forest in her role as Renaissance Centre Director.

BE IT FURTHER RESOLVED, that this resolution be made as part of the permanent records of the Town of Wake Forest, and that a copy be presented to Debbie Dunn.

This is the 5th day of August 2025.

ATTEST:

Evelyn Wright	*R. Keith Shackleford*
Town Clerk	*Mayor Pro Tem*

1.5 Presentation on Traffic Calming Policy Update Considerations.

Engineering Director Timothy Watson presented the updates to the Board. Mr. Watson gave an overview of the current Traffic Calming Policy advising of the three levels of traffic calming measures. Mr. Watson pointed out that the current policy, adopted in May 2020, does not allow for vertical deflection, which was a change from the 2009 policy that did allow for vertical deflections. Mr. Watson gave an overview of the various types of vertical deflection along with the advantages and disadvantages of its effects. Commissioner Cross inquired about the effects being the same for all vertical deflections. Mr. Watson advised that the effects would essentially apply to all the deflection types mentioned. Mr. Watson explained the Warrant Analysis that is utilized when a neighborhood seeks enforcement due to concerns of speeding. Mr. Watson reviewed the Town's policy regarding existing speedbumps. Mr. Watson discussed a new tool that engineering has been using, Urban SDK, in the Warrant Analysis and showcased the results of the Marshall Farm Speed Analysis in 2024 and 2025. Mr. Watson advised mixed feedback was received from several departments with an emphasis placed on thoughtful design if speedbumps are implemented. The fire department is opposed to speedbumps citing damage to fire trucks and delayed response time as the reasons. Mr. Watson requested that the Board consider whether vertical deflections are wanted and what, if any, additional information is needed to determine direction. Commissioner Wright inquired about considering speed cushions. Mr. Watson advised that the option can be researched although the challenge is that drivers attempt to avoid speed cushions. Commissioner Cross inquired about feedback received when speedbumps were removed on the Marshall Farm Road. Mr. Watson advised there were complaints received and, as a result, some additional speed limit

signs were added. Commissioner Cross inquired further about alternative to speedbumps such as painting the pavement in a way that there appears to be a speedbump. Mr. Watson advised that approach would be more successful for drivers unfamiliar with the area. Commissioner Cross inquired if the speedbumps with flattened tops would be a better option for fire trucks to avoid damage. Chief Ron Early confirmed, although not an expert, that the longer speedbumps with flattened tops are less damaging to fire trucks. Commissioner Clapsaddle commented that the restriction of the options is unsettling, however, he supports finding the right option for the traffic calming. Commissioner Sliwinski requested additional information to be more familiar with the current traffic calming measures of the policy and not just what is absent from the policy to allow the Board to consider the effects of the current and proposed changes side by side. Mr. Watson agreed to return with additional information. Commissioner Sliwinski inquired if the stakeholders feedback was for the policy in its entirety or solely for traffic calming. Mr. Watson confirmed the stakeholders feedback pertained only to traffic calming. Commissioner Sliwinski commented that he agrees the restrictions can be problematic, however, extending response time and damaging emergency vehicles is also not ideal. Commissioner Sliwinski requested additional information from Mr. Watson in order for the Board to determine how to move forward. Commissioner Cross inquired about using roundabouts as an alternative; however, Mr. Watson advised it can be challenging to retrofit roundabouts to a pre-existing footprint. Commissioner Cross inquired further about incentivizing roundabouts to developers. Planning Director Jennifer Currin confirmed that planning, engineering, and developers collaborate regarding alternatives to new roadways.

2. Discussion of Monthly Financial Report

2.1 Discussion of July Monthly Financial Summaries

Monthly Financial Report Received.

Mayor Pro Tem Shackleford asked if there were any questions or comments. No questions were heard.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting August 19, 2025

Mayor Pro Tem Shackleford asked if there were any questions or comments. No questions were heard.

4. Other Business

None

5. Commissioner Reports

Commissioner Sliwinski advised Debbie Dunn will be honored at a retirement reception on Friday, August 15th from 4 p.m. – 6 p.m. at the Renaissance Centre and encouraged everyone to stop by to wish her well. September 7th Wake Forest Unplugged will be held in conjunction with Concerts in the Park at Joyner Park. Commissioner Sliwinski attended the Purple Heart Foundation Banquet, which is a wonderful program. Commissioner Sliwinski encouraged everyone to look at Liberty Oaks, a non-profit started by the wife of a former Commissioner, as they provide community resources and partners with emergency responders on initiatives pertaining to mental health. Also, as it relates to traffic calming, Commissioner Sliwinski asked everyone to take responsibility and follow the speed limits posted to decrease incidents and tragedies.

Commissioner Clapsaddle thanked the Town's staff for all that they do and for a great job at the flag raising. Commissioner Clapsaddle commended the Purple Heart Foundation Banquet for doing a beautiful job and advised it was great seeing the Boy Scouts of America volunteers and the Wake Forest ROTC in attendance. Commissioner Clapsaddle advised the Human Relations Council is seeking applications, which is posted online until August 31st, for the sixteenth annual "Good Neighbor of the Year" on September 27th.

Commissioner Cross advised she attended the flag raising and will be hosting the FNOW on August 8th. The "Touch A Truck" event with the Wake Forest Police Department will be on Saturday, August 16th and Commissioner Cross encouraged everyone to attend. Also, Commissioner Cross advised of the Tamer Elnoury event at the Renaissance Centre on September 11th at 12 p.m., which is free for first responders.

Commissioner Wright advised there was a Technology Advisory Board meeting, however a quorum was not present, and no business was conducted. Commissioner

Wright requested a review of the fee schedule by the staff for development and permit fees to ensure the Town is comparable in costs with other cities. Also, Commissioner Wright mentioned a post made on the Wake Forest Police Department's social media page that referenced motorized scooters being prohibited on town streets, greenways, and sidewalks. Commissioner Wright requested that the policy be reviewed for updating.

Mayor Pro Tem Shackleford advised, while filling in for Mayor Jones, he attended the Purple Heart Foundation Banquet, and it was a phenomenal event. Mayor Pro Tem Shackleford advised the North Carolina Technology Apprenticeship Program (NCTAP) was great and encouraged parents with seniors that want an alternative to college to consider the program, which offers an apprenticeship. Finally, Mayor Pro Tem Shackleford attended the Buck Hicks Appreciation which was a wonderful event, and it showed how one individual can quietly touch so many people in the community.

Town Manager Kip Padgett advised invitations will go out for the Wireless Research Center's 15th Anniversary on August 19th at 1 p.m. Town Manager Padgett advised the Town was instrumental in the establishment of the Center.

6. Adjournment

ACTION**:**
Motion to Adjourn
1st- Commissioner- Commissioner Wright
2nd Commissioner- Commissioner Sliwinski
Vote: Motion carried 5-0

The Board of Commissioners adjourned the meeting at 7:29 p.m.

Duly approved in open session this 16th day of September 2025.

(ATTEST)

_____
R. Keith Shackleford, Mayor Pro Tem

_____
Evelyn Wright, Town Clerk

Wake Forest Board of Commissioners
Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, August 19, 2025,** 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.

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

Commissioner Members Absent: None.

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Engineering Director Tim Watson
Police Chief Julius Jefferson
Police Captain David Zick
Police Captain Brandon High
Planning Director Jennifer Currin
Director of Organizational Performance Lisa Hayes
Fire Chief Ron Early
Finance Director Samantha Sanchez

1. Approval of Agenda

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

2. Approval of Minutes

2.A. Approval of Minutes:

- July1, 2025, Work Session
- July 15, 2025, Regular Meeting

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

3. Presentations

3.A. Chi Rho Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated® overview of work and expressed desire to explore collaboration opportunities that support the needs and priorities of Wake Forest residents.

Kimbley Allen-Cox, President of Chi Rho Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated gave an overview of the community service since the chapter's chartering in 2004. Ms. Allen-Cox gave an overview of the chapter's multigenerational approach to service by addressing child hunger, youth leadership, mental health and senior support. Ms. Allen-Cox highlighted their signatures programs to include Childhood Hunger Initiative Powerpack (CHIP), Youth Leadership and Empowerment (YLI and Pearls & Purpose), Mental Health and Wellness Fair, Economic Wealth Building, and Cultivating Resources and Opportunity Community Foundation. Ms. Allen-Cox invited the Town to continue building with the organization through co-hosted events, educational programs, and strategic partnerships.

3.B. Consideration of a Resolution of Appreciation for the Service of Greg Harrington at the July 3rd Fireworks and July 4th Parade Children's festivities

RESOLUTION 2025-48
RESOLUTION OF APPRECIATION FOR THE
SERVICE OF
GREG HARRINGTON

***WHEREAS**, the Wake Forest July 3rd Independence Day Celebration and the Wake Forest July 4th Children's Parade are iconic, beloved traditions in the Wake Forest Community; and*

***WHEREAS**, Greg Harrington served for 23 years on the original planning committee for the Wake Forest July 3rd Independence Day Celebrations; and*

***WHEREAS,** Greg Harrington proudly represented "Uncle Sam" for 13 years at the Wake Forest July 3rd Independence Day Celebration and the Wake Forest July 4th Children's Parade; and*

***WHEREAS**, for 31 years Greg Harrington put forth substantial effort in volunteering at both the Wake Forest July 3rd Independence Day Celebration and the Wake Forest July 4th Children's Parade; and*

***WHEREAS**, Greg Harrington served unselfishly in this capacity to provide decades of quality entertainment at the Wake Forest July 3 and 4 Independence Day Celebrations; and*

***NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Greg Harrington is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable service rendered to the Town of Wake Forest.*

***BE IT FURTHER RESOLVED** that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to Greg Harrington.*

This the 19th day of August 2025.

_____
Vivian Jones, Mayor

ATTEST:

_____
Evelyn Wright, Town Clerk

3.C. Consideration of a Resolution of Appreciation for the Service of Lori Eitel at the July 3rd Fireworks and July 4th Children's Parade festivities

RESOLUTION 2025-49
RESOLUTION OF APPRECIATION FOR THE SERVICE OF LORI EITEL

***WHEREAS**, the Wake Forest July 3rd Independence Day Celebration and the Wake Forest July 4th Children's Parade are iconic, beloved traditions in the Wake Forest Community; and*

***WHEREAS,** Lori Eitel proudly represented "Lady Liberty" for 4 years at the Wake Forest July 3rd Independence Day Celebration and the Wake Forest July 4th Children's Parade; and*

***WHEREAS**, for 4 years Lori Eitel put forth substantial effort in volunteering at both the Wake Forest July 3rd*

Independence Day Celebration and the Wake Forest July 4th Children's Parade; and

***WHEREAS**, Lori Eitel served unselfishly in this capacity to provide quality entertainment at the Wake Forest July 3 and 4 Independence Day Celebrations while sacrificing time with family and friends; and*

***NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Lori Eitel is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable service rendered to the Town of Wake Forest.*

***BE IT FURTHER RESOLVED** that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to Lori Eitel.*

This the 19th day of August 2025.

_____
Vivian Jones, Mayor

ATTEST:

_____
Evelyn Wright, Town Clerk

3.D. Resolution recognizing Randy Wolfenbarger on their retirement from the Town of Wake Forest.

RESOLUTION 2025-50
RESOLUTION OF APPRECIATION FOR
THE SERVICES OF
Randy Wolfenbarger

***WHEREAS,** Randy Wolfenbarger started his service with Wake Forest (Non-Profit Fire Service) as a Firefighter on August 25, 2008, and has served as a full-time employee for the Wake Forest Fire Department since August 25, 2008, joining the Town of Wake Forest as of July 1, 2020. With over 17 years of service, Randy Wolfenbarger will retire on September 1, 2025, and*

***WHEREAS,** During Randy Wolfenbarger's time of service, he has been part of many changes in the department, including opening two new stations in 2009 and 2016, merging with the Falls Fire Department in 2012, and in 2020, being part of the Fire Department when it was taken back over by the Town.; and*

***WHEREAS,** Wolfenbarger served unselfishly as a member of the fire department's Fire and Life Safety Committee; and*

***WHEREAS,** Wolfenbarger served unselfishly as a firefighter for the good of the Town of Wake Forest, making sacrifices in personal and family ties, earning two Life Saving Awards;*

NOW, THEREFORE, BE IT RESOLVED *by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Randy Wolfenbarger is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest Fire Department in his various capacities.*

BE IT FURTHER RESOLVED *that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Randy Wolfenbarger.*

This the 19th day of August 2025.

ATTEST:

Vivian A. Jones
Mayor

Evelyn Wright
Town Clerk

4. Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the financing of property located at 0 Forestville Road.

Mayor Jones opened the floor for public comments. No comments were heard. Mayor Jones declared the public hearing closed.

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.

Mayor Jones opened the floor for general comments.

Public Comment
Russell Hammcck – 368 Natsam Woods Way – Wake Forest, NC 27587
Nolan Davis – 3912 Heritage View Trail – Wake Forest, NC 27587
Jennae Bulat – 3108 Lariat Ridge Drive – Wake Forest, NC 27587
Jennifer Amyx – 9908 Calvados Drive – Wake Forest, NC 27587
Margaret Watkins – 407 Belmellen Ct – Wake Forest, NC 27587

Mayor Jones declared the public comments closed.

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 Resolution Authorizing an Installment Purchase Agreement (0 Forestville Road Property acquisition)

5.B Approval of Ordinance Updating Policies for the Petty Cash and Cash Change Funds

5.C Approval of Budget Ordinance Amendment # 1 - FY 2025-2026

5.D Resolution Endorsing Option B and Authorizing Phase 2 of the Wake Forest Performing Arts Feasibility Study

ACTION:
Mover: Commissioner Wright moved to approve the Consent Agenda.
Seconder: Commissioner Sliwinski
Vote: Motion carried 5-0

6. Legislative Items

6.A. Ordinance Amending Chapter 30; Article VI. Traffic Schedules; SEC. 30-263 Schedule XVII of the Code of Ordinances for the Town of Wake Forest

Engineering Director Tim Watson advised a request was received from the North Carolina Department of Transportation to amend the ordinance to lower the speed limit on Averette Road from 50 mph to 45 mph to be consistent with the changes in the upcoming municipal package. The request is due to increased traffic volume and recent changes to land use. The Town's current ordinance sets the speed limit at 50 mph. The proposed change would set the speed limit at 45 mpg from Wait Avenue to Oak Grove Church Road.

Mayor Jones opened the floor for questions or comments. None were heard.

ACTION:
Mover: Commissioner Wright moved to approve the Ordinance Amending Chapter 30;

Article VI. Traffic Schedules; SEC. 30-263 Schedule XVII.
Seconder: Commissioner Sliwinski
Vote: Motion carried 5-0

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

No Administrative 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. Capital Improvement Plan Quarterly Update
Received.

12.B. Department Monthly Reports
Received.

12.C. Commissioner Reports

Commissioner Wright attended the 15th Anniversary of the Wireless Research Center and is excited for the future of the Center. Commissioner Wright commended the citizen for making at public comment regarding motorized scooters and advised he has requested that the policy be reviewed.

Commissioner Shackleford advised that he attended the back-to-school event at the Hope House on North Allen Road. Commissioner Shackleford attended the "Touch a Truck" event on Saturday. Also, Commissioner Shackleford commended the citizens for remaining in Chambers after public comments.

Commissioner Cross advised she attended the 15th Anniversary for the Wireless Research Center and toured the facility for the first time. Commissioner Cross advised the Center is

doing excellent things. Commissioner Cross advised she attended the retirement reception for Debbie Dunn and the "Touch a Truck" event. Commissioner Cross commended the speakers for public comments.

Commissioner Clapsaddle wished Randy Wolfenbarger well in retirement and thanked him for his service. Commissioner Clapsaddle reminded everyone that the next Memorial Flag Raising will be on Monday, September 8th and wished everyone a happy and safe Labor Day weekend.

Commissioner Sliwinski was invited to the Homeowners Association meeting of Thornrose Subdivision where traffic calming was discussed and he extended appreciation to the Engineering Director, Tim Watson, for the information that he provided. Commissioner Sliwinski also attended the 15th Anniversary of the Wireless Research Center. Commissioner Sliwinski advised of Wake Forest Unplugged, in conjunction with Concerts in the Park, at Joyner Park on September 7th and the Mental Wellness Fair on September 27th from 1 p.m. to 4 p.m. at the Renaissance Centre.

Mayor Jones advised she attended a Zoom committee meeting with GoTriangle and they discussed the change to the Wake Forest Raleigh Express bus happening in November and that there will be additional stops on Main Street. The bus will run hourly all day, and the bus will be called GoTriangle instead of GoRaleigh.

Town Manager Kip Padgett advised August 20th is Debbie Dunns last day as the Renaissance Centre Director and the new Director, Amy Pridgen, will be introduced at the next Board of Commissioners meeting.

13. Adjournment

Mayor Jones adjourned the meeting at 6:44 pm.

Duly approved in open session this 16th day of September 2025.

(ATTEST) Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-554-
Submitted by: Brandon High,Public Safety
Submitting Department: Public Safety
Meeting Date:September 16, 2025

Subject
Resolution Recognizing Sergeant Charles Babson on his Retirement

Recommendation:

item Summary:

ATTACHMENTS:

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

Agenda: Resolution recognizing Sergeant Charles Babson on his retirement.

Summary: Sergeant Charles Babson is retiring, effective October 1, 2025. Sergeant Babson started working for the town on March 31, 2000. He is retiring as the A Squad Patrol Sergeant.

RESOLUTION 2025-XX

RESOLUTION OF APPRECIATION FOR THE SERVICES OF

Charles Babson

WHEREAS, Charles Babson was hired as a Police Officer I in March of 2000 and has served as a sworn member of the Wake Forest Police Department for over 25 years with a retirement date of October 1, 2025; and

WHEREAS, Babson was promoted to Police Corporal in January of 2019; and

WHEREAS, Babson was promoted to Police Sergeant in October of 2019; and

WHEREAS, In 2000 Babson and his wife chose to relocate from Wilmington, NC to Wake Forest, NC, making this their home and where he chose to start his law enforcement career. Throughout his tenure with the Police Department Babson has built a reputation as a hardworking, respected, and dedicated professional, known for his integrity and unwavering focus on the success of his officers, the department, and the community.

WHEREAS, Babson served unselfishly as a law enforcement officer for the good of the Town of Wake Forest, making sacrifices in personal and family ties;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Sergeant Charles Babson is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest Police Department in his official capacity.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Charles Babson.

This the 16th day of September 2025.

ATTEST:

Vivian A. Jones
Mayor

Evelyn Wright Town
Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-562-
Submitted by: Debra Horton,Renaissance Centre
Submitting Department: Renaissance Centre
Meeting Date:September 16, 2025

Subject
Arts Are Education Resolution

Recommendation:
Present the Arts Are Education Resolution from Arts North Carolina

item Summary:

ATTACHMENTS:
- September AIE Resolution 2025 (1).docx

RESOLUTION 2025-XX

RESOLUTION TO SUPPORT

ARTS ARE EDUCATION

WHEREAS, the Town of Wake Forest believes all students have the right to an arts education that includes dance, media arts, music, theatre, and visual arts taught by certified arts educators, in partnership with community providers.

WHEREAS, arts education has the power to change students' lives.

WHEREAS, arts education is a key to re-igniting students' learning in a post-COVID-19 world.

WHEREAS, arts education helps nurture healthy, inclusive communities where all points of view are respected.

WHEREAS, arts education experiences help students understand their own cultural roots and appreciate others' cultural roots and traditions.

WHEREAS, arts education supports the social and emotional well-being of students and fosters a more positive, safer school environment.

WHEREAS, arts education is part of the well-rounded education for every student as outlined in the Every Student Succeeds Act and in state law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest to maintain and grow our arts education programs in the 2025-26 school year.

Duly adopt this the 16th day of September 2025.

(ATTEST)

_____

Vivian A. Jones
Mayor

_____

Evelyn Wright
Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-583-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 16, 2025

Subject
Proclamation for P.A.N.D.A.S/P.A.N.S Awareness

Recommendation:

item Summary:

ATTACHMENTS:

- ProclamationRecognizingOctoberAsPANDASAwarenessMonth2025 .pdf

TOWN of
WAKE FOREST

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

www.wakeforestnc.gov

PROCLAMATION
RECOGNIZING OCTOBER 2025 AS "P.A.N.D.A.S. AWARENESS MONTH"
IN THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections, better known as PANDAS, is said to be a rare condition but is actually rarely diagnosed; and

WHEREAS, PANDAS is a term used to describe a subset of children who have Obsessive Compulsive Disorder and/or tic disorders such as Tourette Syndrome and in whom symptoms worsen following strep infections such as Strep Throat and Scarlett Fever; and

WHEREAS, children are often misdiagnosed and treatment is delayed. There are many treatments and options for treating this condition but, unfortunately, they are often very expensive and not covered by insurance;

WHEREAS, my friend Jay Jay Wilson suffers from this debilitating condition and I have been issuing proclamations for 11 years on his behalf; and

WHEREAS, Jay Jay's parents work so hard to provide everything he needs to live a good life; and

NOW THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, and the Board of Commissioners, do hereby proclaim October 2025 as

"P.A.N.D.A.S. MONTH IN THE TOWN OF WAKE FOREST"

and urge all citizens to become aware of this debilitating condition for children and work to make it more readily recognized by the medical profession and insurance providers.

This the 16th day of September 2025.

ATTEST:

Evelyn Wright
Town Clerk

Vivian A. Jones
Mayor

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-536-
Submitted by: Patrick Reidy,Planning
Submitting Department: Planning
Meeting Date:September 16, 2025

Subject
Request to Continue the Public Hearing of LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).

Recommendation:

item Summary:

ATTACHMENTS:
- BOC Agenda Summary RZ-24-07.pdf
- RZ-24-07 Request for Continuance for Rezoning.pdf

Agenda Item: Request to Continue the Public Hearing of LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).

Summary: A public comment session was held at the August 12, 2025, Planning Board meeting. The Planning Board voted 4-1 to find the request inconsistent with the Community Plan and not in the public interest and recommended disapproval of the zoning map amendment (rezoning) request.

Since the Planning Board meeting, the applicant has not made any modifications to the proposed master plan or rezoning conditions.

On September 4, 2025, the applicant provided a request to continue the public hearing to the November 6, 2025 Board of Commissioners Work Session.

Attachments: RZ-24-07 Request for Continuance for Rezoning

ST. JOHN PROPERTIES

September 4, 2025

Patrick Reidy. AICP, CZO
Senior Planner – Development Services
Town of Wake Forest
301 S Brooks Street
Wake Forest, NC 27587

Reference: Request for Continuance for Rezoning RZ-24-07

Dear Mr. Reidy:

I am submitting this request for continuance for the conditional district rezoning for Star Road Condos, project RZ-24-07.

In light of potential new information related to the project, and to allow sufficient time for review and discussion with staff regarding any necessary adjustments, I am requesting a continuance until November 6, 2025. Based on conversations with Jason Cannon at the Wake Forest Business & Industrial Partnership and Jennifer Currin with the Town of Wake Forest, this item can be addressed during the scheduled Board of Commissioners work session.

Sincerely,

Dustin Atkielski
Regional Partner
919-827-0600
datkielski@sjpi.com

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-578-
Submitted by: Aileen J. Staples,Administration
Submitting Department: Administration
Meeting Date:September 16, 2025

Subject
Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2026-2031

Recommendation:

item Summary:

ATTACHMENTS:

- First CIP Public Hearing FY 2026-2031_summary.pdf
- 2026-2027 Budget Schedule.pdf

Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2026-2031

Preparations are underway to update the annual Capital Improvements Plan. The hearing is to receive comments for capital needs over the next five years beginning with FY 2026 and ending with FY 2031. This is the first of two public hearings. The second public hearing to receive comments on the proposed update will be held in December 2025 before adoption. The CIP is the first step in the Town's annual budgeting process. The FY 2026-2027 Budget Calendar is attached.

FY 2026-2027 Budget Calendar

		Capital Improvement Plan (CIP)	Annual Operating Budget	Performance & Benchmarking
SEP	2	CIP materials and instructions distributed to department directors		
	15		Annual Budget Document submitted to GFOA for Distinguished Budget Award	
	16	Public Hearing on capital needs		
	17			UNC School of Government Benchmarking Project – Annual Data Collection Deadline
OCT	6	Completed CIP requests submitted to Budget Management		
	13	CIP Q1 Reporting (July 1–Sept 30)		Performance & Benchmarking Q1 Reporting (July 1–Sept 30)
	13–17	Review CIP requests		Final data validation and submission corrections
OCT–NOV		Compile CIP Update		
DEC	2	Provide CIP Update to Board of Commissioners		
	16	Public Hearing on CIP Update	Public Hearing on budget needs	
2027				
JAN	6	BOC Work Session on CIP Update		
	12	CIP Q2 Reporting (Oct 1–Dec 31)		Performance & Benchmarking Q2 Reporting (Oct 1–Dec 31)
	16		Board Retreat	
	20	Adoption of CIP Update		
	27		Budget Kickoff Meeting	Begin to review/revise performance measures and workload indicators
			Budget materials and instructions distributed to department directors	
MAR	9		Completed budget requests submitted to Budget Management	Finalize modifications to performance measures and workload indicators
	23–31		Review budget requests	
APR	1–30		Compile proposed budget	
	13	CIP Q3 Reporting (Jan 1–Mar 31)		Performance & Benchmarking Q3 Reporting (Jan 1–Mar 31)
MAY	5		Present proposed budget to BOC	
	19		Public Hearing on proposed budget	
JUN	2		BOC Work Session on proposed budget	
	16		Adoption of Annual Budget	
JUL	13	CIP Q4 Reporting (April 1–Jun 30)		Performance & Benchmarking Q4 Reporting (April 1–Jun 30)

All dates are subject to change as we progress through the development process.

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-564-
Submitted by: Jennifer Currin,Planning
Submitting Department: Planning
Meeting Date:September 16, 2025

Subject
Request to Schedule a Public Hearing for the Towns of Wake Forest and Youngsville Annexation Agreement Update

Recommendation:

item Summary:

ATTACHMENTS:

- Wake Forest_Youngsville_Annexation Agreement_BOC 091625.pdf
- Draft Youngsville-WF Annexation Ordinance_Agreement_May 2025.docx
- 2025 WF_Youngsville Agreement_Line.pdf

Agenda Item: Request to Schedule a Public Hearing for the Wake Forest and Youngsville Annexation Agreement Update

Summary: The Towns of Wake Forest and Youngsville entered into an annexation agreement in 2007. The approved agreement was for a term not to exceed 20 years. Since we are approaching the end of the 20-year term, the towns of Wake Forest and Youngsville are proposing to extend the annexation agreement for a period of 10 years in accordance with NCGS 160A Part 6. Annexation Agreements. The Town of Youngsville has proposed a similar public hearing schedule and anticipates holding their public hearing in October 2025. Staff requests that the public hearing be scheduled for the October 21, 2025 Board of Commissioners meeting.

Attachments: Draft Youngsville/Wake Forest Annexation Ordinance Agreement
Draft 2025 Wake Forest/Youngsville Annexation Agreement Map

TOWN OF YOUNGSVILLE ORDINANCE NO.
TOWN OF WAKE FOREST ORDINANCE NO. ``

AN ORDINANCE ESTABLISHING AN ANNEXATION AGREEMENT BETWEEN THE TOWN OF YOUNGSVILLE, NORTH CAROLINA AND THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, North Carolina General Statutes Chapter 160A-58.21 et seq. authorizes towns to enter into annexation agreements to enhance orderly planning by such towns as well as by their residents and property owners in areas adjacent to such towns; and

WHEREAS, both the Town of Youngsville and Town of Wake Forest (each a "**Town**" and collectively the "**Towns**") desire to foster orderly planning and strong intergovernmental relations; and

WHEREAS, on April 17, 2007, the Towns did enter into that certain "Ordinance Establishing an Annexation Agreement between the Town of Youngsville, North Carolina and the Town of Wake Forest, North Carolina," establishing an annexation agreement between the Towns, which by its terms will expire on April 17, 2027 (the "**2007 Agreement**"); and

WHEREAS, prior to the expiration of the 2007 Agreement, the Towns did agree to prepare a new annexation agreement confirming the same boundary line as the 2007 Agreement between the Towns for the regulation of future annexation; and

WHEREAS, this ordinance, memorializes the terms of a new annexation agreement between the Towns (the "**Annexation Agreement**"), and has been presented to the governing bodies of the Towns following a notice and public hearings as required by law.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Youngsville and the Board of Commissioners of the Town of Wake Forest that the Towns agree as follows and hereby adopt this Annexation Agreement.

Adopted by the Town of Wake Forest this, the _____ day of [ ] 2025.

_____

Mayor of Wake Forest

Adopted by the Town of Youngsville this, the _____ day of [ ] 2025.

_____

Mayor of Youngsville

CERTIFICATION

I, _____, Town Clerk for the Town of Wake Forest North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Wake Forest held on this ____ day of [ ] 2025.

In witness whereof, I have hereunto set my hand and caused the seal of the Town of Wake Forest to be affixed this ____ day of [ ] 2025.

_____

_____

[Seal] Town Clerk

I, _____, Town Clerk for the Town of Youngsville, North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Youngsville held on this ____ day of [ ] 2025.

In witness whereof, I have hereunto set my hand and caused the seal of the Town of Youngsville to be affixed this ____ day of [ ] 2025.

_____

_____

[Seal] Town Clerk

Annexation Agreement

This Annexation Agreement ("Agreement") is made as of the last date signed by the Town of Youngsville ("Youngsville"), a North Carolina municipal corporation and the Town of Wake Forest ("Wake Forest"), a North Carolina municipal corporation. Youngsville and Wake Forest are sometimes referred to individually as "Party" and jointly as "Parties".

Section 1. That the area north of a line as shown on that certain map exhibit attached hereto as Exhibit A titled "Town of Youngsville/Town of Wake Forest Annexation Agreement Boundary," dated May 12, 2025 (the "**Youngsville Area**"), which describes a portion of Franklin County, are subject to annexation by the Town of Youngsville, and no portion of the Youngsville Area is subject to annexation by the Town of Wake Forest during the term of this Annexation Agreement.

Section 2. That the area south of a line shown on that certain map exhibit attached hereto as Exhibit A titled "Town of Youngsville/Town of Wake Forest Annexation Agreement Boundary," dated May 12, 2025 (the "**Wake Forest Area**"; the Youngsville Area and Wake Forest Area collectively the "**Regulated Areas**"), which describes a portion of Franklin County, are subject to annexation by the Town of Wake Forest, and no portion of the Wake Forest Area is subject to annexation by the Town of Youngsville during the term of this Annexation Agreement.

Section 3. That whenever either Town proposes any annexation of real property, any portion of which is situated within one thousand feet (1,000 ft.) of the Boundary, measured at a right-angle from the nearest point in the Boundary, such annexing Town shall deliver notice to the non-annexing Town at least sixty (60) days before the adoption of the applicable annexation ordinance. This required notice shall be made in compliance with N.C. Gen. Stat. § 160A-58.24(b) and shall be sent by first-class mail, hand-delivery, or email to the Planning Director and Town Manager of the non-annexing Town.

Section 4. That this Annexation Agreement shall be effective upon the date of adoption of this ordinance by the latter of the Towns (the "**Effective Date**"). Each Town shall promptly provide notice of its adoption together with a copy of the adopted ordinance. The town clerk for each Town shall file the adopted ordinances together, inscribing the Effective Date where noted on the signature page below.

Section 5. That the term of this Annexation Agreement shall be ten (10) years measured from the Effective Date.

Section 6. That this Annexation Agreement may not be modified or otherwise amended without a subsequent agreement entered between the Towns pursuant to N.C. Gen. Stat. § 160A-58.24(d).

Section 7. That this Annexation Agreement may be terminated as follows: (i) by the mutual consent of the Towns acting pursuant to N.C. Gen. Stat. § 160A-58.24(d); or (ii) by either Town acting independently upon five (5) years' written notice in the manner prescribed by N.C. Gen. Stat. § 160A-58.24(f).

Section 8. In the event of any conflict or alleged default arising out of the matters associated with this Agreement, the Parties agree to first informally communicate in a good faith effort to resolve

such conflict or alleged default. Notwithstanding the foregoing, the provisions of the foregoing sentence shall not delay the filing of a complaint with a court of competent jurisdiction in the event such delay could compromise a party's available relief pursuant to N.C. General Stat. § 160A-58.27.

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EXHIBIT PAGES FOLLOW

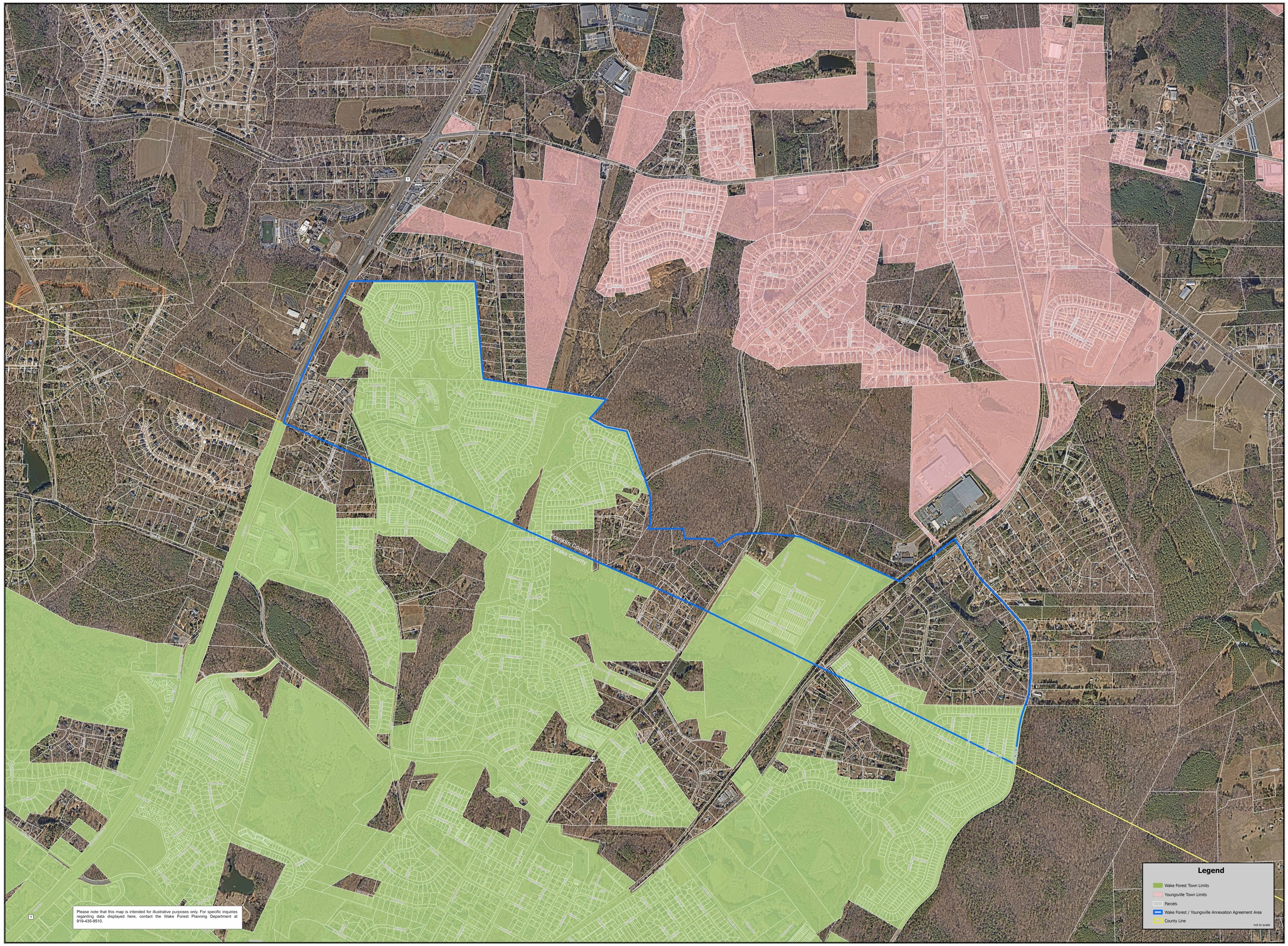
EXHIBIT A

TOWN *of*
WAKE FOREST

Wake Forest / Youngsville Annexation Agreement Line

N

5/12/2025



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding data displayed here, contact the Wake Forest Planning Department at 919-435-9510.

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-586-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 16, 2025

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.: 2025-555-
Submitted by: Brandon High,Public Safety
Submitting Department: Public Safety
Meeting Date:September 16, 2025

Subject
Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Charles Babson

Recommendation:

item Summary:

ATTACHMENTS:

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

Agenda: Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Charles Babson.

Summary: Sergeant Charles Babson is retiring, effective October 1, 2025. North Carolina General Statute 17F-20 authorizes governing boards of law enforcement agencies to award a retiring officer the badge worn by him, as well as his service sidearm. Also, pursuant to North Carolina General Statute 160A-266, municipalities are authorized to dispose of personal property.

RESOLUTION 2025-XX

A RESOLUTION OF THE WAKE FOREST TOWN BOARD OF COMMISSIONERS AUTHORIZING AWARD OF BADGE AND SALE OF SERVICE SIDEARM TO A RETIRING LAW ENFORCEMENT OFFICER

WHEREAS, the Board of Commissioners of the Town of Wake Forest, North Carolina, has determined that the Town owns certain personal property which has become surplus for the current needs of the Town, to wit: the service sidearm of Sergeant Charles Babson, who is a retiring law enforcement officer with the Town; and

WHEREAS, North Carolina General Statute § 17F-20 permits the Town, upon request, to donate the badge worn by a law enforcement officer to said officer upon retirement; and

WHEREAS, North Carolina General Statute § 17F-20 permits the Town, upon request, to sell the service sidearm to the retiring law enforcement officer;

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

To honor the service of Sergeant Charles Babson as a law enforcement officer, the Town Board of Wake Forest authorizes the donation of the badge worn by said officer, and further authorizes the sale of the following service side arm which has been declared surplus to said officer for the price of $1.00, with the payment of said purchase price to be waived in consideration of this officer's loyal service to the citizens of Wake Forest.

Make: Glock

Model: 45

Caliber: 9mm

Serial #: CAES081

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of September 30, 2025.

Adopted this the 16th day of September 2025.

ATTEST: Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-561-
Submitted by: Kip Padgett,Public Safety
Submitting Department: Public Safety
Meeting Date:September 16, 2025

Subject
Approval of Wake County Emergency Operations Plan and Mutual Aid Agreement

Recommendation:

item Summary:

ATTACHMENTS:

- Wake County EOP 2025.pdf
- Mutual Aid Agreement Town of Wake Forest -_TWF_07.31.2025.pdf

Wake County Emergency Operations Plan

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1 INTRODUCTION

The Emergency Operations Plan (EOP) for Wake County, NC, outlines the County's response framework for emergencies and disasters, serving as the foundation for managing both planned and unplanned events. It establishes coordination before, during, and after an event in accordance with local, state, and federal emergency response guidance. The plan details the functions, structure, stakeholders, activities, personnel, resources, capabilities, mutual aid processes, and goals of Wake County during emergencies or disasters.

The EOP emphasizes response operations, which include actions taken immediately after an incident to save and sustain lives, meet basic human needs, and reduce property loss and impacts on critical infrastructure and the environment. These operations also aim to lessen the physical, psychological, social, and economic effects of an incident.

Designed to be read and understood before an emergency occurs, the EOP outlines the activities of Wake County employees and partner agencies within a county-wide emergency management system. Wake County recognizes that effective preparedness requires a collaborative approach, involving a wide range of individuals, agencies, organizations, and other whole-community partners. This inclusive approach ensures that everyone who lives, works, or travels in Wake County receives the most effective response possible.

2 EOP STRUCTURE

The Wake County Emergency Operations Plan is supported by a wide range of documents. Some of these documents are stored separately for ease of use.

2.1 Base Plan

The base plan describes the fundamental systems, strategies, policies, assumptions, responsibilities, and operational priorities Wake County will utilize to guide emergency management efforts. Essential elements of the Base Plan include high-level overviews of:

- Services that are provided by governmental departments and agencies and how resources are mobilized.
- Methods for carrying out emergency operations and the process for rendering mutual aid.
- Systems for providing public information.
- Continuity planning to ensure uninterrupted government operations.

These elements culminate with a comprehensive emergency management concept of operations, which outlines the relationships and responsibilities of county government and its departments.

Appendices are part of the main base plan and provide additional information that supports the document. The Emergency Operations Base Plan is utilized congruently with all appendices and supporting documentation during emergency response and recovery operations.

2.2 Annexes

Annexes are stand-alone documents that provide greater details or supplementary material while supporting the main document. The Wake County Emergency Operations Plan organizes the annexes by either function or hazard type. Annexes are supported by Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOG) that outline specific tasks for each position listed within the plan.

2.2.1 Functional Support Annexes

Functional support annexes contain plans that describe and identify key operational functions for emergency purposes not described within the base plan. These annexes build upon the base plan and provide roles and responsibilities of stakeholders, government, and non-government agencies to carry out specific emergency functions.

2.2.2 Hazard-Specific Annexes

Hazard-specific annexes contain plans that describe operational response information applicable to a particular threat or hazard. These annexes include hazard-specific information and provide the roles and responsibilities of stakeholders, government, and non-government agencies to meet operational response needs during a particular type of disaster event.

2.3 Standard Operating Procedures (SOPs)

SOPs are documents that support a specific plan by providing formal, written guidelines or instructions for performing the duties of a role within incident response. When developing SOPs, planners should also consider how any activities delineated within the EOP interact with, support, or require support from other partners. SOPs must also ensure inclusionary planning for vulnerable people, including those with access and functional needs.

Documents that support SOP/SOGs are either referred to as job aides or attachments.

2.4 Job Aides

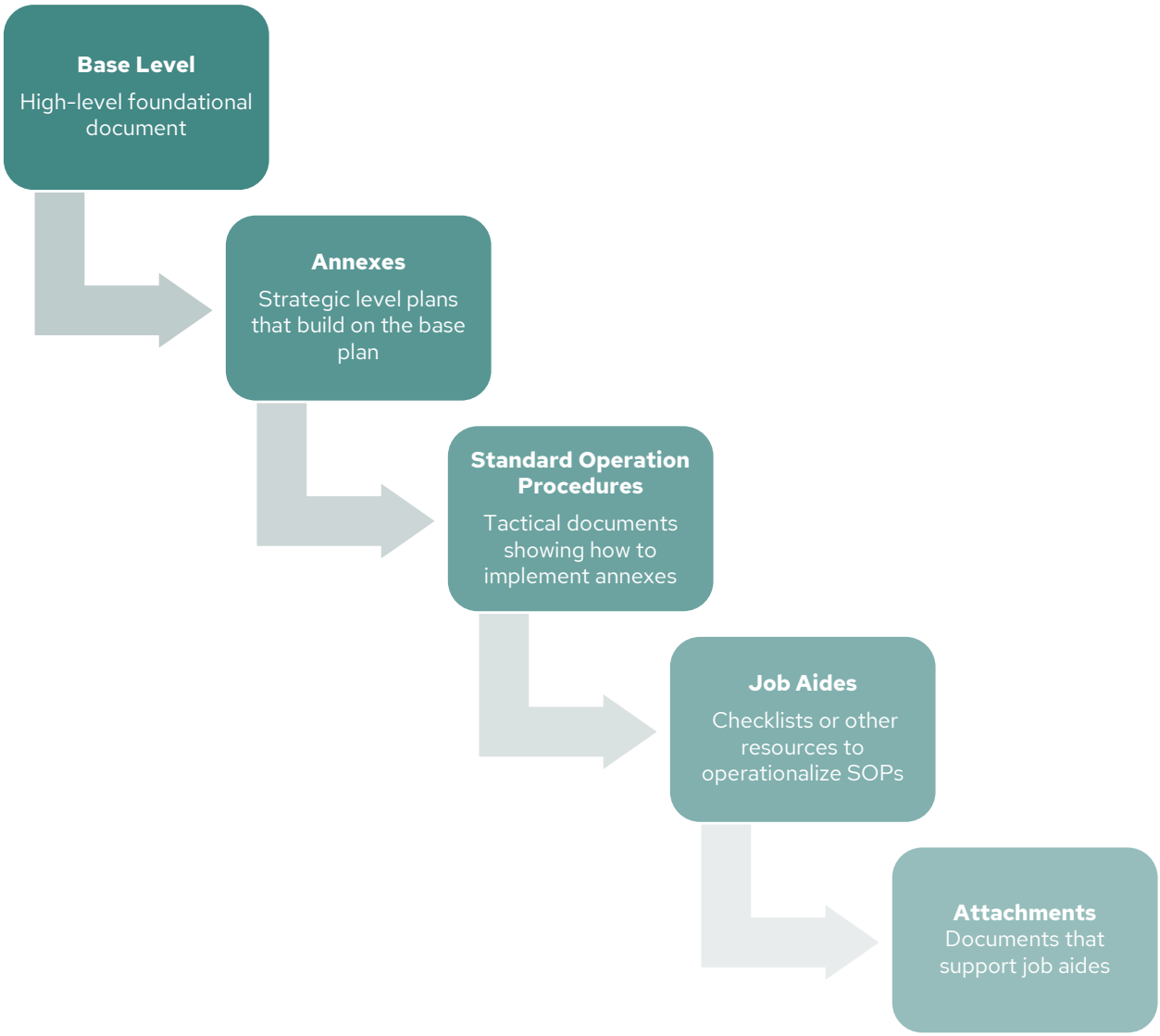
Job aides are documents that provide written instructions for performing a task so that the task is performed uniformly across the incident. Job aides assist responders in implementing their SOP/SOGs.

2.5 Supporting Plans/Documents

Additional plans and procedures developed in support of the EOP, such as mutual aid agreements, mitigation plans, Wake County departmental Standard Operating Procedures (SOPs), and any related procedures, are incorporated by reference and maintained separately from the Base Plan. Some of these supporting plans may be appended to the end of the Base Plan as deemed appropriate. Where supporting plans are inconsistent with the general principles described in the Wake County EOP, the Wake County plan will supersede supporting plans.

2.5.1 Memorandum Of Understanding (MOU)

MOUs are also referred to as Memorandums of Agreement (MOAs). These agreements are worked out before an event to specify the mutually accepted expectations of all parties for the use of resources, personnel, equipment, or facilities during an emergency. Wake County also participates in mutual aid agreements, which will be discussed later in this document.


Base Level
High-level foundational document
Annexes
Strategic level plans that build on the base plan
Standard Operation Procedures
Tactical documents showing how to implement annexes
Job Aides
Checklists or other resources to operationalize SOPs
Attachments
Documents that support job aides

3 PROMULGATION

3.1 Wake County Emergency Operations Plan Promulgation

The primary role of government is to provide for its residents' safety and welfare through certain services. Said welfare and safety is rarely more threatened than during disasters. Emergency management aims to ensure that measures for protection, prevention, mitigation, response, and recovery exist so that public welfare and safety are preserved.

The Wake County Emergency Operations Plan provides a comprehensive framework for county-wide emergency management and addresses the roles and responsibilities of governmental organizations. The planning process engages local, State, Federal, private, and other whole-community stakeholders, organizations, and resources that may be obligated to address disasters and emergencies in Wake County.

The Wake County Emergency Operations Plan ensures consistency with current policy guidance. The plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance. Minor updates to this document will be completed in the course of normal business operations, and material changes will be presented to the Wake County Board of Commissioners.

Therefore, in recognition of the emergency management responsibilities of the Wake County government and with the authority vested in the Wake County Board of Commissioners, the Wake County Emergency Operations Plan is hereby promulgated.

This plan supersedes all previously dated versions of the Wake County Emergency Operations Plan.

Date	Chairman, Wake County Board of Commissioner

4 STATEMENT OF APPROVAL AND IMPLEMENTATION

The undersigned agrees to the responsibilities assigned to the named agency or jurisdiction in the Wake County Emergency Operations Plan. By signing this Statement of Approval, I agree to implement the roles and responsibilities outlined in this plan with the equivalent departments within my jurisdiction or organization. Any revisions to emergency operations plans within my jurisdiction or organization should be consistent and allow integration with this plan.

Date	Chairman, Wake County Board of Commissioner
Date	Mayor, City of Durham
Date	Mayor, City of Raleigh
Date	Mayor, Town of Angier
Date	Mayor, Town of Apex
Date	Mayor, Town of Cary
Date	Mayor, Town of Fuquay-Varina
Date	Mayor, Town of Garner

Date	Mayor, Town of Holly Springs
Date	Mayor, Town of Knightdale
Date	Mayor, Town of Morrisville
Date	Mayor, Town of Rolesville
Date	Mayor, Town of Wake Forest
Date	Mayor, Town of Wendell
Date	Mayor, Town of Zebulon
Date	Chairman, Raleigh-Durham International Airport

5 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

5.1 Purpose

The purpose of the Wake County Emergency Operations Plan (EOP) is to describe and define the actions and roles necessary to provide a coordinated response to planned events, emergencies, or disasters affecting Wake County. This plan establishes the mechanism to determine necessary actions by Wake County departments, agencies, private organizations, and other partners to protect life, property, the environment, and the economy.

5.2 Scope

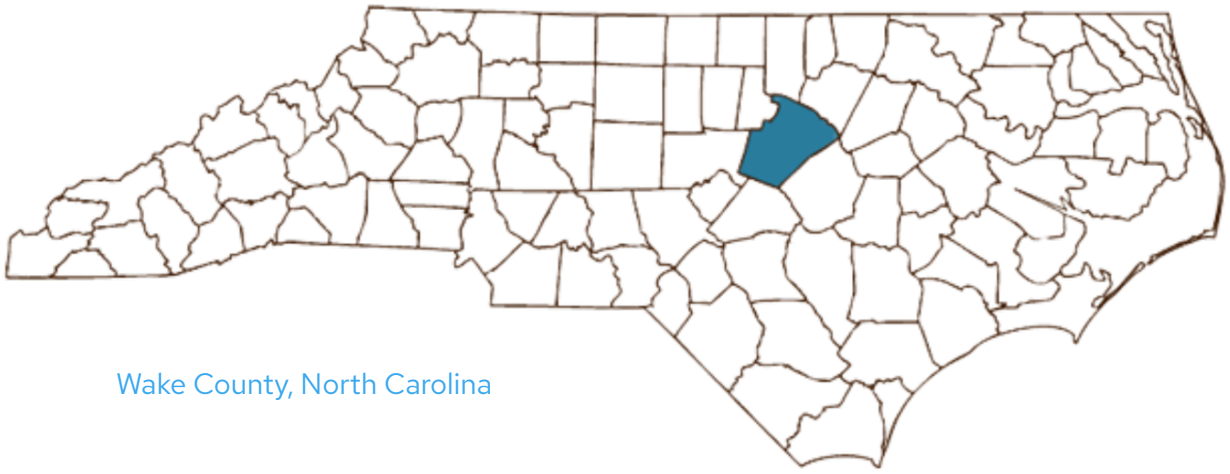
This plan applies to all participating departments, agencies, partner organizations, and other identified stakeholders within Wake County. It may be activated in support of planned events, local emergency situations, and major disasters affecting the entire county or a portion of the county and in support of disaster response elsewhere in the State or country. The precipitating event may be anticipated or in progress when this plan is activated.

It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, protect the environment, and guide the recovery of the economy.

5.3 Situation Overview

This section provides a general outline of Wake County's characteristics and an overview of steps taken to prepare for disasters. A detailed analysis of historic hazards, existing vulnerabilities, assessed risks, and potential terrorist threats is provided in the Wake County Threat Hazard Identification and Risk Assessment (THIRA).

Any emergency or disaster, individually or in combination with other emergencies, may cause a serious situation within the County. These incidents will vary in size and intensity. For this reason, planning efforts are made as general as possible so that significant latitude is available in their application and considering the potential for simultaneous occurrence of emergencies or disasters in multiple locations.



Wake County, North Carolina

5.3.1 Geography

Wake County is located in the North Carolina Emergency Management Central Branch, Area 7, and U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA) Region IV. Wake County lies in the Piedmont region of North Carolina and is bounded on the east by Nash County, the south by Harnett and Johnston counties, the north by Franklin and Granville counties, and the west by Durham and Chatham counties. Wake County contains the state capital and comprises 12 municipalities, 20 townships, and approximately 500 square miles of unincorporated communities (see Appendix F).

5.3.2 Topography

Wake County occupies a total area of 860 square miles, of which 835 square miles is land and 25 square miles is water. Some topographic markers are Harris Lake, Lake Crabtree, Crabtree Creek, Lake Johnson, the Neuse River, and portions of Falls Lake.

5.3.3 Population Characteristics

Wake County, North Carolina, is home to over 1 million residents, with thousands more visiting regularly to study, work, and relax. According to the 2022 North Carolina State Demographer, the county has a population of approximately 1.1 million people. During daytime hours, the population is estimated to exceed 1.9 million due to the influx of workers, students, and visitors attending significant events such as the North Carolina State Fair and traveling through Raleigh-Durham International Airport (RDU).

5.3.4 Risk Profile

5.3.4.1 NATURAL HAZARDS

5.3.4.1.1 Climate

Wake County has a subtropical climate with four distinct seasons and moderate temperatures in the fall, winter, and spring. The county's average annual rainfall is 44.7 inches, the average annual snowfall is 4.7 inches, and the average annual precipitation is 45.23 inches.

5.3.4.1.2 Severe Weather

Wake County is susceptible to a variety of severe weather events. These include, but are not limited to, tornados, damaging winds, heavy rainfall, and hail. Severe weather events can cause cascading effects such as impacts on transportation systems, utilities, or critical infrastructure.

5.3.4.2 HUMAN-CAUSED

5.3.4.2.1 Domestic/International Terrorism

According to the Federal Bureau of Investigations, terrorism remains a significant threat to the safety of residents across the United States. Terrorism is defined as acts dangerous to human life that are a violation of the criminal laws of the United States or of any State that appear to be intended either to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion; or to affect the conduct of a government by mass destruction, assassination, or kidnapping. There are three major types of terrorism.

5.3.4.2.1.1 International Terrorism

Violent, criminal acts committed by individuals and/or groups inspired by, or associated with, designated foreign terrorist organizations or nations (state-sponsored).

5.3.4.2.1.2 Domestic Terrorism

Violent, criminal acts committed by individuals and/or groups to further ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature.

5.3.4.2.1.3 Lone Offenders

Terrorist threats have evolved from large-group conspiracies toward lone-offender attacks. These individuals often radicalize online and mobilize to violence quickly. Without a clear group affiliation or guidance, lone offenders are challenging to identify, investigate, and disrupt.

5.3.4.2.2 Targets

Wake County is a high-profile area with numerous potential targets. As the host of North Carolina's capital, it features several major sports teams, event venues, religious institutions, and a variety of both soft and hard targets. These diverse locations and events present potential opportunities for terrorist attacks.

5.3.4.2.3 Resources

There are significant law enforcement and intelligence resources available within Wake County. The Raleigh Police Department has a bomb squad, as do several other law enforcement agencies at the state and federal levels within Wake County. There are also several special tactical response teams as well as fusion centers operating within Wake County.

5.3.4.2.4 Hazardous Materials

Wake County has a variety of industries as well as educational, agricultural, and governmental facilities located throughout the county. As a result, a large amount of hazardous material is produced, stored, used, and transported throughout Wake County.

All fire departments in Wake County are trained to the Operations Level for hazardous materials response. The Raleigh Fire Department has one of seven Hazardous Materials Regional Response Teams (RRTs) within North Carolina. It is classified as a FEMA Type II Hazardous Materials team. Type II teams are qualified to respond to, assess, and mitigate a large-scale, complex, and sustained-duration incident that may involve multiple hazards comprised of known and/or unknown hazardous materials.

5.3.4.2.5 Transportation

Multiple major transportation corridors cross Wake County, including major U.S. interstate highways, rail, aviation, and pipeline routes.

5.3.4.2.5.1 Major Motor Vehicle Traffic Arteries

- Interstate 40
- Interstate 87
- Interstate 440
- Interstate 540
- U.S. Highway 1
- U.S. Highway 64
- U.S. Highway 70
- U.S. Highway 264
- U.S. Highway 401

- North Carolina Highway 42
- North Carolina Highway 50
- North Carolina Highway 54
- North Carolina Highway 55
- North Carolina Highway 96
- North Carolina Highway 97
- North Carolina Highway 98
- North Carolina Highway 231

5.3.4.2.5.2 Railroads

- Norfolk-Southern Railway
- CSX Transportation, Inc.
- Passenger rail operations

5.3.4.2.5.3 Major Pipelines

- Colonial Pipeline Company
- Dixie Pipeline Company
- Cardinal Pipeline Company
- Piedmont Natural Gas Company
- Public Service Company of North Carolina

5.4 Planning Assumptions

Wake County Office of Emergency Management considers the following assumptions to be fact for planning purposes and to execute the Wake County EOP. These assumptions indicate areas where adjustments to the plan must be made ad hoc, as any emergency or disaster evolves.

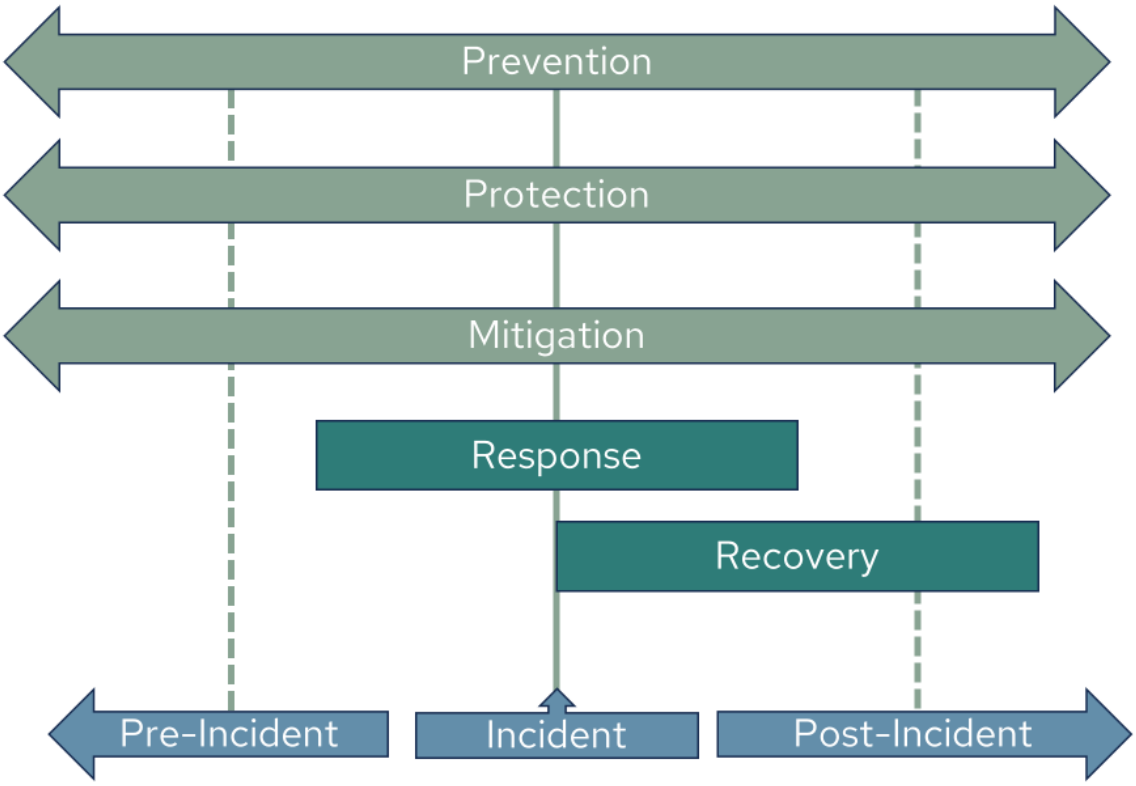
- Wake County officials are aware of the possible occurrence of an emergency or major disaster and their subsequent responsibilities in executing this plan.
- Wake County possesses sufficient resources to manage day-to-day emergencies. When Wake County resources are deemed insufficient, Wake County expects assistance from response organizations and departments from neighboring jurisdictions, the State of North Carolina, and/or the Federal government to supplement Wake County efforts in an efficient, effective, and coordinated response.
- State and Federal disaster assistance, if provided, will supplement rather than substitute for Wake County resources and efforts.
- Wake County does not expect any supplemental or outside assistance for at least 96 hours following the beginning of an emergency or disaster situation.
- Recovery planning will be implemented when Wake County begins emergency response actions necessary to protect the public.

6 CONCEPT OF OPERATIONS

This section provides a clear methodology to realize goals and objectives for executing the EOP. It includes an overview of the phases of emergency management, the general framework Wake County uses to manage emergencies, and how state and federal partners work with Wake County.

6.1 Phases of Emergency Management

Wake County recognizes that most emergencies occur with little or no warning, requiring near-immediate activation of this plan and the commitment and deployment of all obligated resources and personnel. This response is coordinated through five emergency management phases, implemented in the Presidential Policy Directive 8: National Preparedness. The National Preparedness Goal (NPG), published in September 2015, identifies 32 core capabilities grouped into five mission areas. While not every emergency or disaster will require coordination through all five phases, general response activities and emergency operations are accomplished through phase-specific objectives.



6.1.1 Prevention

The prevention phase includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Wake County's goal during the prevention phase is to identify threats and hazards as well as share information with assisting parties. With this goal in mind, Wake County coordinates across all disciplines to ensure intelligence and information is shared in a timely manner. Prevention activities include the following:

- Intelligence and information sharing
- Critical infrastructure and key resource identification and risk analysis

6.1.2 Protection

The protection phase includes activities to safeguard the homeland against acts of terrorism and human-made or natural disasters. Wake County's goal during the protection phase is to increase readiness and resiliency. Protection activities include the following:

- Wake County EOP activation, training, exercise, and updates.
- Public information, education, and outreach
- County- and department-level policies and procedures

6.1.3 Response

Coordination and response actions are transitioned from the preparedness to the response phase when a hazard is recognized as active or imminent. The goals of response actions for Wake County focus on the protection of life, property, the environment, and the economy. All response phase decisions are designed as protective measures and are made via the execution of a decision process that is outlined below.

6.1.3.1 PRE-IMPACT RESPONSE PHASE

Hazard Control and Assessment. Wake County will act to perceive and assess the threat or hazard and begin to select control and mitigation strategies. Primary operational priorities may include the following:

- Dissemination of accurate and timely emergency public information and warnings.
- Intelligence gathering and assessment of the evolving situation.
- Resource allocation and coordination.
- Incident access and control.

6.1.3.2 IMPACT RESPONSE PHASE

Protective Action Implementation. In this phase, Wake County will select protective action(s) appropriate to the evolving situation and deploy additional primary and support resources. Operational priorities may include the following:

- Dissemination of accurate and timely emergency public information and warnings.
- Deploying law enforcement.
- Coordinating emergency medical services (EMS), fire services, search, and HazMat.
- Ordering protective actions.
- Providing public health and medical care.
- Determination of the need for mutual aid.

6.1.3.3 ASSESSMENT AND ALLOCATION OF SHORT-TERM NEEDS

Short-term operational needs are determined and dependent upon actions and assessment during the Impact Response Phase. These operations often transcend the response and recovery phases. Short-term needs may include the following:

- Dissemination of accurate and timely emergency public information and warnings.
- Shelter operations.
- Continued medical treatment.
- Access and security adjustments.
- Determination of the need for (continued) mutual aid.

6.1.4 Recovery

Following stabilization of the emergency or disaster situation and resolution or establishment of life-safety issues, Wake County will shift the operational focus to recovery. Recovery operations may continue for an extended time frame. Strategies will be developed for short-term and long-term recovery. Recovery priorities may include the following:

- Physical restoration of essential services, facilities, and infrastructure.
- Facilitating search for funding sources.
- Making recommendations on restoration priorities.
- Coordinating and assisting with the recovery of other whole community and social services.
- Assisting as necessary with economic recovery.

6.1.4.1 SHORT TERM RECOVERY

Short-term recovery happens during days and weeks immediately following the disaster and is focused on addressing immediate needs. Short-term recovery phase activities will be simultaneous with the post-impact response phase.

- Impact area security
- Temporary shelter/housing
- Infrastructure restoration
- Debris management
- Emergency demolition
- Repair permitting
- Donations management
- Disaster assistance

6.1.4.2 LONG TERM RECOVERY

Long-term recovery happens months and years following the disaster, and is focused on rebuilding the physical, social, environmental, and economic components of an area.

- Land use practices
- Building construction practices
- Public health/mental health recovery
- Economic development
- Infrastructure resilience
- Historic preservation
- Environmental recovery
- Disaster memorialization

6.1.5 Mitigation

The mitigation phase transcends all phases of emergency management, as it involves actions that occur before, during, and after an emergency or disaster event. Mitigation focuses on eliminating or reducing the impact of hazards that threaten life, property, the environment, and the economy. All mitigation actions and the mitigation planning process are detailed in the Wake County Multi-Jurisdictional Hazard Mitigation Plan (2024).

The county is responsible for identifying potential improvements to reduce or remove the hazard vulnerability. All incident documentation, including damage assessments, situation reports, and action plans, will be reviewed to identify potential mitigation strategies that could be included in a future revision of the Wake County Hazard Mitigation Plan.

6.2 National Incident Management System (NIMS)

NIMS is a nationwide standardized approach to incident management and response. It establishes a uniform framework and vocabulary for emergency responders at all levels of government to utilize to conduct response operations. Wake County utilizes NIMS for organizing

emergency response operations in the field, in the emergency operations center, and integrates it into emergency plans across the county.

6.3 State and Federal Emergency Functions

6.3.1 Federal

Federal assistance will be provided to Wake County via the State under the overall direction of the Federal Coordinating Officer, as described in the North Carolina EOP (NC EOP Basic Plan, Concept of Operations). Federal assistance may consist of a Presidential Declaration of Emergency to facilitate supplemental Federal response and financial or technical assistance if resources are needed beyond the capabilities of the State of North Carolina. Some types of federal assistance may still be available even if there is not a federally declared event.

6.3.2 State of North Carolina

The North Carolina Department of Public Safety (NCDPS) maintains responsibility for statewide emergency operations coordination, including mutual aid requests as well as the coordination and communication link between the State and Federal disaster response systems. This coordination is managed by the Division of Emergency Management and assisted by the State Emergency Response Commission (SERC). The SERC acts in an advisory capacity to the Secretary of Public Safety, who serves as the State Administrative Agent to coordinate activities of the North Carolina State Homeland Security Program and the Domestic Preparedness Regions.

6.4 Emergency Operations Center (EOC)

The Wake County Emergency Operations Center (EOC) serves as a centralized hub for coordinating multi-agency operations, managing emergency response information, allocating resources, and tracking costs. It supports emergency responders, county departments, volunteer organizations, stakeholders, and, when necessary, state and federal agencies. While the EOC does not oversee tactical field operations, it enhances field response efforts by securing additional resources, sharing critical information, and planning for evolving incident needs. Upon activation, the EOC establishes communication and coordination with the Incident Commander (IC).

Initial incident response in Wake County is managed by Public Safety Answering Points (PSAPs) and dispatchers. The Wake County EOC is activated when a hazard poses, or is expected to pose, conditions requiring a significant deployment of resources from multiple sources. Its operational framework aligns with the North Carolina EOC to ensure seamless integration if state-level assistance is needed. The authority to activate the Wake County EOC rests with the Director of the Wake County Office of Emergency Management or their designated representative.

6.4.1 Activation Levels for EOC

Level IV (Monitoring Activation)

This level may be implemented whenever WCEM receives notice of an incident that may escalate to threaten the safety of the public. Information will be disseminated to pre-identified personnel via the Wake County EOC Standard Operating Procedure (SOP) during this activation. Personnel may partially staff the EOC to monitor conditions.

Level III (Event-specific Activation)

This activation is in response to a hazard-specific event that requires coordination. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

Level II (Limited Staff Activation)

This level may be implemented for a significant event. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

Level I (Full Staff Activation)

This level builds upon Level II and may include representatives from affected municipalities and representatives from agencies that support the functional branches, including North Carolina and Federal agencies. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

6.4.2 EOC Deactivation

The EOC Manager determines EOC deactivation or a change in activation level in consultation and agreement with Incident Commanders. The EOC Manager determines the need to deactivate or change activation level for an EOC based on incident stabilization, recovery needs, demobilization of field resources, public information needs, and on meeting of incident objectives.

6.5 Continuity Of Operations Plan

Continuity of Operations ensures that each organization within the county government can continue to perform its Mission Essential Functions (MEF), provide essential services, and deliver core capabilities during a disruption to routine operations. The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations capabilities. These procedures will designate who will make decisions if a manager is unavailable.

6.6 Continuity Of Government

Continuity of Government (COG) is a coordinated effort within the executive, legislative, and judicial branches to ensure that governance and essential functions continue to be performed before, during, and after an emergency. COG planning is intended to preserve essential functions and the statutory and constitutional authority of all levels of government across the United States. Wake County maintains a Continuity of Government (COG) plan that specifies and details issues of succession of command and authority.

7 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

In addition to routine day-to-day responsibilities, all departments and divisions in Wake County maintain obligations to emergency functions to provide the most effective and efficient emergency operations in Wake County. Each department is responsible for understanding these obligations, as well as maintaining workforce development practices, training, and plans (as necessary) to maintain its own emergency preparedness as well as to participate in the Wake County Disaster Service Worker program, in which all Wake County employees are assigned specific roles they may be asked to perform during a disaster within Wake County. In addition, each department and division must appoint representatives to lead, and to coordinate required and requested emergency operations via the Wake County EOC. These EOC representatives must have the ability and authority to make decisions that affect emergency operations on behalf of their respective organizations. Delaying decisions such as allocating resources and personnel or providing additional services to the public can lead to serious consequences within the increased tempo of the EOC environment.

7.1 Incident Command System

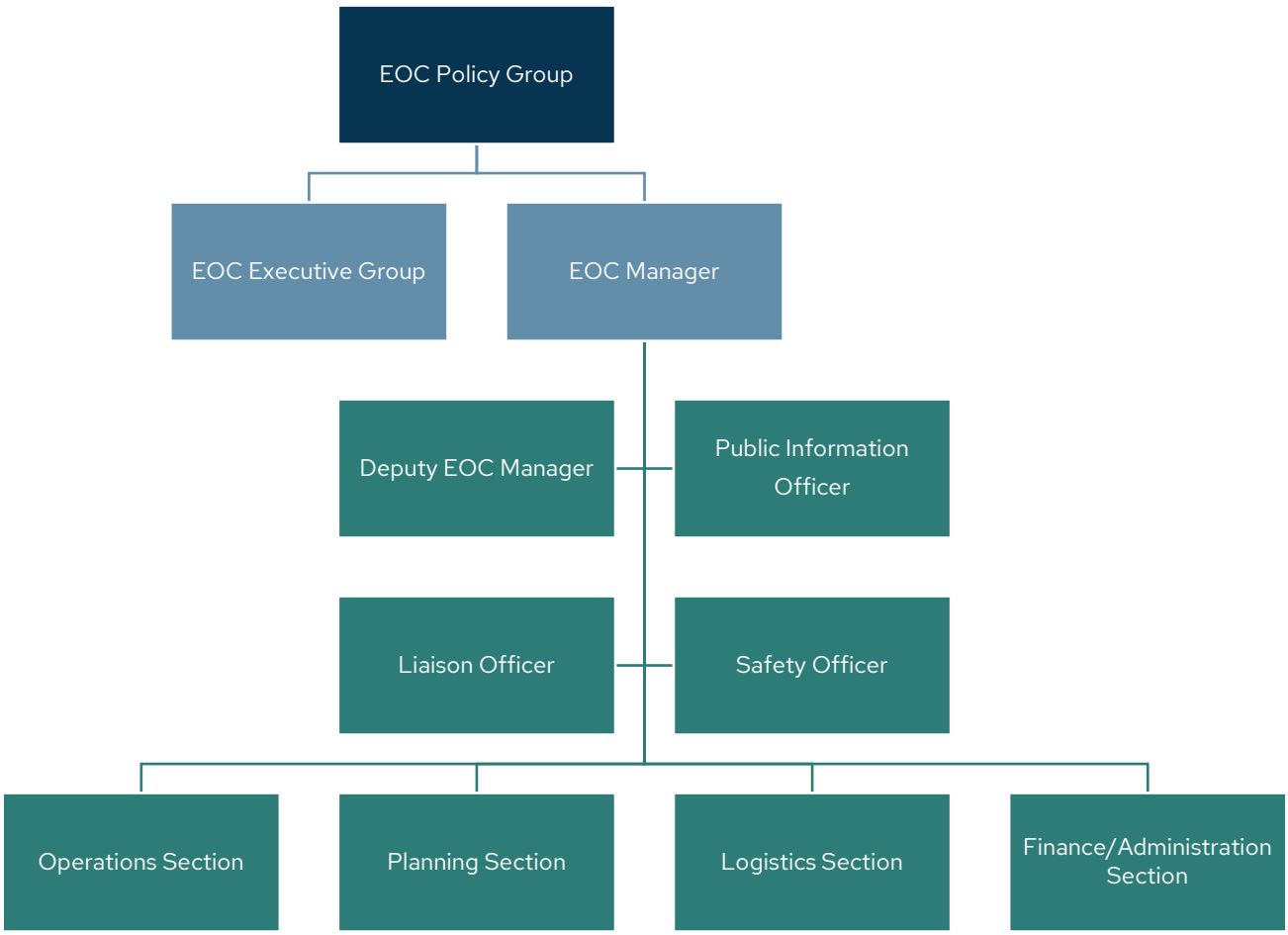
The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It enables incident managers to identify the key concerns associated with the incident, often under urgent conditions, without sacrificing attention to any component of the command system. ICS is used in the EOC as well as in the field daily for ease of communication.

The organizational structure used in Wake County during emergencies originates from three sources: the State of North Carolina Emergency Operations Plan, National Incident Management System (NIMS), and the Incident Command System (ICS) structure. The organizational structure is configured this way to maximize compatibility with State assets and incident commanders in the field. The response function format is compatible with State and Federal organizational structures, but these functions are placed in the context of the ICS.

ICS is structured to facilitate activities in several major functional areas.

ICS Functional Area	Wake County EOC Group	Responsibilities
Unified Coordination Groups	• EOC Policy Group • EOC Executive Group	• Policy Group: Make policy decisions for the incident. • Executive Group: Make policy decisions for county employees and county business operations based on the needs of the incident.
Command	• EOC Manager • Public Information Officer (PIO) • Liaison Officer • Safety Officer • Intelligence Officer (optional)	• EOC Manager: Make strategic decisions for EOC response. • PIO: Coordinates communication about the incident and response. • Liaison: Works with partner agencies to exchange information and determine needs. • Safety: Ensures that safety protocols are being followed during response operations. • Intelligence: Conducts information management.
Operations	Operations Section	• Ensures that all essential emergency-related information and resource requests are received, processed, internally coordinated, and executed.
Planning	Planning Section	• Responsible for collecting, evaluating, processing, distributing, and cataloging information about the emergency to all functional elements and agencies.
Logistics	Logistics Section	• Obtains and provides essential personnel, facilities, equipment, and supplies and maintains an inventory of designed critical resources.
Finance and Administration	Finance and Administration Section	• Provides general administrative and finance support related to EOC activities.

The organization chart below shows how the sections above are operationalized in the Wake County EOC.



7.2 EOC Policy Group

As required by North Carolina General Statute 166A 19.15, the Wake County Government will provide emergency management services and facilitate prevention, protection, mitigation, response, and recovery actions for presenting emergency or disaster situations.

The Wake County EOC Policy Group is responsible for overseeing county operations, including emergency operations. Its members include the Chairman of the Board of County Commissioners, the Wake County Attorney, the Wake County Manager, the Wake County Sheriff, and others as needed and dictated by the collective Policy Group and as an incident requires.

Position	Duties
Chairman of the Board of County Commissioners	• Issues emergency proclamations declaring States of Emergency or evacuation orders (see Appendix 7: Wake County State of Emergency Declaration Procedure). • Terminates States of Emergency or evacuation orders.
Wake County Legal Counsel	• Advises the EOC Policy Group on pertinent regulations and laws required for the acquisition and/or control of critical resources. • Advises the EOC Policy Group on the necessary ordinances and regulations to provide the legal basis for evacuation and/or population control. • Commences civil proceedings, as necessary and appropriate, to implement and enforce emergency actions and in cooperation with the Wake County District Attorney.
Wake County Manager	• Assures that members of the EOC Policy Group are aware of situation updates. • Serves as the liaison between the Chair of the Board of Commissioners and the EOC. • Appoints the EOC Manager.
Wake County Sheriff	• Assists in decision-making efforts and policy development on emergency operations and public affairs as required. • Advises the EOC Policy Group on law enforcement and public safety requirements and obligations.

7.3 EOC Executive Group

The Wake County EOC Executive Group oversees daily county operations during an emergency. This group includes representatives from the County Manager's Office and select members of the Senior Leadership Team, with additional members added as needed. The specific composition of the group for any incident is determined by the collective Executive Group based on the incident's requirements. This is not a standing group and has no permanent assignments; it is activated only when an incident necessitates changes in daily county operations.

7.4 Command Staff

Command Staff coordinates the overall county response effort and operates in conjunction with neighboring county resources as well as Federal and State assets that may be involved in emergency activities. Activities overseen by Command Staff are reported directly to the Wake County Policy Group. Command Staff includes the following members: the EOC Manager, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer(s).

Position	Duties

EOC Manager	• Issues formal requests for additional resources and assistance (other jurisdictions, State, Federal)
	• Evaluates incoming information and direct response efforts
	• Keeps the Policy Group and the EOC staff updated
	• Prioritizes emergency efforts taking place across the county when limited resources are available
	• Approves Incident Action Plans (IAPs) for each operational period
	• Delegates and designates responsibilities appropriate to the size and scope of the presenting emergency or disaster situation, including:
	  • Serving as liaison with State and Federal agencies participating in response and recovery efforts
	  • Maintaining coordination with appropriate governmental, public, and private enterprises to ensure their cooperative support in the event it is needed
	  • Ensuring necessary narrative and operationally essential records are maintained during emergencies, and that appropriate information and reports are provided to higher, adjacent, and support jurisdictions

Public Information Officer (PIO)	• Collects and distributes accurate and timely information regarding emergency events as approved by the EOC Manager or their designee* • Advises the EOC Manager on public information matters • Leads and oversees communications functions in the Joint Information Center (JIC)/Joint Information System (JIS)

	• Participates in command and general staff meetings (the primary responding agency will take the lead in releasing information) • Establishes and maintains ground rules with the media and is the central clearinghouse for public communications and releases. *The Incident Commander/Unified Command or their designee must approve the release of all incident-related information. Note: Wake County appoints a single PIO per incident. All other PIOs participate as Assistants or as part of the JIS or JIC.
Safety Officer	• Monitors incident operations at an EOC level and advises the EOC Manager on pertinent life safety protective actions for the incident as a whole • Assumes responsibility for the safety of the EOC • Directs EOC staff and other personnel to appropriate actions in the event of an emergency at the EOC location • Holds the authority to suspend part or all of response or recovery operations if work conditions become unsafe for responders
Liaison Officer(s)	• Obtains cooperating and assisting agency information • Contacts and briefs assisting/cooperating agency representatives and mutual aid cooperators • Interviews agency representatives concerning resources and capabilities and restrictions on use and provide this information at planning meetings • Works with the PIO and the EOC Manager to coordinate media releases associated with inter-governmental cooperation issues • Manages partnerships with outside organizations, including private, corporate, and non-governmental organizations
Intelligence Officer (staffed by choice of the EOC Manager or their designee)	• Coordinates collection and handling of sensitive or critical intelligence • Analyzes and shares intelligence related to county, State, and National security, classified information, or other operational information, such as risk assessments, medical intelligence, and surveillance • Develops and manages information-related security plans and operations • Protects sensitive information of all types and ensures its transfer only to those needing access and maintain proper clearance

7.5 General Staff

General Staff direct the majority of EOC staffing and operations. In addition to the responsibilities outlined below, each section maintains a detailed Annex to the functions outlined in this Wake County EOP Basic Plan. The General Staff comprises the chiefs responsible for the four functional sections: the Operations Section Chief, the Planning Section Chief, the Logistics Section Chief, and the Finance and Administration Section Chief.

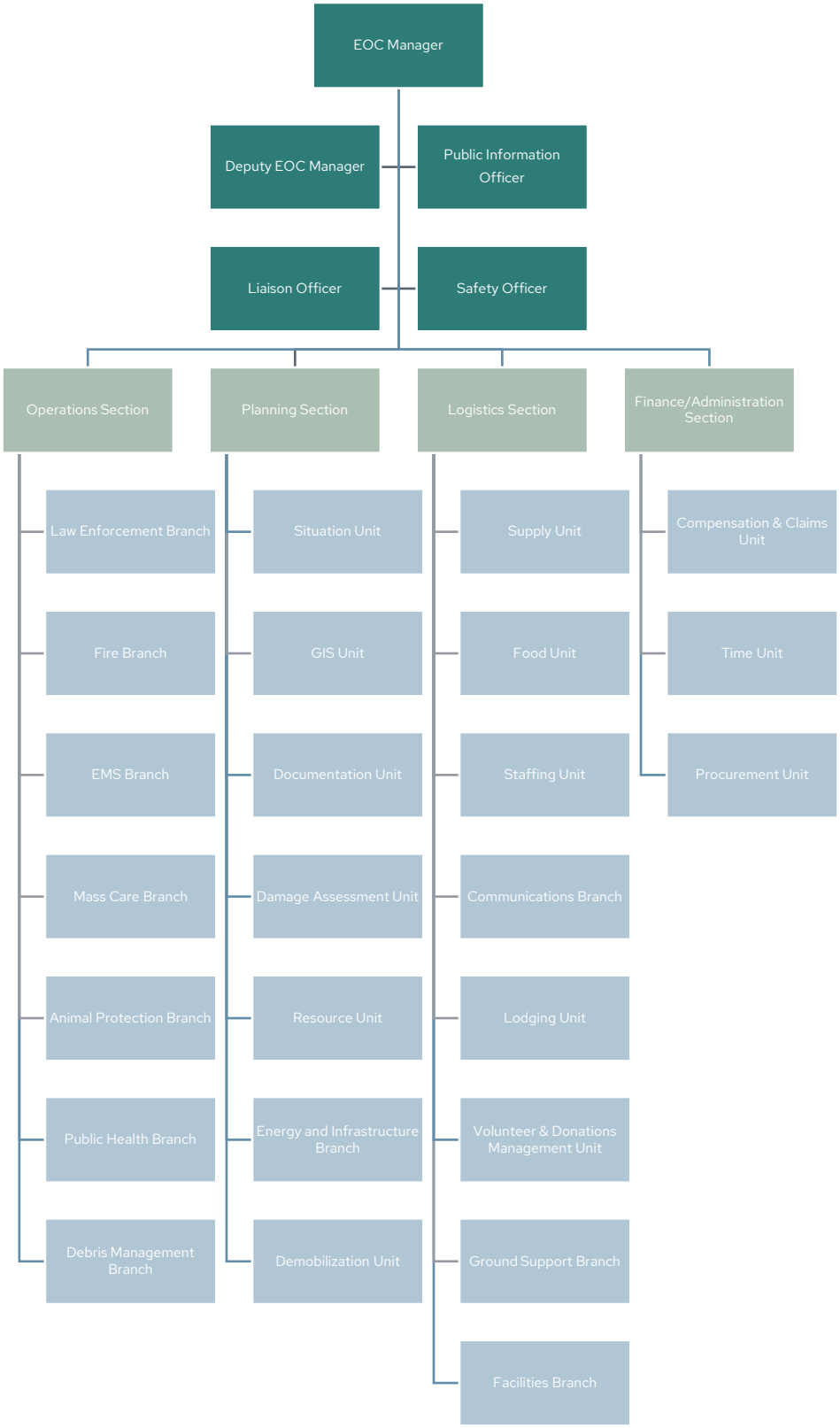
Section	Units/Branches

Operations	• Fire
	  ○ Coordinates fire and technical rescue activities to ensure the safety of life and property within Wake County.
	• EMS
	  ○ Coordinates and provides emergency medical assistance and treatment to residents following an emergency or disaster situation.
	• Law Enforcement
	  ○ Coordinates law enforcement to maintain law and order, traffic control, and other law-related needs as they arise during emergency or disaster situations.
	  ○ Minimizes the impact of civil disturbances upon the residents and property of Wake County.
	• Public Health
	  ○ Provides and coordinates health surveillance, mental health, and environmental health response requirements.
	  ○ Coordinates the maintenance of and integrity of essential services, including solid waste, air, and water quality monitoring.
	  ○ Manages all medical countermeasures.
	• Animal Protection
	  ○ Provides direction and coordination of wild and domesticated animal-related issues before, during, and after an emergency or disaster situation.
	• Debris Management
	  ○ Coordinates the collection, removal, and disposal of debris following a disaster.
	• Mass Care
	  ○ Provides protection for the population from the effects of hazards by coordinating shelter facilities, family assistance centers, and radiological reception centers.

Planning	• Situation ○ Determines needs, gathers information, and turns information into intelligence. • Documentation

	○ Ensures information and documentation is correctly preserved and easily accessible both during and after a disaster. • Resource ○ Coordinates tracking and/or directing resources needed for ground support of operations functions. • Geographic Information Systems (GIS) ○ Create incident-specific data collection tools, maps, and dashboards. • Damage Assessment ○ Coordinates damage assessment for the impacted area. • Energy/Infrastructure ○ Facilitates restoration of energy systems following an emergency or disaster situation. ○ Coordinates providing emergency power and fuel to support emergency response operations. • Demobilization ○ Coordinates all demobilization activities, short-term recovery operations, and reentry.
Logistics	• Food ○ Ensures personnel at all duty stations have sufficient food and water. • Lodging ○ Coordinates lodging for response personnel. • Staffing ○ Ensures adequate staff are present to meet operational needs. • Supply ○ Orders, receives, distributes, and stores supplies and equipment. • Communications ○ Supports and provides all required telecommunications, radio support, and phone bank operations for disaster incidents. • Volunteer/Donations Management ○ Coordinates receiving and tracking donations offered to support emergency response and disaster recovery operations. ○ Establishes volunteer staging and facilitates volunteer training and assignment to emergency response operations, as required. • Facilities ○ Coordinates fleet management, repair of facilities and utilities, lodging for responders, and long-term sheltering requirements. • Ground Support ○ Coordinates storage, staging, and maintenance of resources acquired, procured, and/or donated to support emergency response and disaster recovery operations.

Finance and Administration	• Time
	  ○ Ensures proper recording of personnel time and equipment-use time, in coordination with the Logistics Section.
	• Procurement
	  ○ Administers all financial matters pertaining to vendor contracts.
	  ○ Assists in identifying sources for equipment and facilitates requirements for rental and supply of needed resources.
	• Compensations/Claims
	  ○ Coordinates tracking of financial expenditures resulting from the incident.


EOC Manager
Deputy EOC Manager
Public Information Officer
Liaison Officer
Safety Officer
Operations Section
Planning Section
Logistics Section
Finance/Administration Section
Law Enforcement Branch
Fire Branch
EMS Branch
Mass Care Branch
Animal Protection Branch
Public Health Branch
Debris Management Branch
Situation Unit
GIS Unit
Documentation Unit
Damage Assessment Unit
Resource Unit
Energy and Infrastructure Branch
Demobilization Unit
Supply Unit
Food Unit
Staffing Unit
Communications Branch
Lodging Unit
Volunteer & Donations Management Unit
Ground Support Branch
Facilities Branch
Compensation & Claims Unit
Time Unit
Procurement Unit

7.6 Disaster Service Worker Program

The Disaster Service Worker (DSW) program is intended to efficiently mobilize county staff to fulfill critical roles during a disaster. When the EOC is activated, the EOC Manager or their designee may activate the DSW program to ensure adequate staffing to support EOC activities. All county employees are considered Disaster Services Workers and will be assigned a secondary job. Employees identified as Continuity of Operations Employees will respond in their traditional roles. In contrast, other employees may be required to perform work to support the EOC that is outside the scope of their regular duties. Employees receive training in their assigned roles, which may include online, in-person, and hands-on training.

7.7 Non-governmental, Private Sector, and Volunteer Organizations

Nongovernmental organizations (NGOs), private-sector businesses, and volunteer organizations are vital to emergency response operations. Businesses and industries own or have access to substantial support resources. Community-based organizations, volunteer networks, and other NGOs provide valuable resources before, during, and after a disaster. The Volunteer and Donations Management Branch will manage coordination with these groups to ensure that the resources from these organizations are used effectively. Organizations will be encouraged to coordinate through established Voluntary Organizations Active in Disasters (VOADs) that are registered with North Carolina Voluntary Organizations Active in Disasters (NCVOAD).

8 DIRECTION, CONTROL, AND COORDINATION

Coordinating response and recovery activities through one central location provides an efficient emergency response. When activated during a county emergency, the Wake County EOC acts as the base of direction, control, and coordination for emergency management operations in the county. Command, control, and coordinating mechanisms described in this plan are implemented when:

- The Emergency Operations Center (EOC) is activated during or in advance of an event; or
- A State of Emergency is declared within Wake County; or
- Municipal resources are exceeded, and assistance from Wake County is requested in either an advisory or field-response capacity.

Once a municipality or Wake County issues a State of Emergency proclamation, the issuing governmental body has additional authority to address the situation effectively as per North Carolina General Statue 166A.

8.1 Incident Command Post

An Incident Command Post (ICP) is a central location for field-level coordination and response. An ICP is typically located near the incident and obtains information directly from responders in the field. Emergency responders utilize the ICP to convey information between incident responders and other levels of command. Command posts are structured following the Incident Command System, and agencies within the ICP may disseminate information to an Emergency Operations Center (EOC) when it is activated and deemed necessary. ICPs are always activated when an emergency occurs and may receive liaisons from other agencies when deemed appropriate.

Immediate response is accomplished within the affected area by the first responders who arrive at the incident and function within their established field-level plans and procedures. Details on specific activities, techniques, and procedures necessary to accomplish assigned tasks are included in department plans and SOPs. Incident Command is established to direct, order, or control resources by virtue of some explicit legal, agency, or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC) or Unified Command (UC). The IC/UC may implement an Area Command to oversee multiple incidents that are being handled simultaneously or to oversee the management of a very large or evolving incident that has multiple response teams engaged. Area Command may also be utilized during incidents that involve a large geographic area or multi-incident situations.

8.2 Multiagency Coordination

Larger-scale emergencies and planned events include one or more responsible jurisdictions and/or multiple departments and agencies. Management personnel from the responsible jurisdictions can form a Unified Command and/or Multiagency Coordination (MAC) Group. Unified Command and MAC Groups provide situation assessments, determine resource requirements, establish a logistical system, and allocate resources. Any affected jurisdiction may activate its EOC and any additional resources needed to support the MAC.

8.2.1 Coordination with Local Jurisdictions

There are 12 core municipalities within Wake County, each with an EOC. Each municipality should exercise its full authority in executing locally designed EOPs and procedures; however, such activities should be coordinated with the Wake County EOC if activated. Depending on the scope of the event, both a local EOC and the county EOC may be activated.

Significant emergency situations affecting the unincorporated portions of the county will be under the auspices of Wake County government. Emergencies that affect multi-jurisdictional areas, the county, and municipalities will be managed in a cooperative effort, with each entity providing mutual support as required. Regardless of if the county EOC is activated, the Wake County Office of Emergency Management may provide coordination either in the EOC, the field, or both.

8.2.2 Coordination with State and Federal Resources

State and Federal officials will coordinate their operations through the Wake County EOC via EOC Liaison Officer(s) or other designated representatives.

8.3 Succession of Command & Delegation of Authority

The line of succession of the Board of County Commissioners proceeds from the Chair to the Vice Chair to members of the Board, in accordance with county ordinance and State law, as indicated in the Wake County Continuity of Operations Plan and Continuity of Governance plans.

9 MUTUAL AID AND MUTUAL ASSISTANCE

Mutual aid and mutual assistance are support from one jurisdiction or agency to another. The purpose of mutual aid and mutual assistance is to provide personnel and logistical support to meet the immediate requirements of an emergency when the resources normally available to the requesting department(s) are insufficient to meet the needs of an event.

9.1 Mutual Aid Background and Considerations

Within the State of North Carolina, there are three main types of mutual aid.

9.1.1 Direct Mutual Aid

Organizations may have reached agreements with other agencies, or local communities may call another community or county directly to request additional equipment or personnel. All coordination is done by the participating agencies, with logistics and reimbursements specified in the applicable mutual aid agreement. This is the most common form of mutual aid. If this mutual aid utilizes the Statewide Mutual Aid Agreement, the requestor must also notify the North Carolina Division of Emergency Management (NCEM) 24-hr Watch for documentation of the mutual aid response.

Some services, such as HazMat, may be provided through contract instead of mutual aid agreements. If these services are needed, all services will be provided as per the pre-existing contract.

9.1.2 State-Coordinated Mutual Aid

Communities overwhelmed by a catastrophe may ask NCEM to coordinate its aid and record keeping. Logistics and reimbursement are then coordinated between NCEM and county emergency managers. The appropriate NCEM Regional Coordination Center will work with Division staff and the local government providing aid to coordinate resource delivery. Local governments who provide aid should be informed of the nature of their deployments and if the resource requires reimbursement of response costs.

9.1.3 Interstate Mutual Aid

Requests for out-of-state resources are coordinated through the Emergency Management Assistance Compact. Resources deployed through this system are considered State resources and are coordinated through NCEM. Local governments providing aid will be reimbursed by NCEM, which will then seek reimbursement from the requesting state.

9.2 Mutual Aid Processes

Wake County has chosen to participate in North Carolina's Mutual Aid System. While signing the agreement enables Wake County to receive or provide assistance to another community, there is an understanding that meeting the needs of one's own municipal residents remains the first priority. Each municipality may decline to provide assistance when resources are needed for their residents.

10 COMMUNICATIONS AND INFORMATION

Communication will be coordinated between the Wake County EOC and all responding supporting agencies through various communication devices, channels, and methods. If the Wake County EOC is activated, all incident-related information, updates, resource requests, etc. should be shared via the Incident Management System in addition to any other chosen communication methods. The Incident Management System will be the system of record for all incident-related information.

Communication should be a two-way flow (both top-down and bottom-up) through the established ICS structure. All communications should use plain language and avoid acronyms.

Communications requirements in emergency or disaster situations are supported through the protocols and coordination procedures that Wake County executes as part of routine, day-to-day operations. As required, the Communications Branch Director will establish procedures to activate additional EOC communications support personnel and expand the EOC communications capability. These procedures will address the provisions for EOC message handling, which include record-keeping/documentation, distribution/internal message flow, and coordination of incoming/outgoing information.

10.1 Information Gathering and Dissemination

During an emergency or disaster requiring activation of the Wake County EOC, the EOC will coordinate all forms of gathering information (raw data) and disseminating intelligence (data that has been analyzed and put into context).

Coordination of disaster intelligence may require the following activities:

- Identification of types of information needed.
- Determination of where information is expected to come from.
- Identification of what sections will use the information.
- Establishing how the information will be disseminated.
- Verifying the authenticity or veracity of the information.
- Timely and accurate information sharing to responders, partner agencies, and the public.

Disaster information is managed primarily under the Planning Section but may come into the EOC through any functional branch or via Command Staff or Policy Group representatives. Information dissemination will be handled through liaison officers, general staff, or the Joint Information Center/Joint Information System based on the intended audience. Position checklists within the Wake County EOC Standard Operating Procedures dictate specific handling requirements and accountability for all information received involving an existing emergency or disaster situation.

As mentioned above, the Incident Management System will be the system of record for all incident-related information.

10.2 Public Information

Public information will be managed through the PIO, Joint Information System (JIS), and Joint Information Center (JIC), if established. Information will be coordinated to flow through one central point to ensure accuracy, quality, and efficiency in dissemination.

The PIO maintains responsibility for all actions and efforts surrounding the following:

- Media management
- Public relations strategy
- Videography and photography
- Public information administration and multi-agency/department coordination

10.3 Communications Systems

Wake County utilizes various communications systems, including phones, radios, e-mail, and other electronic communication methods. During an emergency, communication will occur as described in the communications plan for the incident, which may vary depending on the situation and function. Amateur radio operators or law enforcement personnel may be assigned to field locations to provide additional communication capabilities. Request for these services will flow through the EOC.

The communications network between county, municipal, and State law enforcement agencies will be structured to obtain maximum benefit from radio and telephone communication resources.

10.3.1 Two-Way Communications Systems

The two-way radio system is designated to be used for operational direction and control activities. It provides voice communications between mobile, portable, and fixed stations.

Wake County departments, agencies, and organizations that operate two-way radio systems include the following:

- Wake County 800 MHz radio system
- Cary 800 MHz radio system
- NC Voice Interoperability Plan for Emergency Responders (VIPER)

Other two-way communication systems that may be used to communicate during emergencies include the following:

- Amateur Radio Emergency Service (ARES)
- Radio Amateur Civil Emergency Service (RACES)
- Military Auxiliary Radio System (MARS)
- Civil Air Patrol (CAP) Radio Systems
- Commercial Telephone
- VOIP (Voice Over Internet Protocol) Phones

11 ADMINISTRATIVE PRACTICES, LOGISTICS, AND FINANCE

Adherence to standard administrative and financial procedures is critical to ensure that resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

The Finance and Administration section will develop a method for collecting financial documentation from departments as needed for submission as part of the county's reimbursement application process.

11.1 Administrative Practices

11.1.1 Documentation

During an emergency or incident, it is important to keep specific records related to staff assignments and costs related to the response to and recovery from the emergency/incident. Proper documentation allows Wake County to obtain state and federal assistance related to disaster recovery. During an EOC activation, the Documentation Unit will determine the preferred method of creating, sharing, and preserving documentation pertaining to the incident.

In preparation for an emergency, training and appropriate forms are provided, including procedures for all units of potential response organizations. During a response, entities ensure that adequate documentation is collected through the Documentation Unit at the incident and EOC for personnel activities, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Finance and Administration Section in the EOC is responsible for cost recovery records and assisting in collecting any missing information.

All Wake County departments operate based on established Wake County policies, such as the Wake County Code of Ordinances. In addition to these, response activities adhere to the North Carolina General Statutes and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement-eligible costs. Maintenance of administrative records continues throughout all phases of an emergency.

11.2 Logistics

This section describes the logistics and resource management mechanisms used to identify and acquire resources for emergency response and operations. Within Wake County, resource management coordination activities follow ICS and established mutual aid processes.

11.2.1 Resource Management

Resource management includes providing or obtaining goods or services, executing logistical or administrative activities for Wake County emergency response operations, and coordinating the use of the resources to facilitate an effective and efficient result. Wake County resources, as well as mutual aid and donated resources and services, will be managed according to policies and procedures of the Logistics Section as well as Wake County policy.

Wake County will administer and leverage its Incident Management Software to account for all resources, personnel, and other support to emergency operations.

11.2.2 Resource Requests

Any EOC staff member, ICP, municipalities, partner agency, or authorized field personnel can initiate resource requests. Resource requests will be managed through the Incident Management Software. Requests will be filled based on incident needs rather than the time requested.

11.3 Finance

During an EOC activation, the Finance and Administration Section supports the purchasing, financial, and administrative coordination of a response. The Finance and Administration Section is responsible for distributing approved forms for this purpose and collecting and processing them during and after an emergency.

11.3.1 Emergency Purchasing and Acquisition

The EOC Manager or their designee may authorize emergency purchases, acquisitions, and other procurements to support and facilitate objectives of Wake County emergency operations. Purchases must be made in accordance with Wake County emergency purchasing guidance.

Expenditures and obligations of public funds during emergency operations must be recorded by the responsible agencies in accordance with Wake County policies and procedures.

11.3.2 Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance. Should Wake County resources prove inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector per existing contracts or negotiated emergency agreements. A list of all current and active mutual-aid agreements

(MAAs) between Wake County and a third party is available within the Office of Emergency Management.

There will be no discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency preparedness, response, or relief and assistance functions. Consumer complaints concerning alleged unfair or illegal business practices during emergencies will be referred to the North Carolina Attorney General's Office.

12 PLAN DEVELOPMENT, APPROVAL, AND MAINTENANCE

The Wake County Emergency Operations Plan is intended to be read and understood before an emergency occurs. Upon completion, the Plan is approved by the Wake County Board of County Commissioners and the senior elected official of all municipalities within Wake County. Upon formal approval by the Chair and adoption by the County Commissioners, this Plan becomes the official Wake County EOP.

The Emergency Management Director is responsible for coordinating the plan development and maintenance process.

12.1 Plan Development

This plan has been developed to guide and structure emergency operations within Wake County. It describes county-wide response functions and capabilities and should be used by each function identified within this plan to develop their own SOPs specifically for their own operations. When developing SOPs, each function is to take into consideration all the activities identified in this plan directly related to their own functions, as well as how those activities interact with, support, or require support from other partners identified within this plan. Functions must ensure that their SOPs include planning for people with access and functional needs. If, at any time, any function identifies a conflict in how their field response or support activities are performed in comparison to what is described in this plan or identifies a conflict between their listed activities and/or responsibilities within this plan and how they relate to or support another functions' listed activities, such conflict is to be immediately reported to the Office of Emergency Management.

12.2 Plan Maintenance and Evaluation

The Emergency Management Director is responsible for performing periodic reviews of plans and standard operating procedures (SOPs) with appropriate agencies and departments. The revision process will incorporate necessary changes based on periodic tests, drills, exercises, or actual events. Appropriate signatures and approval dates will identify revisions to this plan. Wake County will annually review, update (if needed), and ensure this plan is current.

Reasons Wake County will update this plan (in its entirety or individual components) may include:

- Changes to hazard consequences or risk areas.
- Changes to the Wake County concept of operations for emergency or disaster response.

- Reorganization of supporting departments, agencies, and other stakeholders that results in a change in Wake County's capability to respond to an emergency or disaster situation.
- Significant deficiencies in this plan or its components revealed by a training exercise or an actual emergency.
- Changes to Wake County ordinances, State requirements, or Federal planning standards.

12.3 Plan Approval Process



13 AUTHORITIES AND REFERENCES

Wake County Ordinance Chapter 70 assigns the responsibilities of the Wake County Office of Emergency Management. Key sections are included below.

§ 70.02 PURPOSES.

(B) The Office of Emergency Management shall be the coordinating agency for all activity in connection with emergency management within the county including the municipalities within the geographical limits of the county; it will be the agency through which the Board of Commissioners and municipal councils will exercise the authority and discharge the responsibilities vested in them during states of disaster or local emergency.

(E) The Office of Emergency Management shall be the central coordinating agency for activities and programs relating to emergency and disaster prevention, mitigation, preparedness, response and recovery, homeland security, among agencies and officials of the county and with similar agencies and officials of other counties, the state and federal agencies; and with other private and quasi-official organizations.

§ 70.06 EMERGENCY POWERS AND DUTIES.

(A) The Director shall promulgate a local emergency plan which shall be approved by the Board of Commissioners and which shall be activated whenever a local state of emergency is declared by the Board of Commissioners pursuant to local ordinance and G.S. § 166A, or when the Governor of the state declares a state of disaster in all or any part of the county.

(B) During states of declared disaster or local emergency, the Board of Commissioners may delegate to the Director the power to implement the additional plans as are necessary for the efficient administration of state or federal disaster plans and for the preservation of the public safety, health and welfare.

(C) During states of declared disaster or local emergency, the Director is authorized to utilize all available county resources as reasonably necessary to cope with an emergency, including the transfer and direction of personnel or functions of county agencies or units thereof for the purpose of performing or facilitating emergency services to the full extent allowed by G.S. 166A-19.15 or subject to the direction and guidance of the Board of Commissioners.

§ 70.07 DIRECTOR; DAY-TO-DAY DUTIES AND RESPONSIBILITIES.

(A) (1) The Director shall be responsible to the Board of Commissioners, through the County Manager, in regard to all phases of the emergency management activities. The Director shall be responsible for the planning, coordination and operation of emergency management and homeland security activities in the county. The Director shall maintain communication with state and federal authorities and authorities of nearby political subdivisions to ensure the most effective operation of the emergency management plans.

(B) The Director's duties shall include, but not be limited to, the following:

(1) Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the county and its municipalities for emergency management purposes;
(2) Developing and coordinating of plans for the immediate use of all facilities, equipment, manpower and resources of the county for the purpose of minimizing or preventing damage to persons and property; and protecting or restoring governmental services and public utilities necessary for the public health, safety and welfare;
(3) Negotiating and entering into agreements with owners or persons in control of real property for the use of buildings and properties for emergency management purposes, pursuant to the agreements designating suitable buildings;
(4) Educating the populace through public information programs about procedures required for the protection of its persons and property in case of disaster, as defined herein;
(5) Conducting public exercises to ensure efficient operation of the emergency management forces and to familiarize residents with emergency management plans, procedures and operations;
(6) Coordinating the activity of other public and private agencies engaged in any emergency management activities and implementing state disaster procedures; and
(7) Negotiating and entering into agreements with other political subdivisions for mutual aid assistance providing such agreements are consistent with the state emergency management program and plans.
(8) Coordinating and maintaining a county wide public alert and warning system.
(9) Coordinating a program to maintain situational awareness of complex incidents and events to ensure a coordinated response per local plans.

The Wake County EOP is authorized by and promulgated under the authority contained by those local, State, and Federal statutes listed herein. This document has the concurrence of the North Carolina Division of Emergency Management, and by that authority, the concurrence of all other branches of the state government that operate under their direction and/or coordination.

The following listed authorities and references support and/or were consulted during the drafting and subsequent revisions and updates to this plan.

13.1 Authorities

13.1.1 Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended
- National Security Decision Directive #259, U.S. Civil Defense, February 4, 1987
- Nuclear Attack Planning Base, 1990 (NAPB 90) April 1987
- Superfund Amendments and Reauthorization Act (SARA), Title III, The Emergency Planning and Community Right-To-Know Act of 1986
- 2018 Edition of the North Carolina State Building Code - Fire Code

13.1.2 State

- North Carolina (N.C.) General Statutes 58-9; 118-38; 143-166.1, 143-507 through 517, 153-A and 160-A
- N.C. General Statutes 166A
- N.C. Executive Order 72.
- N.C. General Statutes 115C-242 (6)
- N.C. General Statutes Article 36A of Chapter 14
- State of North Carolina Executive Order 43, North Carolina Emergency Response Commission (NCERC), April 7, 1987
- North Carolina General Statute, Chapter 95, Article 8, The Hazardous Chemical Right-To-Know Act
- North Carolina Hazardous Materials Right-To-Know Law

13.2 References

13.2.1 Federal

- Comprehensive Preparedness Guide (CPG) 101 version 3.0, September 2021
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, 2003
- Presidential Policy Directive 8: National Preparedness, 2011
- Homeland Security Exercise and Evaluation Program (HSEEP)
- Pets Evacuation and Transportation Standards Act of 2006 10/6/2006 - Public Law.
    - Pets Evacuation and Transportation Standards Act of 2006 - Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of the Federal Emergency Management Agency (FEMA) to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.

13.2.2 State

- North Carolina Emergency Operations Plan
- State of North Carolina Radiological Emergency Response Plan

13.2.3 County

- Wake County Continuity of Operations/Continuity of Government Plan
- Wake County Threat and Hazard Identification and Risk Assessment
- Wake County Hazard Mitigation Plan
- Wake County Animal Protection Plan

14 APPENDIXES

14.1 Appendix A: Acronyms

AUXCOMM	Auxiliary Communications
CAP	Civil Air Patrol
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
DHS	U.S. Department of Homeland Security
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
G.S.	General Statute
GIS	Geographic Information Systems
GSA	General Services Administration
HazMat	Hazardous Material
THIRA	Threat Hazard Identification and Risk Assessment
HNPP	Harris Nuclear Power Plant
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MAA	Mutual-aid Agreement
MOU	Memorandum of Understanding
NCDPS	North Carolina Department of Public Safety
NIMS	National Incident Management System
PIO	Public Information Officer
PSAP	Public Service Answering Point
RRT	Regional Response Team
RDU	Raleigh-Durham International Airport
SOP	Standard Operating Procedure
WCEM	Wake County Emergency Management

14.2 Appendix B: Glossary

Alert: An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented, and additional assistance requested from Wake County Emergency Management.

Applicant: A State agency, local government, or private nonprofit facility submitting a project application or request for direct Federal assistance under the Disaster Act or on whose behalf the Governor's Authorized Representative takes such action.

Community-Based Planning: is the concept that planning must not only be representative of the actual population within the community but also must involve the whole community in the planning process.

Direction and Control (D&C): The Emergency Operations Center Policy Group is comprised of representatives from the Wake County Board of Commissioners, municipal leadership, and legal advisors as deemed necessary.

Disaster: An event, the effects of which cause loss of life; human suffering; property damage, both public and private; and severe economic and social disruption. Disasters can be natural or human-caused, major accidents, or enemy attack. Disasters are differentiated from day-today emergencies and accidents that are routinely responded to by local emergency organizations and may be of such magnitude or unusual circumstance as to require response by all levels of government—Federal, State, and local.

Emergency: A disaster occurrence or a situation that seriously threatens loss of life and damage to property. It usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private-sector organizations to protect lives and limit damage to property. Examples of emergency situations that could result in a disaster include an accident involving hazardous material that threatens to explode or rupture endangering the surrounding population; a period of time prior to the onset of a severe storm, such as a hurricane; and a period of intense international crisis that could lead to nuclear warfare. In addition, an emergency is any of the various types of catastrophes included in the definition of a "major disaster" that requires Federal emergency assistance to supplement State and local efforts to save lives and protect property, public health, and safety or to avert or lessen the threat of a disaster.

Emergency Alerting System (EAS): A network of broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other natural emergency as provided by the Emergency Alerting System Plan.

Emergency Operations Center (EOC): The site from which civil government officials (municipal, State, and Federal) exercise direction and control in an emergency.

Emergency Operations Plan (EOP): A document that describes actions to be executed, provides instruction to all individuals and local government services, and states what will be done in the event of an anticipated emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state what action is to be taken, when and where it is to take place, and who is responsible, based on predetermined assumptions, objectives, and capabilities.

Emergency Public Information (EPI): Information that is disseminated before, during, and/or after an emergency designed to instruct and transmit direct orders to the public via news media.

Federal Coordinating Officer (FCO): Responsible for the coordination of all Federal disaster assistance efforts in an affected area. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs, The FCO is located in the Disaster Field Office.

Federal-State Agreement (FEMA-State Agreement): The document executed by the Governor, acting for the State and the Regional Director, for FEMA. The agreement will contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders, and regulations that the Associate Director may require and will set forth the type and extent of Federal assistance.

Floodplain: Any normally dry land area that is susceptible to being inundated by water from any natural source. This area is usually low land adjacent to a river, stream, watercourse, ocean, or lake.

Governor's Authorized Representative (GAR): The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

Hazard Area: Area designated by the Federal government or locally through a hazard vulnerability analysis that is relatively more likely to experience the direct effect of certain natural or human-caused disasters.

Hazard Mitigation: Any cost-effective measure that will reduce the potential for damage to a facility or structure from a disaster event.

Hazardous Materials (HazMat): Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when

released into the environment. These are four traditional classes: chemical, biological, radiological, and explosive; however, the U.S. Department of Transportation lists 15 different classes.

Local Government: Any city, town, or other political subdivision within the State of North Carolina.

Point of Distribution (POD): A site established and operated by a jurisdiction where the general public can obtain basic life-sustaining emergency relief commodities (e.g., food, water, ice, tarps). These sites are typically not established to dispense medicines, vaccines, or other health care supplies.

Policy Group: The governing body of a local jurisdiction; it may include members of mutual-aid associations and the mayors of the towns, cities, and communities in the jurisdiction.

Reception Area: A specified area relatively unlikely to experience the direct effects of a particular natural disaster or nuclear attack and designated for the reception, care, and logistical support of hazard evacuees.

Resources: Manpower; raw or basic materials; finished goods; and products, services, and facilities.

Staging Area (SA): A pre-selected location having larger parking areas and cover for equipment, vehicle operators, and other personnel (i.e., a major shopping area or school). SAs provide a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees.

Standard Operating Procedure (SOP): A set of instructions having the force of a directive covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness.

State: State of North Carolina

State Coordinating Officer (SCO): The State official designated by the Governor to act as his or her principal assistant in the coordination and supervision of the State Disaster Assistance Program and to act in cooperation with the Federal Coordinating Officer for the purpose of coordinating State and local assistance efforts with those of the Federal Government.

State Emergency Operations Center (SEOC): Facility designated as the area of mobilization of all resources of the State during times of emergencies.

State Emergency Plan: State plan designed specifically for State-level response to emergencies or major disaster and that sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance.

Vulnerability: The degree to which people, property, the environment, or social and economic activity—in short, all elements at-risk—are susceptible to injury, damage, disruption, or loss of life.

14.3 Appendix C: Adoption of the National Incident Management System

Wake County Board of Commissioners Meeting
January 17, 2006

****

APPROVAL OF AMENDED WAKE COUNTY EMERGENCY OPERATIONS PLAN AND ADOPTION OF RESOLUTION ADOPTING NATIONAL INCIDENT MANAGEMENT SYSTEM FOR USE IN WAKE COUNTY

The federal government has introduced and incorporated two standards for emergency operations—the National Incident Management System (NIMS) and the National Response Plan. In order to provide for a smooth and effective transition in event of a major disaster, Wake County Public Safety/Emergency Management staff have amended Wake County's Emergency Operations Plan so that it is consistent with the new federal standards. The amendments are technical and organizational in nature, and affect the Emergency Operations Plan as follows:

- Wake County's Emergency Operations Center (EOC) chain of command and general structure is modified.
- The Plan's focus on assignment of EOC tasks and responsibilities by department has been shifted to a focus on assignment by function.

Wake County's emergency management ordinances require approval by the Board of Commissioners of amendments to the County's Emergency Operations Plan.

In order to retain eligibility for a wide range of federal grant programs—including disaster recovery grants—Homeland Security Presidential Directive 5 requires that all state and local governments adopt NIMS as the common national incident command system, to monitor its use and to provide for primary and continuing education in NIMS operations. Public Safety/Emergency Management staff recommends that this adoption be undertaken by the Board of Commissioners by resolution.

Upon motion of Commissioner Gardner, seconded by Commissioner Ward, the Board unanimously approved an amendment to the Wake County Emergency Operations Plan and the approval of a resolution to adopt the National Incident Management System (NIMS) for Use in Wake County.

RESOLUTION-2006-02
ENDORSING NATIONAL INCIDENT MANAGEMENT SYSTEM
AND ESTABLISHING COMMITMENT TO USE OF
THE NATIONAL INCIDENT MANAGEMENT SYSTEM IN WAKE COUNTY
FOR MANAGEMENT OF TECHNOLOGICAL, NATURAL AND
TERRORISM EMERGENCIES BY WAKE COUNTY AGENCIES

WHEREAS, in Homeland Security Presidential Directive (HSPD)-5, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide framework for federal, state, local and tribal governments to work together more effectively and efficiently to respond to domestic emergency incidents, regardless of cause, size or complexity, the use of which would form one basis for federal emergency- and disaster-related grant eligibility; and

WHEREAS, the National Commission of Terrorist Attacks (the "9-11 Commission") strongly and continuously recommended adoption of a standardized Incident Command System; and

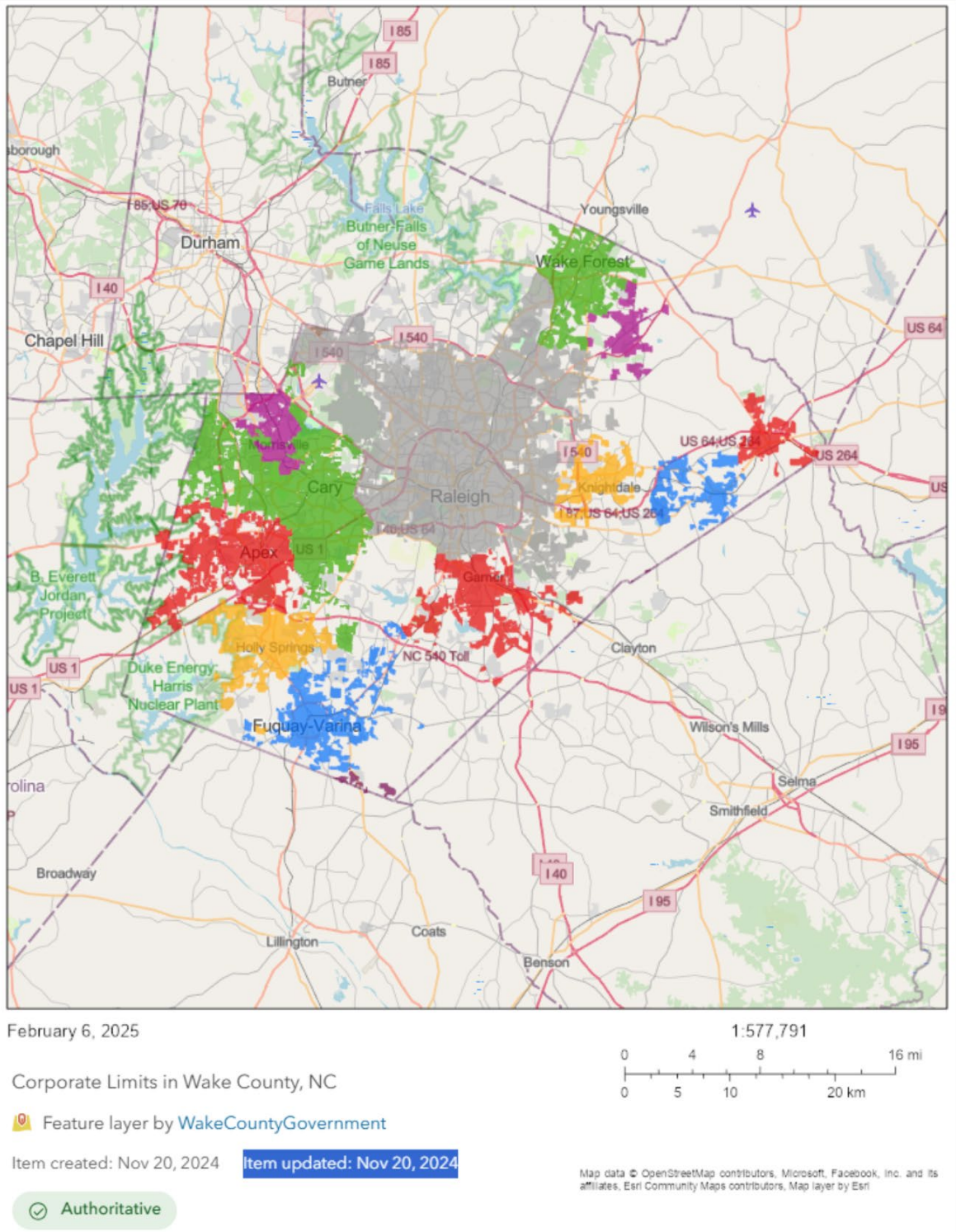
WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

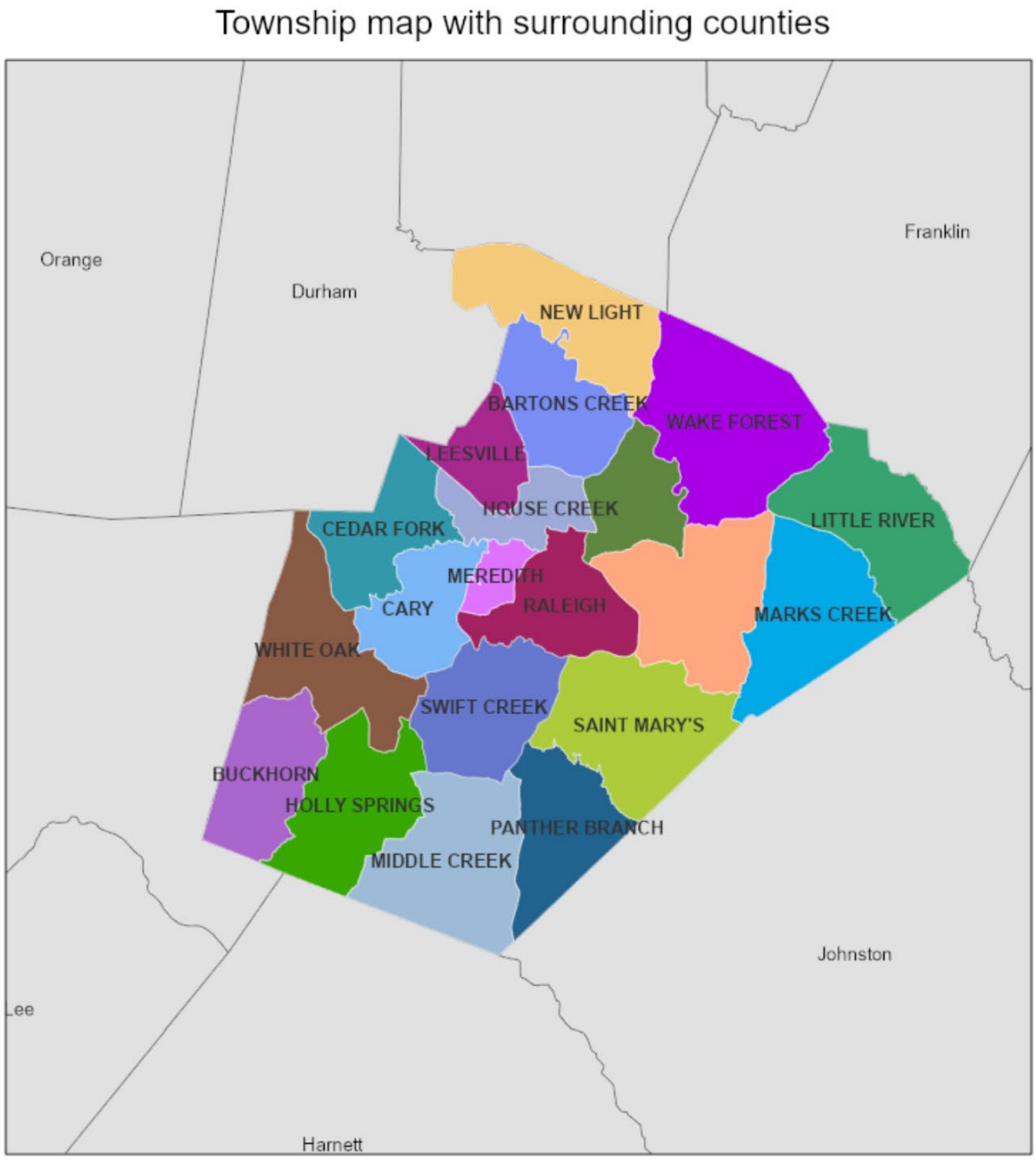
WHEREAS, training in, and use of, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve first-responder ability to safely and effectively manage emergency incidents, particularly in major emergencies that involve response of local, county, state and federal agencies; and

WHEREAS, many of the Incident Command System components of NIMS are already in general use by most first-responder agencies in Wake County.

NOW, THEREFORE, BE IT RESOLVED BY THE WAKE COUNTY BOARD OF COMMISSIONERS THAT the National Incident Management System (NIMS) generally, and the incident command system standards contained in NIMS in particular, be adopted as the emergency management standard for all Wake County agencies that might be called upon to respond to a technological, natural or terrorism emergency, regardless of extent or severity, that all Wake County agencies adopt and apply incident-management training and education programs that are consistent with NIMS incident command standards, and that all Wake County agencies maintain incident-management skills and practice incident-management techniques at a frequency that will support a continuing level of readiness to apply NIMS incident command standards as an integral element of response to technological, natural and terrorism emergencies, and that all municipalities, authorities and agencies in Wake County similarly commit to adoption, education in, maintenance of and use of NIMS generally and NIMS incident command standards in particular.

14.4 Appendix D: Wake County Political Boundary Maps




Township map with surrounding counties
Orange
Durham
Franklin
Johnston
Lee
Harnett
NEW LIGHT
BARTONS CREEK
WAKE FOREST
LEESVILLE
HOUSE CREEK
CEDAR FORK
LITTLE RIVER
MEREDITH
CARY
RALEIGH
MARKS CREEK
WHITE OAK
SWIFT CREEK
SAINT MARY'S
BUCKHORN
HOLLY SPRINGS
PANTHER BRANCH
MIDDLE CREEK
February 6, 2025
1:577,791
0 4 8 16 mi
0 5 10 20 km
Townships in Wake County, NC
Feature layer by WakeCountyGovernment
Item created: Jun 20, 2016
Item updated: Aug 27, 2020
Authoritative
City of Raleigh, Wake County
Wake County GIS

14.7 Appendix E: Wake County State of Emergency Declaration Procedure

	Countywide		Department: Fire/Emergency Management		Division: Emergency Management
Supersedes: N/A					Effective Date: 01-15-2011
Authority: N.C.G.S. 166A, Article 1; N.C.G.S. Chapter 14, Article 36A; Wake County Code of Ordinances Chapter 70, Article 7					
Originating Department: Emergency Management					

14.7.1 Emergency Management Document # 100.04.02

Purpose

This procedure outlines the process by which the Chairperson of the Board of County Commissioners should declare a State of Emergency (SOE) in Wake County.

Procedure Statement

- A disaster or emergency situation has taken place OR is anticipated to take place in the near future.
- The Emergency Management Director, or his/her designee, shall consult with the County Manager or his/her designee, discussing the need for a declaration.
- The Emergency Management Director, or his/her designee, should contact county municipalities to seek decision to join in county SOE declaration.
- The Emergency Management Director, or his/her designee, drafts SOE declaration document based on the template located in Appendix E, and provides draft to county municipalities.
- Municipalities respond with decision to join or not to join county in SOE declaration.
- The Emergency Management Director, or his/her designee, submits declaration to County Manager, or his/her designee, for approval.
- The County Manager, or his/her designee, reviews declaration and submits document to County Clerk.
- The County Clerk acquires the signature of the Chairperson of the Board of County Commissioners, authorizing the SOE declaration. *
- The County Clerk returns copy of signed proclamation to Emergency Management Director, or his/her designee.
- The County Clerk publishes proclamation.
- Proclamation takes immediate effect.
- The Emergency Management Director distributes copies of signed proclamation to participating municipalities for record-keeping purposes.

- Proclamation automatically expires five calendar days from enactment, unless rescinded by proclamation by the Chairperson of the Board of County Commissioners.

*If the Chairperson of the Board of County Commissioners is incapacitated or unavailable, obtain authorization through line of succession established by county.

Definitions

County Municipalities – Incorporated cities, towns, and villages within Wake County.

Disaster – An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military or paramilitary cause. An actual or imminent threat where action or assistance, outside the routine practices, is or may be needed to protect the population.

Incapacitated – A state of unavailability by virtue of distance, injury, death or other cause which renders the subject unable to fulfill his or her prescribed duties.

Line of Succession – The order in which authority travels from one official to another in the case of incapacitation.

Proclamation – A formal order from an elected representative that establishes executive policy.

Publish – Make proclamation document available for public inspection through both traditional and electronic means.

Rescind – To terminate a previously issued order, as with the removal of temporary restrictions on travel, firearms possession, or alcohol sales.

State of Emergency – The condition that exists whenever, during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, public safety authorities are unable to maintain public order or afford adequate protection for lives or property, or whenever the occurrence of any such condition is imminent.

Applicability

This procedure applies to all Wake County personnel involved in the declaration of a state of emergency; including the Emergency Management Director, County Manager, County Clerk, the Chairperson of the Board of County Commissioners, and anyone designated to execute this procedure by said officials.

Procedure Responsibility and Management

- The Wake County Emergency Management Director will initiate any SOE declaration in the county.
- WCEM personnel may review this procedure on an annual basis; additionally, personnel will include analysis of the procedure's effectiveness in the After-Action report of a declared SOE.
- This procedure will be disseminated to all pertinent county personnel and will be made available to all incoming Emergency Management staff.
- Contact Wake County Department of Emergency Management at 919-856-6480 for additional information regarding this procedure.

Related Policies, Procedures, and Publications

N.C. General Statutes Chapter 166A, Article 1
N.C. General Statutes Chapter 14, Article 36A
Wake County Code of Ordinances Chapter 70, Article 7

Attachments

Attachment 1: State of Emergency Declaration Template
Attachment 2: State of Emergency Termination Template

14.7.2 Attachment E-1: State of Emergency Proclamation Template

STATE OF NORTH CAROLINA
COUNTY OF WAKE

PROCLAMATION OF A
STATE OF EMERGENCY
By the Chairperson of the Board of Commissioners of Wake County

WHEREAS... Briefly describe nature of the emergency (e.g. hurricane, tornado, terrorist attack, biological or chemical agent, etc.).

WHEREAS... Briefly describe the local nature of the threat, including the likelihood and severity of its occurrence.

WHEREAS... Outline the negative consequences of such an emergency, and highlight the importance of sound preparation.

WHEREAS... Explain any additional declarations (Stafford Declaration, State Declaration of Emergency, World Health organization warning, etc.) considered when making proclamation.

NOW, THEREFORE, pursuant to the authority contained in Article 1 of N.C.G.S. Chapter 166A, Article 36A of N.C.G.S. Chapter 14, and Chapter 70, Article 7 of the Wake County Ordinance, I _____, Chairman of the Wake County Board of Commissioners, do hereby proclaim that a State of Emergency exists within the County of Wake.

I further proclaim that the ordinances set forth below, which are contained in Chapter 2-5 of the Wake County Ordinance, are necessary in order to maintain an acceptable level of public order, services, and protection of lives, safety and property during this emergency, and that the same shall be in effect within the County of Wake and, by request of the chief elected officials of (names of included municipalities until this Proclamation expires or is rescinded. I hereby order all county employees and all other emergency management personnel subject to my control to cooperate in the enforcement and implementation of the emergency ordinances set forth below.

I further proclaim that the Emergency Management Plan adopted by the County of Wake, and all applicable mutual assistance compacts and agreements are in effect and shall remain in effect until this proclamation expires or is rescinded. All emergency management personnel subject to my control are hereby ordered to cooperate in the implementation of the provisions of the County's Emergency Management plan and all

applicable mutual assistance compacts and agreements, and to furnish assistance thereunder.

I hereby delegate to the Wake County Emergency Management Director, and/or his designee, all power and authority granted to me and required of me by Chapter 166A and Article 36A of Chapter 14 of the North Carolina General Statues, and by Wake County Ordinance Chapter 70 Article 7, for the purpose of implementing the referenced Emergency Operations plan, and to take such further action as is necessary to promote and secure the safety and protection of those dwelling in the County.

(Special Sections – Re-number and use as necessary)

Evacuation

I have determined that, in the best interest of public safety and protection, it is necessary to evacuate the civilian population from (area to be evacuated). Citizens are free to use any type of transportation, but they are to use only __(mode of transport)__ in leaving the county. Evacuation is to occur as soon as possible. Further proclamation concerning evacuation will be issued as needed.

Curfew

Unless a member of the County's law enforcement agency or the emergency management program, every person who is located (location of area affected by curfew) is to be inside a house dwelling from the hours of __(start of curfew)__ (am/pm) to _(end of curfew)_ (am/pm).

Alcoholic Beverages

There shall be no sale, consumption, transportation, or possession of alcoholic beverages during the State of Emergency in the County of Wake except that possession or consumption is allowed on a person's own premises.

Access to Restricted Areas

The Sheriff or Chief of Police and his or her subordinates may restrict or deny access to any area, location, or street where such a restriction is necessary in order to help overcome this emergency or to prevent the emergency from worsening.

These restrictions on access shall be indicated by means of barricades, posted notices, or orders to anyone in the area. No person shall obtain access or attempt to obtain access to any area, location, or street to which the Sheriff or Chief of Police or his or her subordinates have restricted access according to the above directive.

I direct that copies of this Proclamation be disseminated to the mass communications media for publication and broadcast, and that a copy of this Proclamation be posted at the Wake County Courthouse and other public buildings as appropriate.

This proclamation shall become effective immediately upon endorsement and shall automatically expire five (5) calendar days unless sooner rescinded pursuant to N.C.G.S. 14-288.16.

Proclaimed this the ____ day of _____ 20__, at_____ (a.m.) (p.m.)

_____

CHAIRPERSON, BOARD OF COUNTY COMMISSIONERS

14.7.3 Attachment E-2: State of Emergency Termination Template

STATE OF NORTH CAROLINA
COUNTY OF WAKE

TERMINATION OF STATE OF EMERGENCY
By the Chairperson of the Board of Commissioners for Wake County

WHEREAS, on _____(date)_____, at _____(time)_____ (a.m./p.m.), I determined and proclaimed a local state of emergency for the County of Wake; and

WHEREAS, on _____(date)_____, at _____(time)_____ (a.m./p.m.), I ordered the evacuation of all civilians from the area, imposed a curfew, imposed restrictions on the sale and transfer of alcoholic beverages, and ordered the implementation of the Emergency Operations plan and mutual assistance compacts and agreements; and

WHEREAS, I have determined that a state of emergency no longer exists in the County of Wake;

NOW THEREFORE, I thereby terminate the above-referenced proclamation of a local state of emergency and all of the restrictions and orders therein.

This proclamation is effective immediately.

Proclaimed this the ___ day of _____, at _____ (a.m./p.m.)

_____

CHAIRPERSON, BOARD OF COUNTY COMMISSIONERS

14.8 Appendix F: Wake County Critical Assets and Infrastructure

A list of critical assets and infrastructure within Wake County is maintained as a separate document by Wake County Emergency Management.

NORTH CAROLINA

WAKE COUNTY

WAKE COUNTY EMERGENCY MANAGEMENT
MUTUAL AID AGREEMENT

THIS AGREEMENT is entered into between the County of Wake (the "County") and the Town of Wake Forest, a North Carolina Municipality, and is effective upon the date of the last party to execute this Agreement;

WITNESSETH:

WHEREAS, Chapter 166A of the North Carolina General Statutes authorizes the development of mutual aid agreements for reciprocal emergency management aid and assistance between political subdivisions in North Carolina provided they are consistent with the State Emergency Management Programs and Plans; and

WHEREAS, mutual aid agreements may include but are not limited to the furnishing or exchange of supplies, equipment, facilities, personnel and services during emergencies as defined in Article 1A of North Carolina General Statute 166A; and

WHEREAS, North Carolina General Statute 166A-19.15 states that the governing body of each county is responsible for emergency management within the geographical limits of the county and all emergency management efforts within the county will be coordinated by the county, including activities of the municipalities within the County; and

WHEREAS, North Carolina General Statute 166A-19.72(c) authorizes the chief executive of each political subdivisions to enter into mutual aid agreements with other political subdivisions, with the concurrence of the subdivision's governing body for reciprocal emergency management aid and assistance. Such agreements shall be consistent with the State emergency management program and plans; and

WHEREAS, it is the intent of emergency management programs to reduce vulnerability of people and property to damage, injury, and loss of life and property; prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons; provide for the rapid and orderly rehabilitation of persons and restoration of property; and provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response and recovery; and

WHEREAS, mutual aid agreements provide a mechanism to share public sector resources throughout the nation; and

WHEREAS, this Agreement is intended to complement the mutual aid agreement signed between the County of Wake and the State of North Carolina by setting forth the means of resource coordination and open communication between the County and the Municipality during emergencies; and

WHEREAS the statewide agreement effectually contemplates requests for mutual aid and assistance through county emergency management agencies; and

WHEREAS, the Town of Wake Forest desires to render and receive assistance during disasters or emergencies; and

WHEREAS, pursuant to North Carolina General Statute 166A-19.60 all functions and activities performed under this Agreement are hereby declared to be governmental functions; and

WHEREAS, functions and activities performed under this Agreement are to be carried out for the benefit of the general public and not for the benefit of any specific individual or individuals; and

WHEREAS, all immunities provided by law shall be fully applicable as stated in North Carolina General Statute 166A-19.60 or otherwise as by law provided.

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed herein, the parties hereby enter into this mutual aid agreement and agree that the County of Wake and Town of Wake Forest shall participate in coordinated sharing of resources for the purposes of providing protection of the community under the terms as more particularly set forth herein below:

SECTION I.
DEFINITIONS

Agreement means this document, the Mutual Aid Agreement for Disasters and Other Emergencies.

Aid and Assistance include, but shall not be limited to, personnel, equipment, facilities, services, supplies, and other resources.

Authorized Representative is an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide aid and assistance under the terms of this Agreement.

Disaster is any emergency which has been officially declared a "disaster" by gubernatorial or presidential executive order.

Emergency means any incident or situation that has occurred, is occurring, or will occur in the immediate future that poses a major threat to public safety and causes or threatens to cause loss of life, serious injury, significant damage to property, or major harm to public health or the environment, as a result of an occurrence or imminent threat of widespread or severe damage or loss of life or property, resulting from natural, technological, or man-made emergency situations, and which a local entity has declared as being beyond the capabilities of its local emergency response agencies.

Incident means an occurrence, natural or manmade, that necessitates a response to protect life or property. In this Agreement, the word "incident" includes planned events as well as emergencies and/or disaster of various kinds and sizes.

Planned Event means an incident that is a scheduled nonemergency activity including but not limited to elections, sporting events, concerts, parades, funeral coverage, or fairs.

Political Subdivision means Counties and incorporated cities, towns, and villages.

Provider is a party to this Agreement that has received a request to furnish aid and assistance to the party in need ("Recipient").

Recipient is a party to this Agreement requesting or receiving aid and assistance from another party.

SECTION II.
OBLIGATIONS OF THE PARTIES

A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a disaster, emergency, planned event, or incident. It is mutually understood that each party's foremost responsibility is to its own citizens within its own respective jurisdiction. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party and;

1. Upon notification or request for resources, the Municipality agrees to contact Wake County Emergency Management or Wake County Emergency Operations Center, if activated, prior to the deployment of said resources outside the geographical limits of the County;

2. If necessary, requests for additional resources will be jointly coordinated by Wake County Emergency Management and the authorized representative of the Municipality to other governmental entities, private sector agencies, and State Division of Emergency Management.

B. Procedures for Requesting Assistance – When Recipient obtains direct knowledge of or becomes affected by an emergency, incident, planned/unplanned event and deems its resources inadequate, it may request mutual aid and assistance by communicating the request to Provider, indicating the request is made pursuant to this Agreement. Such request may be made verbally, to be followed as soon as practicable, by a written confirmation of that request.

Required Information: Each request for assistance shall include the following information, in writing or by any other available means, to the extent known:

1. Identification of the services function(s) for which assistance is needed and the type of assistance needed;

2. The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed;

3. Specifics regarding time and date, location, and a point of contact.

C. Equipment, Supplies, and Material use Guidelines – The guidelines for equipment, supplies, and material use ensure the safe and effective operation and use of the requested items.

1. Equipment Guidelines

    a. Equipment must be used for its intended purpose and in accordance with the manufacturer's instructions.

    b. Equipment must be maintained in good working condition and inspected regularly to ensure that it is safe to use.

    c. Equipment must be returned in the same condition in which it was received, with all parts and accessories intact.

    d. Any damage or malfunction of equipment must be reported immediately to the Provider.

e. The Recipient is responsible for receiving any necessary training or instruction on the proper use of the equipment.

f. The Recipient of the equipment is responsible for damages to the equipment and any costs associated with the repair or replacement of the equipment due to damage or loss, including loss of use and diminution in value, resulting from or during Recipient's use of the equipment.

g. The Provider of the equipment reserves the right to refuse to provide equipment due to Provider's assessment of equipment availability relative to Provider's needs. Provider of the equipment reserves the right to refuse to provide to any Recipient who does not comply with this agreement.

2. Materials and Supplies Guidelines

a. Materials and/or supplies should be used for their intended purpose and in accordance with any applicable laws and regulations.

b. Materials and/or supplies should be stored in a safe and secure manner to prevent damage or loss.

c. Materials and/or Supplies should be used in a manner that does not create a hazard to people or the environment.

d. The Recipient is responsible for receiving the necessary training or instruction on the proper use of the materials and/or supplies.

e. The Provider of the materials and/or supplies reserves the right to refuse to lend materials and supplies due to Provider's assessment of the availability of its materials and supplies relative to Provider's needs. Provider of the materials and supplies reserves the right to refuse to provide to any Recipient who does not comply with this agreement.

D. Designation of Authorized Representative – Each party to this Agreement shall designate an Authorized Representative. Such designation shall be communicated, in writing, to the Chief Executive Officer of the other party upon the execution of this Agreement. Such designation may be amended at any time by the Chief Executive Officer of a party upon timely written notice.

E. Traveling Employees – Unless otherwise specified by Recipient or agreed by the parties in writing, it is mutually understood that Recipient will provide for the needs and necessary expenses of the Provider's traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's personnel, including, without limitation, transportation expenses for travel to and from the disaster area, food, and, if necessary, lodging. If Recipient cannot provide such food and/or lodging at or near the disaster area, the Recipient shall so advise the Provider, and shall specify in its request for assistance that only personnel who can provide for their own needs are requested.

F. Supervision and Control – The Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to the Recipient. Recipient shall provide necessary credentials to the Provider's personnel authorizing them to operate on behalf of the Recipient. Recipient shall assign

work tasks to Provider's supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordination between Provider's supervisory personnel and Recipient.

Based upon such assignments set forth by Recipient, Provider's supervisory personnel shall:

1. Have the authority to assign work and establish work schedules for Provider's personnel. Further, supervisor shall retain direct supervision and control of Provider's personnel, equipment, and other resources. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;

2. Maintain daily personnel time records, material records, and a log of equipment hours;

3. Report work progress to Recipient at mutually agreed upon intervals.

4. In the event of a conflict between Recipient's and Provider's protocols and procedures, Provider's shall prevail as applicable to Provider's personnel.

G. Period of Service, Renewability, Recall – Unless agreed otherwise, the duration of the Provider's assistance shall be for an initial period of twenty-four (24) hours, starting from the time of arrival. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant, in the sole discretion of the Provider. Provider shall make a good faith effort to provide at least eight (8) hours advance notification to Recipient of Provider's intent to terminate such assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION III.
REIMBURSEMENT

Except as otherwise provided below, it is understood that Recipient shall pay to Provider all documented costs and expenses incurred by Provider as a result of extending assistance to Recipient. The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with FEMA Public Assistance Guidelines in addition to the following provisions, unless otherwise agreed in writing by Recipient and Provider. Recipient shall be ultimately responsible for reimbursement of all eligible expenses. The provider may waive some or all requirements for reimbursement; however, such an agreement must be documented in the request and/or offer of assistance.

A. Personnel – During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and agreements. The Recipient shall reimburse Provider for all direct and indirect payroll costs and expenses, including but not limited to travel and employee retirement benefits as provided by Generally Accepted Accounting Principles (GAAP). However, Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's personnel under the terms of the North Carolina Workers' Compensation Act (Chapter 97 of the North Carolina General Statutes).

B. Equipment – Recipient shall reimburse the Providers for the use of equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the FEMA-eligible direct costs shall be determined in accordance with general policies for determining allowable costs which are established in

CFR 200, subpart E, and including exceptions to these policies as allowed in 2 CFR 200, subpart E and 2 CFR 200.102 and as explained in 44 C.F.R 206.228 or other applicable federal laws, regulations, and policies as may be in effect at the time the expenses are incurred. Provider shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition.

At the request of Provider, fuels, miscellaneous supplies, and minor repairs may be provided by Recipient, if practical. The total equipment charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

C. Material and Supplies – Provider shall be reimbursed for all materials and supplies furnished, used, or damaged during the period of assistance. The Recipient shall not be responsible for reimbursing Provider for the costs of any damage caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider's personnel. Provider's personnel shall use reasonable care always in rendering mutual aid and in the use and control of all materials and supplies used by them during the period of assistance. The measure for reimbursement for materials and supplies shall be determined in accordance with FEMA and North Carolina reimbursement policies. In the alternative, the parties may agree in writing that Recipient will replace the materials and supplies used or damaged, with materials and supplies of like kind and quality.

D. Record Keeping – Recipient shall provide information, directions, and assistance for record keeping to Provider's personnel. Provider shall maintain records and invoices for personnel time and costs as well as any reimbursement and cost which may be associated with the inspections of records.

E. Billing and Payment – Provider shall send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the end of the period of assistance. Recipient shall pay the invoice, or advise of any disputed items, not later than forty-five (45) days following the billing date.

SECTION IV.
PROVIDER'S EMPLOYEES

A. Rights and Privileges – Pursuant to G.S. 166A-19.60 whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.

B. Workers' Compensation - Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees under the terms of the North Carolina Workers' Compensation Act, Chapter 97 of the North Carolina General Statutes, due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers' compensation benefits to its own respective employees, the parties agree to such distribution as permitted by G.S. 97-51.

SECTION V.
PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS FROM LIABILITY

To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, if any, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement for any claims, whether insured or not.

Notwithstanding the foregoing, to the extent that each party does not purchase insurance and to the full extent permitted by law, no party shall be deemed to have waived its governmental immunity nor any other lawful and available immunity, defense, or remedy.

SECTION VI.
AMENDMENTS

This Agreement may be amended as necessary by written, joint agreement between the parties. Subsequent mutual aid agreements may be entered into between the parties and, if so, the subsequent agreement shall replace and supplement any prior agreements.

SECTION VII.
DURATION OF AGREEMENT

This Agreement shall continue in perpetuity, unless terminated upon at least ninety (90) days advance written notice by one party to this Agreement to each executive officer of every other participating entity.

SECTION VIII.
HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

SECTION IX.
SEVERABILITY

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. If parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are superseded by this Agreement.

SECTION X.
EFFECTIVE DATE

This Agreement is effective upon the day and date of the last signature affied hereto.

This Agreement does not encompass the entire understanding of the Parties on the issue of mutual aid activities. This Agreement does not invalidate other mutual aid agreements, either oral or written, that the Parties have with third parties.

IN WITNESS WHEREOF, Wake County and the Town of Wake Forest execute this Agreement in its name and behalf by its Chief Executive Officer, who has signed accordingly and with concurrences of a majority of its governing board, on the date indicated below.

_____
Kip Padgett
Town Manager

Approved as to form:

_____
Nathan McKinney Town Attorney

COUNTY OF WAKE

_____
David Ellis
County Manager
County of Wake

_____
Darrell Alford
Director
Wake County Fire Services & Emergency Management

Approved as to form:

_____
Scott W. Warren, County Attorney

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-577-
Submitted by: Nathan McKinney,Administration
Submitting Department: Administration
Meeting Date:September 16, 2025

Subject
Approval of a Resolution of Execution of Settlement Documents Related to the National Opioid Litigation.

Recommendation:
Approve Resolution

item Summary:

ATTACHMENTS:
- Resolution_Purdue_Sackler_SecondaryManufacturers_Sept2025.docx

RESOLUTION 2025-

BY THE TOWN OF WAKE FOREST
AUTHORIZING PARTICIPATION IN AND EXECUTION OF THE NATIONAL OPIOID PURDUE AND SACKLER SETTLEMENT AND THE NATIONAL OPIOID SECONDARY MANUFACTURERS SETTLEMENTS

WHEREAS, the drug overdose epidemic has taken the lives of more than 41,000 North Carolinians since 2000; and

WHEREAS, the Centers for Disease Control and Prevention estimates the total economic burden of prescription opioid misuse alone in the United States is $78.5 billion a year, including the costs of healthcare, lost productivity, addiction treatment, and criminal justice involvement; and

WHEREAS, certain counties and municipalities in North Carolina joined with thousands of local governments across the country to file lawsuits against opioid manufacturers, pharmaceutical distribution companies, and chain drug stores to hold those companies and individuals accountable for their misconduct; and

WHEREAS, a settlement has been reached under Purdue Pharma L.P.'s bankruptcy plan, whereby Purdue Pharma L.P. ("Purdue") and members of the Sackler family will pay approximately $7.4 billion to settle opioid claims across the nation,; and

WHEREAS, a settlement has been reached in litigation against Alvogen, Inc., Amneal Pharmaceuticals LLC, Apotex Corp., Hikma Pharmaceuticals USA Inc. f/k/a West-Ward Pharmaceuticals Corp., Indivior Inc., Sun Pharmaceutical Industries, Inc., Viatris Inc., and Zydus Pharmaceuticals (USA) Inc., as well as their subsidiaries, affiliates, officers, and directors (collectively "the Secondary Opioid Manufacturer Defendants") named in the Secondary Opioid Manufacturer Settlements; and

WHEREAS, by joining the settlements, the state and local governments maximize North Carolina's share of opioid settlement funds to ensure the needed resources reach communities, as quickly, effectively, and directly as possible; and

WHEREAS, it is advantageous to all North Carolinians for local governments to sign onto the settlements to demonstrate solidarity in response to the opioid overdose crisis and maximize the share of opioid settlement funds received by state and local governments to help abate the harm; and

WHEREAS, funds from the settlements will be allocated in North Carolina just like prior settlements with eighty-five percent (85%) of the proceeds going to local governments to address the effects of the opioid crisis; and

WHEREAS, the Wake County Board of Commissioners approved a spending plan for Wake County's settlement funds for allocation of the settlement proceeds over Fiscal Year 2026 and Fiscal Year 2027;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes the Town Manager and Town Attorney to complete and execute Participation Forms, SAAF agreements, settlement agreements, and all other documents necessary to enter into opioid settlement agreements, subject to a pre-audit certificate thereon by the Town Chief Financial Officer, if applicable, and approval as to form and legality by the Town Attorney, and to provide such documents to the respective Administrators and any other authorized recipient.

Adopted this the 16th day of September, 2025.

_____

Vivian A. Jones, Mayor

ATTEST:

_____

Evelyn Wright, Town Clerk

APPROVED AS TO FORM:

_____

Nathan L. McKinney, Town Attorney

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-576-
Submitted by: Nathan McKinney,Administration
Submitting Department: Administration
Meeting Date:September 16, 2025

Subject
Approval of Closed Session Minutes (9/2/2025) related to National Opioid Litigation

Recommendation:
Review and approve the minutes from the September 2, 2025 closed session.

item Summary:

ATTACHMENTS:
- Minutes_Closed_Session_09.02.2025.docx

CLOSED SESSION MEETING OF THE BOARD OF COMMISSIONERS
TOWN OF WAKE FOREST
DATED September 2, 2025
(approved and released 9/16/2025)

Present
Mayor Vivian Jones
Commissioner Nick Sliwinski
Commissioner Faith Cross
Commissioner Keith Shackelford

Staff
Kip Padgett, Town Manager
Aileen Staples, Chief Financial Officer, Assistant Town Manager
Allison Snyder, Assistant Town Manager
Candace Davis, Assistant Town Manager
Nathan McKinney, Town Attorney

Item 1: Approval of the Minutes from the July 1, 2025 closed session.

The minutes were distributed by email to all Commissioners for review by the Town Attorney prior to the 9/2/2025 Work Session. A motion to approve the July 1, 2025 minutes was made by Commissioner Sliwinski and seconded by Commissioner Shackleford. The minutes were approved by unanimous vote of all Commissioners present. (these minutes concern pending matters and therefore remain closed).

Item 2: Consideration of a resolution to join additional settlements related to the national opioid litigation.

The Town Attorney had previously distributed by email to all Commissioners proposed paperwork regarding two additional settlements in the opioid litigation: 1) Purdue Pharma and the Sackler Family; 2) Secondary Manufacturers. Counsel gave context regarding previous settlements and supplemental agreements and recounted how the settlement process and the distribution of settlement funds have been facilitated via State, County, and Municipal participation and collaboration. Counsel noted that Wake County has an updated spending plan and allocation strategy for the settlement funds amongst the various local governments of Wake County. The Town Manager explained that settlement totals are increased in proportion to the number of local governments who sign on to the settlements. The Town Attorney recommended that the Board approve a resolution to sign the documentation required to participate in the settlements at the next open session of the Board.

A motion to approve the above minutes for the September 2, 2025 closed session was made by Commissioner _____ and seconded by Commissioner _____

The September 2, 2025, closed session minutes were approved with a vote of _____ in favor and zero (0) opposed.

_____
Vivian Jones, Mayor

September 16, 2025

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-585-
Submitted by: Jennifer Currin,Planning
Submitting Department: Planning
Meeting Date:September 16, 2025

Subject
Request to remove Jordan Banks from the Planning Board

Recommendation:

item Summary:

ATTACHMENTS:

- Planning Board Member Removal Request_091625.pdf

Agenda Item: Request to remove Jordan Banks from the Planning Board.

Summary: Jordan Banks' term began on January 1, 2025, and he has missed 3 of our 4 meetings this year without notifying staff of his absences. In accordance with our Planning Board handbook, Planning staff is recommending his removal from the Planning Board.

Attachments: None

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-550-
Submitted by: Elisabeth Palermo,Engineering
Submitting Department: Engineering
Meeting Date:September 16, 2025

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

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

item Summary:

ATTACHMENTS:
- Attachment_A_Summary_Amend_No_Parking_Ordinance.docx
- Attachment_B_Ordinance_Amend_No_Parking_Shearon Farms.docx
- Attachment_C_Shearon Farms Map.pptx

Agenda Item: 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.

Summary: In response to a resident report, the curve on Shearon Farms Ave. was inspected to determine if parking was impeding visibility along a curve located between the Capital Chevrolet Dealership driveway and the driveway for 4154 Shearon Farms Ave. Based on the findings of that inspection the engineering department recommends that the ordinance be amended to designate a "No Parking Zone" 15 ft on either side of the Capital Chevrolet driveway and on an approximately 145 ft section of Shearon Farms Ave. on the curve described above (see Attachment_C_Shearon Farms Map for location).

Attachment: Attachment_A_Summary Amend No Parking Ordinance,
Attachment_B_Ordinance Amend No Parking,
Attachment_C_ Shearon Farms Map

ORDINANCE 2025 – AA

ORDINANCE AMENDING CHAPTER 30; ARTICLE VI. TRAFFIC SCHEDULES; SEC. 30-241. - SCHEDULE 1, PARKING PROHIBITED AT ALL TIMES OF THE CODE OF ORDINANCES FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, the Engineering Department performed a sight distance analysis on the curve on Shearon Farms Avenue located approximately 520 ft from the intersection of Shearon Farms Ave and Capital Blvd. in response to a resident report; and

WHEREAS, the Engineering Department determined that prohibiting parking on a portion of this curve on the westbound side of Shearon Farms beginning approximately 520 ft from Capital Blvd for a distance of approximately 165 ft will improve road user visibility, and

WHEREAS, the Engineering Department determined that adding additional "No Parking" signs to clarify where parking is currently prohibited by Article VI. Section 30-194 at the intersection of the Capital Chevrolet driveway measured 15 ft from the point where the driveway return radius intersects with the edge of the traveled way will benefit both drivers and enforcement personnel and result in improved compliance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, to amend the Code of Ordinances Chapter 30 Traffic & Vehicles Article VI Traffic Schedules 241 – Schedule I; parking prohibited at all times be amended as follows:

Add:

The following shall be schedule 1 and may be cited as such:
Shearon Farms Avenue north side a distance 520 ft from Capital Blvd east 165 ft;

Adopted and effective this 16th day of September 2025.

_____
Vivian A. Jones
Mayor

ATTEST:

_____

Evelyn Wright
Town Clerk

APPROVED AS TO FORM:

_____

Nathan McKinney
Town Attorney


NO PARKING ANY TIME
NO PARKING ANY TIME
NO PARKING ANY TIME
NO PARKING ANY TIME
Shearon Farms Ave.
Capital Blvd.
Shearon Farms Ave.
N
No Parking Zone for Shearon Farms Ave.
WAKE FOREST

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-572-
Submitted by: Tim Richards,Planning
Submitting Department: Planning
Meeting Date:September 16, 2025

Subject
Informational presentation of the Wake Union Villas Site Master Plan (12737, 12739, and 12753 Wake Union Church Road)

Recommendation:
Review as Submitted (No vote required per Town Attorney)

item Summary:

ATTACHMENTS:

- BOC Agenda Summary SP-25-05.pdf
- SP-25-05 Staff Report.pdf
- Attachment A - Application.pdf
- Attachment B - Adopted Ordinance 2018-14.pdf
- Attachment C - Maps.pdf
- Attachment D - UDO Section 15-8-1.pdf
- Exhibit 1 - Proposed Wake Union Villas Site Master Plan.pdf

Agenda Item: Informational presentation of the Wake Union Villas Site Master Plan (12737, 12739, and 12753 Wake Union Church Road)

Summary: Staff presentation of the Wake Union Villas Site Master Plan (SP-25-05) for informational purposes in order to comply with Ordinance 2018-14.

Attachments: See Staff Report

Staff Report
Case SP-25-05: Wake Union Villas Site Master Plan

Meeting Date	September 16, 2025
Requested Actions	Review as submitted a proposed Site Master Plan (SP-25-05) for a 64-unit age-restricted multifamily development as required by Ordinance 2018-14 (no vote is required)
Case Manager	Tim Richards, Senior Planner - Development Services

CASE INFORMATION

Applicant	Traci Tate 1980 Rocky Ford Road Powhatan, VA 23139
Property Owners	Sarah G. Bridges 12737 Wake Union Church Road Wake Forest, NC 27587 Donna Rollins Pace and Linda Rollins Roberts-Betsch 855 Longwood Lane Alpharetta, GA 30004
Location	Intersection of Capital Boulevard and Jenkins Road
Addresses	12737, 12739, and 12753 Wake Union Church Road
Wake County Tax PINs	1831869237, 1831868329, and 1831961456
Acreage	4.57 acres
Zoning	Residential Mixed-Use Conditional District (RMX-CD) RZ-18-07 (See Attachment B)
Land Use	Dwelling-Multifamily (proposed)
Corporate Limits	The subject property is in the Town of Wake Forest's corporate limits (12753 Wake Union Church Road) and Extraterritorial Jurisdiction (12737 and 12739 Wake Union Church Road)

See Attachment A for a copy of the application and Attachment C for aerial and zoning maps.

ZONING HISTORY

The subject property was rezoned to Residential Mixed-Use Conditional District (RMX-CD) in 2018 (case number RZ-18-07). Conditions of the rezoning limit the permitted uses and establish special requirements if the property is developed with a multifamily use (see Attachment B). Condition #2 also requires Master plan review and approval by the Board of Commissioners. At the time of the rezoning, the town's Unified Development Ordinance (UDO) included a process and decision criteria for the Board of Commissioners to review Major Site Master Plans. The UDO has since been amended to eliminate that process and criteria, so that review and final action on all Master Plans is by the Technical Review Committee and Planning staff (see Attachment D). In order to comply with the current UDO and Condition #2 of Ordinance 2018-14, the proposed Site Master Plan is being presented to the Board of Commissioners for informational purposes and no vote is needed.

PROPOSED SITE MASTER PLAN

The proposed Site Master Plan (see Exhibit 1) is for a single, three-story building containing 64 multifamily dwelling units. All units are proposed to be age-restricted in compliance with rezoning Condition #3 (see Attachment B). The proposed plan has been determined to comply with applicable UDO standards, except the minimum off-street parking spaces (UDO Section 9.4.A) and the minimum 100' front building setback in the Special Highway Overlay District (UDO Section 2.4.3.D.1). On July 17, 2025, variances were granted by the Board of Adjustment allowing a reduction in minimum required automobile parking spaces from 116 spaces to 74 spaces, and a reduction in the minimum front setback from 100' to 48', consistent with the proposed Site Master Plan.

STAFF RECOMMENDATION

The Wake Forest Technical Review Committee and Planning staff have reviewed the proposed Site Master Plan and determined that it meets both the requirements of the town's Unified Development Ordinance, with the approved variances, and the conditions of the RMX-CD zoning. Understanding that any appeal of the variances granted would be to Wake County Superior Court per N.C.G.S. §160D-1402(b) and Section 15.13.4 of the UDO and that approvals of Site Master Plans are made by the Technical Review Committee and Planning staff per UDO Section 15.8.1, the Town Attorney has advised that no vote is required and this report and the accompanying Site Master Plan are provided to the Board of Commissioners for informational purposes only.

ATTACHMENTS

Attachment A: Application
Attachment B: Adopted Ordinance 2018-14
Attachment C: Maps
Attachment D: UDO Section 15.8.1

EXHIBITS

Exhibit 1: Proposed Wake Union Villas Site Master Plan

WAKE FOREST

Site Master Plan Application

(Site Master Plan Workflow)

Town of Wake Forest, NC
301 S. Brooks St.
Wake Forest, NC 27587-2932
TEL (919) 435-9510 | FAX (919) 435-9539

Project Overview #1604246

Project Title: Wake Union Villas Site Plan
Application Type: Site Master Plan
Workflow: Site Master Plan
Jurisdiction: Town of Wake Forest (Wake County)
State: NC
County: Wake

Checklist - Site Master Plan

Please review the checklist below, which identifies what must be submitted with this application. You will be asked to upload the required documents after you have finished entering your application information. A complete application must be submitted in order for the application to be deemed complete and routed for review. Missing items will result in the application being declined and returned to you for revision.

VIEW SITE MASTER PLAN SUBMITTAL CHECKLIST

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

As of July 1, 2025, all initial submittals and resubmittals of this type of application must be uploaded in the City of Raleigh's Development Portal, with applicable fees, for concurrent water and sewer utility review. Failure to do so will result in the Town of Wake Forest application being denied. Please click on the button below to open the portal in a new window. Please visit the City of Raleigh's water and sewer plan review web page for additional information.

Raleigh Permit and Development Portal

Pre-Application Meeting

Has a pre-application conference been held?: Yes

*Note: This type of project requires a pre-application conference be completed prior to official submittal. If this has not been completed, please return to the home screen and select **Pre-Application Conference** from the application type drop down list in order to schedule your required meeting.*

Pre-Application Conference Date: 01/07/2025
Staff Member Met With: Tim Richards & Kathryn Salisbury
Pre-application Conference Project Number: 1569229

Address & Basic Site Information

Please Note:
In some cases, a parcel address may not verify. In the event that our system is unable to verify the address you enter, please submit

the project as an *Unverified Parcel* and provide zoning and land use information as requested below. For verified addresses, the zoning and land use information will be added to the application automatically (you do not need to provide it below).

Project Address or PIN:
- 12737 Wake Union Church Rd (1831869237)
- 12739 Wake Union Church Rd (1831868329)
- 12753 Wake Union Church Rd (1831961456)

Tax PIN:
- 1831869237
- 1831868329
- 1831961456

Acreage: 4.6

Name of Existing Development/Subdivision (if applicable--for reference only):

For unverified addresses/parcels only, please provide below 1) the current use of the parcel, 2) the zoning district(s) it is in, and 3) any overlay districts that apply. Reference the zoning map and the overlay districts map on the town's website.

Current Use & Zoning (required only if address/parcel is unverified):

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

GIS Site Information (Automatically Generated - Not Available for Unverified Addresses)

Parcel Area: GIS Acreage
- 12737 Wake Union Church Rd: 1.74
- 12739 Wake Union Church Rd: 0.77
- 12753 Wake Union Church Rd: 2.37

Current Use: Land Use Development
- 12737 Wake Union Church Rd: Residential
- 12739 Wake Union Church Rd: Residential
- 12753 Wake Union Church Rd: Residential

Wake Forest (WF): Town Limits
- 12753 Wake Union Church Rd: WF

Planning and Zoning: Jurisdiction
- 12737 Wake Union Church Rd: WAKE FOREST
- 12739 Wake Union Church Rd: WAKE FOREST
- 12753 Wake Union Church Rd: WAKE FOREST

Base District: Zoning
- 12737 Wake Union Church Rd: RMX CD
- 12739 Wake Union Church Rd: RMX CD
- 12753 Wake Union Church Rd: RMX CD

In SH1-O Overlay: Special Highway Overlay - US 1
- 12737 Wake Union Church Rd: yes
- 12739 Wake Union Church Rd: yes
- 12753 Wake Union Church Rd: yes

In SH2-O Overlay:

In Water Supply Watershed Protection Overlay: Watershed Protection Overlay
- 12737 Wake Union Church Rd: yes (FL-WMA)
- 12739 Wake Union Church Rd: yes (FL-WMA)
- 12753 Wake Union Church Rd: yes (FL-WMA)

In TND Overlay:

In SF Overlay:

In HL-O Overlay:

In MVCP-O Overlay:

In National Register of Historic Places:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: Yes

Currently a Conditional Use?: No

Is there an existing Special Use Permit for the Property?: No

Case Number of related site plan (if applicable):

Case Numbers of other related approvals (if applicable):

Project Contacts

Please enter all project contacts related to your application.

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

Project Contact - Applicant
Traci Tate

1980 Rocky Ford Road
Powhatan, VA 23139
P:9197419328
traci@halconcompanies.com

Project Contact - Developer
Traci Tate

1980 Rocky Ford Road
Powhatan, VA 23139
P:9197419328
traci@halconcompanies.com

Project Contact - Property Owner
Donna and Linda Rollins Pace and Rollins Roberts-Betsch

855 Longwood Lane
Alpharetta, GA 30004
P:404-272-7788
lrobertsbe@comcast.net

Project Contact - Engineer
Matt Lowder
Bowman - Raleigh, NC
4006 Barrett Drive, Suite 104
Raleigh, NC 27609
P:919-553-6570
mlowder@bowman.com

Project Contact - Other
Sarah G Bridges
Owner
12737 Wake Union Church Road
Wake Forest, NC 27587
P:919-614-5200
traci@halconcompanies.com

Impervious Surface Area

Existing Impervious Surface Area: 15,405

Proposed Impervious Surface Area: 84,330

Transportation Impact Analysis

As per Section 6.11.1 of the UDO is the project required to provide a Traffic Impact Analysis (TIA)?: No

Was the TIA reviewed in a separate permit prior to this application?:

Project Number:

For projects requiring a TIA, a separate TIA application must be submitted in conjunction with this application. Please review the TIA submittal checklist and submit a ***Transportation Impact Analysis Review*** application in IDT.

Site Master Plan

Project Type: Residential

Description of Request:
Master site plan review for a 64-unit senior apartment facility on Wake Union Church Road

Total Number of Dwelling Units: 64

Number of Multi-Family Units: 64

Number of Buildings (multi-family): 1

Building Height: 56

Number of Lots (non-residential): 3

Number of Buildings (non-residential): 0

Square Footage of All Buildings (non-residential): 77000

Number of Stories: 3

Conditional District Rezoning

Is the project part of a proposed conditional district rezoning under review?: No

Project Number:

Special Use Permit

Is the project part of a proposed special use permit under review?: No

Project Number:

Modification Permits

Are modifications from standards included within the proposal? (Setback, Architectural, SH-O District, Alternative Method of Compliance): Yes

Required to also submit an **Administrative Modification** permit for review. Recommend speaking with Town staff to determine if the request is eligible to be processed at the administrative level or if a public hearing will be required.

Agent Authortization Form

TOWN of WAKE FOREST

The Wake Forest Unified Development Ordinance (UDO) states that applications for development approvals may only be made by the landowner, a lessee or person holding an option or contract to purchase or lease the land, or an authorized agent of the landowner (see Sec. 15.2.5.C). This agent authorization form must be signed by the landowner and included with any application not submitted by the landowner or lessee as specified above. If more than one landowner is involved, a separate agent authorization form must be submitted by each landowner.

Address(es) and Tax PIN(s) for which authorization is granted: 12737 Wake Union Church Road (1831-86-9237)
12739 Wake Union Church Road (1831-86-8329)

Landowner's name*: Sarah G Bridges

Application(s) for which authorization is granted (e.g., Rezoning, Special Use Permit): Master Site Plan

Person authorized to submit application(s) as landowner's agent *(must be the same person listed as the applicant on the application form)*: Traci Tate

Landowner's Signature: Sarah G. Bridges

Date: 5/1/2025

Please provide below the name, address, and other information of the person signing this form.

Name: Sarah G Bridges

Address: 12737 Wake Union Church Road, Wake Forest, NC 27587

Telephone number: 919-614-5200

Email address:

If signing for a corporation or other entity, please specify title and/or relationship to the corporation or other entity *(e.g., Member, Executive Officer)*:

**Owner of record as shown on the latest equalized assessment rolls of Wake County, or, if ownership has recently been transferred, the grantee shown on the recorded deed (a copy of the deed must accompany this form).*

Docusign Envelope ID: AE54BD3E-43F8-4515-9BC9-C78E28C5C5E1

Agent Authortization Form

TOWN of WAKE FOREST

The Wake Forest Unified Development Ordinance (UDO) states that applications for development approvals may only be made by the landowner, a lessee or person holding an option or contract to purchase or lease the land, or an authorized agent of the landowner (see Sec. 15.2.5.C). This agent authorization form must be signed by the landowner and included with any application not submitted by the landowner or lessee as specified above. If more than one landowner is involved, a separate agent authorization form must be submitted by each landowner.

Address(es) and Tax PIN(s) for which authorization is granted: 12753 Wake Union Church Road (1831-96-1456)

Landowner's name*: Donna Rollins Pace and Linda Rollins Roberts-Betsch

Application(s) for which authorization is granted (e.g., Rezoning, Special Use Permit): Master Site Plan

Person authorized to submit application(s) as landowner's agent *(must be the same person listed as the applicant on the application form)*: Traci Tate

Landowner's Signature: DocuSigned by: Linda Rollins Roberts Betsch 0DA663CE55FB4AE... DocuSigned by: Donna Rollins Pace 0DA663CE55FB4AE...

Date: 5/2/2025 5/2/2025

Please provide below the name, address, and other information of the person signing this form.

Name: Donna Rollins Pace and Linda Rollins Roberts-Betsch

Address: 855 Longwood Lane, Alpharetta, GA 30004

Telephone number: 404-272-7788

Email address: lrobertsbe@comcast.net

If signing for a corporation or other entity, please specify title and/or relationship to the corporation or other entity *(e.g., Member, Executive Officer)*:

**Owner of record as shown on the latest equalized assessment rolls of Wake County, or, if ownership has recently been transferred, the grantee shown on the recorded deed (a copy of the deed must accompany this form).*

ORDINANCE 2018-14

ORDINANCE AMENDING THE OFFICIAL ZONING DISTRICT MAP OF THE TOWN OF WAKE FOREST TO CHANGE THE ZONING OF APPROXIMATELY 4.88 ACRES LOCATED AT 12737, 12739 AND 12753 WAKE UNION CHURCH ROAD FROM CONDITIONAL USE NEIGHBORHOOD BUSINESS (CU NB) TO RESIDENTIAL MIXED USE CONDITIONAL DISTRICT (RMX CD)

RZ-18-07, BRIDGES & PACE PROPERTY

WHEREAS, the application submitted by Donna Pace and Sarah Bridges for the rezoning of lands hereinafter described was duly filed with the Planning Department and thereafter a public hearing was held hereon on the 3rd day of April, 2018 before the Planning Board and the Board of Commissioners, pursuant to due notice mailed, the property posted and notice published pursuant to G.S. § 160A-384. Thereafter, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application for the rezoning of the lands hereinafter described, all in accordance with the requirements of the Town of Wake Forest Unified Development Ordinance and the provisions of Chapter 160A, Article 19, of the North Carolina General Statutes; **NOW, THEREFORE,**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST

Section 1: The lands that are the subject of the Ordinance are those certain lands described in Attachment "A" – Legal Description which is incorporated herein by reference, and said lands are hereafter referred to as the "Rezoned Lands."

Section 2: The parcel identified by the Wake County Tax Parcel Identification Numbers, 1831-86-8329, 1831-86-9237 and 1831-96-1456, and described in Attachment "A", are located within the Town of Wake Forest's planning jurisdiction and/or corporate limits.

Section 3: The Town of Wake Forest Unified Development Ordinance, including the Town of Wake Forest North Carolina Official Zoning District Map which is a part of said Ordinance, is hereby amended by changing the zoning classification of the "Rezoned Lands" from Conditional Use Neighborhood Business (CU NB) to Residential Mixed Use Conditional District (RMX CD), subject to the conditions stated herein.

Section 4: The Administrator is hereby authorized and directed to cause the said Official Zoning District Map for the Town of Wake Forest, North Carolina, to be physically revised and amended to reflect the zoning changes ordained by this Ordinance.

Section 5: After reviewing all the information presented at the public hearing and the Wake Forest plans, policies and ordinances, the Wake Forest Board of Commissioners find the zoning map amendment request reasonable and consistent with the Community Plan and adopted a written consistency statement, which is on file with the Wake Forest Planning Department.

Section 6: The "Rezoned Lands" are subject to all of the following conditions which are imposed as part of this rezoning:

1. To remove the following permitted uses from the RMX zoning district: Dwelling-Single Family; Dwelling-Duplex; Dwelling-Townhome; Family Care Homes; Residential Care Facilities; Bed and Breakfast Homes; Boarding or Rooming House; Dry Cleaning &

Laundry Services; Funeral Homes/Crematoria; Open Air Retail; or Vehicle Rental/Moving Trucks.

2. Master plan review and approval shall be required by the Board of Commissioners.

3. If the property is developed with a multifamily use, the multifamily units will be designated as housing for older persons, according to the following formula: Eighty percent (80%) of the units will be reserved for elderly households. Twenty percent (20%) of the units will be reserved for either elderly households, or households in which all household members are forty-five (45) years of age or older. "Elderly household" means a household that meets the following criteria: (i) one member of the household is fifty-five (55) years of age or older, and (ii) all other household members are forty-five (45) years of age or older."

Section 7: The "Rezoned Lands" shall be perpetually bound to the conditions imposed including the uses authorized, unless subsequently changed or amended as provided for in the Unified Development Ordinance.

Section 8: After reviewing all the information presented at the public hearing and the Wake Forest plans, policies and ordinances, the Wake Forest Board of Commissioners find the rezoning request reasonable and consistent with the Community Plan and adopted a written consistency statement, which is on file with the Wake Forest Planning Department.

Section 9: This ordinance shall be in full force and effect from and after its adoption.

This the 17 day of April 2018.

Motion by: Brian Pate

Second by: Greg Harrington

Mayor:

APPROVED AS TO FORM:

Eric A. Vernon

Town Attorney

ATTEST:

Town Clerk

RZ-18-07: Bridges & Pace Property

Consistency Statement

The rezoning request is consistent with the Wake Forest Community Plan and Unified Development Ordinance in that:

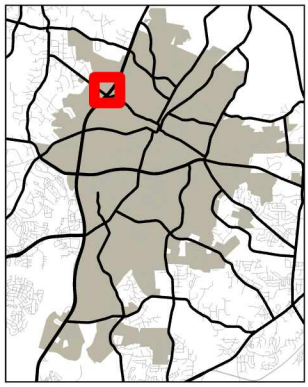
1. The subject property is located in the Sub-Urban Zone per the Growth Strategy Map. The policy emphasis in this area is similar to the General Urban Zone.

2. The proposed development will provide a mixture of housing types, sizes and prices within the bounds of the neighborhood planning area.

3. The proposed development will contribute in building a full service neighborhood by allowing residentially scaled services close at hand. It will also permit for the varying of types and price-points of housing to encourage social and economic diversity in the planning area.

4. The proposed development will locate higher density projects adjacent to work and shopping. The access for any higher density housing will not be located through a lower density housing area. Any higher density housing would act as a transition between Capital Blvd/US-1 and the existing lower density development to the west.

5. The proposed residential development continues to provide for funding to help meet the demand for open space and recreation created by the development by paying Recreation Fees at building permit.



Aerials

WAKE FOREST

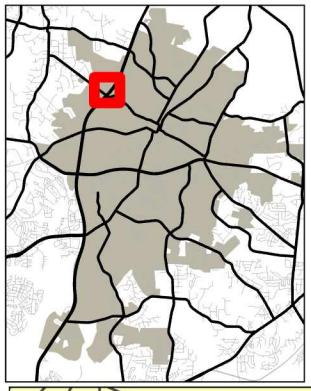
Wake Union Villas Site Master Plan
SP-25-05
PIN: 1831869237, 1831868329, and 1831961456

9/5/2025



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding zoning boundaries, contact the Town Wake Forest Planning Department at 919-435-9510.

0 500 1,000 US Feet



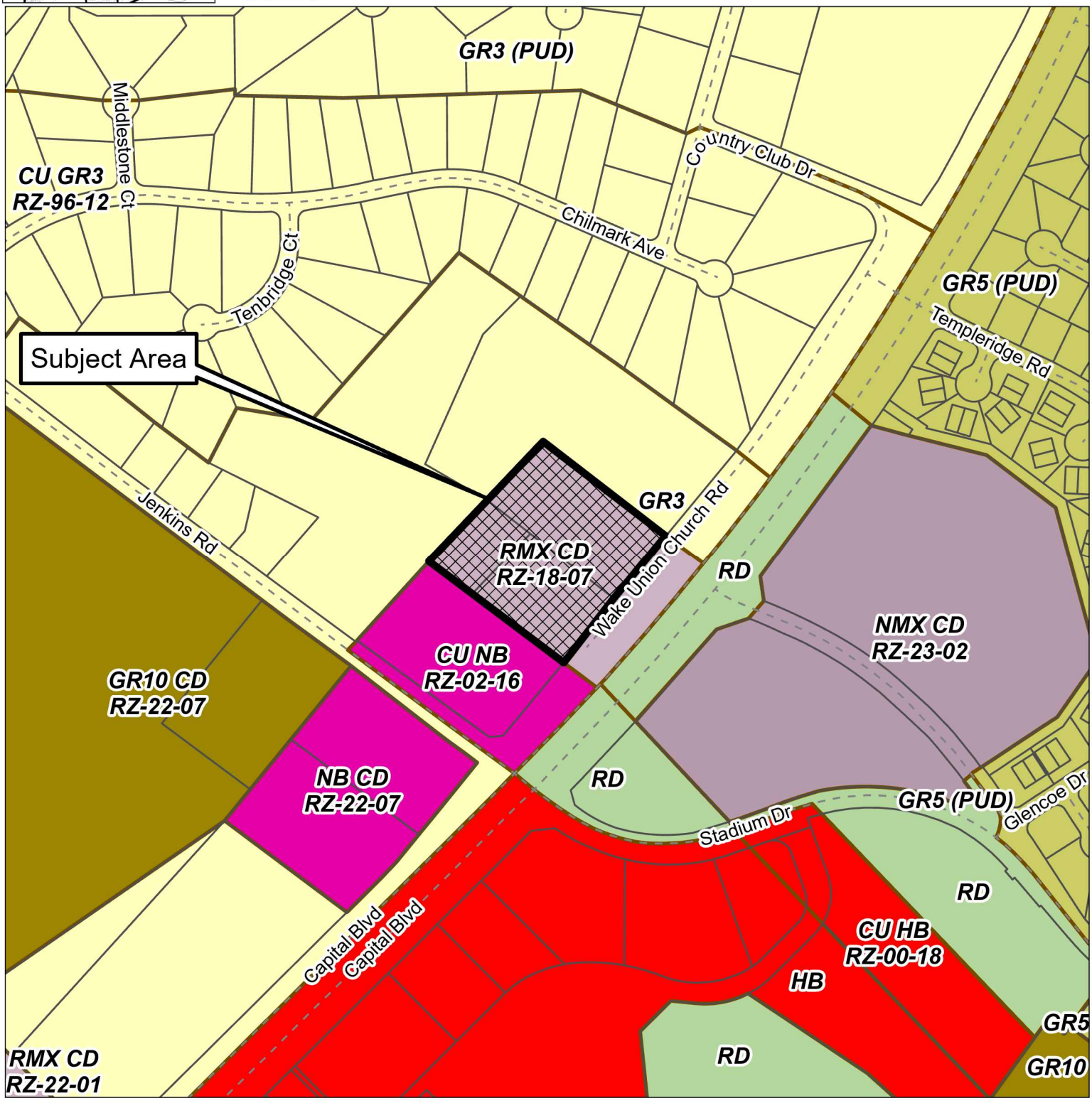
Current Zoning

Wake Union Villas Site Master Plan

SP-25-05

PIN: 1831869237, 1831868329, and 1831961456

9/5/2025



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding zoning boundaries, contact the Town Wake Forest Planning Department at 919-435-9510.

0 500 1,000 Feet

relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

3. **Certification Exemptions:** The following structures, if located within Zone A, AE, or X (Future), are exempt from the elevation/floodproofing certification requirements specified above:
   a. Recreational Vehicles meeting requirements of Section 12.4.2.B.5; and
   b. Accessory Structures less than 150 square feet meeting requirements of Section 12.4.2.B.6.

F. **Determination of Compliance:** Following submittal of the application and accompanying data, the information shall be reviewed by the Administrator for compliance with the requirements of this ordinance. Provided the application is complete, applications shall be reviewed and acted upon by the staff and notice given the applicant within 30 days of receipt of the application. All decisions shall be in writing and delivered via electronic mail, personal delivery, or first class mail to the property owner and party seeking determination, if different from the owner. An approved Floodplain/Watershed Development Permit shall include the following information:
   1. A description of the development to be permitted under the floodplain development permit.
   2. The Special Flood Hazard Area or Future Conditions Flood Hazard Area determination for the proposed development per available data specified in Section 12.4.1.C.
   3. The regulatory flood protection elevation required for the reference level and all attendant utilities.
   4. The regulatory flood protection elevation required for the protection of all public utilities.
   5. All certification submittal requirements with timelines.
   6. A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, as applicable.
   7. The flood openings requirements, if in Zones A, AE, or X (Future)

G. **Public Notification:** N/A (Except as required by State or Federal Agencies)

H. **Appeals:** Appeals of the decisions of the Administrator shall be heard by the Board of Adjustment in accordance with Section 15.12 within 30 days after receipt of written notice of decision.

I. **Permit Validity:** Floodplain development permits shall be valid for one year. Failure to initiate construction, or otherwise begin the permitted use, within this time period shall render the permit void.

J. **Permit Extension:** Renewal of an expired floodplain development permit shall require the same application procedure as the initial permit. No further development activity is to be performed until the new permit is issued.

15.8. Site Plans/Design Review

15.8.1. Site Master Plan

A. **Applicability:** The Site Master Plan process shall apply to development activities meeting the development definition which are not otherwise approved by other development permits and approvals.

B. **Process Type:** Administrative.

C. **Pre-Application Procedure:** It is required that every applicant for a Site Master Plan meet with the Administrator in a conference prior to the submittal of an application. The purpose of this conference is to provide clarification and assistance in the preparation and submission of plans for approval. The applicant shall provide a Sketch Plan (15.4.2) to the Administrator prior to the pre-application conference. The provisions of a sketch plan will allow the Administrator an opportunity to review the proposal before the applicant expends funds on the preparation of a detailed Site Master Plan.

D. **Required Application Information:** See Site Master Plan Checklist.

E. **Determination of Compliance:** Once an application is deemed complete by the Administrator, the Administrator and Technical Review Committee shall review the application and approve, deny, or approve with conditions the Site Plan based on compliance with the standards contained in this ordinance. All decisions shall be in writing and delivered via electronic mail, personal delivery, or first class mail to the property owner and party seeking determination, if different from the owner. Following an approval or approval with conditions, the applicant shall be directed to proceed to the preparation of a Site Construction Plan (15.8.2). If the Administrator disapproves or approves conditionally the plan, the reasons for such action shall be stated in writing by the Administrator, and the applicant may make changes and submit a revised plan for consideration in accordance with the procedures set forth in this section.

F. **Public Notification:** None required.

G. **Appeals:** Appeals of the decisions of the Administrator or TRC shall be heard by the Board of Adjustment in accordance with Section 15.12 within 30 days after receipt of written notice of decision.

H. **Permit Validity:** Approval of a Site Master Plan shall be valid for 2 years from the date of approval. A Site Construction Plan shall be presented for approval prior to the end of this 2 year period.

I. **Permit Extension:** The Administrator may grant a single extension of this time period of up to one year upon submittal by the applicant of sufficient justification for the extension. Sufficient justification may include, but is not limited to, delays in other outside agency permits, financing institution delays, or other similar reasons beyond the control of the applicant. If an extension is denied, or a Site Construction Plan is not presented for approval within a granted extension period, the applicant may reapply for a Site Master Plan using the same process as if the application was being considered for the first time.

15.8.2. Site Construction Plan

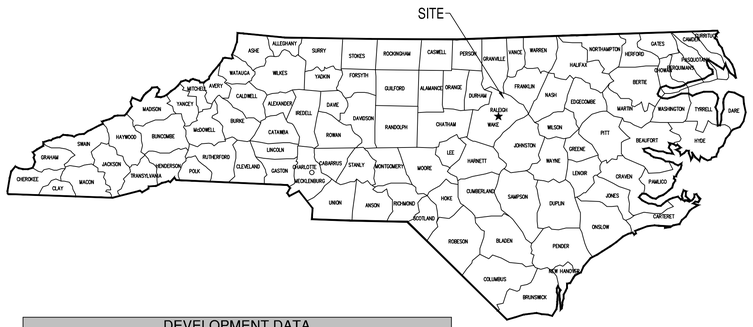
A. **Process Type:** Administrative

B. **Pre-Application Procedure:** No meeting is required but applicants are encouraged to call or visit the Administrator to determine what information is required for the application.

C. **Required Application Information:** See Construction Plan Checklist.

D. **Determination of Compliance:** The Site Construction Plan shall be reviewed by the Technical Review Committee for compliance with the requirements of this chapter and for conformity with the approved Site Master Plan, if applicable. Provided the application is complete, applications shall be reviewed by the committee and written review comments will be given to the applicant within 45 days of receipt of the Site Construction Plan.

E. **Public Notification:** N/A



Proposed
WAKE UNION VILLAS
MASTER SITE PLAN
SP-25-05
Wake Union Church Road
Wake Forest, North Carolina
Wake County

DEVELOPMENT DATA	
DEVELOPMENT NAME:	WAKE UNION VILLAS
STREET ADDRESS:	WAKE UNION CHURCH ROAD WAKE FOREST, NC 27587
PROPERTY IDENTIFICATION (PIN)	1831-86-9237, 1831-86-8329 & 1831-96-1456
REID:	0110214, 0025349 & 0067511
DEED:	BOOK 14-E, PG 1764 & BOOK 014760, PG 02385
PLAT:	BOOK 2003, PG 985
CURRENT NUMBER OF LOTS:	3
PROPOSED NUMBER OF LOTS:	1
CURRENT PROPERTY OWNERS:	SARAH G BRIDGES DONNA ROLLINS PACE & LINDA ROLLINS ROBERTS-BETSCH
DEVELOPER:	THE VILLAS AT WAKE FOREST CROSSING, LLC
ZONING:	RMX CD (RZ-18-07) (CONDITIONAL DISTRICT-RESIDENTIAL MIXED USE) (FL-WMA) FALLS LAKE WATERSHED MANAGEMENT AREA DISTRICT (SH1-O) US 1 SPECIAL HIGHWAY OVERLAY
RIVER BASIN:	NEUSE (LOWER FALLS LAKE)
WATERSHED:	FALLS LAKE WATER SUPPLY WATERSHED PROTECTED AREA
RECEIVING STREAM:	HORSE CREEK
STREAM INDEX:	27-17-(0.7)
STREAM CLASSIFICATION:	WS-IV; NSW
FLOOD ZONE:	NONE (FEMA MAP 3720183100K, DATED 7/19/22)
SITE AREA:	199,265 SF (4.575 ACRES) (AFTER PROPERTY RECOMBINATION)
DISTURBED AREA:	5.5 ACRES
INSIDE TOWN LIMITS:	YES
EXISTING USE:	SINGLE FAMILY
PROPOSED BUILDING USE:	64-UNIT SENIOR APARTMENTS
TOTAL BUILDING AREA:	26,350 SF
BUILDING COVERAGE	13.28 %
MAX BUILDING HEIGHT:	6 STORIES, 84 FT
PROPOSED BUILDING HEIGHT:	56'-0" (3 STORIES)
BUILDING SQUARE FOOTAGE:	77,000 SF
MAX DENSITY:	24 DU/AC
PROPOSED DENSITY:	64 UNITS/4.575 ACRES = 14.4 DU/AC
WATERSHED REQUIREMENT:	70% BUA MAX
MIN BUILDING SETBACK:	48 FT CAPITAL BOULEVARD SETBACK (APPROVED VARIANCE BOA-25-05)
MIN PARKING SETBACK	50 FT CAPITAL BOULEVARD SETBACK
MIN SIDE SETBACK:	0 FT
MIN REAR SETBACK:	5 FT
LOT WIDTH AT ROAD FRONTAGE:	448 FT
OPEN SPACE/RECREATION REQUIREMENTS:	
MIN OPEN SPACE REQUIRED:	5% OF SITE AREA
OPEN SPACE PROVIDED:	114,470 SF (57.45% OF SITE)
OPEN SPACE AFTER R/W DEDICATION:	199,265 SF - 14,150 (FUTURE R/W) = 185,115 SF (4.25 ACRES) OPEN SPACE: 100,320 SF (50.35% OF SITE)
MIN PARK SPACE REQIRED:	2% OF SITE AREA
PARK SPACE PROVIDED:	6,000 SF (3.01% OF SITE)
TREE CANOPY REQUIRED:	18 TREES (1 CANOPY TREE PER 10,000 SQ FT OF PARCEL AREA)
TREE CANOPY PROVIDED	18 TREES
PARKING REQUIREMENTS:	
PARKING SPACE REQUIREMENTS:	1.8 PER UNIT 64 PROPOSED UNITS = 116 SPACES REQUIRED
TREE SAVE AREA INCENTIVE	20% REDUCTION = 93 SPACES REQUIRED
PARKING SPACES PROPOSED:	74 SPACES (APPROVED VARIANCE BOA-25-05)
ACCESSIBLE SPACES PROPOSED:	11 SPACES
PARKING SPACE DIMENSIONS:	9 FT X 18 FT (11 FT END STALL)
BICYCLE PARKING SPACES:	2 PER 40 VEHICLE PARKING SPACES = 6 BICYCLE SPACES REQUIRED 6 LONG-TERM SPACES PROVIDED IN THE BUILDING 8 SHORT-TERM SPACES PROVIDED OUTDOORS
BUFFER REQUIREMENTS:	
ADJACENT ZONING DISTRICTS:	CU NB & GR3
REQUIRED BUFFERS:	20 FT TYPE C BUFFER (ADJACENT GR3) NO BUFFER REQUIRED ADJACENT TO CU NB SH-O STREET YARD BUFFER (3 CANOPY TREES/50 FT)
NEUSE RIPARIAN BUFFER:	50FT ZONE 1 BUFFER (INTERMITTENT STREAM)

IMPERVIOUS SUMMARY TABLE			
TOTAL SITE AREA = 199,265 SF (4,574 AC) (AFTER PROPERTY RECOMBINATION)			
EXISTING IMPERVIOUS AREA	15,405 SF	0.35 ACRES	7.73 % OF AREA
BUILDINGS	26,455 SF	0.61 ACRES	13.28 % OF AREA
PAVEMENT	48,260 SF	1.11 ACRES	24.22 % OF AREA
SIDEWALK	10,080 SF	0.23 ACRES	5.06 % OF AREA
TOTAL IMPERVIOUS AREA	84,795 SF	1.95 ACRES	42.55 % OF AREA
WOODED SPACE (INCLUDES TSA)	51,820 SF	1.19 ACRES	26.01 % OF AREA
TREE SAVE AREA	10,610 SF	0.66 ACRES	14.39 % OF AREA
OPEN SPACE	62,650 SF	1.44 ACRES	31.44 % OF AREA
INCREASE IN IMPERVIOUS AREA	69,390 SF	1.59 ACRES	
INCREASE IN OFFSITE IMPERVIOUS AREA	14,270 SF	0.33 ACRES	

RZ-18-07
ORDINANCE 2018-14 DATED APRIL 17, 2018
REZONING CONDITIONS

1. TO REMOVE THE FOLLOWING PERMITTED USES FROM THE RMX ZONING DISTRICT: DWELLING-SINGLE FAMILY; DWELLING-DUPLEX; DWELLING-TOWNHOME; FAMILY CARE HOMES; RESIDENTIAL CARE FACILITIES; BED AND BREAKFAST HOMES; BOARDING OR ROOMING HOUSE; DRY CLEANING & LAUNDRY SERVICES; FUNERAL HOMES/CREMATORIA; OPEN AIR RETAIL; OR VEHICLE RENTAL/MOVING TRUCKS.
2. MASTER PLAN REVIEW AND APPROVAL SHALL BE REQUIRED BY THE BOARD OF COMMISSIONERS.
3. IF THE PROPERTY IS DEVELOPED WITH A MULTIFAMILY USE, THE MULTIFAMILY UNITS WILL BE DESIGNATED AS HOUSING FOR OLDER PERSONS, ACCORDING TO THE FOLLOWING FORMULA: EIGHTY PERCENT (80%) OF THE UNITS WILL BE RESERVED FOR ELDERLY HOUSEHOLDS. TWENTY PERCENT (20%) OF THE UNITS WILL BE RESERVED FOR EITHER ELDERLY HOUSEHOLDS, OR HOUSEHOLDS IN WHICH ALL HOUSEHOLD MEMBERS ARE FORTY-FIVE (45) YEARS OF AGE OR OLDER. "ELDERLY HOUSEHOLD" MEANS A HOUSEHOLD THAT MEETS THE FOLLOWING CRITERIA: (i) ONE MEMBER OF THE HOUSEHOLD IS FIFTY-FIVE (55) YEARS OF AGE OR OLDER, AND (ii) ALL OTHER HOUSEHOLD MEMBERS ARE FORTY-FIVE (45) YEARS OF AGE OR OLDER."

RALEIGH WATER INSPECTIONS QUANTITIES (SUBDIVISIONS AND SITE PLANS)	
ITEM	QUANTITY
NUMBER OF LOT(S)	
NUMBER OF UNITS	64
PUBLIC WATER (LF)	
PUBLIC SEWER (LF)	2,053 LF (8" SDR-35 PVC)
PUBLIC FORCE MAIN (LF)	
PRIVATE SEWER* (LF)	
WATER SERVICE STUBS	2
SEWER SERVICE STUBS	1
AVERAGE DAILY FLOW** (75 GPD X 88 BEDROOMS)	6,600 GPD
COMMERCIAL PROJECTS WITH SINGLE WATER AND SEWER SERVICE	
FIRE SERVICE (SIZE)	6"
DOMESTIC METER SIZE	2"
IRRIGATION METER SIZE	1"
AVERAGE DAILY FLOW**	7,200 GPD

*Sewer mains and manholes as part of a collections system
**Entire Project Flow. Based on 75gpd per bedroom for residential (Apartments, single family dwelling, townhouse, condos); or based on 15A NCAC 02T .0114 Wastewater Design Flow Rates for Commercial and Industrial.
The meter size must match domestic service size (Exemption-3/4" service tap with 5/8" meter)

PUBLIC
Sewer Collection/Extension System

The City of Raleigh consents to the connection and extension of the City's public sewer system as shown on this plan. The material and construction methods used for this project shall conform to the standards and specifications of the City' s Public Utilities Handbook.

City of Raleigh
Public Utilities Department Permit # _____

Authorization to Construct _____

ATTENTION CONTRACTORS

The ***Construction Contractor*** responsible for the extension of water, sewer, and/or reuse, as approved in these plans, is responsible for ***contacting*** the ***Public Utilities Department*** at ***(919)996-4540*** at least ***twenty four hours*** prior to beginning any of their construction.

Failure to notify both ***City Departments*** in advance of beginning construction, will result in the issuance of ***monetary fines***, and require reinstallation of any water or sewer facilities not inspected as a result of this notification failure.

Failure to call for ***Inspection***, ***Install a Downstream Plug***, have ***Permitted Plans*** on the ***Jobsite***, or any other ***Violation*** of ***City of Raleigh Standards*** will result in a ***Fine and Possible Exclusion*** from future work in the ***City of Raleigh***.

DEVELOPER

The Villas at Wake Forest Crossing, LLC
Attn. Traci Tate
1980 Rocky Ford Road
Powhatan, VA 23139
(919) 741-9328
traci@halconcompanies.com

CIVIL ENGINEER

Bowman North Carolina, Ltd.
4006 Barrett Drive, Suite 104
Raleigh, NC 27609
(919) 553-6570
mlowder@bowman.com
FIRM# F-1445

ARCHITECT

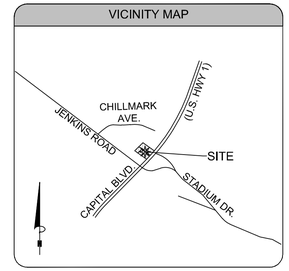
Ross/Deckard Architects, P.A.
Attn. Wayne Bowser, AIA
4010 Wake Forest Road
Raleigh, NC 27609
(919)857-0001
w.bowser@rossdeckardarchitects.com

CURRENT PROPERTY OWNERS

Sarah G Bridges
12737 Wake Union Church Road
Wake Forest, NC 27587

Donna Rollins Pace & Linda Rollins
Roberts-Betsch
855 Longwood Lane
Alpharetta, GA 30004

VICINITY MAP



INDEX OF DRAWINGS	
SHEET	SHEET TITLE
C1.0	COVER SHEET
C1.1	GENERAL NOTES
SHEET 1 OF 2	ALTA SURVEY
SHEET 2 OF 2	ALTA SURVEY - TREE CHART
C2.0	DEMOLITION PLAN
C3.0	SITE PLAN
C3.1	FIRETRUCK PLAN
C3.2	FIRETRUCK PLAN
C4.0	GRADING & DRAINAGE PLAN
C5.0	OVERALL UTILITY PLAN
C5.1	UTILITY PLAN
C5.2	UTILITY PLAN
C6.0	STORMWATER MANAGEMENT DETAILS
C6.1	STORMWATER MANAGEMENT DETAILS
C7.0	LANDSCAPE PLAN
C7.1	LANDSCAPING DETAILS
C8.0	LIGHTING PLAN

INSTALLATION INSTRUCTIONS

ALL PUBLIC FACILITIES, INCLUDING UTILITIES, SIDEWALKS AND HANDICAP RAMPS ARE TO BE CONSTRUCTED ON ALL STREETS AS SPECIFIED BY TOWN STANDARDS. THESE FACILITIES HAVE BEEN APPROVED BY THE TOWN OF WAKE FOREST AND SHALL BE SO INSTALLED UNLESS A CHANGE IS APPROVED BY THE TOWN OF WAKE FOREST.

REVIEW ENGINEER DISCLAIMER

EXECUTION OF THIS CONSTRUCTION PLAT BY THE REVIEW ENGINEER FOR THE TOWN OF WAKE FOREST IN NO WAY LIMITS THE RESPONSIBILITY OF THE OWNER AND ENGINEER OF RECORD WITH REGARD TO COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL STANDARDS AND/OR CONDITIONS.

CONSTRUCTION NOTE

ALL MATERIALS AND CONSTRUCTION METHODS PER THE LATEST EDITION OF THE TOWN OF WAKE FOREST, CITY OF RALEIGH, WAKE COUNTY AND NCDOT SPECIFICATIONS AND STANDARD DETAILS AS APPLICABLE

BEFORE YOU DIG
STOP
CALL 1 800 632-4949
N.C. ONE-CALL CENTER
IT'S THE LAW

811
Know what's below.
Call before you dig.

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING: _____ DATE: _____
ENGINEERING: _____ DATE: _____

Subject to addressing outstanding conditions of approval within the issued comment letter. Plans are not released for construction. Approval is valid for two years from the date above.

SP-25-05

Bowman

Bowman North Carolina Ltd.
4006 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919)553-6570
bowman.com
F-1445

COVER SHEET
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 8/22/25 MATTHEW E. LOWDER

PLAN STATUS	
4/30/2025	MASTER SITE PLAN #2
5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD

SCALE H: V:

JOB No. 220238-01-001

DATE JANUARY 24, 2025

FILE No.

SHEET C1.0

LEGEND

EXISTING	DESCRIPTION	PROPOSED
	PROPERTY LINE	
	ADJACENT PROPERTY LINE	
	LOT LINE	
	RIGHT OF WAY	
	CENTERLINE	
	FLOOD PLAIN	
	LIMITS OF CONSTRUCTION	LOC
	LIMITS OF DISTURBANCE	LOD LOD
	SWALE / STREAM FLOWLINE	
	OVERFLOW RELIEF PATH	
x x x	FENCE LINE	x x x
	EASEMENT	
	EDGE OF PAVEMENT	
	VERTICAL CURB AND GUTTER	
	MOUNTABLE CURB AND GUTTER	
	CONCRETE SIDEWALK	
	ASPHALT SIDEWALK	
	HANDICAP PARKING	
	SIGHT TRIANGLE	
	SIGN(S)	
	PARKING COUNT INDICATOR	
255 VPD	VEHICLES PER DAY INDICATOR	255 VPD
TP	TEST PIT	TP
MW	MONITORING WELL	MW
350	MAJOR CONTOUR	350
350	MINOR CONTOUR	350
	GRADE BREAK	
	RIDGELINE	
52 22 FG	SPOT ELEVATION	52 22 FG 5236 22 FG
	RIP RAP	
W	WATER LINE	W
M	WATER METER	M
	WATER VALVE	
	WATER REDUCER	
	WATER FITTINGS	
	FIRE HYDRANT	
SS	SANITARY LINE	SS
	SANITARY MANHOLE	
	SANITARY CLEANOUT	
	STORM SEWER PIPE	
	STORM SEWER MANHOLE	
	STORM SEWER INLET	
	STORM SEWER FLARED END SECTION	
	STORM SEWER HEADWALL	
OU OU	OVERHEAD UTILITY	OU OU
E E	UNDERGROUND ELECTRIC	E E
OHE	OVERHEAD ELECTRIC	OHE OHE
	UTILITY POLE	
	STREET LIGHT	
CATV CATV	CABLE TV SERVICE	CATV CATV
T T	TELECOM SERVICE	T T
FO FO	FIBER OPTIC SERVICE	FO FO
G	NATURAL GAS SERVICE	G
	TREE	
	TREE LINE	
	WETLANDS	

LEGEND NOTES

1. THIS IS A STANDARD SHEET, THEREFORE SOME ABBREVIATIONS MAY APPEAR ON THIS SHEET AND NOT BE USED ON THE PROJECT.
2. ADDITIONAL LEGENDS AND NOTES MAY BE FOUND ON OTHER SHEETS ASSOCIATED WITH THIS PLAN. THESE LEGENDS AND NOTES ARE TO BE REFERENCED IN ADDITION TO THIS STANDARD SHEET.

ABBREVIATIONS

A	AREA OF ARC
AASHTO	AMERICAN ASSOCIATION OF STATE HWY & TRANS. OFFICIALS
AB	AS-BUILT
AC	ACRE
AD	ALGEBRAIC DIFFERENCE IN GRADE
AE	ACCESS EASEMENT
ADJ	ADJACENT
AGGR	AGGREGATE
AHD	AHEAD
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE
APT	ANGLE POINT
APPROX	APPROXIMATE
ARCH	ARCHITECTURAL
ASPH	ASPHALT
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS
AWWA	AMERICAN WATER WORKS ASSOCIATION
B	BREADTH
BOC	BACK OF CURB
BF	BASEMENT FLOOR
BLDG	BUILDING
BM	BENCHMARK
BMP	BEST MANAGEMENT PRACTICES (WATER QUALITY)
BOV	BLOW OFF VALVE
BRG	BEARING
BRL	BUILDING RESTRICTION LINE
BVCE	BEGINNING VERTICAL CURVE ELEVATION
BVCS	BEGINNING VERTICAL CURVE STATION
BW	BOTTOM OF WALL
c,e	CENTER CORRECTION ON VERTICAL CURVE
C	RUNOFF COEFFICIENT
CATV	CABLE TELEVISION
C&G	CURB AND GUTTER
CB	CATCH BASIN
CBR	CALIFORNIA BEARING RATIO
CC	CENTER TO CENTER
CF	CUBIC FEET
CFS	CUBIC FEET PER SECOND
CG(R)	CURB AND GUTTER (REVERSE SLOPE)
CH	CHORD
CHBRG	CHORD BEARING
CIP	CAST IRON PIPE
C	CENTERLINE
CLR	CLEAR
CM	CUBIC METERS
CMP	CORRUGATED METAL PIPE
CMS	CUBIC METERS PER SECOND
CN	RUNOFF CURVE NUMBER
CONT	CONTINUOUS
CO	CLEAN OUT
CONC	CONCRETE
CS	CURB STOP
CT	COURT
CTR	CENTER
CTRL	CONTROL LINE
CY	CUBIC YARD
D	DEPTH
DA	DRAINAGE AREA
DB	DEED BOOK
DD	DIVERSION DIKE
DET	DETAIL
DIA	DIAMETER
DIP	DUCTILE IRON PIPE
DI	DROP INLET
DIST	DISTANCE
DL	DOMESTIC LINE
DM	DROP MANHOLE
DOM	DOMESTIC
DR	DRIVE DRAIN
DRN	DRAINAGE
DRNG	DRAINAGE AREA
DS	DOWN SPOUT
DU	DWELLING UNITS
DWG	DRAWING
D/W	DRIVEWAY
	DELTA
EA	EASTING/EAST
EA	EACH
EBL	EAST BOUND LANE
EC	EROSION CONTROL
ECB	EROSION CONTROL BLANKET
EG	EDGE OF GUTTER
EGL	ENERGY GRADIENT LINE
EL	ELEVATION
ELEC	ELECTRIC
ELEV	ELEVATION
ENGR	ENGINEER
ENT	ENTRANCE
EOA	EDGE OF ASPHALT
EOC	EDGE OF CONCRETE
EOP	EDGE OF PAVEMENT
EQUIP	EQUIPMENT
ESMT	EASEMENT
ETD	EXISTING TO BE DEMOLISHED
ETR	EXISTING TO REMAIN
ETRL	EXISTING TO BE RELOCATED
ETRP	EXISTING TO BE REPLACED
EVCE	ENDING VERTICAL CURVE ELEVATION
EVCS	ENDING VERTICAL CURVE STATION
EW	END WALL
EX	EXISTING
EQC	ENVIRONMENTAL QUALITY CORRIDOR
F	FIRE LINE
FAR	FLOOR AREA RATIO
FOC	FACE OF CURB
FD	FLOOR DRAIN
FES	FLARED END SECTION
FF	FIRST FLOOR OR FINISH FLOOR
FG	FINISH GRADE
FH	FIRE HYDRANT
FL	FLOW LINE
FND	FOUNDATION
FOY	FOYER
FP	FLOOD PLAIN
FPS	FEET PER SECOND
FS	FIRE SERVICE OR FACTOR OF SAFETY
FT	FOOT OR FEET
G	GAS
GAR	GARAGE
GB	GRADE BREAK
GFA	GROSS FLOOR AREA
GR	GUARD RAIL OR GRATE INLET
GV	GATE VALVE
H	HEAD
HC	HANDICAP
HB	HORIZONTAL BEND
HBP	HOT BITUMINOUS PAVEMENT
HGL	HYDRAULIC GRADE LINE
HORZ	HORIZONTAL
HP	HIGH POINT
HR	HAND RAIL
HT	HEIGHT
HW	HEADWATER
I	RAINFALL INTENSITY
ID	INSIDE DIAMETER OR IDENTIFICATION
IE	INVERT ELEVATION
IN	INCH
INV	INVERT
IP	IRON PIPE
IPF	IRON PIPE FOUND
IPS	IRON PIPE SET
IRR	IRRIGATION
JB	JUNCTION BOX
JNT	JOINT
K	SIGHT DISTANCE COEFFICIENT OR RATE OF VERTICAL CURVATURE
Ke	CULVERT ENTRANCE LOSS COEFFICIENT
L	LENGTH
LAT	LATERAL
LCG	LIMITS OF CLEARING & GRADING
LF	LINEAR FEET
LIP	LIP OF PAN
LL	LOWER LEVEL
LOS	LINE OF SIGHT
LP	LOW POINT
LS	LOADING SPACE
LT	LEFT
M	MONUMENT FOUND
MAX	MAXIMUM
ME	MATCH EXISTING
MECH	MECHANICAL
MH	MANHOLE
MI	MILE
MIN	MINIMUM
MISC	MISCELLANEOUS
MPH	MILES PER HOUR
MS	MEDIAN STRIP
MSL	MEAN SEA LEVEL
N	NORTHING/NORTH
N/A	NOT APPLICABLE
NBL	NORTH BOUND LANE
NCDOT	NORTH CAROLINA DEPT. OF TRANSPORTATION
N/F	NOW OR FORMERLY
NFA	NET FLOOR AREA
NO. & #	NUMBER
NTS	NOT TO SCALE
OC	ON CENTER
OBJ	OBJECT
OD	OUTSIDE DIAMETER
OH	OVERHANG
O/H	OVERHEAD
OHC	OVERHEAD CABLE
OHE	OVERHEAD ELECTRIC
OHT	OVERHEAD TELEPHONE
P	PERIMETER
P	PROPERTY LINE
P&P	PLAN AND PROFILE
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PCR	POINT OF CURB RETURN
PCEP	POINT OF CURVE EDGE OF PAVEMENT
PCTC	POINT OF CURVATURE TOP OF CURB
PI	POINT OF INTERSECTION
PC	PAGE
PGL	POINT OF GRADE LINE
PRC	POINT OF REVERSE CURVATURE
PRELIM	PRELIMINARY
PROP	PROPOSED
PT	POINT OF TANGENCY
PUE	PUBLIC UTILITY EASEMENT
PVC	POLYVINYL CHLORIDE PIPE OR POINT OF VERTICAL CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVT	POINT OF VERTICAL TANGENCY
PVMT	PAVEMENT
PVRC	POINT OF VERTICAL REVERSE CURVE
Q (cfs)	AMOUNT OF RUNOFF (FLOW RATE)
R	RADIUS
RCP	REINFORCED CONCRETE PIPE
RDCR	REDUCER
RD	ROAD OR ROOF DRAIN
REINF	REINFORCED
REQD	REQUIRED
RET	RETAINING
REV	REVISION
ROP	ROUGH GRADING PLAN
RMA	RESOURCE MANAGEMENT AREA
ROM	REMOTE OUTSIDE MONITOR
RPA	RESOURCE PROTECTION AREA
RR	RAILROAD
RT	RIGHT
RTE	ROUTE
R/W & ROW	RIGHT OF WAY
S	SPEED OR SLOPE
SAN	SANITARY SEWER
SANMH	SANITARY SEWER MANHOLE
SBL	SOUTH BOUND LANE
SCH	SCHEDULE
SD	SIGHT DISTANCE
SEC	SECTION
SEW	SEWER
SF	SQUARE FEET
SH	SHOULDER
SP	SPACE OR SITE PLAN
SPEC	SPECIFICATIONS
STA	STATION
STD	STANDARD
STK	STACK
STM	STORM SEWER
STMMH	STORM SEWER MANHOLE
STR	STRUCTURE
SVC	SERVICE
S/W	SIDEWALK
SWM	STORM WATER MANAGEMENT
Sx	CROSS SLOPE
SY	SQUARE YARD
T	TANGENT
TB	TOP OF BANK OR TEST BORING
TBR	TO BE REMOVED
TOC	TOP OF CURB
Tc	TIME OF CONCENTRATION
TEL	TELEPHONE
TEMP	TEMPORARY
TH	TEST HOLE
TOF	TOP OF FOUNDATION
TOP	TOP OF PIPE
TP	TEST PIT OR TREE PROTECTION
TW	TOP OF WALL OR TAILWATER
TYP	TYPICAL
UE	UTILITY EASEMENT
UG	UNDERGROUND
UGE	UNDERGROUND ELECTRIC
UGT	UNDERGROUND TELEPHONE
UGC	UNDERGROUND CABLE
UD	UNDERDRAIN
UL	UPPER LEVEL
UP	UTILITY POLE
USGS	US GEOLOGICAL SURVEY
UTIL	UTILITY
V OR VOL	VOLUME
V OR VEL	VELOCITY
VAN	HANDICAPPED VAN PARKING SPACE
VB	VERTICAL BEND
VC	VERTICAL CURVE
VF	VERTICAL FOOT
W	WEIGHT OR WIDTH
WBL	WEST BOUND LANE
WL	WATER LINE
WM	WATER METER
W/M OR WM	WATER MAIN
W/TB	WITH THRUST BLOCK
WSEL	WATER SURFACE ELEVATION
WV	WATER VALVE
XING	CROSSING
XF	TRANSFORMER
YI	YARD INLET
YD	YEAR

GENERAL NOTES

1. UTILITY CONFLICTS: ALL EXISTING UTILITIES SHOWN WERE COMPILED USING THE BEST AVAILABLE INFORMATION AND FIELD OBSERVATION. BOWMAN CONSULTING INC. DOES NOT GUARANTEE THE LOCATION OF UNDERGROUND UTILITIES SHOWN HEREON. CONTRACTOR TO BE RESPONSIBLE FOR FIELD VERIFYING THE LOCATION OF AND PROTECTING ALL EXISTING UTILITIES, INCLUDING THOSE NOT SHOWN OR SHOWN INCORRECTLY ON THE PLANS. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED IN A TIMELY FASHION TO THE SATISFACTION OF THE APPROPRIATE GOVERNING AGENCY AND THE OWNER OF THE IMPACTED UTILITY AT THE CONTRACTOR'S EXPENSE.
2. ALL MATERIALS AND WORKMANSHIP SHALL BE IN CONFORMANCE WITH THE LATEST STANDARDS AND SPECIFICATIONS FOR THE APPROPRIATE GOVERNING AGENCY. THE CONTRACTOR SHALL HAVE IN HIS POSSESSION AT THE JOB SITE AT ALL TIMES THE APPROPRIATE GOVERNING AGENCY'S PUBLIC WORKS MANUAL, ALL APPROVED EASEMENT AGREEMENTS, AND ONE (1) SIGNED COPY OF THE PLANS AS APPROVED BY THE APPROPRIATE GOVERNING AGENCY. THE CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FROM THE APPROPRIATE GOVERNING AGENCY FOR ANY VARIANCE TO THE ABOVE DOCUMENTS.
3. CONTRACTOR SHALL OBTAIN, AT HIS OWN EXPENSE, ALL APPLICABLE CODES, LICENSES, STANDARDS, SPECIFICATIONS, PERMITS, BONDS, ETC., WHICH ARE NECESSARY TO PERFORM THE PROPOSED WORK.
4. THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS AT AND ADJACENT TO THE JOB SITE INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS AND MUST COMPLY WITH OSHA REGULATIONS.
5. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNER/DEVELOPER AND ENGINEER OF ANY PROBLEM CONFORMING TO THE APPROVED PLANS FOR ANY ELEMENT OF THE PROPOSED IMPROVEMENTS PRIOR TO ITS CONSTRUCTION.
6. THE CONTRACTOR SHALL REPAIR ANY EXCAVATIONS OR PAVEMENT FAILURES CAUSED BY HIS/HER CONSTRUCTION.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL AND REPLACEMENT OF ALL MATERIALS WITHIN DEDICATED RIGHT-OF-WAY AND ALL MATERIALS AND WORKMANSHIP SHALL MEET THE ROADWAY DESIGN AND CONSTRUCTION STANDARDS OF THE APPROPRIATE GOVERNING AGENCY.
8. THE CONTRACTOR SHALL NOTIFY THE LOCAL JURISDICTION AT LEAST 24 HOURS PRIOR TO THE START OF CONSTRUCTION. THE APPROPRIATE FIRE DEPARTMENT SHALL BE NOTIFIED AT LEAST 48 HOURS IN ADVANCE OF ANY STREET CLOSURES AND IN THE EVENT THAT ANY FIRE HYDRANTS ARE TO BE TEMPORARILY REMOVED FROM SERVICE. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR PROVIDING AT LEAST 48 HOURS ADVANCED NOTICE OF ANY NEED TO SHUT DOWN ANY PORTION OF THE EXISTING WATER SYSTEM AND FOR OBSERVATIONS AND/OR INSPECTIONS REQUIRED.
9. THE CONTRACTOR SHALL PROVIDE ALL SIGNS, BARRICADES, FLAGMEN, LIGHTS OR OTHER DEVICES NECESSARY FOR SAFE TRAFFIC CONTROL IN ACCORDANCE WITH THE CURRENT EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND AS MODIFIED BY THE NORTH CAROLINA SUPPLEMENT TO THE MUTCD. A TRAFFIC CONTROL PLAN SHALL BE SUBMITTED TO AND APPROVED BY THE APPROPRIATE GOVERNING AGENCY PRIOR TO THE ISSUANCE OF ANY CONSTRUCTION PERMIT FOR WORK WITHIN THE RIGHT-OF-WAY.
10. THE CONTRACTOR SHALL CONTACT NC811 AT 1-800-632-4949 AT LEAST 2 BUSINESS DAYS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ACTIVITIES WITH ANY AFFECTED UTILITY COMPANY.
11. THE CONTRACTOR SHALL OBTAIN COPIES OF THE "SOILS AND INVESTIGATION" REPORT FROM GEOTECHNICAL ENGINEER ALONG WITH THE "PAVEMENT THICKNESS DESIGN REPORT". THE CONTRACTOR MUST HAVE COPIES OF SAME ON THE SITE AT ALL TIMES.
12. THE CONTRACTOR IS REQUIRED TO PROVIDE AS-CONSTRUCTED HORIZONTAL AND VERTICAL CONSTRUCTION INFORMATION, INCLUDING THE LOCATIONS OF ALL SANITARY LINES AND SERVICES, WATER LINES AND SERVICES, AND OTHER UTILITY LINES AND SERVICES TO THE ENGINEER FOR PREPARATION OF AS-BUILT DOCUMENTS.
13. LIMITS OF CONSTRUCTION EASEMENTS AND RIGHTS-OF-WAY SHALL BE DELINEATED WITH TEMPORARY STAKING BY THE CONTRACTOR. SAFETY FENCING SHALL BE PER APPROPRIATE GOVERNING AGENCY.
14. WHERE EXCAVATION IS REQUIRED UNDER EXISTING ASPHALT OR CONCRETE PAVEMENT, THE EXISTING PAVEMENT SHALL BE SAW CUT IN A MANNER TO EFFECT A SMOOTH, STRAIGHT-CUT EDGE. ASPHALT PATCH SHALL BE PER APPROPRIATE GOVERNING AGENCY STANDARDS.
15. REFER TO FINAL RECORDED PLAT FOR ACTUAL LOT, TRACT, PARCEL, AND EASEMENT LOCATIONS AND DESIGNATIONS.
16. THE CONTRACTOR SHALL PROTECT ALL ADJACENT PROPERTY TO THE PROJECT WORK SITE (SEE THE EROSION CONTROL PLAN). THE CONTRACTOR SHALL OBTAIN ALL PERMITS NECESSARY (IF APPLICABLE) TO COMPLETE THE CONSTRUCTION AND SHALL COMPLY WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS.
17. WATER WILL BE PROVIDED BY THE CONTRACTOR TO KEEP WIND EROSION IN CHECK. USE OF WATER AS A DUST PREVENTATIVE SHALL NOT BE PAID FOR SEPARATELY, BUT INCLUDED IN THE COST OF THE WORK.
18. ANY SETTLEMENT OR SOIL ACCUMULATIONS BEYOND THE PROPERTY LIMITS DUE TO GRADING OR EROSION SHALL BE REPAIRED IMMEDIATELY BY THE CONTRACTOR.
19. ANY CONSTRUCTION DEBRIS OR MUD TRACKING IN THE PUBLIC RIGHT-OF-WAY RESULTING FROM THIS DEVELOPMENT SHALL BE REMOVED IMMEDIATELY BY THE CONTRACTOR. THE CONTRACTOR SHALL IMMEDIATELY FIX ANY EXCAVATIONS OR PAVEMENT FAILURES CAUSED BY THE DEVELOPMENT AND SHALL PROPERLY BARRICADE THE SITE UNTIL CLEAN UP OR REPAIR IS COMPLETE.
20. IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO GRADE STREET CORES, RIGHT-OF-WAY TEMPLATES, AND LOTS ACCORDING TO GRADING INSTRUCTIONS SHOWN ON PLANS.
21. STREET CONTOURS SHOWN AT PROPOSED STREET LOCATIONS REPRESENT FINISHED GRADE ELEVATION TO TOP OF ASPHALT.
22. COMPACTION FILL MATERIAL SHALL BE COMPACTED ACCORDING TO THE APPROPRIATE GOVERNING AGENCY REGULATIONS AND THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER.
23. TOLERANCE ROUGH GRADING: TOLERANCE SHALL BE +/- 0.1 FEET.
24. IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAKE SURE ALL APPROPRIATE PERMITS FOR STORM WATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY HAVE BEEN OBTAINED PRIOR TO GRADING. CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION OF ALL TEMPORARY WATER DIVERSION/CONTROL DEVICES AND EROSION CONTROL DEVICES NECESSARY TO PROTECT ADJACENT PROPERTIES, WATERWAYS AND PUBLIC RIGHT-OF-WAY. CONTRACTOR IS RESPONSIBLE FOR THE MAINTENANCE OF SAID DEVICES THROUGHOUT CONSTRUCTION AND UNTIL THE PERMANENT PROTECTION NECESSARY HAS BEEN COMPLETED.
25. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE MOST CURRENT APPROVED ARCHITECTURAL/ MECHANICAL/ELECTRICAL/PLUMBING/STRUCTURAL PLANS AND COORDINATE SAME WITH THE SITE PLAN, PRIOR TO BEGINNING CONSTRUCTION OPERATIONS.
26. WHEN DURING THE COURSE OF CONSTRUCTION, ANY OBJECT OF AN UNUSUAL NATURE IS ENCOUNTERED, THE CONTRACTOR SHALL CEASE WORK IN THAT AREA AND IMMEDIATELY NOTIFY THE OWNER, APPROPRIATE GOVERNING AGENCY, AND/OR THE ARCHITECT/ENGINEER.
27. THE EXISTING UNDERGROUND UTILITIES SHOW HEREON ARE BASED UPON AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL UTILITIES BEFORE COMMENCING WORK AND FOR ANY DAMAGES WHICH OCCUR BY HIS FAILURE TO LOCATE OR PRESERVE THESE UNDERGROUND UTILITIES. IF DURING CONSTRUCTION OPERATIONS THE CONTRACTOR SHOULD ENCOUNTER UTILITIES OTHER THAN IN THOSE SHOWN ON THE PLANS, HE SHALL IMMEDIATELY NOTIFY THE ENGINEER AND TAKE NECESSARY AND PROPER STEPS TO PROTECT THE FACILITY AND ASSURE THE CONTINUANCE OF SERVICE.
28. ALL STEPS WITH THREE OR MORE RISERS SHALL HAVE HAND RAILS, PER LOCAL CODE.
29. A SMOOTH GRADE SHALL BE MAINTAINED FROM THE CENTERLINE OF EXISTING ROAD TO PROPOSED CURB AND GUTTER AND/OR PROPOSED EDGE OF PAVEMENT TO PRECLUDE THE FORMING OF FALSE GUTTERS AND/OR THE PONDING OF ANY WATER IN THE ROADWAY. REMOVE AND RECONSTRUCT EXISTING PAVEMENT AND/OR CURB AS DICTATED BY FIELD CONDITIONS TO PROVIDE POSITIVE DRAINAGE AT TIE-IN-POINTS.
30. OVERLAY OF EXISTING PAVEMENT SHALL BE MINIMUM OF 1 1/2 INCH DEPTH; ANY COST ASSOCIATED WITH PAVEMENT OVERLAY, OR THE MILLING OF EXISTING PAVEMENT TO OBTAIN REQUIRED DEPTH, SHALL BE ASSUMED BY THE CONTRACTOR.
31. ALL RIGHT-OF-WAY DEDICATED FOR PUBLIC USE SHALL BE CLEAR AND UNENCUMBERED.
32. AN AIR QUALITY PERMIT SHALL BE OBTAINED IF REQUIRED.
33. ANY LIGHTING SHOWN HEREON IS AS SPECIFIED BY THE CLIENT AND IS INCLUDED FOR INFORMATION PURPOSES ONLY, AS DIRECTED BY THE OWNER AND/OR PUBLIC AGENCY REQUIREMENTS. BOWMAN CONSULTING GROUP, LTD. HAS NOT PERFORMED THE LIGHTING DESIGN, AND THEREFORE DOES NOT WARRANT AND IS NOT RESPONSIBLE FOR THE DEGREE AND/OR ADEQUACY OF ILLUMINATION ON THIS PROJECT.
34. THE CONTRACTOR WILL BE REQUIRED TO NOTIFY ALL RESIDENCES WITHIN VICINITY OF THE PROPERTY BOUNDARY TEN (10) DAYS PRIOR TO ANY BLASTING IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AGENCY REQUIREMENTS.
35. NO BLASTING SHALL BE PERMITTED WITHIN 25' OF EXISTING UTILITY LINES OR STRUCTURES. BLASTING TO BE EXTENDED 25' BEYOND PROPOSED STRUCTURES IF CONDITIONS WARRANT FUTURE EXTENSIONS.
36. ALL RETAINING WALLS 4' IN HEIGHT AND OVER (MEASURED FROM BOTTOM OF FOOTER TO TOP OF WALL) REQUIRE A SEPARATE BUILDING PERMIT.
37. THE APPROVAL OF THIS PLAN DOES NOT CONSTITUTE THE APPROVAL OF FUTURE WORK.
38. ALL HANDICAPPED SPACES SHALL HAVE AN ABOVE GRADE IDENTIFICATION SIGN MEETING APPROPRIATE GOVERNING AGENCY STANDARDS.
39. WHERE A PROPOSED PIPE CROSSES OR PARALLELS A STREET OR DRIVE AISLE, THE ASPHALT SHALL BE NEATLY SAWCUT TO FULL DEPTH. AFTER INSTALLATION OF THE PIPE, THE ROADWAY SHALL BE PATCHED IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AGENCY STANDARDS.

GENERAL NOTES (CONT.)

40. THE CONTRACTOR SHALL CAREFULLY EXAMINE THE SITE AND MAKE ALL INSPECTIONS NECESSARY IN ORDER TO DETERMINE THE FULL EXTENT OF THE WORK REQUIRED TO MAKE THE PROPOSED WORK CONFORM TO THE DRAWINGS AND SPECIFICATIONS. THE CONTRACTOR SHALL SATISFY HIMSELF AS TO THE NATURE AND LOCATION OF THE WORK, CONDITIONS, AND CONFIRMATION AND CONDITION OF EXISTING GROUND SURFACE AND THE CHARACTER OF THE EQUIPMENT AND FACILITIES NEEDED PRIOR TO AND DURING EXECUTION OF THE WORK. THE CONTRACTOR SHALL SATISFY HIMSELF AS TO THE CHARACTER, QUANTITY AND QUALITY OF SURFACE AND SUBSURFACE MATERIALS OR OBSTACLES TO BE ENCOUNTERED. ANY INACCURACIES OR DISCREPANCIES BETWEEN THE DRAWINGS AND SPECIFICATIONS MUST BE BOUGHT TO THE OWNER'S ATTENTION IN ORDER TO CLARIFY THE EXACT NATURE OF THE WORK TO BE PERFORMED PRIOR TO THE COMMENCEMENT OF ANY WORK.
41. THE CONTRACTOR WILL BE RESPONSIBLE FOR ANY DAMAGE TO THE EXISTING ROADS AND UTILITIES WHICH OCCURS AS A RESULT OF THE PROJECT CONSTRUCTION WITHIN OR CONTIGUOUS TO THE EXISTING RIGHT-OF-WAY.
42. ALL STREET CUT AND PATCH WORK IN PUBLIC RIGHT-OF-WAY REQUIRED FOR UTILITIES INSTALLATION SHALL BE PERFORMED IN STRICT ACCORDANCE WITH CITY, COUNTY, AND/OR APPROPRIATE GOVERNING AGENCY STANDARDS AND SPECIFICATIONS.
43. THE APPROVAL OF THIS PLAN SHALL IN NO WAY GRANT PERMISSION FOR THE CONTRACTOR TO TRESPASS ON OFF-SITE PROPERTIES.
44. THE APPROVAL OF THESE PLANS SHALL IN NO WAY RELIEVE THE CONTRACTOR OF COMPLYING WITH OTHER APPLICABLE LOCAL, STATE, AND FEDERAL REQUIREMENTS.
45. THESE PLANS MAKE NO REPRESENTATION AS TO THE SUBSURFACE CONDITIONS AND THE PRESENCE OF SUBSURFACE WATER OR THE NEED FOR SUBSURFACE DRAINAGE FACILITIES.
46. THE CONTRACTOR IS RESPONSIBLE FOR ARRANGING ALL NECESSARY INSPECTIONS.
47. EMERGENCY VEHICLE ACCESS SHALL BE MAINTAINED DURING ALL PHASES OF CONSTRUCTION.
48. ALL FINISHED GRADING, SEEDING, SODDING OR PAVING SHALL BE DONE IN SUCH A MANNER TO PRECLUDE THE PONDING OF WATER.
49. THE ENGINEER SHALL NOT HAVE CONTROL OVER OR CHARGE OF AND SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK SHOWN ON THESE PLANS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S SCHEDULES OR FAILURE TO CARRY OUT THE WORK. THE ENGINEER IS NOT RESPONSIBLE FOR ACTS OR OMISSIONS OF THE CONTRACTOR, SUBCONTRACTORS, OR THEIR AGENTS OR EMPLOYEES, OR OF ANY OTHER PERSONS PERFORMING PORTIONS OF THE WORK.
50. CONTRACTOR SHALL BE RESPONSIBLE FOR THE DIGGING OF TEST HOLES PRIOR TO BEGINNING OF ANY CONSTRUCTION ON THE PROJECT. IF CONFLICTS ARE DISCOVERED AS A RESULT OF TEST HOLE FINDINGS, NOTIFY OWNER'S REPRESENTATIVE IMMEDIATELY.
51. EXCAVATION SUPPORT SYSTEMS SHALL CONFORM TO THE PROVISIONS OF OSHA CONSTRUCTION STANDARD 29 CFR PART 1926 SUBPART P, OR CURRENT EDITION.
52. AT LOCATIONS WHERE THE FINAL SURFACE COURSE OF ASPHALT PAVEMENT IS TO BE FEATHERED INTO THE EXISTING SURFACE COURSE, THE EXISTING SURFACE COURSE IS TO BE SCABBLED TO A MINIMUM DEPTH OF 1" AND A TACK COAT APPLIED PRIOR TO FINAL PAVING TO INSURE A SMOOTH, WELL BONDED JOINT.
53. ANY NEW PAVEMENT OPENED TO TRAFFIC SHALL RECEIVE A TACK COAT PRIOR TO PLACEMENT OF ANY OVERLYING ASPHALT COURSE.
54. ALL SIDEWALKS TO BE 4" THICK CONCRETE UNLESS OTHERWISE SHOWN ON THE PLAN.
55. ALL DEMOLITION SHALL BE PERFORMED IN STRICT COMPLIANCE WITH THE APPROPRIATE GOVERNING AGENCY.
56. ALL APPLICABLE EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO COMMENCING DEMOLITION.
57. ITEMS SHOWN TO BE RELOCATED SHALL BE CAREFULLY REMOVED AND STORED BY THE CONTRACTOR UNTIL SUCH TIME AS THEY CAN BE PLACED IN THEIR NEW LOCATION. CONTRACTOR SHALL VERIFY THESE ITEMS WITH THE OWNER, PRIOR TO CONSTRUCTION.
58. CONTRACTOR SHALL COORDINATE REMOVAL OR RELOCATION OF ALL EXISTING UNDERGROUND AND OVERHEAD ELECTRICAL, TELEPHONE AND CABLE TV LINES AND REMOVAL OF UTILITY POLES, PEDESTALS AND TRANSFORMERS WITH UTILITY COMPANIES AND WITH DEVELOPER PRIOR TO DEMOLITION.
59. CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTMENTS AND/OR RECONSTRUCTION OF ALL UTILITY COVER (MANHOLE FRAMES AND COVERS, VALVE BOX COVERS, ETC.) TO MATCH THE FINISHED GRADES OF THE AREAS EFFECTED BY THE CONSTRUCTION.
60. THE CONTRACTOR MUST HAVE THE APPROVED CONSTRUCTION DRAWINGS IN POSSESSION PRIOR TO THE START OF CONSTRUCTION. AT LEAST ONE (1) COPY OF THE APPROVED PLANS, WITH REVISIONS, MUST BE KEPT ON-SITE AT ALL TIMES.
61. ALL HANDICAP RAMPS SHALL BE BUILT IN ACCORDANCE WITH THE MOST CURRENT EDITION OF THE APPROPRIATE GOVERNING AGENCY STANDARDS, NCDOT STANDARDS, AND CURRENT ADA REQUIREMENTS.
62. THE STORM DRAIN, STORMWATER MANAGEMENT AND WATER QUALITY FACILITIES MUST BE MAINTAINED BY THE CONTRACTOR UNTIL SUCH TIME AS THEY ARE NOT ONLY 100% COMPLETE, BUT ALSO THAT 100% OF THE DRAINAGE AREA TO EACH FACILITY IS PERMANENTLY STABILIZED. SEED AND MULCH DOES NOT CONSTITUTE STABILIZATION IN TERMS OF THE CONTRACTOR MAINTENANCE OF THE STORM DRAIN, STORMWATER MANAGEMENT, AND WATER QUALITY FACILITIES. ALL STORM DRAIN, STORMWATER MANAGEMENT AND WATER QUALITY FACILITIES SHALL BE TURNED OVER TO THE OWNER COMPLETELY CLEAN AND FREE FROM ANY CONSTRUCTION RELATED SEDIMENT OR DEBRIS.
63. THE CONTRACTOR IS RESPONSIBLE FOR INSURING THAT ALL ADA ACCESSIBLE SIDEWALKS MAINTAIN SLOPES NOT TO EXCEED 5% LONGITUDINALLY AND 2% CROSS SLOPES. SLOPES AT ACCESSIBLE PARKING SPACES AND ACCESS AISLE SHALL BE A MAXIMUM OF 2%, AND THE MANEUVERING CLEARANCE AT EXTERIOR ENTRANCES SHALL HAVE A MAXIMUM SLOPE OF 2%
64.

TITLE COMMITMENT SCHEDULE B-PART II REVIEW

THE FOLLOWING EASEMENTS AND/OR EXCEPTIONS AS LISTED IN SCHEDULE B, PART II OF THE COMMITMENT FOR TITLE INSURANCE PROVIDED BY STERLING TITLE COMPANY, COMMITMENT NUMBER STA25-0302, EFFECTIVE DATE JANUARY 25, 2025 AT 9:00 AM, WERE REVIEWED AND ADDRESSED AS FOLLOWS WITH REGARD TO THEIR CONNECTION TO THE PROPERTY SHOWN HEREON AND AS DESCRIBED IN SAID COMMITMENT:

1. ANY DEFECT, LIEN, ENCUMBRANCE, ADVERSE CLAIM, OR OTHER MATTER THAT APPEARS FOR THE FIRST TIME IN THE PUBLIC RECORDS OR IS CREATED, ATTACHES, OR IS DISCLOSED BETWEEN THE COMMITMENT DATE AND THE DATE ON WHICH ALL OF THE SCHEDULE B, PART I-REQUIREMENTS ARE MET.
   - REPONSE: NOT A SURVEY MATTER.
2. TAXES OR ASSESSMENTS DUE FOR THE YEAR 2025, AND SUBSEQUENT YEARS, NOT YET DUE AND PAYABLE.
   - RESPONSE: NOT A SURVEY MATTER.
3. RIGHTS OF TENANTS IN POSSESSION, AS TENANTS ONLY, UNDER UN/RECORDED LEASES.
   - RESPONSE: NOT A SURVEY MATTER.
4. EASEMENT RESERVED IN DEED RECORDED IN BOOK 2718, PAGE 791, BENEFITTING GRANTOR (WILLIAM L. GLOVER AND WIFE, GLENN B. GLOVER) AND THEIR HEIRS AND ASSIGNS, 15 FEET IN WIDTH. (PARCEL 1)
   - RESPONSE: SAID EXCEPTION EASEMENT DOCUMENT DESCRIBES A 15' WIDE EASEMENT ACROSS A AN EXISTIG PATH OR ROADWAY FROM OLD RALIEGH-OXFORD ROAD (NOW KNOWN AS WAKE UNION CHURCH ROAD) IN A NORTHWESTERLY DIRECTION THROUGH PARCEL ONE. ONLY FOUND PATH OR ROADWAY FOUND IS SHOWN HEREON.
5. TITLE TO ANY PORTION OF THE LAND LYING WITHIN THE RIGHT OF WAY OF OLD RALEIGH-OXFORD ROAD. (PARCEL 1)
   - RESPONSE: PORTION OF LAND LYING WITHIN THE RIGHT OF WAY OF OLD RALIEGH-OXFORD ROAD (NOW KNOWN AS WAKE UNION CHURCH ROAD) SHOWN HEREON.
6. DISCREPANCY IN LEGAL DESCRIPTION OF DEED RECORDED IN BOOK 2718, PAGE 791. (TO BE UPDATED/REMOVED UPON RECEIPT OF SURVEY). (PARCEL 1 & 2)
   - RESPONSE: AFFECTS THE SUBJECT PROPERTY - TO BE UPDATED/REMOVED UPON RECEIPT OF SURVEY.
7. DEED FOR RIGHT OF WAY TO DEPARTMENT OF TRANSPORTATION RECORDED IN BOOK 4950, PAGE 408. (PARCEL 1 & 2)
   - RESPONSE: SAID EXCEPTION AFFECTS THE SURVEYED PROPERTY AND IS SHOWN APPROXIMATELY HEREON. DOCUMENT DESCRIBES A TEMPORARY EASEMENT WHICH EXPIRED UPON COMPLETION OF DOT RIGHT-OF-WAY PROJECT.
8. EASEMENT RESERVED IN DEED RECORDED IN BOOK 3019, PAGE 147, (PARCEL 2)
   - RESPONSE: SAID EXCEPTION DESCRIBES SAME EASEMENT SHOWN IN THE EASEMENT DOCUMENT IN EXCEPTION 4, BOOK 2718, PAGE 791
9. RIGHT OF WAY DEED TO DEPARTMENT OF TRANSPORTATION RECORDED IN BOOK 5083, PAGE 342. (PARCEL 3)
   - RESPONSE: SAID EXCEPTION AFFECTS THE SURVEYED PROPERTY AND IS SHOWN APPOXIMATELY HEREON. DOCUMENT DESCRIBES A TEMPORARY EASEMENT WHICH EXPIRED UPON COMPLETION OF DOT RIGHT-OF-WAY PROJECT.
10. ANY RIGHT, EASEMENT, SETBACK, INTEREST, CLAIM, ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATIONS OR OTHER ADVERSE CIRCUMSTANCES AFFECTING THE TITLE DISCLOSED BY PLAT(S) RECORDED IN BOOK OF MAPS 2003, PAGE 985; BOOK OF MAPS 2005, PAGE 550. (PARCEL 3)
    - RESPONSE: ALL MATTERS OF SURVEY ARE SHOWN HEREON.
11. ANY DISCREPANCY, CONFLICT, MATTERS REGARDING ACCESS, SHORTAGES IN AREA OR BOUNDARY LINES, ENCROACHMENT, ENCUMBERANCE, VIOLATION, VARIATION, OVERLAP, SETBACK, EASEMENT OR CLAIMS OF EASEMENT, RIPARIAN RIGHT, AND TITLE TO LAND WITHIN ROADS, WAYS, RAILROADS, WATERCOURSES, BURIAL GROUNDS, MARSHES, DREDGED OR FILLED AREAS OR LAND BELOW THE MEAN HIGHWATER MARK OR WITHIN THE BOUNDS OF ANY ADJOINING BODY OF WATER, OR OTHER ADVERSE CIRCUMSTANCE AFFECTING THE TITLE THAT WOULD BE DISCLOSED BY A CURRENT INSPECTION AND ACCURATE AND COMPLETE SURVEY OF THE LAND.
    - RESPONSE: ALL MATTERS OF SURVEY ARE SHOWN HEREON.
12. NO CLOSING SERVICES INSURANCE: AS TO THE TRANSACTION FOR WHICH THIS COMMITMENT IS ISSUED, THE COMPANY DOES NOT AFFORD INSURED CLOSING PROTECTION/CLOSING SERVICES INSURANCE ABSENT REVISION OF THIS COMMITMENT TO INCLUDE A STATEMENT THAT COVERAGE IS AFFORDED TO THOSE PARTIES IDENTIFIED IN A SEPARATE CLOSING PROTECTION LETTER ISSUED SIMULTANEOUSLY WITH REVISION OF THE COMMITMENT. ANY CLOSING PROTECTION COVERAGE OR LETTER WHICH HERETOFORE MAY HAVE BEEN ISSUED IS HEREBY RESCINDED AND SHALL NOT BE EFFECTIVE AS TO THIS TRANSACTION. ANY CLOSING PROTECTION LETTER SUBSEQUENTLY ISSUED SHALL NOT BE EFFECTIVE AS TO THIS TRANSACTION ABSENT THE ACCOMPANYING REQUISITE REVISION OF THIS COMMITMENT.
    - RESPONSE: NOT A SURVEY MATTER.

NOTES

1. THE SURVEYED PROPERTIES DELINEATED HEREON IS LOCATED IN WAKE COUNTY, NORTH CAROLINA AS PIN #1831869237, #1831868329 & #1831961456.
2. THE SURVEYED PROPERTIES ARE CURRENTLY IN THE NAME OF SARAH G. BRIDGES, RECORDED IN DEED BOOK 2718 PAGE 791 (PARCEL ONE), DEED BOOK 3019 PAGE 147 (PARCEL TWO), & DONNA ROLLINS PACE AND LINDA ROLLINS ROBERTS-BETSCH, DEED BOOK 14760 PAGE 2385 (PARCEL THREE) IN THE ROD OFFICE OF WAKE COUNTY, NORTH CAROLINA.
3. BOUNDARY INFORMATION AS SHOWN HEREON IS BASED ON A FIELD SURVEY PERFORMED BY BOWMAN CONSULTING GROUP, LTD. ON 10/11/24-11/01/24. SURVEY REPRESENTS A SURVEY OF OCCUPATION USING EVIDENCE FOUND AND REFERENCES SHOWN.
4. NO SUBSURFACE INVESTIGATION WAS REQUESTED AT THE TIME OF THIS SURVEY, THEREFORE THIS DOCUMENT DOES NOT REFLECT THE EXISTANCE OR NONEXISTANCE OF NONVISABLE CONDITIONS WHICH MAY AFFECT THIS PROPERTY EXCEPT AS SHOWN HEREON.
5. THE SURVEYED PROPERTIES AS SHOWN HEREON ARE SUBJECT TO ALL COVENANTS AND RESTRICTIONS OF RECORD AND THOSE RECORDED HEREWITH. BOWMAN CONSULTING GROUP, LTD. WAS PROVIDED WITH A COPY OF STERLING TITLE COMPANY TITLE INSURANCE COMPANY, COMMITMENT NUMBER STA25-0302, EFFECTIVE JANUARY 25, 2025, AT 9:00 AM, FOR TITLE INSURANCE, AND SCHEDULE B - SECTION II EXCEPTIONS ARE ADDRESSED IN THE TITLE COMMITMENT REVIEW.
6. THE SURVEYED PROPERTY SHOWN HEREON APPEARS TO LIE WITHIN ZONE X (MINIMAL FLOOD HAZARD) AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP FOR WAKE COUNTY, NORTH CAROLINA, COMMUNITY PANEL NUMBER 3720183100K, EFFECTIVE DATE 07/19/2022.
7. THE LOCATION OF ALL VISIBLE BUILDINGS, STRUCTURES AND OTHER IMPROVEMENTS SITUATED ON THE SURVEYED PROPERTY, WHICH HAS BEEN CAREFULLY ESTABLISHED BY THE CLASSIFICATION AND SPECIFICATIONS FOR CADASTRAL SURVEYS, ARE CORRECTLY SHOWN AT THE TIME OF THE SURVEY.
8. ALL EASEMENTS AND RIGHTS-OF-WAY APPARENT FROM A CAREFUL PHYSICAL INSPECTION OF THE SURVEYED PROPERTY, OR AS IDENTIFIED IN SCHEDULE B - SECTION II OF THE COMMITMENT FOR TITLE INSURANCE ARE CORRECTLY SHOWN UNLESS OTHERWISE NOTED.
9. THERE ARE NO VISIBLE ENCROACHMENTS ON ADJOINING PREMISES, STREETS OR EASEMENTS, BY VISIBLE BUILDINGS, STRUCTURES, NOR VISIBLE ENCROACHMENTS ON SAID PROPERTY BY VISIBLE STRUCTURES SITUATED ON ADJOINING PREMISES EXCEPT AS SHOWN.
10. NORTH MERIDIAN INFORMATION AS SHOWN HEREON IS BASED ON NORTH CAROLINA STATE PLANE COORDINATE SYSTEM, NAD 83 US SURVEY FOOT, DISTANCES SHOWN ARE HORIZONTAL "GRID DISTANCES".
11. AS OF THE DATE OF THE SURVEY, THERE WAS NO OBSERVED EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS ON THE REMAINING SUBJECT PROPERTIES.
12. AS OF THE DATE OF THE SURVEY, THERE WAS NO OBSERVED EVIDENCE OF WETLAND DELINEATION WITHIN THE PROPERTY.
13. AS OF THE DATE OF THE SURVEY, A ZONING REPORT HAS NOT BEEN PROVIDED.
14. NO NCGS MONUMENT RECOVERED WITHIN 2000'.

LEGAL DESCRIPTION PER TITLE COMMITMENT STA25-0302

BEING ALL OF THE FOLLOWING REAL PROPERTY SITUATED IN WAKE COUNTY, NORTH CAROLINA:
PARCEL #1:
BEGINNING AT A STAKE ON THE NORTHWESTERN MARGIN OF RIGHT OF WAY OF OLD RALEIGH-OXFORD ROAD (NOW POSSIBLY INCLUDED IN RIGHT OF WAY OF U.S. HIGHWAY NO. 1), CORNER OF LAND OF P.E. OSBORNE, SAID STAKE BEING W 48 DEGREES 30 MINUTES E 300 FEET FROM THE NORTHWEST CORNER OF THE INTERSECTION OF SAID OLD RALEIGH-OXFORD ROAD AND THE JENKINS ROAD, THENCE WITH THE OSBORNE LINE W. 47 DEGREES 30 MINUTES W 350 FEE TO A STAKE; THENCE ALONG THE GLOVER LINE W 48 DEGREES 30 MINUTES E 225 FEET TO A STAKE IN THE LINE OF LK. STEPHENSON; THENCE ALONG THE STEPHENSON LINE S 47 DEGREES 30 MINUTES E 350 FEET TO A STAKE ON THE NORTHWESTERN MARGIN OF RIGHT OF WAY OF OLD RALEIGH-OXFORD ROAD; THENCE ALONG THE NORTHWESTERN MARGIN OF SAID RIGHT OF WAY OF SAID ROAD S 48 DEGREES 30 MINUTES W 225 FEET TO THE POINT OF BEGINNING.

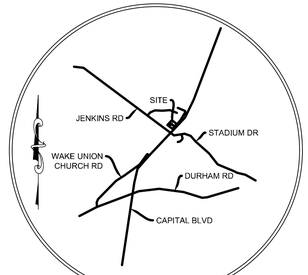
AND BEING ALL OF:
PARCEL #2:
BEGINNING AT A STAKE IN THE F.E. OSBOURNE LINE, CORNER OF LAND OF ROBERT W. BRIDGES AND WIFE, SARAH G. BRIDGES, SAID STAKE BEING N 47 DEGREES 30 MINUTES W 350 FEET FROM A STAKE ON THE NORTHWESTERN MARGIN OF RIGHT OF WAY OF OLD RALEIGH-OXFORD ROAD,AND RUNS THENCE ALONG SAID OSBORNE LINE N 47 DEGREES 30 MINUTES W 150 FEET TO A STATE NEAR A DOGWOOD, NORTHWEST CORNER OF SAID OSBORNE LANDS; THENCE ALONG THE CORBIN LINE N 48.5 DEGREES E 225 FEET TO A STAKE; THENCE ALONG THE LINE OF LK. STEPHENSON S 47 DEGREES 30 MINUTES E 150 FEET TO A STAKE, CORNER OF LAND OF ROBER W. BRIDGES AND WIFE, SARAH G. BRIDGES; THENCE ALONG SAID BRIDGES LINE S 48 DEGREES 30 MINUTES W 225 FEET TO THE POINT OF BEGINNING.

AND BEINGALL OF:
PARCEL #3:
BEINGALL OF LOT A, CONTANING 2.21 ACRES, PER SURVEY ENTITLED "PROPERTY SURVEYED FOR GENEVA P. STEPHENSON" DATED FEBRUARY 25, 2003, DRAWN BY EDMUND W. PURCELL, PROFESSIONAL LAND SURVEYOR, RECORDED IN BOOK OF MAPS 2003, PAGE 985, WAKE COUNTY REGISTRY.



VICINITY MAP

SCALE: 1" = 5000'



LEGEND

- INDEX CONTOUR
- INTERMEDIATE CONTOUR
- EP — EDGE OF PAVEMENT
- C&G — CURB AND GUTTER
- PROPERTY LINE
- ADJOINER PROPERTY LINE (NOT SURVEYED)
- X — FENCE LINE
- SWALE / DITCH LINE
- S — SANITARY SEWER
- STORM SEWER
- W — UNDERGROUND WATER LINE
- C — UNDERGROUND COMMUNICATION SERVICE
- G — UNDERGROUND GAS SERVICE
- E — UNDERGROUND ELECTRIC SERVICE
- OHE — OVERHEAD ELECTRIC
- GUARD RAIL
- BUILDING
- CONCRETE
- RIP-RAP
- IRF — IRON REBAR FOUND (SIZE NOTED)
- IPF — IRON PIPE FOUND (SIZE NOTED)
- IRS — #5 IRON REBAR SET
- PKF — PK NAIL FOUND
- MONF — CONCRETE MONUMENT FOUND
- CALCULATED POINT (NO MONUMENT SET)
- BENCHMARK
- MAILBOX
- MISCELLANEOUS ITEM (AS NOTED)
- SIGN
- HVAC UNIT
- TRAFFIC CONTROL BOX
- TELEPHONE PEDESTAL
- TELEPHONE MANHOLE
- GAS METER
- GAS VALVE
- TRAFFIC SIGNAL
- POWER / UTILITY POLE
- GUY ANCHOR WIRE
- ELECTRIC BOX
- ELECTRIC METER
- STREET LIGHT / LAMP
- GROUND LIGHT
- ELECTRIC VAULT
- GUY POLE
- ELECTRIC MANHOLE
- DRAIN INLET (DI)
- SANITARY SEWER MANHOLE (SMH)
- SANITARY SEWER CLEAN-OUT
- SEPTIC TANK
- WATER VALVE
- WATER METER
- FIRE HYDRANT
- FIRE DEPARTMENT CONNECTION
- WELL
- WATER MANHOLE
- SCHEDULE B-2 EXCEPTION MARKER

LEGAL DESCRIPTION AS NOW SURVEYED

PARCEL 1 (PIN 1831869237)
BEGINNING AT A ½" IRON PIPE FOUND ON THE NORTHERLY RIGHT-OF-WAY OF CAPITOL BLVD - US-1 (VARIABLE WIDTH R/W), BEING THE EASTERLY CORNER OF STATE EMPLOYEE CREDIT UNION (DEED BOOK 9850, PAGE 2268), AND HAVING NORTH CAROLINA STATE PLANE COORDINATES OF N: 816,073.51 ; E: 2,139,067.62; THENCE WITH THE LINE OF STATE EMPLOYEE CREDIT UNION (DEED BOOK 9850 PAGE 2268) A BEARING OF NORTH 52 DEG. 47 MIN. 23 SEC. WEST FOR 313.80 FEET TO A ½" IRON PIPE, SAID IRON PIPE BEING THE SOUTHERLY CORNER OF SARAH G. BRIDGES (DEED BOOK 3019 PAGE 147); THENCE WITH THE LINE OF BRIDGES (DEED BOOK 3019 PAGE 147) A BEARING OF NORTH 43 DEG. 51 MIN. 15 SEC. EAST FOR 230.03 FEET TO A ½" IRON PIPE, BEING A COMMON CORNER WITH DONNA ROLLINS PACE & LINDA ROLLINS ROBERTS-BETSCH (DEED BOOK 14760 PAGE 2385); THENCE WITH THE LINE OF DONNA ROLLINS & LINDA ROLLINS-BETSCH (DEED BOOK 14760 PAGE 2385) A BEARING OF SOUTH 51 DEG. 45 MIN. 29 SEC. EAST FOR 299.63 FEET TO A ½" IRON PIPE FOUND, SAID POINT BEING ON THE NORTHERLY RIGHT-OF-WAY OF US-1 (VARIABLE WIDTH); THENCE WITH THE RIGHT-OF-WAY LINE A BEARING OF SOUTH 38 DEG. 04 MIN. 58 SEC. WEST FOR 223.28 FEET TO THE POINT AND PLACE OF BEGINNING. CONTAINING 68,294 SQUARE FEET OR 1.57 ACRES OF LAND, MORE OR LESS.

PARCEL 2 (PIN 1831868329)
COMMENCING AT A ½" IRON PIPE FOUND ON THE NORTHERLY RIGHT-OF-WAY OF CAPITOL BLVD (US-1) (VARIABLE WIDTH R/W), BEING THE SOUTHEASTERLY CORNER OF SARAH BRIDGES (DEED BOOK 2718 PAGE 791) & THE EASTERLY CORNER OF STATE EMPLOYEE CREDIT UNION (DEED BOOK 9850, PAGE 2268), AND HAVING NORTH CAROLINA STATE PLANE COORDINATES OF N: 816,073.51; E: 2,139,067.62; THENCE WITH THE LINE OF SARAH BRIDGES (DEED BOOK 2718 PAGE 791) & STATE EMPLOYEE CREDIT UNION (DEED BOOK 9850 PAGE 2268) A BEARING OF NORTH 52 DEG. 47 MIN. 23 SEC. WEST FOR 313.80 FEET TO A ½" IRON PIPE, BEING THE POINT OF BEGINNING. THENCE CONTINUING WITH THE LINE OF STATE EMPLOYEES CREDIT UNION (DEED BOOK 9850 PAGE 2268) A BEARING OF NORTH 52 DEG. 46 MIN. 47 SEC. WEST FOR 150.11 FEET TO A ½" IRON ROD FOUND, SAID POINT BEING A COMMON CORNER WITH ERIC T. WARD & JONI RARE PORTER (DEED BOOK 18776 PAGE 2304); THENCE WITH THE LINE OF ERIC T. WARD & JONI RARE PORTER (DEED BOOK 18776 PAGE 2304) FOR A BEARING OF NORTH 43 DEG. 46 MIN. 39 SEC. EAST FOR 232.51 FEET TO A ½" IRON PIPE, SAID POINT BEING A COMMON CORNER OF DONNA ROLLINS PACE & LINDA ROLLINS ROBERTS-BETSCH (DEED BOOK 14760 PAGE 2385) & ASHLEY T. PHAM-NGUYEN & TUAN NGUYEN (DEED BOOK 19195 PAGE 3); THENCE WITH THE LINE OF DONNA ROLLINS PACE & LINDA ROLLINS ROBERTS-BETSCH (DEED BOOK 14760 PAGE 2385) FOR A BEARING OF SOUTH 51 DEG. 49 MIN. 54 SEC. EAST FOR 150.02 FEET TO A ½" IRON PIPE FOUND, SAID POINT BEING A COMMON CORNER OF DONNA ROLLINS PACE & LINDA ROLLINS-BETSCH (DEED BOOK 14760 PAGE 2385) & SARAH G. BRIDGES (DEED BOOK 2718 PAGE 791); THENCE WITH THE LINE OF SARAH G. BRIDGES (DEED BOOK 2718 PAGE 791) A BEARING OF SOUTH 43 DEG. 51 MIN. 15 SEC. WEST FOR 230.03 TO THE POINT AND PLACE OF BEGINNING. CONTAINING 34,506 SQUARE FEET OR 0.79 ACRES OF LAND, MORE OR LESS.

PARCEL 3 (PIN 1831961456)
BEGINNING AT A ½" IRON PIPE FOUND ON THE NORTHERLY RIGHT-OF-WAY OF CAPITOL BLVD (US-1) (VARIABLE WIDTH R/W), BEING THE SOUTHERLY CORNER OF ASHLEY T. PHAM-NGUYEN & TUAN NGUYEN (DEED BOOK 19195, PAGE 3), AND HAVING NORTH CAROLINA STATE PLANE COORDINATES OF N: 816,421.96; E: 2,139,348.66; THENCE WITH THE SAID RIGHT-OF-WAY OF US-1 SOUTH 39 DEG. 41 MIN. 22 SEC WEST FOR 224.43 FEET TO AN ¾" IRON PIPE, BEING THE SOUTHERLY CORNER OF SARAH G. BRIDGES (DEED BOOK 2718, PAGE 791); THENCE DEPARTING SAID RIGHT-OF-WAY OF US-1 AND WITH THE LINE OF SARAH G. BRIDGES (DEED BOOK 2718 PAGE 791) A BEARING OF NORTH 51 DEG. 45 MIN. 28 SEC. 290.63 FEET TO A ½" IRON PIPE FOUND, SAID POINT BEING A COMMON CORNER OF SARAH G. BRIDGES (DEED BOOK 2718 PAGE 791) & SARAH G. BRIDGES (DEED BOOK 3019 PAGE 147); THENCE WITH THE LINE OF SARAH G. BRIDGES (DEED BOOK 3019 PAGE 147) FOR A BEARING OF NORTH 51 DEG. 49 MIN. 54 SEC. WEST FOR 150.02 FEET TO A ½" IRON PIPE FOUND, SAID POINT BEING A COMMON CORNER WITH ERIC T. WARD & JONI RARE PORTER (DEED BOOK 18776 PAGE 2304) & ASHLEY T. PHAM-NGUYEN & TUAN NGUYEN (DEED BOOK 19195, PAGE 3); THENCE WITH THE LINE OF ASHLEY T. PHAM-NGUYEN (DEED BOOK 19195, PAGE 3) THE FOLLOWING TWO COURSES:
1. NORTH 43 DEG. 47 MIN. 25 SEC. EAST FOR 222.77 FEET TO A ½" IRON PIPE FOUND; THENCE
2. SOUTH 52 DEG. 08 MIN. 19 SEC. EAST FOR 424.79 FEET TO THE POINT AND PLACE OF BEGINNING.

CONTAINING 96,465 SQUARE FEET OR 2.21 ACRES, MORE OR LESS.

REFERENCES

PLAT PREPARED BY EDMUND W. PURCELL L-4335
RECORDED 06/13/2003 AT 09:33:10
BM 2003 PG 985

PLAT PREPARED BY DERWARD W. BAKER L-1515
RECORDED 11/13/1991
BM1991 PG 1171

PLAT PREPARED BY RANDY S. RAMBEAU L-2520
RECORDED 03/24/2005
BM2005 PG 550

DEED BOOK 2718 PAGE 791

DEED BOOK 3019 PAGE 147

DEED BOOK 14760 PAGE 2385

SURVEYOR'S CERTIFICATION

TO: SARAH G. BRIDGES, DONNA ROLLINS PACE & LINDA ROLLINS ROBERTS-BETSCH, AND STERLING TITLE COMPANY;

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 5, 6(a), 6(b), 7(a), 8, 13, 14, AND 16 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON 11/01/24.

I ALSO CERTIFY THAT THIS MAP OR PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK 2718, DEED PAGE 791 & DEED BOOK 14760, DEED PAGE 2385), THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED BY BROKEN LINES AND WERE PLOTTED FROM INFORMATION AS REFERENCED HEREON, THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1: 10,000 +, THAT THIS MAP OR PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

I FURTHER CERTIFY THAT THE GLOBAL NAVIGATION SATELLITE SYSTEM (GNSS) WAS USED FOR A PORTION OF THIS SURVEY AND THE FOLLOWING INFORMATION WAS USED:

CLASS OF SURVEY: CLASS A
POSITIONAL ACCURACY: 0.07' HZ 0.07' VERTICAL
TYPE OF GPS FIELD PROCEDURE: RTK
DATES OF SURVEY: 10/11/24-11/01/24
DATUM/EPOCH: NAD83(2011)/2010
GEOID MODEL: 18
PUBLISHED/FIXED CONTROL USE: VRS
COMBINED GRID FACTOR: 0.99994175

I FURTHER CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION LICENSE NUMBER AND SEAL THIS 1ST DAY OF NOVEMBER, 2024.

MATTHEW C. SMITH
NORTH CAROLINA PROFESSIONAL LAND SURVEYOR
LICENSE NO. L-5507

NORTH CAROLINA PROFESSIONAL SEAL L-5507 LAND SURVEYOR MATTHEW C. SMITH

ALTA / NSPS SURVEY OF
PROPERTY OWNED BY
DONNA ROLLINS ROBERTS-BETCH PACE, LINDA ROLLINS & SARAH G. BRIDGES
PIN #1831961456, 1831869237, & 1831868329
TOWN OF WAKE FOREST, CITY OF WAKE FOREST, WAKE COUNTY, NORTH CAROLINA

GRAPHIC SCALE
40 20 0 40 80
1" = 40'

SCALE: 1" = 40' DATE: 11/01/2024

	REVISION
5/1/25	ADD SOILS AND BUFFER

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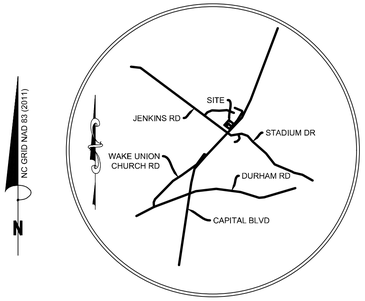
Bowman
Bowman North Carolina LTD.
4006 Barrett Drive, Suite 104
Raleigh, NC 27609
Phone: (919) 553-6570
F-1445
www.bowman.com

DWG: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (SUR) - Villas at Wake Forest Crossing\Survey\Pub\ALTA\220238-01-001 - ALTA.dwg | BY: JLC | CHK: MS | QC:

BCG PROJECT NO: 220238-01-001 | TASK: ALTA | SURVEY DATE: 10/11/24-11/01/24 | SHEET 1 OF 2

TREE CHART

TAG#	SPECIES	SIZE (DIAMETER IN INCHES)	DRIPLINE (RADIUS IN FEET)
501	DECIDUOUS	24	26
502	CONIFERUOUS	17	18
503	CONIFERUOUS	17	16
504	CONIFERUOUS	16	18
505	CONIFERUOUS	9	9
506	CONIFERUOUS	9	9
507	CONIFERUOUS	25	20
508	CONIFERUOUS	10	10
509	CONIFERUOUS	11	17
510	CONIFERUOUS	22	25
511	DECIDUOUS	13	20
512	DECIDUOUS	8	22
513	DECIDUOUS	17	14
514	CONIFERUOUS	15	13
515	CONIFERUOUS	16	17
516	CONIFERUOUS	15	16
517	DECIDUOUS	8	17
518	DECIDUOUS	18	17
519	CONIFERUOUS	18	33
520	CONIFERUOUS	13	19
521	DECIDUOUS	41	42
522	CONIFERUOUS	16	21
523	DECIDUOUS	13	16
524	DECIDUOUS	11	16
525	DECIDUOUS	16	14
526	DECIDUOUS	10	15
527	DECIDUOUS	14	16
528	DECIDUOUS	27	27
529	DECIDUOUS	9	13
530	DECIDUOUS	9	5
531	DECIDUOUS	43	40
532	DECIDUOUS	15	18
533	DECIDUOUS	25	33
534	DECIDUOUS	9	15
535	CONIFERUOUS	17	18
536	CONIFERUOUS	17	27
537	CONIFERUOUS	17	19
538	CONIFERUOUS	13	14
539	CONIFERUOUS	10	17
540	CONIFERUOUS	8	13
541	DECIDUOUS	10	27
542	CONIFERUOUS	10	15
543	CONIFERUOUS	14	13
544	DECIDUOUS	11	18
545	CONIFERUOUS	11	17
546	CONIFERUOUS	8	12
547	DECIDUOUS	23	29
548	DECIDUOUS	16	30
549	CONIFFRUOUS	11	15
549	CONIFERUOUS	8	9
550	CONIFERUOUS	12	17
551	CONIFERUOUS	9	12
552	CONIFERUOUS	10	13
553	CONIFERUOUS	8	12
554	CONIFERUOUS	10	15
555	CONIFERUOUS	8	7
556	CONIFERUOUS	10	14
557	DECIDUOUS	12	12
558	CONIFERUOUS	10	14
559	CONIFERUOUS	10	11
560	DECIDUOUS	31	40
561	DECIDUOUS	23	22
562	DECIDUOUS	12	13
563	DECIDUOUS	12	13
564	CONIFERUOUS	9	9
565	DECIDUOUS	10	10
566	DECIDUOUS	20	23
567	CONIFERUOUS	19	17
568	CONIFERUOUS	8	10
569	CONIFERUOUS	12	10
570	CONIFERUOUS	9	10
571	CONIFERUOUS	10	8
572	CONIFERUOUS	10	13
573	CONIFERUOUS	14	14
574	CONIFERUOUS	13	11
575	DECIDUOUS	10	10
576	DECIDUOUS	10	11
577	DECIDUOUS	8	13
578	DECIDUOUS	8	10
579	DECIDUOUS	10	12
580	DECIDUOUS	12	17
581	DECIDUOUS	9	11
582	CONIFERUOUS	13	18
583	CONIFERUOUS	11	13
584	CONIFERUOUS	15	17
585	DECIDUOUS	9	23
586	DECIDUOUS	8	13
587	DECIDUOUS	39	50
588	DECIDUOUS	49	61
589	DECIDUOUS	11	15
590	DECIDUOUS	12	14
591	DECIDUOUS	9	16
592	DECIDUOUS	9	13
593	DECIDUOUS	8	11
593	DECIDUOUS	8	28
594	DECIDUOUS	12	16
595	DECIDUOUS	48	58
596	DECIDUOUS	24	27
597	DECIDUOUS	8	16
598	DECIDUOUS	43	41
599	DECIDUOUS	30	34
600	DECIDUOUS	44	63
601	DECIDUOUS	12	15
602	CONIFERUOUS	31	30
603	CONIFERUOUS	15	15
604	DECIDUOUS	37	47
606	CONIFERUOUS	26	23
605	DECIDUOUS	28	35
607	DECIDUOUS	32	53
608	DECIDUOUS	16	20
609	CONIFERUOUS	11	7
610	DECIDUOUS	28	30
611	DECIDUOUS	13	19
612	DECIDUOUS	8	10
613	DECIDUOUS	11	19
614	DECIDUOUS	8	8
615	DECIDUOUS	18	17
616	DECIDUOUS	12	12
617	DECIDUOUS	17	23
618	DECIDUOUS	15	22
619	DECIDUOUS	8	27
620	DECIDUOUS	11	1
621	DECIDUOUS	17	25
622	DECIDUOUS	14	22
623	DECIDUOUS	14	10
624	DECIDUOUS	19	17
625	DECIDUOUS	12	15
626	DECIDUOUS	17	18
627	DECIDUOUS	8	17
629	DECIDUOUS	21	40
628	DECIDUOUS	41	30
630	DECIDUOUS	18	28
631	DECIDUOUS	39	50
632	DECIDUOUS	14	23
633	DECIDUOUS	8	10
634	DECIDUOUS	43	34
635	DECIDUOUS	8	11
636	DECIDUOUS	15	22
637	DECIDUOUS	14	20
638	DECIDUOUS	19	25
639	DECIDUOUS	8	12
640	DECIDUOUS	20	27
641	DECIDUOUS	21	23
642	DECIDUOUS	30	33
643	DECIDUOUS	27	36
644	DECIDUOUS	8	14
645	DECIDUOUS	12	12
646	DECIDUOUS	11	12
647	DECIDUOUS	10	17
648	DECIDUOUS	9	17
649	DECIDUOUS	9	19
650	DECIDUOUS	9	10
651	DECIDUOUS	12	10
652	DECIDUOUS	8	15
653	DECIDUOUS	8	10
654	DECIDUOUS	30	27
655	DECIDUOUS	10	22
656	CONIFERUOUS	25	18
657	CONIFERUOUS	19	25
658	DECIDUOUS	9	25
659	DECIDUOUS	23	35
660	DECIDUOUS	9	10
661	DECIDUOUS	16	26
662	CONIFERUOUS	23	21
663	CONIFERUOUS	26	23
664	DECIDUOUS	10	19
665	DECIDUOUS	11	16
666	DECIDUOUS	23	28
667	DECIDUOUS	20	15
668	DECIDUOUS	15	30
669	DECIDUOUS	24	24
670	DECIDUOUS	10	18
671	CONIFERUOUS	23	24
672	DECIDUOUS	9	18
673	DECIDUOUS	19	32
674	DECIDUOUS	13	19
675	DECIDUOUS	8	10
676	DECIDUOUS	8	12
677	DECIDUOUS	8	10
678	CONIFERUOUS	23	23
679	CONIFERUOUS	10	10
680	DECIDUOUS	14	15
681	DECIDUOUS	10	16
682	DECIDUOUS	24	27
683	DECIDUOUS	22	24
684	CONIFERUOUS	15	12
685	DECIDUOUS	14	13
686	CONIFERUOUS	26	14
687	CONIFERUOUS	24	22
688	DECIDUOUS	24	36
689	DECIDUOUS	10	12
690	DECIDUOUS	26	24
691	DECIDUOUS	14	17
692	DECIDUOUS	23	27
693	DECIDUOUS	12	20
694	DECIDUOUS	22	37
695	DECIDUOUS	10	19
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697	DECIDUOUS	9	11
698	DECIDUOUS	22	23
699	DECIDUOUS	9	10
700	DECIDUOUS	20	23
701	DECIDUOUS	8	15
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707	DECIDUOUS	11	26
708	DECIDUOUS	21	25
709	DECIDUOUS	13	22
710	DECIDUOUS	14	16
711	CONIFERUOUS	26	21
712	DECIDUOUS	8	15
713	CONIFERUOUS	8	4
714	DECIDUOUS	12	15
715	DECIDUOUS	44	27
716	DECIDUOUS	27	42
717	CONIFERUOUS	13	6
718	CONIFERUOUS	24	20
719	DECIDUOUS	43	44
720	DECIDUOUS	28	27
721	CONIFERUOUS	21	18
722	DECIDUOUS	8	16
723	DECIDUOUS	8	10
724	DECIDUOUS	16	17
725	DECIDUOUS	22	23
726	CONIFERUOUS	17	14
727	CONIFERUOUS	20	23
728	DECIDUOUS	33	28
729	DECIDUOUS	28	26
730	DECIDUOUS	18	25
731	DECIDUOUS	31	25
732	DECIDUOUS	10	15
733	CONIFERUOUS	10	11
734	DECIDUOUS	19	24
735	DECIDUOUS	10	23
736	DECIDUOUS	23	33
737	DECIDUOUS	22	29
738	DECIDUOUS	22	28
739	DECIDUOUS	8	12
740	CONIFERUOUS	8	6
741	DECIDUOUS	27	34
742	DECIDUOUS	30	30
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744	DECIDUOUS	41	42
745	DECIDUOUS	29	36
746	DECIDUOUS	22	27
747	DECIDUOUS	30	40
748	DECIDUOUS	22	33
749	DECIDUOUS	34	40
750	DECIDUOUS	36	40
751	CONIFERUOUS	17	19
752	DECIDUOUS	42	49
753	DECIDUOUS	13	24
754	CONIFERUOUS	33	31
755	CONIFERUOUS	11	15
756	DECIDUOUS	33	30
757	DECIDUOUS	27	30
758	CONIFERUOUS	17	20
759	DECIDUOUS	12	15
760	DECIDUOUS	28	45
761	DECIDUOUS	31	44
762	DECIDUOUS	13	13
763	DECIDUOUS	17	15
764	CONIFERUOUS	8	15
765	DECIDUOUS	11	18
766	CONIFERUOUS	25	27
767	DECIDUOUS	24	30
768	DECIDUOUS	18	25
769	DECIDUOUS	18	40
770	DECIDUOUS	20	29
771	CONIFERUOUS	12	18
772	DECIDUOUS	14	18
773	CONIFERUOUS	22	24
774	DECIDUOUS	24	28
775	DECIDUOUS	13	24
776	CONIFERUOUS	21	25
777	DECIDUOUS	29	25
778	CONIFERUOUS	26	26
779	DECIDUOUS	24	45
780	DECIDUOUS	32	32
781	DECIDUOUS	24	35
782	CONIFERUOUS	25	30
783	DECIDUOUS	36	33
784	CONIFERUOUS	25	23
785	CONIFERUOUS	17	19
786	DECIDUOUS	16	28
787	DECIDUOUS	25	40
788	CONIFERUOUS	24	30
789	DECIDUOUS	20	32
790	DECIDUOUS	32	40
791	DECIDUOUS	9	10
792	DECIDUOUS	30	34
793	DECIDUOUS	15	20
794	CONIFERUOUS	9	19
795	DECIDUOUS	31	43
796	CONIFERUOUS	16	25
797	DECIDUOUS	34	46
798	DECIDUOUS	30	39
799	DECIDUOUS	31	42



VICINITY MAP
SCALE: ############

NORTH CAROLINA PROFESSIONAL SEAL L-2507 LAND SURVEYOR MATTHEW C SMITH

ALTA / NSPS SURVEY OF
PROPERTY OWNED BY
DONNA ROLLINS
ROBERTS-BETCH PACE, LINDA
ROLLINS & SARAH G. BRIDGES
PIN #1831961456, 1831869237, & 1831868329
TOWN OF WAKE FOREST, CITY OF WAKE FOREST,
WAKE COUNTY, NORTH CAROLINA

SCALE: 1" = 40' DATE: 5/29/2025

	REVISION
5/1/25	ADD SOILS AND BUFFER

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Bowman
Bowman North Carolina LTD.
4006 Barrett Drive, Suite 104
Raleigh, NC 27609
Phone: (919) 553-6570
F-1445
www.bowman.com

DWG: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (SUR) - Villas at Wake Forest Crossing\Survey\Plats\ALTA\220238-01-001 - ALTA | BY: WTC | CHK: TJG | QC:

BCG PROJECT NO: | TASK: | SURVEY DATE: 10/11/24-11/01/24 | SHEET 2 OF 2

EROSION CONTROL NOTES:
AN EROSION AND SEDIMENTATION CONTROL PERMIT SHALL BE REQUIRED BY TOWN OF WAKE FOREST PRIOR TO START OF CONSTRUCTION.

SURVEY NOTE:
ALL EXISTING BOUNDARY AND TOPOGRAPHIC INFORMATION TAKEN FROM A LAND SURVEY PREPARED BY: BOWMAN NORTH CAROLINA, LTD.

STREAM/WETLAND NOTE:
THERE ARE EXISTING STREAM AND/OR WETLAND FEATURES ON THE PROPOSED PARCEL. THERE ARE NO PROPOSED IMPACTS TO THE EXISTING STREAM AND/OR WETLAND FEATURES.

FLOOD ZONE NOTE:
THE PROPERTY IS LOCATED IN FLOOD ZONE X AS SHOWN ON FEMA FLOOD PANEL 3720183100K, DATED JULY 19, 2022. MAPS SUBJECT TO CHANGE BY FEMA.

WATERSHED NOTE:
THIS PROPERTY IS LOCATED IN THE FALLS LAKE (WS-IV NSW) WATER SUPPLY WATERSHED

EXISTING WELL OR SEPTIC SYSTEM NOTE:
ANY EXISTING WELLS OR SEPTIC SYSTEMS ENCOUNTERED ON THE PROJECT PARCEL ARE TO BE REMOVED PER WAKE COUNTY STANDARD PROCEDURES. THERE ARE POTENTIAL WELLS AND SEPTIC SYSTEMS LOCATED ON THE PROJECT PARCEL.

EXISTING STRUCTURE NOTE
THERE ARE EXISTING STRUCTURES ON THE PROPERTY.

EXISTING SOILS NOTE
EXISTING ON-SITE SOILS INCLUDE:
CECIL SANDY LOAM & PACOLET SANDY LOAM

TREE PROTECTION NOTE
ALL TREE PROTECTION FENCING AND DISTURBED AREAS WILL MEET TOWN OF WAKE FOREST UDO CHAPTER 8.4.2 AND 8.4.4

CONSTRUCTION NOTE
ALL MATERIALS AND CONSTRUCTION METHODS PER THE LATEST EDITION OF THE TOWN OF WAKE FOREST, CITY OF RALEIGH, WAKE COUNTY AND NCDOT SPECIFICATIONS AND STANDARD DETAILS AS APPLICABLE

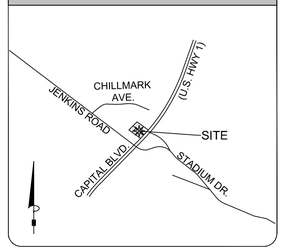
UTILITY STATEMENT
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES COMPRISE ALL SUCH UTILITIES IN THE AREA. EITHER IN-SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

CAUTIONARY NOTE
THE LOCATIONS OF ALL EXISTING UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE BASED ON ABOVE GROUND EVIDENCE OR INFORMATION GATHERED DURING THE FIELD SURVEY PORTION OF THIS PROJECT. AS SUCH, THIS INFORMATION IS SPECULATIVE IN NATURE ONLY AND SHOULD NOT BE CONSTRUED AS FACT. THERE MAY ALSO BE OTHER EXISTING UNDERGROUND UTILITIES FOR WHICH NO ABOVE GROUND EVIDENCE WAS OBSERVED. THE EXACT LOCATIONS OF THE UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO THE START OF ANY AND ALL CONSTRUCTION.

TREE PRESERVATION

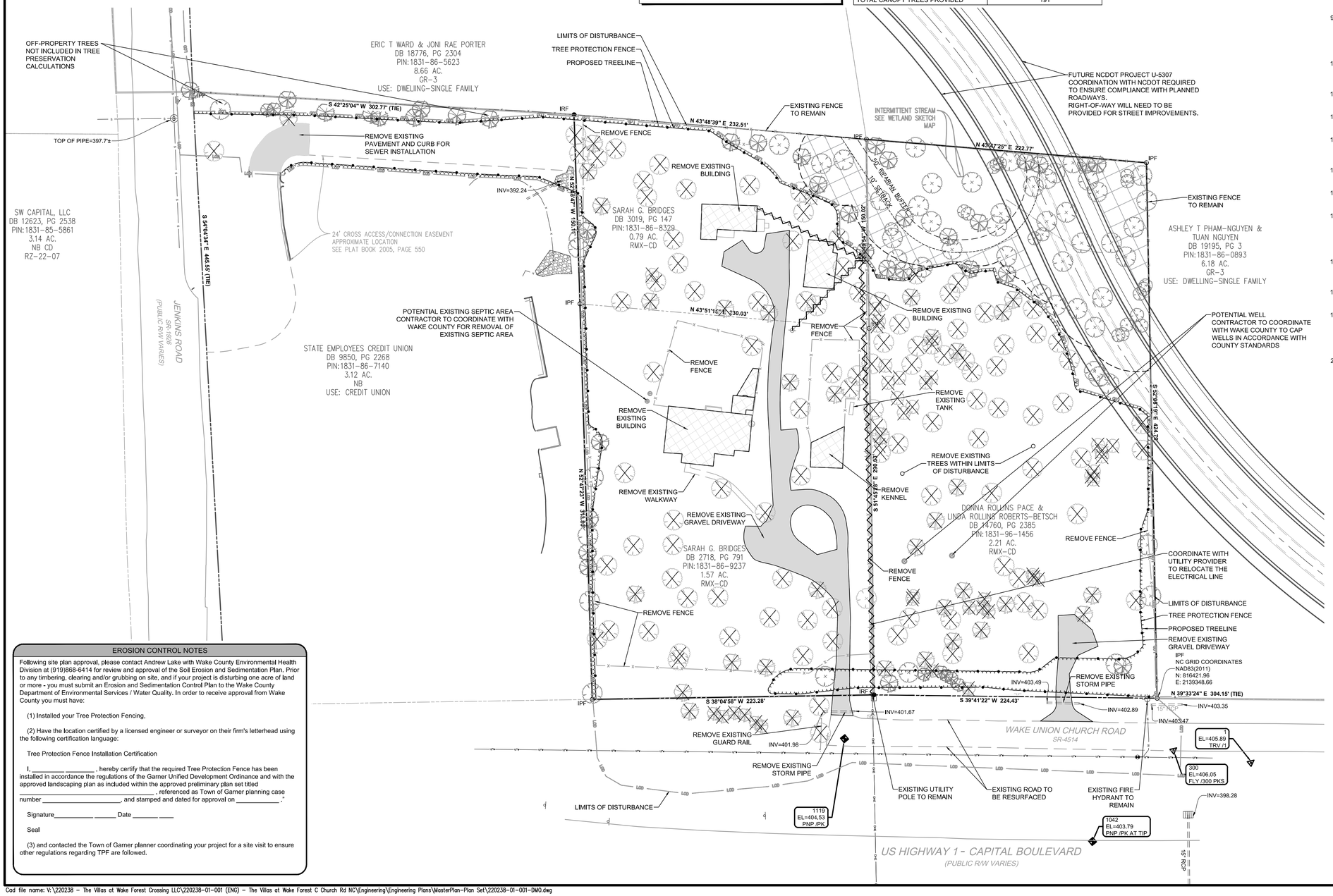
CANOPY COVERAGE REQUIREMENT (RMX)		
1 CANOPY TREE PER 10,000 SF OF PARCEL AREA		
20,210 SF WATERCOURSE BUFFER AND FUTURE R/W AREA		
199,265 SF OF PARCEL AREA\ - 20,210 SF WATERCOURSE BUFFER=179,055 SF		
179,055 SF / 10,000 = 18 CANOPY TREES REQUIRED		
TREES TO BE REMOVED		
TREE SIZE	QUANTITY	REPLACEMENT TREES PER TREE
UNDERSTORY (8"-19" DBH)	106	
CANOPY (20"+ DBH)	70	4
TOTAL REPLACEMENT TREES REQUIRED	280	

TREES TO REMAIN			
TREE SIZE	QUANTITY	CREDIT	TOTAL CREDITS
UNDERSTORY TREES (8"-19" DBH)	22	2	44
20"-30" DBH	10	3	30
31"-41" DBH	4	4	16
42"+ DBH	1	5	5
TREE SAVE AREA (SF)	8,845 SF	1/700 SF	12
TOTAL RETAINED SPECIMEN TREES			107
REPLACEMENT TREES REQUIRED	173		
CANOPY TREES REQUIRED	18		
TOTAL CANOPY TREES REQUIRED	191		
TOTAL CANOPY TREES PROVIDED	191		

VICINITY MAP


DEMOLITION NOTES:
1. THE CONTRACTOR SHALL FIELD VERIFY AND LOCATE ALL EXISTING UTILITIES ON SITE PRIOR TO DEMOLITION.
2. THE CONTRACTOR SHALL PERFORM DEMOLITION ACTIVITIES AS NOTED AND SHOWN ON THESE PLANS AND AS DIRECTED BY THE OWNER.
3. IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN ANY PERMITS AND PAY FEES REQUIRED FOR DEMOLITION AND HAUL-OFF FROM THE APPROPRIATE AUTHORITIES.
4. THE CONTRACTOR SHALL PREPARE ALL DOCUMENTS AND ACQUIRE APPROPRIATE PERMITS AS REQUIRED PRIOR TO THE COMMENCEMENT OF DEMOLITION.
5. THE DEMOLITION PLAN IS INTENDED TO DEPICT GENERAL DEMOLITION AND UTILITY WORK. IT IS NOT INTENDED TO IDENTIFY EACH ELEMENT OF DEMOLITION OR RELOCATION. CONTRACTOR SHALL COORDINATE WITH THE OWNER AND APPROPRIATE UTILITY COMPANY PRIOR TO WORK.
6. CONTRACTOR TO COMPLETELY DEMOLISH AND DISPOSE OF OFFSITE IN A LAWFUL MANNER EXISTING BUILDINGS, INCLUDING FOUNDATIONS AND ALL APPURTENANCES LOCATED ON AND AROUND THE PROPERTY INCLUDING BUT NOT LIMITED TO BOLLARDS, GAS METERS, AIR CONDITIONING UNITS, SIGNS, CURBS, SIDEWALKS, ELECTRIC METERS, FENCING, ETC.
7. REMOVE AND DISPOSE OF ANY SIDEWALK, FENCES, STAIRS, WALLS, FOUNDATIONS, CONDUITS, LIGHT POLE BASES, DEBRIS AND RUBBISH REQUIRING REMOVAL FROM THE WORK AREA IN AN APPROVED LANDFILL.
8. REMOVE AND/OR PLUG EXISTING UTILITIES SUCH AS SANITARY SEWER, WATER, GAS, ELECTRIC, AND TELEPHONE AS SHOWN. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING EACH UTILITY COMPANY TO COORDINATE REMOVAL OF ALL UTILITIES AND FOR DETERMINING HORIZONTAL AND VERTICAL LOCATIONS OF UTILITIES PRIOR TO COMMENCING WORK.
9. THE CONTRACTOR SHALL CUT AND PLUG, OR ARRANGE FOR THE APPROPRIATE UTILITY COMPANY TO CUT AND PLUG ALL SERVICE PIPING AT THE STREET LINE OR MAIN, AS REQUIRED, OR AS OTHERWISE NOTED. ALL SERVICES MAY NOT BE SHOWN ON THIS PLAN. THE CONTRACTOR SHALL INVESTIGATE THE SITE PRIOR TO BIDDING TO DETERMINE THE EXTEND OF SERVICE PIPING TO BE REMOVED, CUT OR PLUGGED.
10. THE CONTRACTOR SHALL ARRANGE FOR RESETTING OF CURB BOXES, VALVE BOXES AND REMOVAL AND/OR RELOCATION OF OVERHEAD UTILITIES AND POLES WITH THE APPROPRIATE UTILITY COMPANY.
11. INSTALL ALL EROSION AND SEDIMENT CONTROL DEVICES AND TREE PROTECTION PRIOR TO BEGINNING DEMOLITION WORK.
12. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN IN PLACE.
13. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS TO AVOID UNNECESSARY DAMAGE TO EXISTING ROAD SURFACE. FINISH SURFACE TO BE REMOVED OR DEMOLISHED SHALL BE CUT ALONG LINES OF JOINTS WHICH WILL PERMIT A NEAT SURFACE WHEN RESTORED.
14. SAWCUT AT INTERFACE OF PAVEMENT OR CURB TO REMAIN. SAWCUT EXISTING PAVEMENT.
15. ALL EXISTING ITEMS TO REMAIN WHICH ARE DAMAGED DURING CONSTRUCTION SHALL BE RESTORED TO ITS ORIGINAL CONDITION AT THE SOLE EXPENSE OF THE CONTRACTOR.
16. DO NOT INTERRUPT EXISTING UTILITIES SERVICING FACILITIES OCCUPIED AND USED BY THE OWNER OR OTHERS DURING OCCUPIED HOURS EXCEPT WHEN SUCH INTERRUPTIONS HAVE BEEN AUTHORIZED IN WRITING BY THE OWNER AND THE LOCAL MUNICIPALITIES. INTERRUPTIONS SHALL ONLY OCCUR AFTER ACCEPTABLE TEMPORARY SERVICE HAS BEEN PROVIDED.
17. SHOULD ANY UNCHARTED OR INCORRECTLY CHARTED EXISTING PIPING OR OTHER UTILITY BE UNCOVERED DURING EXCAVATION, CONSULT THE ENGINEER IMMEDIATELY FOR DIRECTIONS BEFORE PROCEEDING FURTHER WITH WORK IN THIS AREA.
18. ASBESTOS OR HAZARDOUS MATERIAL, IF FOUND ON SITE, SHALL BE REMOVED BY A LICENSED HAZARDOUS MATERIAL CONTRACTOR.
19. THE PROPERTY SELLER SHALL PUMP OUT BUILDING FUEL, GREASE TRAPS, AND WASTE OIL TANKS (IF ANY ARE ENCOUNTERED) AND REMOVE FUEL TO AN APPROVED DISPOSAL AREA BY AN APPROPRIATELY LICENSED WASTE OIL HANDLING CONTRACTOR IN STRICT ACCORDANCE WITH FEDERAL AND STATE REQUIREMENTS BEFORE CONSTRUCTION BEGINS.
20. THE CONTRACTOR SHALL PROPERLY AND LEGALLY DISPOSE OF ALL DEMOLITION DEBRIS OFF OF THE SITE.

DEMOLITION LEGEND
- ETR — EXISTING TO REMAIN
- ETD — EXISTING TO BE DEMOLISHED/REMOVED
- ETA — EXISTING TO BE ABANDONED IN PLACE
- ETRL — EXISTING TO BE RELOCATED
- EXISTING TREE TO BE REMOVED
- LOD — LIMITS OF DISTURBANCE
- EXISTING ASPHALT/CONCRETE/GRAVEL TO BE DEMOLISHED/REMOVED
- EXISTING BUILDING OR STRUCTURE TO BE DEMOLISHED/REMOVED
- TREE SAVE AREA
- EXISTING CURB AND GUTTER TO BE REMOVED
- EXISTING UTILITY TO BE REMOVED



EROSION CONTROL NOTES
Following site plan approval, please contact Andrew Lake with Wake County Environmental Health Division at (919)868-6414 for review and approval of the Soil Erosion and Sedimentation Plan. Prior to any timbering, clearing and/or grubbing on site, and if your project is disturbing one acre of land or more - you must submit an Erosion and Sedimentation Control Plan to the Wake County Department of Environmental Services / Water Quality. In order to receive approval from Wake County you must have:

(1) Installed your Tree Protection Fencing,

(2) Have the location certified by a licensed engineer or surveyor on their firm's letterhead using the following certification language:

Tree Protection Fence Installation Certification

I, _____ _____ , hereby certify that the required Tree Protection Fence has been installed in accordance the regulations of the Garner Unified Development Ordinance and with the approved landscaping plan as included within the approved preliminary plan set titled _____ , referenced as Town of Garner planning case number _____, and stamped and dated for approval on _____ ."

Signature_____ _____ Date _____ ____

Seal

(3) and contacted the Town of Garner planner coordinating your project for a site visit to ensure other regulations regarding TPF are followed.

Know what's below. Call before you dig.

BEFORE YOU DIG STOP CALL 1 800 632-4949 N.C. ONE-CALL CENTER IT'S THE LAW

GRAPHIC SCALE
40 0 20 40 80 160
(IN FEET)
1 inch = 40 ft.

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING:_____ DATE:_____
ENGINEERING:_____ DATE:_____

Subject to addressing outstanding conditions of approval within the issued comment letter. Plans are not released for construction. Approval is valid for two years from the date above.

SP-25-05

Bowman

Bowman North Carolina Ltd.
4006 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919)553-6570
bowman.com
F-1445

DEMOLITION PLAN
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 8/22/25 MATTHEW E. LOWDER

PLAN STATUS	
4/30/2025	MASTER SITE PLAN #2
5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD
SCALE	H: 1" = 40' V:	
JOB No.	220238-01-001	
DATE	JANUARY 24, 2025	
FILE No.		
SHEET	C2.0	

Cad file name: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (ENG) - The Villas at Wake Forest C Church Rd NC\Engineering\Engineering Plans\MasterPlan-Plan Set\220238-01-001-DM0.dwg

RZ-18-07
ORDINANCE 2018-14 DATED APRIL 17, 2018
REZONING CONDITIONS

1. TO REMOVE THE FOLLOWING PERMITTED USES FROM THE RMX ZONING DISTRICT: DWELLING-SINGLE FAMILY; DWELLING-DUPLEX; DWELLING-TOWNHOME; FAMILY CARE HOMES; RESIDENTIAL CARE FACILITIES; BED AND BREAKFAST HOMES; BOARDING OR ROOMING HOUSE; DRY CLEANING & LAUNDRY SERVICES; FUNERAL HOMES/CREMATORIA; OPEN AIR RETAIL; OR VEHICLE RENTAL/MOVING TRUCKS.

2. MASTER PLAN REVIEW AND APPROVAL SHALL BE REQUIRED BY THE BOARD OF COMMISSIONERS.

3. IF THE PROPERTY IS DEVELOPED WITH A MULTIFAMILY USE, THE MULTIFAMILY UNITS WILL BE DESIGNATED AS HOUSING FOR OLDER PERSONS, ACCORDING TO THE FOLLOWING FORMULA: EIGHTY PERCENT (80%) OF THE UNITS WILL BE RESERVED FOR ELDERLY HOUSEHOLDS. TWENTY PERCENT (20%) OF THE UNITS WILL BE RESERVED FOR EITHER ELDERLY HOUSEHOLDS, OR HOUSEHOLDS IN WHICH ALL HOUSEHOLD MEMBERS ARE FORTY-FIVE (45) YEARS OF AGE OR OLDER. "ELDERLY HOUSEHOLD" MEANS A HOUSEHOLD THAT MEETS THE FOLLOWING CRITERIA: (i) ONE MEMBER OF THE HOUSEHOLD IS FIFTY-FIVE (55) YEARS OF AGE OR OLDER, AND (ii) ALL OTHER HOUSEHOLD MEMBERS ARE FORTY-FIVE (45) YEARS OF AGE OR OLDER."

TREE PRESERVATION			
CANOPY COVERAGE REQUIREMENT (RMX)			
1 CANOPY TREE PER 10,000 SF OF PARCEL AREA			
20,210 SF WATERCOURSE BUFFER AND FUTURE R/W AREA			
199,265 SF OF PARCEL AREA\ - 20,210 SF WATERCOURSE BUFFER=179,055 SF			
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REPLACEMENT TREES REQUIRED	173		
CANOPY TREES REQUIRED	18		
TOTAL CANOPY TREES REQUIRED	191		
TOTAL CANOPY TREES PROVIDED	191		

IMPERVIOUS SUMMARY TABLE			
TOTAL SITE AREA = 199,265 SF (4.574 AC) (AFTER PROPERTY RECOMBINATION)			
EXISTING IMPERVIOUS AREA	15,405 SF	0.35 ACRES	7.73 % OF AREA
BUILDINGS	26,455 SF	0.61 ACRES	13.28 % OF AREA
PAVEMENT	48,260 SF	1.11 ACRES	24.22 % OF AREA
SIDEWALK	10,080 SF	0.23 ACRES	5.06 % OF AREA
TOTAL IMPERVIOUS AREA	84,795 SF	1.95 ACRES	42.55 % OF AREA
WOODED SPACE (INCLUDES TSA)	51,820 SF	1.19 ACRES	26.01 % OF AREA
TREE SAVE AREA	10,610 SF	0.66 ACRES	14.39 % OF AREA
OPEN SPACE	62,650 SF	1.44 ACRES	31.44 % OF AREA
INCREASE IN IMPERVIOUS AREA	69,390 SF	1.59 ACRES	
INCREASE IN OFFSITE IMPERVIOUS AREA	14,270 SF	0.33 ACRES	

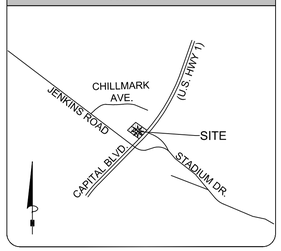
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SURVEY NOTE:
ALL EXISTING BOUNDARY AND TOPOGRAPHIC INFORMATION TAKEN FROM A LAND SURVEY PREPARED BY: BOWMAN NORTH CAROLINA, LTD.

STREAM/WETLAND NOTE:
THERE ARE EXISTING STREAM AND/OR WETLAND FEATURES ON THE PROPOSED PARCEL. THERE ARE NO PROPOSED IMPACTS TO THE EXISTING STREAM AND/OR WETLAND FEATURES.

FLOOD ZONE NOTE:
THE PROPERTY IS LOCATED IN FLOOD ZONE X AS SHOWN ON FEMA FLOOD PANEL 3720183100K, DATED JULY 19, 2022. MAPS SUBJECT TO CHANGE BY FEMA.

WATERSHED NOTE:
THIS PROPERTY IS LOCATED IN THE FALLS LAKE (WS-IV NSW) WATER SUPPLY WATERSHED

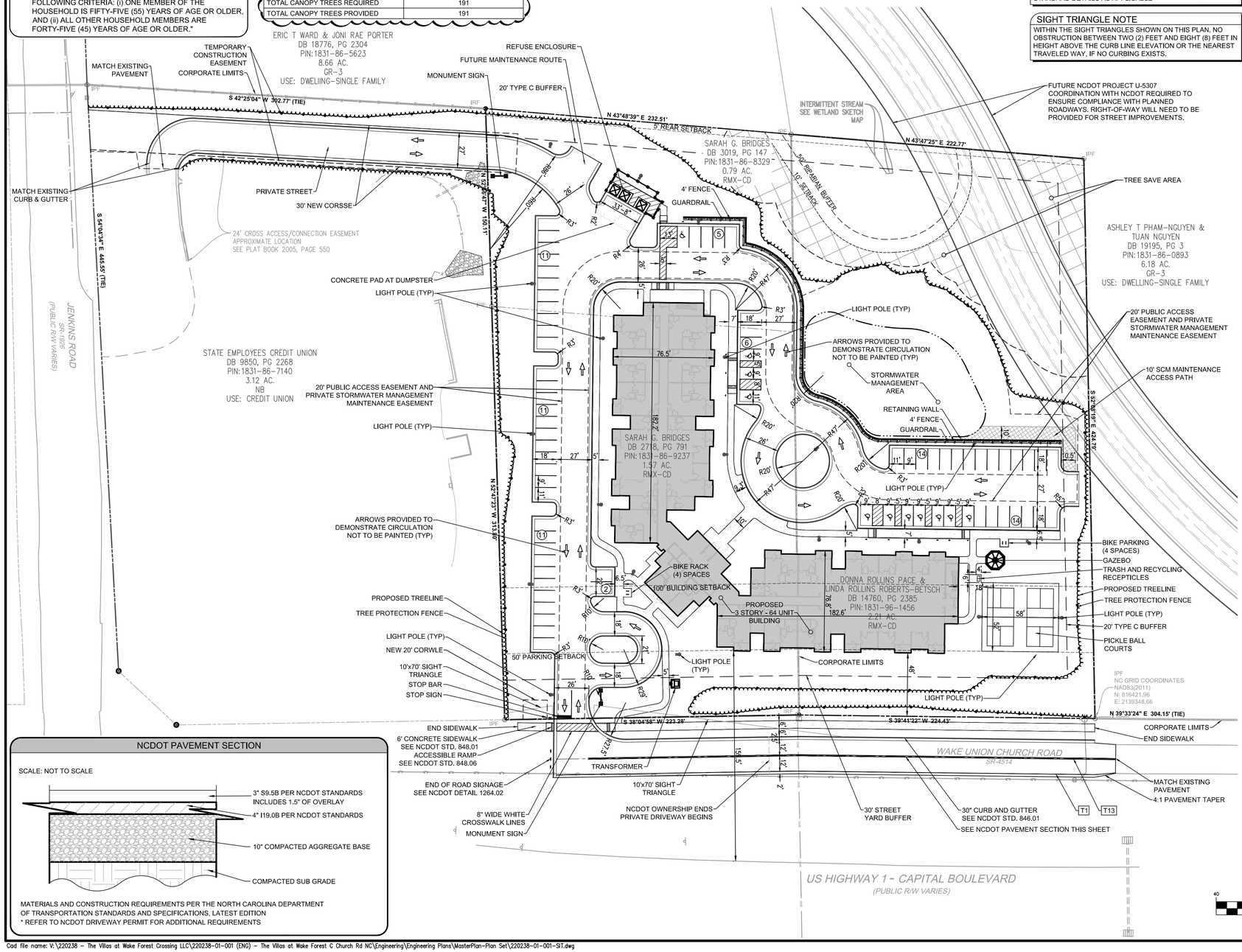
VICINITY MAP


CONSTRUCTION NOTE
ALL MATERIALS AND CONSTRUCTION METHODS PER THE LATEST EDITION OF THE TOWN OF WAKE FOREST, CITY OF RALEIGH, WAKE COUNTY AND NCDOT SPECIFICATIONS AND STANDARD DETAILS AS APPLICABLE

SIGHT TRIANGLE NOTE
WITHIN THE SIGHT TRIANGLES SHOWN ON THIS PLAN, NO OBSTRUCTION BETWEEN TWO (2) FEET AND EIGHT (8) FEET IN HEIGHT ABOVE THE CURB LINE ELEVATION OR THE NEAREST TRAVELED WAY, IF NO CURBING EXISTS.

GENERAL NOTES:
1. THE CONTRACTOR SHALL EMPLOY ALL NECESSARY BARRICADES, SIGNS, FENCES, FLASHING LIGHTS, FLAGMEN, ETC. FOR MAINTENANCE AND PROTECTION OF TRAFFIC AS REQUIRED BY TOWN OF WAKE FOREST AND THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION. REFER TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), LATEST EDITION, FOR DETAILS OF TRAFFIC CONTROL STANDARDS AND DEVICES.
2. THE CONTRACTOR SHALL PROTECT ALL MONUMENTS, IRON PINS, AND PROPERTY CORNERS DURING CONSTRUCTION.
3. APPROVAL OF THESE PLANS IS NOT AN AUTHORIZATION TO GRADE ADJACENT PROPERTIES. WHEN FIELD CONDITIONS WARRANT OFF-SITE GRADING, PERMISSION MUST BE OBTAINED FROM THE AFFECTED PROPERTY OWNERS.
4. COORDINATE ALL CURB AND STREET GRADES IN INTERSECTIONS WITH INSPECTOR.
5. NON-STANDARD ITEMS (I.E. PAVERS, IRRIGATION SYSTEMS, ETC.) IN THE RIGHT-OF-WAY REQUIRE A RIGHT-OF-WAY ENCROACHMENT AGREEMENT WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION BEFORE INSTALLATION.
6. ALL SITE DIMENSIONS ARE REFERENCED TO THE FACE OF CURBS OR EDGE OF PAVING UNLESS OTHERWISE NOTED. ALL BUILDING DIMENSIONS ARE REFERENCED TO THE OUTSIDE FACE OF THE STRUCTURE.
7. EXISTING SITE CONDITIONS, GRADES, CONTOURS, UTILITIES AND OTHER EXISTING FEATURES FROM A SURVEY PREPARED BY BOWMAN NORTH CAROLINA, LTD.
8. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITION OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION "STANDARD DETAILS AND SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AND APPLICABLE TOWN OF WAKE FOREST CODES AND ORDINANCES. THE CONTRACTOR SHALL MAINTAIN A CURRENT EDITION OF THE STATE AND LOCAL CODES, ORDINANCES, STANDARD SPECIFICATION AND STANDARD DETAILS ON THE PROJECT SITE FOR REFERENCE DURING CONSTRUCTION OF THE PROJECT.
9. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FIELD DIMENSIONS AND SHALL REPORT ANY DISCREPANCIES BETWEEN THE PLANS AND ACTUAL FIELD CONDITIONS THE OWNER OR OWNER'S REPRESENTATIVE IMMEDIATELY. CONTRACTOR SHALL WAIT FOR INSTRUCTION PRIOR TO PROCEEDING WITH WORK.
10. THE CONTRACTOR SHALL PROVIDE SMOOTH TRANSITIONS FROM PROPOSED FEATURES TO EXISTING FEATURES AS NECESSARY.
11. THE CONTRACTOR SHALL SEAL THE EDGE OF EXISTING ASPHALT PAVEMENT WITH TACK COAT IN ACCORDANCE WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS WHERE NEW PAVEMENT JOINS EXISTING PAVEMENT.
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13. ALL PAVEMENT JOINTS SHALL BE SAW-CUT PRIOR TO PAVING TO PROVIDE A DURABLE AND UNIFORM JOINT.
14. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF DOORS, SIDEWALKS, PRECISE BUILDING DIMENSIONS, AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
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16. CONTRACTOR SHALL INSTALL ACCESSIBLE RAMPS PER LOCAL MUNICIPALITY AND ADA STANDARDS AT ALL DRIVE AND BUILDING LOCATIONS AS REQUIRED.
17. THE CONTRACTOR IS RESPONSIBLE FOR THE LOCATION AND PROTECTION OF ALL EXISTING UTILITIES DURING CONSTRUCTION. AT LEAST 48 HOURS PRIOR TO ANY DEMOLITION, GRADING, OR CONSTRUCTION ACTIVITY THE CONTRACTOR SHALL NOTIFY THE PUBLIC UTILITIES DEPARTMENTS FOR PROPER IDENTIFICATION OF EXISTING UTILITIES WITHIN THE PROJECT SITE.
18. PROOF ROLL BUILDING AND ALL PARKING AREAS. NOTIFY OWNER OF ANY UNACCEPTABLE AREAS.
19. THE CONTRACTOR SHALL PROVIDE AS-BUILT RECORDS OF ALL CONSTRUCTION (INCLUDING UNDERGROUND UTILITIES AND STORM DRAINAGE) TO OWNER PRIOR TO COMPLETION OF CONSTRUCTION.

DEVELOPMENT DATA	
DEVELOPMENT NAME:	WAKE UNION VILLAS
STREET ADDRESS:	WAKE UNION CHURCH ROAD WAKE FOREST, NC 27587
PROPERTY IDENTIFICATION (PIN)	1831-86-9237, 1831-86-8329 & 1831-96-1456
REID:	0110214, 0025349 & 0067511
DEED:	BOOK 14-E, PG 1764 & BOOK 014760, PG 02385
PLAT:	BOOK 2003, PG 985
CURRENT NUMBER OF LOTS:	3
PROPOSED NUMBER OF LOTS:	1
CURRENT PROPERTY OWNERS:	SARAH G BRIDGES DONNA ROLLINS PACE & LINDA ROLLINS ROBERTS-BETSCH
DEVELOPER:	THE VILLAS AT WAKE FOREST CROSSING, LLC
ZONING:	RMX CD (RZ-19-07) (CONDITIONAL DISTRICT-RESIDENTIAL MIXED USE) (FL-WMA) FALLS LAKE WATERSHED MANAGEMENT AREA DISTRICT (SH1-0) US 1 SPECIAL HIGHWAY OVERLAY
RIVER BASIN:	NEUSE (LOWER FALLS LAKE)
WATERSHED:	FALLS LAKE WATER SUPPLY WATERSHED PROTECTED AREA
RECEIVING STREAM:	HORSE CREEK
STREAM INDEX:	27-17-(0.7)
STREAM CLASSIFICATION:	WS-IV; NSW
FLOOD ZONE:	NONE (FEMA MAP 3720183100K, DATED 7/19/22)
SITE AREA:	199,265 SF (4.575 ACRES) (AFTER PROPERTY RECOMBINATION)
DISTURBED AREA:	5.5 ACRES
INSIDE TOWN LIMITS:	YES
EXISTING USE:	SINGLE FAMILY
PROPOSED BUILDING USE:	64-UNIT SENIOR APARTMENTS
TOTAL BUILDING AREA:	26,350 SF
BUILDING COVERAGE	13.28 %
MAX BUILDING HEIGHT:	6 STORIES, 84 FT
PROPOSED BUILDING HEIGHT:	56'-0" (3 STORIES)
BUILDING SQUARE FOOTAGE:	77,000 SF
MAX DENSITY:	24 DU/AC
PROPOSED DENSITY:	64 UNITS/4.575 ACRES = 14.4 DU/AC
WATERSHED REQUIREMENT:	70% BUA MAX
MIN BUILDING SETBACK:	48 FT CAPITAL BOULEVARD SETBACK (APPROVED VARIANCE BOA-25-05)
MIN PARKING SETBACK	50 FT CAPITAL BOULEVARD SETBACK
MIN SIDE SETBACK:	0 FT
MIN REAR SETBACK:	5 FT
LOT WIDTH AT ROAD FRONTAGE:	448 FT
OPEN SPACE/RECREATION REQUIREMENTS:	
MIN OPEN SPACE REQUIRED:	5% OF SITE AREA
OPEN SPACE PROVIDED:	114,470 SF (57.45% OF SITE)
OPEN SPACE AFTER R/W DEDICATION:	199,265 SF - 14,150 (FUTURE R/W) = 185,115 SF (4.25 ACRES) OPEN SPACE: 100,320 SF (50.35% OF SITE)
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PARKING REQUIREMENTS:	
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BUFFER REQUIREMENTS:	
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REQUIRED BUFFERS:	20 FT TYPE C BUFFER (ADJACENT GR3) NO BUFFER REQUIRED ADJACENT TO CU NB SH-O STREET YARD BUFFER (3 CANOPY TREES/50 FT)
NEUSE RIPARIAN BUFFER:	50FT ZONE 1 BUFFER (INTERMITTENT STREAM)



NCDOT PAVEMENT SECTION
SCALE: NOT TO SCALE

MATERIALS AND CONSTRUCTION REQUIREMENTS PER THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS, LATEST EDITION
* REFER TO NCDOT DRIVEWAY PERMIT FOR ADDITIONAL REQUIREMENTS

811 Know what's below. Call before you dig.

BEFORE YOU DIG STOP CALL 1 800 632-4949 N.C. ONE-CALL CENTER. IT'S THE LAW.

GRAPHIC SCALE
40 0 20 40 80 160
(IN FEET)
1 inch = 40 ft.

MASTER PLAN APPROVAL BY THE TOWN OF WAKE FOREST TECHNICAL REVIEW COMMITTEE
PLANNING:_____ DATE:_____
ENGINEERING:_____ DATE:_____
Subject to addressing outstanding conditions of approval within the issued comment letter. Plans are not released for construction. Approval is valid for two years from the date above.
SP-25-05

Bowman
Bowman North Carolina Ltd.
4006 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919)553-6570
bowman.com
F-1445

SITE PLAN
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 8/22/25 MATTHEW E. LOWDER

PLAN STATUS	
4/30/2025	MASTER SITE PLAN #2
5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD
SCALE	H: 1" = 40' V:	
JOB No.	220238-01-001	
DATE	JANUARY 24, 2025	
FILE No.		
SHEET	C3.0	

Cad file name: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (ENG) - The Villas at Wake Forest C Church Rd NC\Engineering\Engineering Plans\MasterPlan-Plan Set\220238-01-001-ST.dwg

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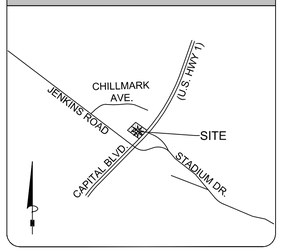
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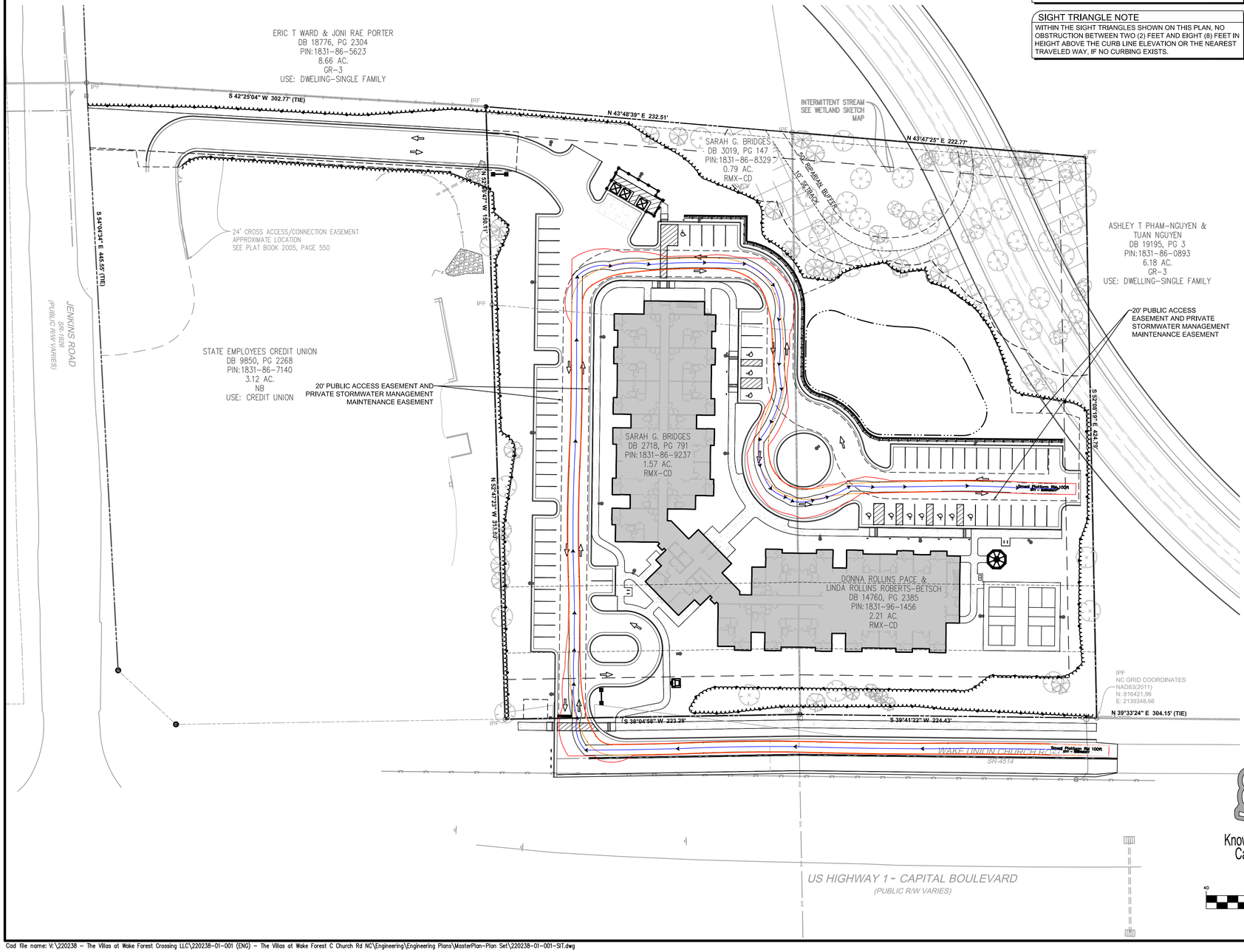
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STREET ADDRESS:	WAKE UNION CHURCH ROAD WAKE FOREST, NC 27587
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PROPOSED NUMBER OF LOTS:	1
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WATERSHED:	FALLS LAKE WATER SUPPLY WATERSHED PROTECTED AREA
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OPEN SPACE PROVIDED:	114,470 SF (57.45% OF SITE)
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BUFFER REQUIREMENTS:	
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REQUIRED BUFFERS:	20 FT TYPE C BUFFER (ADJACENT GR3) NO BUFFER REQUIRED ADJACENT TO CU NB SH-O STREET YARD BUFFER (3 CANOPY TREES/50 FT)

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(IN FEET)
1 inch = 40 ft.

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING:_____ DATE:_____
ENGINEERING:_____ DATE:_____

Subject to addressing outstanding conditions of approval within the issued comment letter. Plans are not released for construction. Approval is valid for two years from the date above.

SP-25-05

Bowman

Bowman North Carolina Ltd.
4006 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919)553-6570
bowman.com
F-1445

FIRETRUCK PLAN
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 8/22/25 MATTHEW E LOWDER

PLAN STATUS	
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5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD
SCALE	H: 1" = 40' V:	
JOB No.	220238-01-001	
DATE	JANUARY 24, 2025	
FILE No.		
SHEET	C3.1	

Cad file name: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (ENG) - The Villas at Wake Forest C Church Rd NC\Engineering\Engineering Plans\MasterPlan-Plan Set\220238-01-001-ST.dwg

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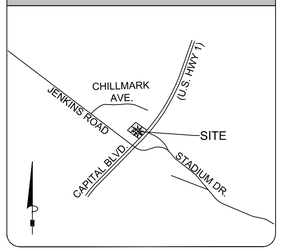
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ALL EXISTING BOUNDARY AND TOPOGRAPHIC INFORMATION TAKEN FROM A LAND SURVEY PREPARED BY: BOWMAN NORTH CAROLINA, LTD.

STREAM/WETLAND NOTE:
THERE ARE EXISTING STREAM AND/OR WETLAND FEATURES ON THE PROPOSED PARCEL. THERE ARE NO PROPOSED IMPACTS TO THE EXISTING STREAM AND/OR WETLAND FEATURES.

FLOOD ZONE NOTE:
THE PROPERTY IS LOCATED IN FLOOD ZONE X AS SHOWN ON FEMA FLOOD PANEL 3720183100K, DATED JULY 19, 2022. MAPS SUBJECT TO CHANGE BY FEMA.

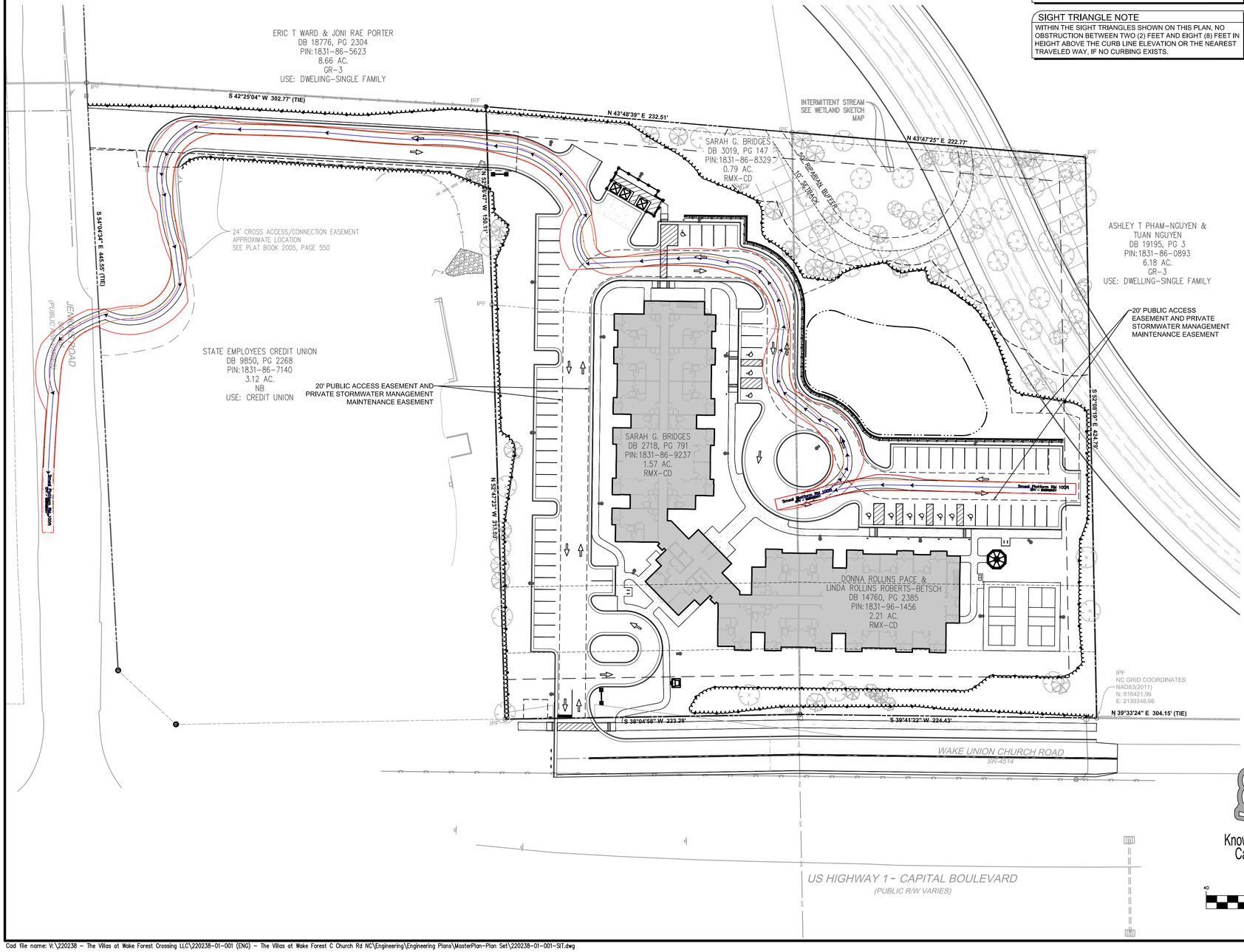
WATERSHED NOTE:
THIS PROPERTY IS LOCATED IN THE FALLS LAKE (WS-IV NSW) WATER SUPPLY WATERSHED

VICINITY MAP



CONSTRUCTION NOTE
ALL MATERIALS AND CONSTRUCTION METHODS PER THE LATEST EDITION OF THE TOWN OF WAKE FOREST, CITY OF RALEIGH, WAKE COUNTY AND NCDOT SPECIFICATIONS AND STANDARD DETAILS AS APPLICABLE

SIGHT TRIANGLE NOTE
WITHIN THE SIGHT TRIANGLES SHOWN ON THIS PLAN, NO OBSTRUCTION BETWEEN TWO (2) FEET AND EIGHT (8) FEET IN HEIGHT ABOVE THE CURB LINE ELEVATION OR THE NEAREST TRAVELED WAY, IF NO CURBING EXISTS.



GENERAL NOTES:
1. THE CONTRACTOR SHALL EMPLOY ALL NECESSARY BARRICADES, SIGNS, FENCES, FLASHING LIGHTS, FLAGMEN, ETC. FOR MAINTENANCE AND PROTECTION OF TRAFFIC AS REQUIRED BY TOWN OF WAKE FOREST AND THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION. REFER TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), LATEST EDITION, FOR DETAILS OF TRAFFIC CONTROL STANDARDS AND DEVICES.
2. THE CONTRACTOR SHALL PROTECT ALL MONUMENTS, IRON PINS, AND PROPERTY CORNERS DURING CONSTRUCTION.
3. APPROVAL OF THESE PLANS IS NOT AN AUTHORIZATION TO GRADE ADJACENT PROPERTIES. WHEN FIELD CONDITIONS WARRANT OFF-SITE GRADING, PERMISSION MUST BE OBTAINED FROM THE AFFECTED PROPERTY OWNERS.
4. COORDINATE ALL CURB AND STREET GRADES IN INTERSECTIONS WITH INSPECTOR.
5. NON-STANDARD ITEMS (I.E. PAVERS, IRRIGATION SYSTEMS, ETC.) IN THE RIGHT-OF-WAY REQUIRE A RIGHT-OF-WAY ENCROACHMENT AGREEMENT WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION BEFORE INSTALLATION.
6. ALL SITE DIMENSIONS ARE REFERENCED TO THE FACE OF CURBS OR EDGE OF PAVING UNLESS OTHERWISE NOTED. ALL BUILDING DIMENSIONS ARE REFERENCED TO THE OUTSIDE FACE OF THE STRUCTURE.
7. EXISTING SITE CONDITIONS, GRADES, CONTOURS, UTILITIES AND OTHER EXISTING FEATURES FROM A SURVEY PREPARED BY BOWMAN NORTH CAROLINA, LTD.
8. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITION OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION "STANDARD DETAILS AND SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AND APPLICABLE TOWN OF WAKE FOREST CODES AND ORDINANCES. THE CONTRACTOR SHALL MAINTAIN A CURRENT EDITION OF THE STATE AND LOCAL CODES, ORDINANCES, STANDARD SPECIFICATION AND STANDARD DETAILS ON THE PROJECT SITE FOR REFERENCE DURING CONSTRUCTION OF THE PROJECT.
9. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FIELD DIMENSIONS AND SHALL REPORT ANY DISCREPANCIES BETWEEN THE PLANS AND ACTUAL FIELD CONDITIONS THE OWNER OR OWNER'S REPRESENTATIVE IMMEDIATELY. CONTRACTOR SHALL WAIT FOR INSTRUCTION PRIOR TO PROCEEDING WITH WORK.
10. THE CONTRACTOR SHALL PROVIDE SMOOTH TRANSITIONS FROM PROPOSED FEATURES TO EXISTING FEATURES AS NECESSARY.
11. THE CONTRACTOR SHALL SEAL THE EDGE OF EXISTING ASPHALT PAVEMENT WITH TACK COAT IN ACCORDANCE WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS WHERE NEW PAVEMENT JOINS EXISTING PAVEMENT.
12. THE CONTRACTOR SHALL REPAIR, RESURFACE, RECONSTRUCT OR REFURBISH ANY AREAS DAMAGED DURING CONSTRUCTION BY THE CONTRACTOR, HIS SUBCONTRACTORS OR SUPPLIERS AT NO ADDITIONAL COST TO THE OWNER.
13. ALL PAVEMENT JOINTS SHALL BE SAW-CUT PRIOR TO PAVING TO PROVIDE A DURABLE AND UNIFORM JOINT.
14. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF DOORS, SIDEWALKS, PRECISE BUILDING DIMENSIONS, AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
15. ALL PAINT STRIPING, PAVEMENT MARKINGS, AND SIGNAGE SHALL CONFORM TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" OR AS OTHERWISE SPECIFIED. ALL REFERENCED SIGN STANDARDS ARE TAKEN FROM THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES". ALL NEW SIGNS SHALL BE MOUNTED ON GALVANIZED POSTS AND IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.
16. CONTRACTOR SHALL INSTALL ACCESSIBLE RAMPS PER LOCAL MUNICIPALITY AND ADA STANDARDS AT ALL DRIVE AND BUILDING LOCATIONS AS REQUIRED.
17. THE CONTRACTOR IS RESPONSIBLE FOR THE LOCATION AND PROTECTION OF ALL EXISTING UTILITIES DURING CONSTRUCTION. AT LEAST 48 HOURS PRIOR TO ANY DEMOLITION, GRADING, OR CONSTRUCTION ACTIVITY THE CONTRACTOR SHALL NOTIFY THE PUBLIC UTILITIES DEPARTMENTS FOR PROPER IDENTIFICATION OF EXISTING UTILITIES WITHIN THE PROJECT SITE.
18. PROOF ROLL BUILDING AND ALL PARKING AREAS. NOTIFY OWNER OF ANY UNACCEPTABLE AREAS.
19. THE CONTRACTOR SHALL PROVIDE AS-BUILT RECORDS OF ALL CONSTRUCTION (INCLUDING UNDERGROUND UTILITIES AND STORM DRAINAGE) TO OWNER PRIOR TO COMPLETION OF CONSTRUCTION.

DEVELOPMENT DATA

DEVELOPMENT NAME:	WAKE UNION VILLAS
STREET ADDRESS:	WAKE UNION CHURCH ROAD WAKE FOREST, NC 27587
PROPERTY IDENTIFICATION (PIN)	1831-86-9237, 1831-86-8329 & 1831-96-1456
REID:	0110214, 0025349 & 0067511
DEED:	BOOK 14-E, PG 1764 & BOOK 014760, PG 02385
PLAT:	BOOK 2003, PG 985
CURRENT NUMBER OF LOTS:	3
PROPOSED NUMBER OF LOTS:	1
CURRENT PROPERTY OWNERS:	SARAH G BRIDGES DONNA ROLLINS PACE & LINDA ROLLINS ROBERTS-BETSCH
DEVELOPER:	THE VILLAS AT WAKE FOREST CROSSING, LLC
ZONING:	RMX CD (RZ-18-07) (CONDITIONAL DISTRICT-RESIDENTIAL MIXED USE) (FL-WMA) FALLS LAKE WATERSHED MANAGEMENT AREA DISTRICT (SH1-O) US 1 SPECIAL HIGHWAY OVERLAY
RIVER BASIN:	NEUSE (LOWER FALLS LAKE)
WATERSHED:	FALLS LAKE WATER SUPPLY WATERSHED PROTECTED AREA
RECEIVING STREAM:	HORSE CREEK
STREAM INDEX:	27-17-(0.7)
STREAM CLASSIFICATION:	WS-IV; NSW
FLOOD ZONE:	NONE (FEMA MAP 3720183100K, DATED 7/19/22)
SITE AREA:	199,265 SF (4.575 ACRES) (AFTER PROPERTY RECOMBINATION)
DISTURBED AREA:	5.5 ACRES
INSIDE TOWN LIMITS:	YES
EXISTING USE:	SINGLE FAMILY
PROPOSED BUILDING USE:	64-UNIT SENIOR APARTMENTS
TOTAL BUILDING AREA:	26,350 SF
BUILDING COVERAGE	13.28 %
MAX BUILDING HEIGHT:	6 STORIES, 84 FT
PROPOSED BUILDING HEIGHT:	56'-0" (3 STORIES)
BUILDING SQUARE FOOTAGE:	77,000 SF
MAX DENSITY:	24 DU/AC
PROPOSED DENSITY:	64 UNITS/4.575 ACRES = 14.4 DU/AC
WATERSHED REQUIREMENT:	70% BUA MAX
MIN BUILDING SETBACK:	48 FT CAPITAL BOULEVARD SETBACK (APPROVED VARIANCE BOA-25-05)
MIN PARKING SETBACK	50 FT CAPITAL BOULEVARD SETBACK
MIN SIDE SETBACK:	0 FT
MIN REAR SETBACK:	5 FT
LOT WIDTH AT ROAD FRONTAGE:	448 FT
OPEN SPACE/RECREATION REQUIREMENTS:	
MIN OPEN SPACE REQUIRED:	5% OF SITE AREA
OPEN SPACE PROVIDED:	114,470 SF (57.45% OF SITE)
OPEN SPACE AFTER R/W DEDICATION:	199,265 SF - 14,150 (FUTURE R/W) = 185,115 SF (4.25 ACRES) OPEN SPACE: 100,320 SF (50.35% OF SITE)
MIN PARK SPACE REQIRED:	2% OF SITE AREA
PARK SPACE PROVIDED:	6,000 SF (3.01% OF SITE)
TREE CANOPY REQUIRED:	18 TREES (1 CANOPY TREE PER 10,000 SQ FT OF PARCEL AREA)
TREE CANOPY PROVIDED:	18 TREES
PARKING REQUIREMENTS:	
PARKING SPACE REQUIREMENTS:	1.8 PER UNIT 64 PROPOSED UNITS = 116 SPACES REQUIRED
TREE SAVE AREA INCENTIVE	20% REDUCTION = 93 SPACES REQUIRED
PARKING SPACES PROPOSED:	74 SPACES (APPROVED VARIANCE BOA-25-05)
ACCESSIBLE SPACES PROPOSED:	11 SPACES
PARKING SPACE DIMENSIONS:	9 FT X 18 FT (11 FT END STALL)
BICYCLE PARKING SPACES:	2 PER 40 VEHICLE PARKING SPACES = 6 BICYCLE SPACES REQUIRED 6 LONG-TERM SPACES PROVIDED IN THE BUILDING 8 SHORT-TERM SPACES PROVIDED OUTDOORS
BUFFER REQUIREMENTS:	
ADJACENT ZONING DISTRICTS:	CU NB & GR3
REQUIRED BUFFERS:	20 FT TYPE C BUFFER (ADJACENT GR3) NO BUFFER REQUIRED ADJACENT TO CU NB SH-O STREET YARD BUFFER (3 CANOPY TREES/50 FT)

811 Know what's below. Call before you dig.

BEFORE YOU DIG STOP CALL 1 800 632-4949 N.C. ONE-CALL CENTER IT'S THE LAW

GRAPHIC SCALE
40 0 20 40 80 160
(IN FEET)
1 inch = 40 ft.

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING:_____ DATE:_____
ENGINEERING:_____ DATE:_____

Subject to addressing outstanding conditions of approval within the issued comment letter. Plans are not released for construction. Approval is valid for two years from the date above.

SP-25-05

Bowman

Bowman North Carolina Ltd.
4006 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919)553-6570
bowman.com
F-1445

FIRETRUCK PLAN
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

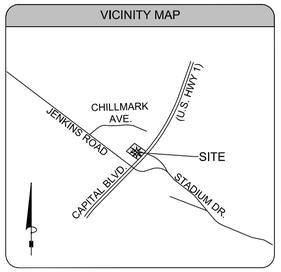
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 8/22/25 MATTHEW E LOWDER

PLAN STATUS	
4/30/2025	MASTER SITE PLAN #2
5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD
SCALE	H: 1" = 40' V:	
JOB No.	220238-01-001	
DATE	JANUARY 24, 2025	
FILE No.		
SHEET	C3.2	

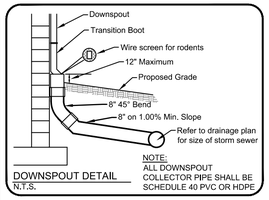
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VICINITY MAP



LEGEND:

TS.....TOP OF SIDEWALK
TC.....TOP OF CURB
GT.....GUTTER FLOW LINE
TP.....TOP OF PAVEMENT
TW.....TOP OF WALL
BW.....BOTTOM OF WALL
CB.....CATCH BASIN
GI.....GRATE INLET
FES.....FLARED END SECTION
YI.....YARD INLET
GR.....GROUND
.....FLOW DIRECTION ARROW



DOWNSPOUT DETAIL
N.T.S.

NOTE:
ALL DOWNSPOUT COLLECTOR PIPE SHALL BE SCHEDULE 40 PVC OR HDPE

CONSTRUCTION NOTES

ALL MATERIALS AND CONSTRUCTION METHODS PER THE LATEST EDITION OF THE TOWN OF WAKE FOREST, CITY OF RALEIGH, WAKE COUNTY AND NCDOT SPECIFICATIONS AND STANDARD DETAILS AS APPLICABLE

GRADING NOTES

ALL SLOPES TO BE VEGETATED WITH GRASS SHALL BE A MAXIMUM OF 3:1. SLOPES STEEPER THAN 3:1 TO BE STABILIZED WITH NON-MAINTENANCE VEGETATION.

DRAINAGE NOTE

AT THE CONCLUSION OF THE PROJECT, ALL STORMWATER INFRASTRUCTURE SHALL BE INSPECTED BY CAMERA AND ANY NECESSARY REPAIRS OR CLEANING COMPLETED. THE VIDEO SHALL BE SUBMITTED TO THE TOWN OF GARNER ENGINEERING DEPARTMENT FOR REVIEW PRIOR TO PROJECT CLOSEOUT.

STORMWATER MANAGEMENT NOTE:

AT THE CONCLUSION OF THE PROJECT, ALL SCMs INSTALLED ON-SITE MUST BE CERTIFIED BY A DESIGN PROFESSIONAL AND THE TOWN OF GARNER ENGINEERING DEPARTMENT MUST RECEIVE ALL AS-BUILT DRAWINGS PRIOR TO RECEIVING THE CERTIFICATE OF OCCUPANCY. A RECORDING DRAWING REVIEW FEE FOR STORM DRAINAGE AND STORMWATER CONTROL MEASURE (SCM) AS-BUILT REVIEW WILL BE COLLECTED WITH THIS PROJECT.

RETAINING WALL NOTES

RETAINING WALLS GREATER THAN 4FT IN HEIGHT WILL REQUIRE A SEPARATE BUILDING PERMIT.

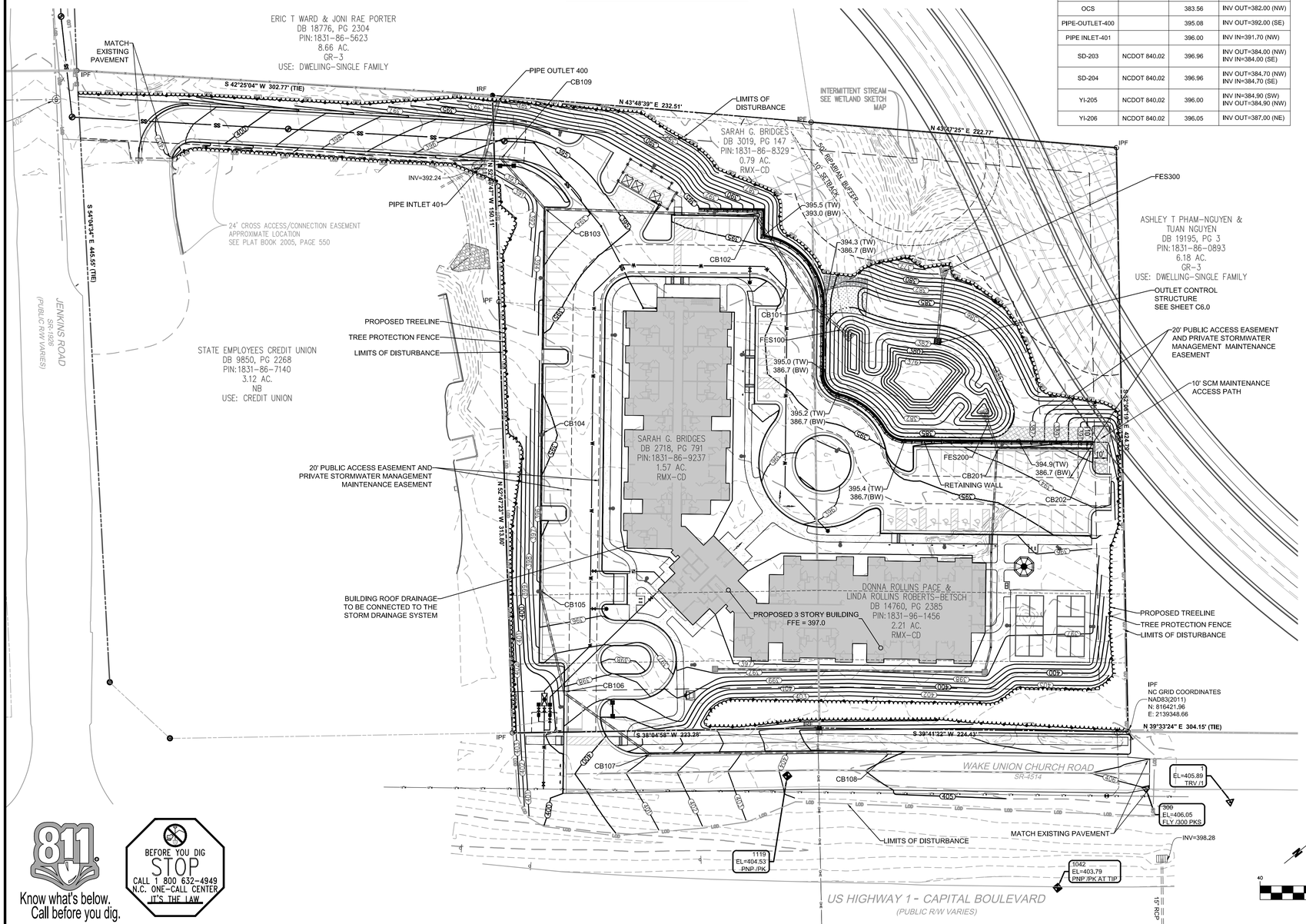
RETAINING WALLS GREATER THAN 3FT IN HEIGHT WILL REQUIRE A SAFETY RAIL.

STORM DRAIN PIPE SCHEDULE

FROM	TO	LENGTH	SLOPE	DESCRIPTION	FROM (FT)	TO (FT)
CB-108	CB-107	175'	3.20%	15" RCP	399.50	393.90
PIPE-OUTLET-400	PIPE INLET-401	46'	0.65%	24" RCP	392.00	391.70
CB-107	CB-106	75'	3.32%	15" RCP	393.70	391.20
CB-106	CB-105	76'	2.64%	15" HDPE	391.00	389.00
CB-105	CB-104	116'	1.30%	15" HDPE	388.80	387.30
CB-109	CB-103	48'	0.83%	15" HDPE	385.80	385.40
CB-104	CB-103	163'	1.04%	15" HDPE	387.10	385.40
YI-206	YI-205	196'	1.07%	12" HDPE	387.00	384.90
YI-205	SD-204	19'	1.08%	12" HDPE	384.90	384.70
SD-204	SD-203	69'	1.01%	12" HDPE	384.70	384.00
CB-103	CB-102	154'	1.17%	18" HDPE	385.20	383.40
SD-203	CB-201	76'	1.05%	12" HDPE	384.00	383.20
CB-202	CB-201	69'	2.63%	15" HDPE	385.00	383.20
CB-102	CB-101	81'	0.87%	18" HDPE	383.20	382.50
CB-201	FES-200	22'	4.60%	18" RCP	383.00	382.00
CB-101	FES-100	26'	1.17%	18" RCP	382.30	382.00
OCS	FES-300	44'	6.78%	15" RCP	382.00	379.00

STORM DRAIN STRUCTURE SCHEDULE

RIM	TYPE	RIM ELEV (FT)	INVERTS
CB-101	NCDOT 840.02	394.26	INV IN=382.50 (W) INV OUT=382.30 (E)
CB-102	NCDOT 840.02	394.42	INV IN=383.40 (SW) INV OUT=383.20 (E)
CB-103	NCDOT 840.02	393.16	INV IN=385.40 (SE) INV OUT=385.20 (NE) INV IN=385.40 (NW)
CB-104	NCDOT 840.02	395.00	INV IN=387.30 (SE) INV OUT=387.10 (NW)
CB-105	NCDOT 840.02	395.60	INV IN=389.00 (SE) INV OUT=388.80 (NW)
CB-106	NCDOT 840.02	398.16	INV IN=391.20 (E) INV OUT=391.00 (NW)
CB-107	NCDOT 840.02	400.96	INV IN=393.90 (NE) INV OUT=393.70 (W)
CB-108	NCDOT 840.02	404.94	INV OUT=399.50 (SW)
CB-109	NCDOT 840.02	394.06	INV OUT=385.80 (SE)
CB-201	NCDOT 840.02	393.67	INV IN=383.20 (NE) INV OUT=383.00 (W) INV IN=383.20 (SE)
CB-202	NCDOT 840.02	392.71	INV OUT=385.00 (SW)
FES-100	SW-3,04	383.56	INV IN=382.00 (W)
FES-200	SW-3,04	383.56	INV IN=382.00 (E)
FES-300	SW-3,04	380.56	INV IN=379.00 (SE)
OCS		383.56	INV OUT=382.00 (NW)
PIPE-OUTLET-400		395.08	INV OUT=392.00 (SE)
PIPE INLET-401		396.00	INV IN=391.70 (NW)
SD-203	NCDOT 840.02	396.96	INV OUT=384.00 (NW) INV IN=384.00 (SE)
SD-204	NCDOT 840.02	396.96	INV OUT=384.70 (NW) INV IN=384.70 (SE)
YI-205	NCDOT 840.02	396.00	INV IN=384.90 (SW) INV OUT=384.90 (NW)
YI-206	NCDOT 840.02	396.05	INV OUT=387.00 (NE)



GRADING NOTES:

1. REFER TO THE SITE PLAN FOR RELATED NOTES.
2. ALL CONTOURS AND SPOT ELEVATIONS REFLECT FINISHED GRADES.
3. ALL ELEVATIONS ARE IN REFERENCE TO THE BENCHMARK, AND THIS MUST BE VERIFIED BY THE GENERAL CONTRACTOR PRIOR TO GROUND BREAKING.
4. THE CONTRACTOR SHALL IMMEDIATELY REPORT TO OWNER ANY DISCREPANCIES FOUND BETWEEN ACTUAL FIELD CONDITIONS AND CONSTRUCTION DOCUMENTS AND SHALL WAIT FOR INSTRUCTION PRIOR TO PROCEEDING.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND PROTECTING EXISTING UTILITIES, AND SHALL REPAIR ALL DAMAGE TO EXISTING UTILITIES THAT OCCUR DURING CONSTRUCTION.
6. THE CONTRACTOR SHALL BLEND NEW EARTHWORK SMOOTHLY TO TRANSITION BACK TO EXISTING GRADE.
7. LIMITS OF CLEARING SHOWN ON GRADING PLAN ARE BASED UPON THE APPROXIMATE CUT AND FILL SLOPE LIMITS, OR OTHER GRADING REQUIREMENTS.
8. THE PROPOSED CONTOURS SHOWN IN DRIVES AND PARKING LOTS AND SIDEWALKS ARE FINISHED ELEVATIONS INCLUDING ASPHALT. REFER TO PAVEMENT CROSS SECTION DATA TO ESTABLISH CORRECT SUBBASE OR AGGREGATE BASE COURSE ELEVATIONS TO BE COMPLETED UNDER THIS CONTRACT.
9. THE CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE SO THAT RUNOFF WILL DRAIN BY GRAVITY FLOW ACROSS NEW PAVEMENT AREAS TO NEW OR EXISTING DRAINAGE INLETS OR SHEET OVERLAND. SECTIONS THAT SHOULD BE SPILL CURB ARE SHADED ON PLANS. SEE DETAIL ON SHEET C6.2.
10. ANY GRADING, BEYOND THE LIMITS OF CONSTRUCTION AS SHOWN ON THE GRADING PLAN, IS PROHIBITED.
11. LAND DISTURBANCE WITHOUT AN APPROVED ESC PLAN IS PROHIBITED.
12. STABILIZATION IS THE BEST FORM OF EROSION CONTROL. TEMPORARY SEEDING IS NECESSARY TO ACHIEVE EROSION CONTROL ON DENUDED AREAS AND ESPECIALLY WHEN THE CONSTRUCTION SEQUENCE REQUIRES IT.
13. ALL GRADED AREAS ARE TO BE STABILIZED (SEEDED OR LANDSCAPED) WITHIN 14 DAYS OF HAVING REACHED FINAL GRADE.
14. EXISTING GRADES, CONTOURS, UTILITIES AND OTHER EXISTING FEATURES FROM FIELD RUN SURVEY.
15. THE CONTRACTOR SHALL INCLUDE IN THE CONTRACT PRICE ANY DEWATERING NECESSARY TO CONSTRUCT THE PROJECT AS SHOWN ON THE PLANS.
16. THE CONTRACTOR IS RESPONSIBLE FOR THE DESIGN AND IMPLEMENTATION OF ALL SHEETING, SHORING, BRACING AND SPECIAL EXCAVATION MEASURES REQUIRED TO MEET OSHA, FEDERAL, STATE, AND LOCAL REGULATIONS PURSUANT TO THE INSTALLATION OF THE WORK INDICATED ON THESE DRAWINGS. THE DESIGN ENGINEER ACCEPTS NO RESPONSIBILITY FOR THE DESIGN(S) TO INSTALL SAID ITEMS.
17. THE CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATION, ELEVATION, AND DIMENSIONS OF EXIT DOORS, RAMPS, BUILDING DIMENSIONS, AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
18. ALL FILL MATERIALS, EXISTING BUILDING FOUNDATIONS, PAVEMENT AND UTILITY STRUCTURES, TOPSOIL, AND ANY OTHER DELETERIOUS MATERIALS SHALL BE COMPLETELY REMOVED FROM WITHIN THE BEARING ZONE BELOW THE STRUCTURE.
19. ALL FOUNDATION EXCAVATION SHALL BE INSPECTED BY A QUALIFIED GEOTECHNICAL REPRESENTATIVE TO DETERMINE WHETHER UNSUITABLE MATERIAL MUST BE REMOVED. ALL UNDESIREABLE MATERIAL SHALL BE REMOVED, BACKFILLED AND COMPACTED AS REQUIRED BY THE GEOTECHNICAL REPRESENTATIVE.
20. ALL CUT OR FILL SLOPES SHALL BE 3:1 OR FLATTER UNLESS OTHERWISE NOTED OR DEPICTED.
21. THE CONTRACTOR SHALL ADHERE TO ALL TERMS & CONDITIONS AS OUTLINED IN THE GENERAL N.P.D.E.S PERMIT FOR STORMWATER DISCHARGE ASSOCIATED WITH CONSTRUCTION ACTIVITIES.
22. CONTRACTOR SHALL ADJUST AND/OR CUT EXISTING PAVEMENT AS NECESSARY TO ASSURE A SMOOTH FIT AND CONTINUOUS GRADE.
23. CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE AWAY FROM BUILDINGS FOR ALL NATURAL AND PAVED AREAS.
24. ALL UNSURFACED AREAS DISTURBED BY GRADING OPERATION SHALL RECEIVE 4 INCHES OF TOPSOIL CONTRACTOR SHALL APPLY STABILIZATION FABRIC TO ALL SLOPES 3H:1V OR STEEPER.
25. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES AND BE CONSTRUCTED TO SAME.

DRAINAGE NOTES:

1. A MINIMUM GRADE OF 0.50 % SHALL BE MAINTAINED ON ALL PIPES, UNLESS OTHERWISE NOTED.
2. PIPE LENGTHS AND SLOPES INDICATED ON THE PLANS ARE APPROXIMATE ONLY.
3. UNDERGROUND UTILITY LINES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING STANDARDS IN ADDITION TO OTHER APPLICABLE CRITERIA:
   A. NO MORE THAN 300 LF OF TRENCH MAY BE OPENED AT ONE TIME.
   B. EXCAVATED MATERIAL SHALL BE PLACED ON THE UPHILL SIDE OF TRENCHES.
   C. EFFLUENT FROM DEWATERING OPERATIONS SHALL BE FILTERED OR PASSED THROUGH AN APPROVED SEDIMENT TRAPPING DEVICE, OR BOTH, AND DISCHARGED IN A MANNER THAT DOES NOT ADVERSELY AFFECT FLOWING STREAMS OR OFF-SITE PROPERTY.
   D. MATERIAL USED FOR BACK-FILLING TRENCHES SHALL BE PROPERLY COMPACTED IN ORDER TO MINIMIZE EROSION AND PROMOTE STABILIZATION.
   E. RESTABALIZATION SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THE EROSION AND SEDIMENT CONTROL REGULATIONS
   F. APPLICABLE SAFETY REGULATIONS SHALL BE COMPLIED WITH.
4. CATCH BASINS, MANHOLES, FRAMES, GRATES, ETC. SHALL MEET THE REQUIREMENTS OF THE LATEST EDITION OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION STANDARD DRAWINGS. REFERENCE THE FOLLOWING STANDARD DETAILS:
   840.02 - CONCRETE CATCH BASIN
   840.03 - FRAME, GRATES, AND HOOD FOR CATCH BASINS
   840.14 - CONCRETE DROP INLET
   840.04 - CONCRETE OPEN THROAT CATCH BASIN
   840.14 - CONCRETE DROP INLET
   840.16 - DROP INLET FRAME AND GRATES
   840.31 - CONCRETE JUNCTION BOX
   840.36 - TRAFFIC BEARING GRATED DROP INLET
   840.52 - PRECAST MANHOLE
   840.45 - PRECAST DRAINAGE STRUCTURE
   838.80 - PRECAST CONCRETE ENDWALL
5. ALL PIPES SHALL BE LAID ON STRAIGHT ALIGNMENTS AND EVEN GRADES USING A PIPE LASER OR OTHER ACCURATE METHOD.
6. STORM PIPE SHALL BE AS FOLLOW UNLESS OTHERWISE NOTED:

   TYPE 1: RCP, CLASS III PER ASTM C-76, WITH FLEXIBLE PLASTIC BITUMEN GASKETS AT JOINTS.

   TYPE 2: HIGH DENSITY POLYETHYLENE PIPE (HDPE) - AASHTO DESIGNATION M252 TYPE S, M294 TYPE S AND MP7-97 TYPE S, SMOOTH INTERIOR/ANNULAR EXTERIOR, ONLY PERMITTED WHEN SPECIFICALLY INDICATED ON THE CONSTRUCTION DRAWINGS. PIPE SHALL BE INSTALLED IN ACCORDANCE WITH PIPE MANUFACTURER'S INSTALLATION GUIDELINES. PIPE JOINTS AND FITTINGS SHALL BE WATERTIGHT.
7. ALL STORM DRAINAGE WITHIN THE PUBLIC ROADS SHALL BE CLASS III REINFORCED CONCRETE PIPE UNLESS OTHERWISE NOTED.
8. EXISTING DRAINAGE STRUCTURES TO BE INSPECTED BY THE CONTRACTOR AND REPAIRED AS NEEDED, AND EXISTING PIPES TO BE CLEANED OUT TO REMOVE SILT AND DEBRIS.
9. IF ANY EXISTING STRUCTURES TO REMAIN ARE DAMAGED DURING CONSTRUCTION IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO REPAIR AND/OR REPLACE THE EXISTING STRUCTURE AS NECESSARY TO RETURN IT TO EXISTING CONDITIONS OR BETTER.
10. ALL STORM PIPE ENTERING STRUCTURES SHALL BE GROUTED TO ASSURE CONNECTION AT STRUCTURE IS WATERTIGHT.
11. PRECAST STRUCTURES MAYBE USED AT CONTRACTORS OPTION.
12. ALL STORM SEWER MANHOLES IN PAVED AREAS SHALL BE FLUSH WITH PAVEMENT, AND SHALL HAVE TRAFFIC BEARING RING & COVERS. ALL STORM SEWER MANHOLES IN UNPAVED AREAS SHALL BE FLUSH WITH THE SURFACE. LIDS SHALL BE LABELED "STORM SEWER".
13. STRUCTURE TOP ELEVATIONS SHOWN HERE ARE APPROXIMATE. CONTRACTOR SHALL ADJUST AS NECESSARY.
14. RIM ELEVATIONS AS NOTED ARE TO THE GUTTER FLOW LINE.

GRAPHIC SCALE
40 0 20 40 80 160
(IN FEET)
1 inch = 40 ft.

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING:_____ DATE:_____
ENGINEERING:_____ DATE:_____

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SP-25-05

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GRADING AND DRAINAGE PLAN
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 MATTHEW E. LOWDER 2/5/25

PLAN STATUS	
4/30/2025	MASTER SITE PLAN #2
5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD
SCALE	H: 1" = 40' V:	
JOB No.	220238-01-001	
DATE	JANUARY 24, 2025	
FILE No.		
SHEET	C4.0	

Cad file name: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (ENG) - The Villas at Wake Forest C Church Rd NC\Engineering\Engineering Plans\MasterPlan-Plan Set\220238-01-001-GRP.dwg

VICINITY MAP

CONSTRUCTION NOTE

ALL MATERIALS AND CONSTRUCTION METHODS PER THE LATEST EDITION OF THE TOWN OF WAKE FOREST, CITY OF RALEIGH, WAKE COUNTY AND NCDOT SPECIFICATIONS AND STANDARD DETAILS AS APPLICABLE.

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Sewer Collection/Extension System

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City of Raleigh
Public Utilities Department Permit # _____

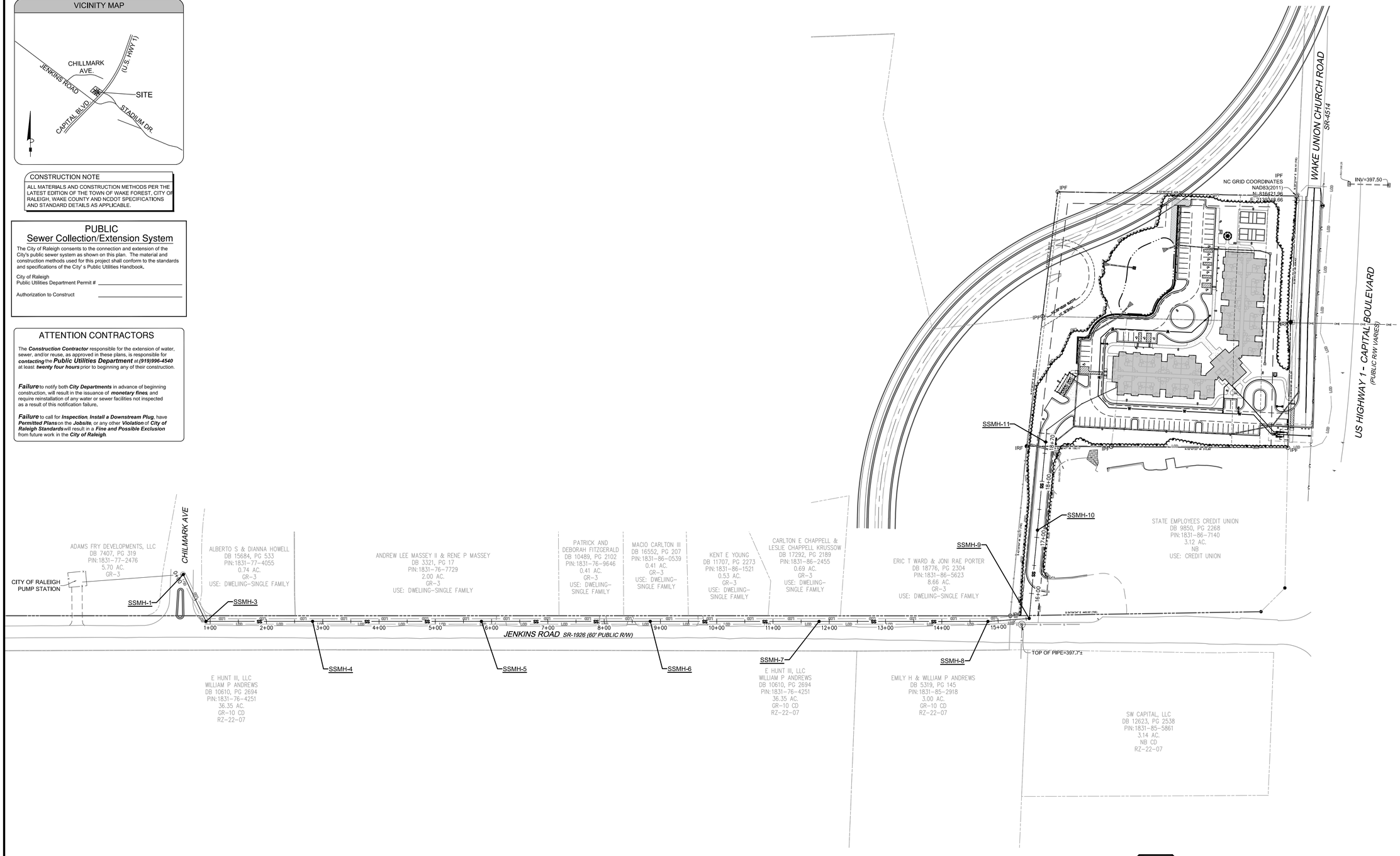
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GRAPHIC SCALE

80 0 40 80 160 320

(IN FEET)
1 inch = 80 ft.

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING: _____ DATE: _____

ENGINEERING: _____ DATE: _____

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OVERALL UTILITY PLAN
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 8/22/25 MATTHEW E. LOWDER

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Cad file name: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (ENG) - The Villas at Wake Forest C Church Rd NC\Engineering\Engineering Plans\MasterPlan-Plan Set\220238-01-001-UTP.dwg

RALEIGH WATER INSPECTIONS QUANTITIES (SUBDIVISIONS AND SITE PLANS)	
ITEM	QUANTITY
NUMBER OF LOT(S)	
NUMBER OF UNITS	64
PUBLIC WATER (LF)	
PUBLIC SEWER (LF)	2,053 LF (8" SDR-35 PVC)
PUBLIC FORCE MAIN (LF)	
PRIVATE SEWER* (LF)	
WATER SERVICE STUBS	2
SEWER SERVICE STUBS	1
AVERAGE DAILY FLOW** (75 GPD X 88 BEDROOMS)	6,600 GPD
COMMERCIAL PROJECTS WITH SINGLE WATER AND SEWER SERVICE	
FIRE SERVICE (SIZE)	6"
DOMESTIC METER SIZE	2"
IRRIGATION METER SIZE	1"
AVERAGE DAILY FLOW**	7,200 GPD

*Sewer mains and manholes as part of a collections system
**Entire Project Flow. Based on 75gpd per bedroom for residential (Apartments, single family dwelling, townhouse, condos), or based on 15A NCAC 02T .0114 Wastewater Design Flow Rates for Commercial and Industrial.
The meter size must match domestic service size (Exemption-3/4" service tap with 5/8" meter)

APPROVED BACKFLOW PREVENTERS

APPROVED 6" RPDA BACKFLOW PREVENTERS:
AMES 5000
FEBCO 826YD,909RPDA
APOLLO/CONBRACO 4070CE3
WILKINS 375ADA

APPROVED 1" RPZ BACKFLOW PREVENTERS:
AMES 4000B
FEBCO 825 Y & YA
WATTS 009M2QT

APPROVED 2" RPZ BACKFLOW PREVENTERS:
AMES 400B, U400B WATTS 009M1QT, 009QT
APOLLO 4020802, RP40 FEBCO 860, 825YAR
WILKINS 375, 375B

PROJECT WATER SYSTEM DATA:

1. ARE THE TOTAL # DOMESTIC WATER SERVICES ≥ 15, OR THE TOTAL # PEOPLE SERVED ≥ 25?
   YES/ NO
2. TYPE OF DEVELOPMENT? (SELECT ONE)
   - COMMERCIAL PROPERTY
   - RESIDENTIAL CONDOS OR TOWNHOMES
   - RESIDENTIAL APARTMENTS
3. *NOTE: PERMITTING BY CITY OF RALIEGH ON PROJECTS HAVING > 15 DOMESTIC WATER SERVICES, OR SERVING > 25 PEOPLE, REQUIRES DEVELOPER NOT TO RE-SELL WATER (OR MUST HAVE A WR DESIGNATION FROM NCUC FOR APARTMENT PROJECTS ONLY)*

UTILITY NOTES

1. THERE SHALL BE NO CONSTRUCTION OF ANY FIRE MAINS AND NO SLAB PLACED IN THE FIRE PUMP ROOM OR SPRINKLER RISER ROOM UNTIL HYDRAULIC CALCULATIONS, FOR THE BUILDING(S) ARE SUBMITTED FOR REVIEW AND SUBSEQUENT APPROVAL.
2. THE ESTIMATED WATER USAGE FOR THIS SITE IS 7,200 GPD BASED ON A 64-UNIT, 96-BEDROOM SENIOR LIVING APARTMENT FACILITY
3. CONTRACTOR TO CONTACT CITY OF RALEIGH METERS DIVISION FOR METER LAYOUT AND ADDRESSING.
4. ELECTRICAL CIRCUIT AND FIRE ALARM CIRCUIT REQUIRED FOR FIRE LINE HOT BOX.
5. ALL NEW FIRE HYDRANTS SHALL BE EQUIPPED WITH NST THREADS AND SHALL BE EQUIPPED WITH A 5 INCH STORZ CONNECTION.
6. CONTRACTOR TO COORDINATE WITH CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT FOR WATER METER & BACKFLOW PREVENTION REQUIREMENTS.
7. THE PROPOSED BUILDINGS WILL HAVE FIRE SPRINKLER SYSTEMS.

CONDITION OF APPROVAL

A PLAT WILL NEED TO BE RECORDED WITH THE REGISTER OF DEEDS FOR ALL EASEMENT DEDICATIONS.

UTILITY SERVICE NOTES

WATER SERVICE
GENERAL CONTRACTOR TO PROVIDE AND INSTALL A 2" WATER SERVICE LINE FROM MAIN TO BUILDING PER MUNICIPAL REQUIREMENTS.
CONTACT: CITY OF RALEIGH UTILITY DEPARTMENT
TELEPHONE: 919-857-4540

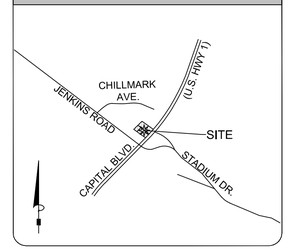
ELECTRIC SERVICE
"POWER CO." TO PROVIDE UNDERGROUND 120/208/3 PHASE SERVICE.
GENERAL CONTRACTOR TO PROVIDE AND INSTALL TWO 4" DIA. CONDUIT W/ PULL WIRE TO UTILITY COMPANY POINT OF CONNECTION.
CONTACT: PROGRESS ENERGY
TELEPHONE: 800-636-0581

TELEPHONE SERVICE
"TELEPHONE CO." TO PROVIDE NEW UNDERGROUND SERVICE. GENERAL CONTRACTOR TO PROVIDE AND INSTALL A 4" DIA. PVC CONDUIT W/ PULL WIRE FROM PHONE PANEL BOARD TO UTILITY COMPANY POINT OF CONNECTION.
CONTACT:
TELEPHONE:

SANITARY SEWER
GENERAL CONTRACTOR TO PROVIDE AND INSTALL A 6" SCHEDULE 40 PVC FROM EXISTING SANITARY SEWER SYSTEM TO LAST CLEAN OUT OUTSIDE OF BUILDING. (MIN. 0.6% SLOPE). PROVIDE CLEAN OUTS EVERY 75' (TYPICAL).
CONTACT: CITY OF RALEIGH UTILITY DEPARTMENT
TELEPHONE: 919-857-4540

NATURAL GAS
GENERAL CONTRACTOR TO COORDINATE WITH NATURAL GAS UTILITY FOR SERVICE LINE TO PROPOSED BUILDING.
CONTACT:
TELEPHONE:

VICINITY MAP

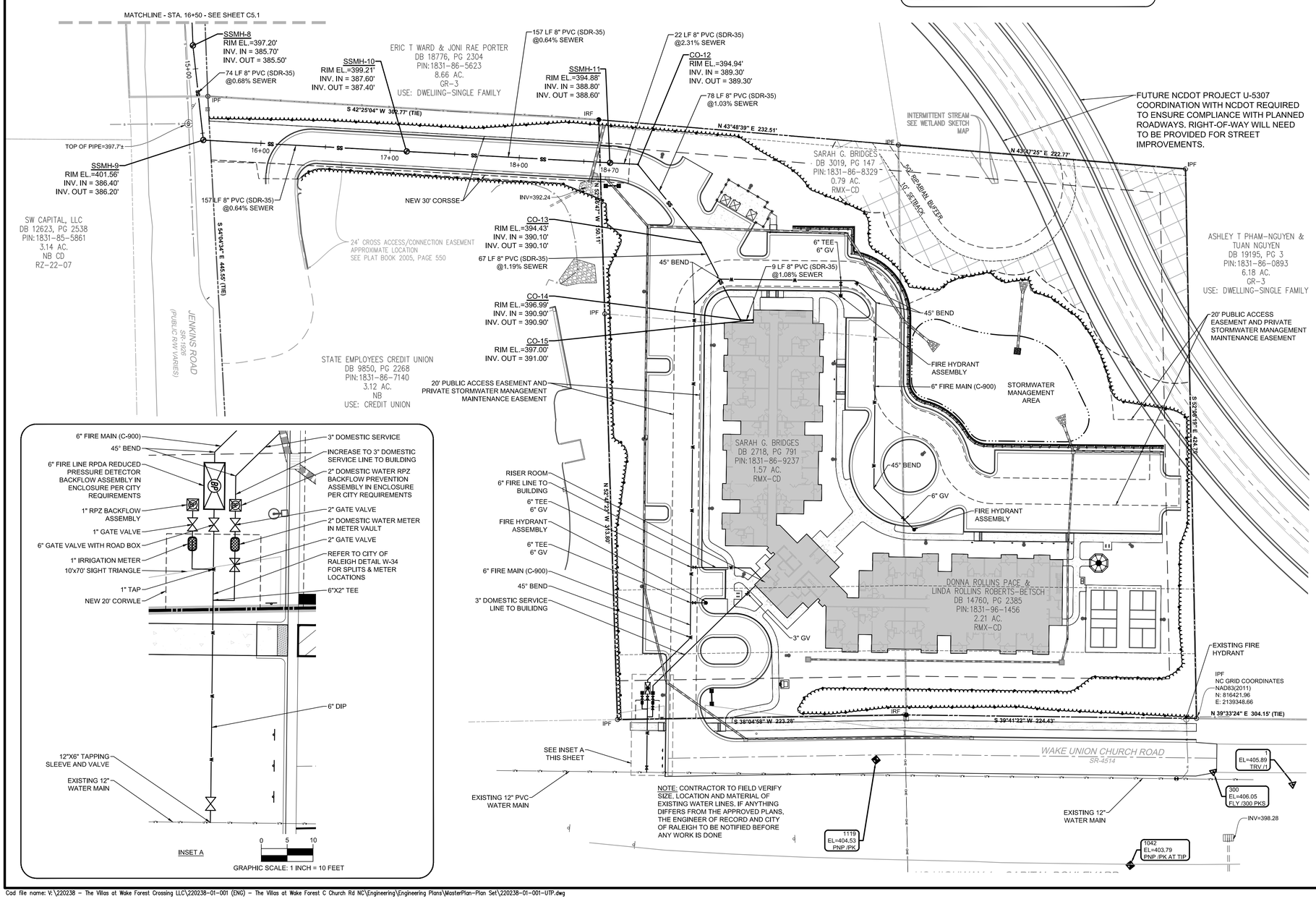


CONSTRUCTION NOTE

ALL MATERIALS AND CONSTRUCTION METHODS PER THE LATEST EDITION OF THE TOWN OF WAKE FOREST, CITY OF RALEIGH, WAKE COUNTY AND NCDOT SPECIFICATIONS AND STANDARD DETAILS AS APPLICABLE.

STANDARD UTILITY NOTES:

1. All materials & construction methods shall be in accordance with City of Raleigh design standards, details & specifications (reference: CORPUD Handbook, current edition)
2. Utility separation requirements:
a) A distance of 100' shall be maintained between sanitary sewer & any private or public water supply source such as an impounded reservoir used as a source of drinking water. If adequate lateral separation cannot be achieved, ferrous sanitary sewer pipe shall be specified & installed to waterline specifications. However, the minimum separation shall not be less than 25' from a private well or 50' from a publicwell.
b) When installing water &/or sewer mains, the horizontal separation between utilities shall be 10'. If this separation cannot be maintained due to existing conditions, the variation allowed is the water main in a separate trench with the elevation of the water main at least 18" above the top of the sewer must be approved by the Public Utilities Director. All distances are measured from outside diameter to outside diameter.
c) Where it is impossible to obtain proper separation, or anytime a sanitary sewer passes over a watermain,DIP materials or steel encasement extended 10' on each side of crossing must be specified & installed to waterline specifications.
d) 5.0' minimum horizontal separation is required between all sanitary sewer & storm sewer facilities, unless DIP material is specified for sanitary sewer
e) Maintain 18" min. vertical separation at all watermain & RCP storm drain crossings; maintain 18" min. vertical separation at all sanitary sewer & RCP storm drain crossings. Where adequate separations cannot be achieved, specify DIP materials & a concrete cradle having 6" min. clearance (per CORPUD details W- 41 & S-49).
f) All other underground utilities shall cross water & sewer facilities with 18" min. vertical separation required.
3. Any necessary field revisions are subject to review & approval of an amended plan &/or profile by the City of Raleigh Public Utilities Department prior to construction.
4. Developer shall provide 30 days advance written notice to owner for any work required within an existing City of Raleigh Utility Easement traversing private property.
5. Contractor shall maintain continuous water & sewer service to existing residences & businesses throughout construction of project. Any necessary service interruptions shall be preceded by a 24-hour advance notice to the City of Raleigh Public Utilities Department.
6. 3.0' minimum cover is required on all water mains & sewer force mains, 4.0' minimum cover is required on all reuse mains.
7. It is the developer's responsibility to abandon or remove existing water & sewer services not being used in redevelopment of a site unless otherwise directed by the City of Raleigh Public Utilities Department. This includes abandoning tap at main & removal of service from ROW or easement per CORPUD Handbook procedure.
8. Install 2" PVC* water services with meters located at ROW or within a 2'x2' Waterline Easement immediately adjacent. NOTE: it is the applicant's responsibility to properly size the water service for each connection to provide adequate flow & pressure
9. Install 6" PVC* sewer services @ 1.0% minimum grade with cleanouts located at ROW or easement line & spaced every 75 linear feet maximum.
10. Pressure reducing valves are required on all water services exceeding 80 psi; backwater valves are required on all sanitary sewer services having building drains lower than 1.0' above the next upstream manhole.
11. All environmental permits applicable to the project must be obtained from NCDWQ, USACE &/or FEMA for any riparian buffer, wetland &/or floodplain impacts (respectively) prior to construction.
12. NCDOT / Railroad Encroachment Agreements are required for any utility work (including main extensions & service taps) within state or railroad ROW prior to construction.
13. Grease Interceptor / Oil Water Seperator sizing calculations & installation specifications shall be approved by the RW FOG Program Coordinator prior to issuance of a UC / Bldg Permit. Contact (919) 996-4516 or fog@raleighnc.gov for more information.
14. Cross-connection control protection devices are required based on the degree of health hazard involved as listed in Appendix B of the Rules Governing Public Water Systems in North Carolina. These guidelines are the minimum requirements. The devices shall meet the American Society of Sanitary Engineering (SAAE) standards and be on the University of Southern California approval list. The devices shall be installed and tested (both, initial and periodic testing thereafter) in accordance with the manufacturer's recommendations or the local cross connection control program, whichever is more stringent. A Certificate of Compliance shall also be obtained from the RW Cross-Connection Coordinator for each device prior to issuance of UC / Bldg Permit. Contact (919) 996-5923 or cross.connection@raleighnc.gov for more information.



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City of Raleigh
Public Utilities Department Permit # _____

Authorization to Construct _____

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GRAPHIC SCALE

40 0 20 40 80 160

(IN FEET)
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MASTER PLAN APPROVAL BY THE TOWN OF WAKE FOREST TECHNICAL REVIEW COMMITTEE

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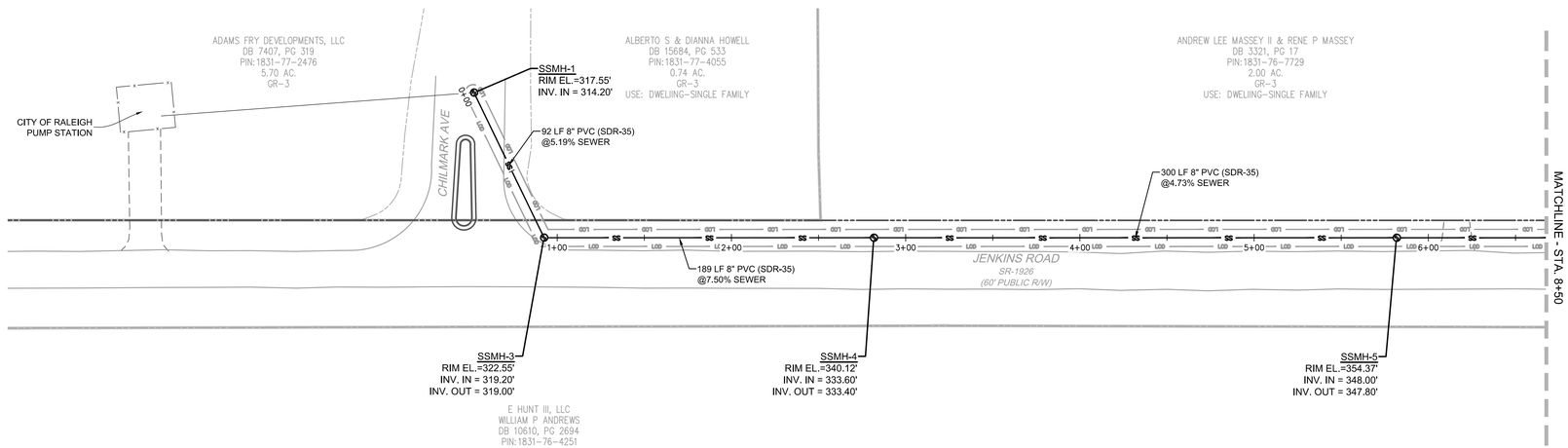
UTILITY PLAN
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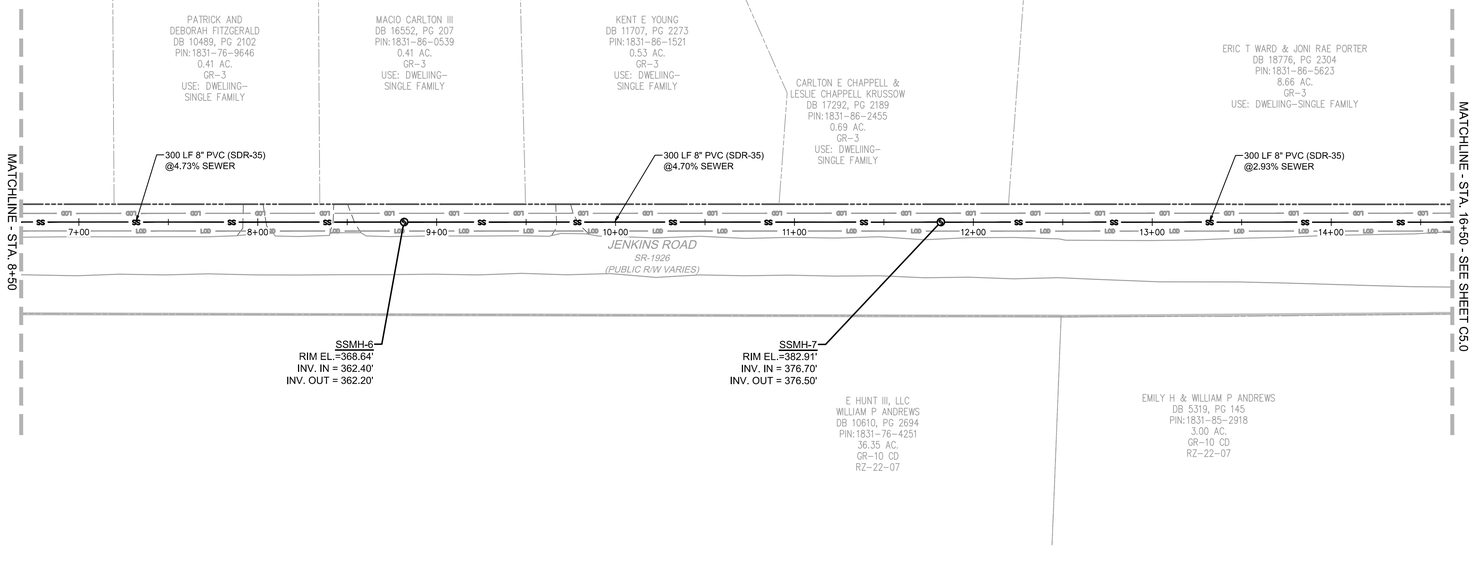
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 MATTHEW E. LOWDER 8/22/2025

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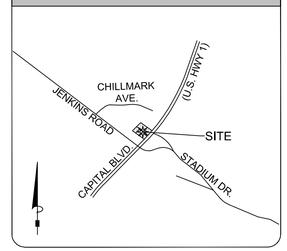
MEL	MCB	MEL
DESIGN	DRAWN	CHKD
SCALE	H: 1" = 40' V:	
JOB No.	220238-01-001	
DATE	JANUARY 24, 2025	
FILE No.		
SHEET	C5.1	

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VICINITY MAP



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UTILITY PLAN
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NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 8/22/25 MATTHEW E. LOWDER

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DESIGN	DRAWN	CHKD

SCALE H: 1" = 40' V:

JOB No. 220238-01-001

DATE JANUARY 24, 2025

FILE No.

SHEET C5.2

Cad file name: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (ENG) - The Villas at Wake Forest C Church Rd NC\Engineering\Engineering Plans\MasterPlan-Plan Set\220238-01-001-UTP.dwg

SHALLOW WATER PLANTING SCHEDULE

SCIENTIFIC NAME	COMMON NAME	PLANTING ZONE	QUANTITY	HEIGHT	IDEAL DEPTH	NURSERY CONTAINER TYPE	SPACING	PLANTING SEASON
Juncus effusus	Common Rush	SHALLOW WATER	47	9" FOLIAGE HEIGHT	0-2"	4" TEA POT	2' O.C.	SPRING/SUMMER
Lilaeopsis carolinensis	Carolina Grasswort	SHALLOW WATER	47	9" FOLIAGE HEIGHT	0-9"	4" TEA POT	2' O.C.	SPRING/SUMMER
Schoenoplectus tabernaemontani	Softstem Bulrush	SHALLOW WATER	47	9" FOLIAGE HEIGHT	0-6"	4" TEA POT	2' O.C.	SPRING/SUMMER

SHALLOW LAND PLANTING SCHEDULE

SCIENTIFIC NAME	COMMON NAME	PLANTING ZONE	QUANTITY	HEIGHT	NURSERY CONTAINER TYPE	SPACING	PLANTING SEASON
Eutrochium dubium	Coastal Joy Pye Weed	SHALLOW LAND	47	9" FOLIAGE HEIGHT	4" TEA POT	2' O.C.	SPRING/SUMMER
Eupatorium erfoliatum	Boneset	SHALLOW LAND	47	9" FOLIAGE HEIGHT	4" TEA POT	2' O.C.	SPRING/SUMMER
Rhynchospora colorata	Starrush Whitetop	SHALLOW LAND	47	9" FOLIAGE HEIGHT	4" TEA POT	2' O.C.	SPRING/SUMMER

PLANTINGS

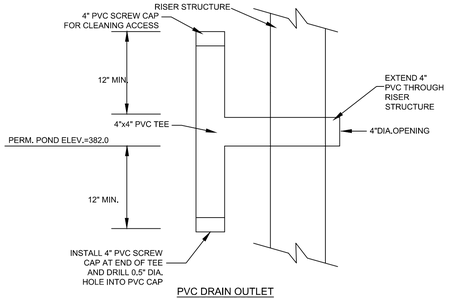
STORMWATER MANAGEMENT DESIGN STORMWATER WETLAND:

RIVER BASIN: NEUSE
WATERSHED: LOWER FALLS LAKE
RECEIVING STREAM: HORSE CREEK
STREAM INDEX: 27-43-9
STREAM CLASS: WS-IV-NSW
HUC: 0302020106
PROJECT COORDINATES: 35.992128°N, -78.530227°W

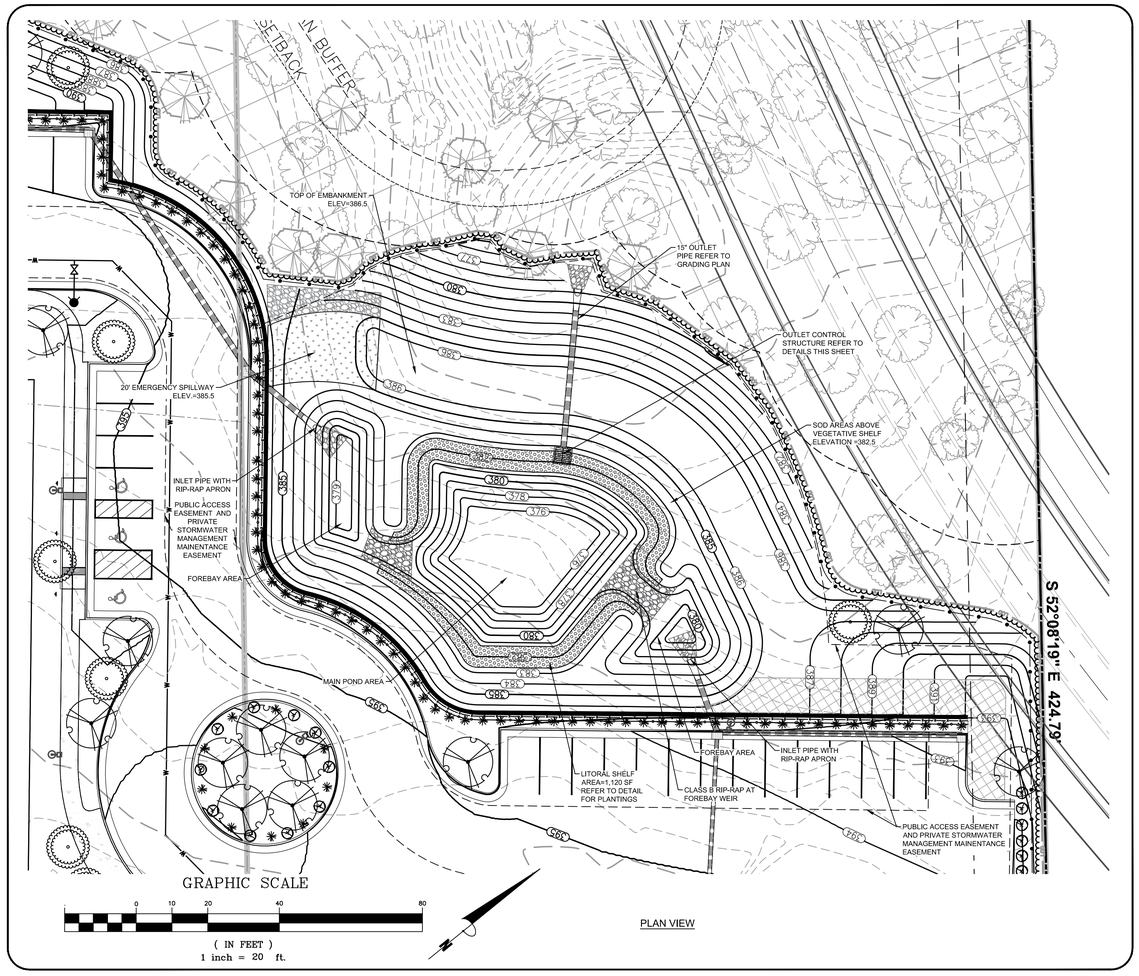
POND DESIGN SUMMARY

DRAINAGE AREA TO POND:	4.15 ACRES
SITE IMPERVIOUS AREA TO POND:	1.93 ACRES
OFF-SITE DESIGN IMPERVIOUS AREA TO POND:	0.38 ACRES
TOTAL DESIGN IMPERVIOUS AREA TO POND:	2.31 ACRES

	PRE-DEVELOPED TO POND	POST-DEVELOPED TO POND	POST DEVELOPED THROUGH POND	POST DEVELOPED BYPASS	POST DEVELOPED COMBINED
DRAINAGE AREA:	5.43 AC	4.15 AC		1.32 AC	
CURVE NUMBER:	57.2	79.4		60.1	
TIME OF CONCENTRATION:	24.7 MIN	5 MIN		10 MIN	
1.0" STORM EVENT:		1.911 CFS	0.008 CFS		
1 YR STORM EVENT:	0.386 CFS	7.839 CFS	0.010 CFS	0.294 CFS	0.302 CFS
10 YR STORM EVENT:	4.981 CFS	19.79 CFS	1.788 CFS	2.343 CFS	3.437 CFS
100 YR STORM EVENT:	13.22 CFS	34.14 CFS	28.34 CFS	5.485 CFS	33.79 CFS



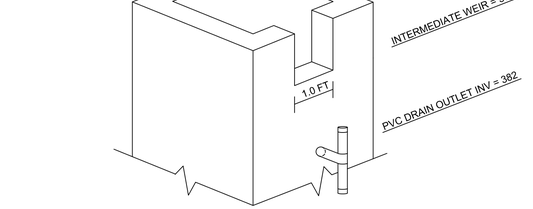
PVC DRAIN OUTLET
SCALE: N.T.S.



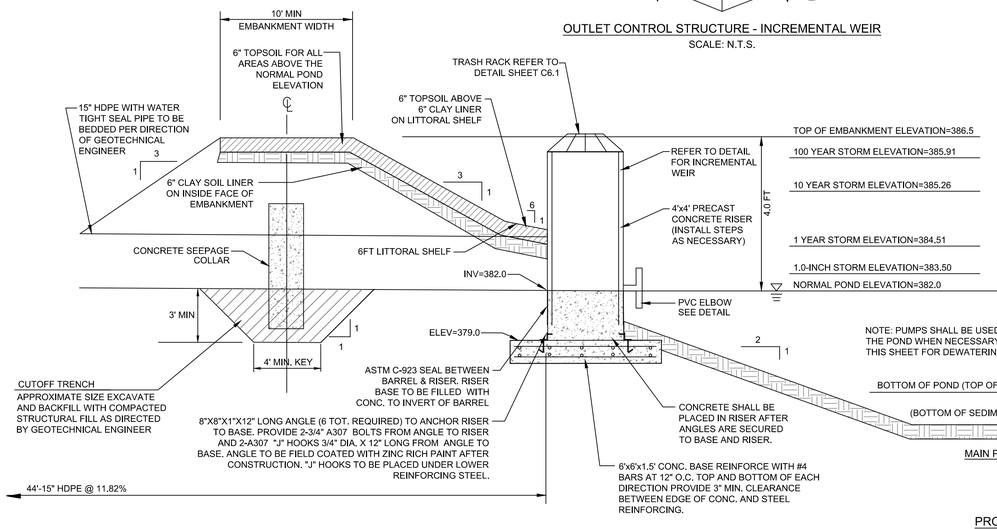
PLAN VIEW

STAGE/STORAGE TABLE

STAGE (FT)	ELEVATION (FT)	CONTOUR AREA (SF)	INCREMENTAL STORAGE (CF)	TOTAL STORAGE (CF)
0.00	382.0	4,260	0	0
0.50	382.5	5,130	2,348	2,348
1.00	383.0	5,760	2,723	5,070
2.00	384.0	7,120	6,440	11,510
2.60	384.6	7,720	4,452	15,962
3.00	385.0	8,180	3,180	19,142
4.00	386.0	9,290	8,735	27,877
4.5	386.5	9,900	4,798	32,675



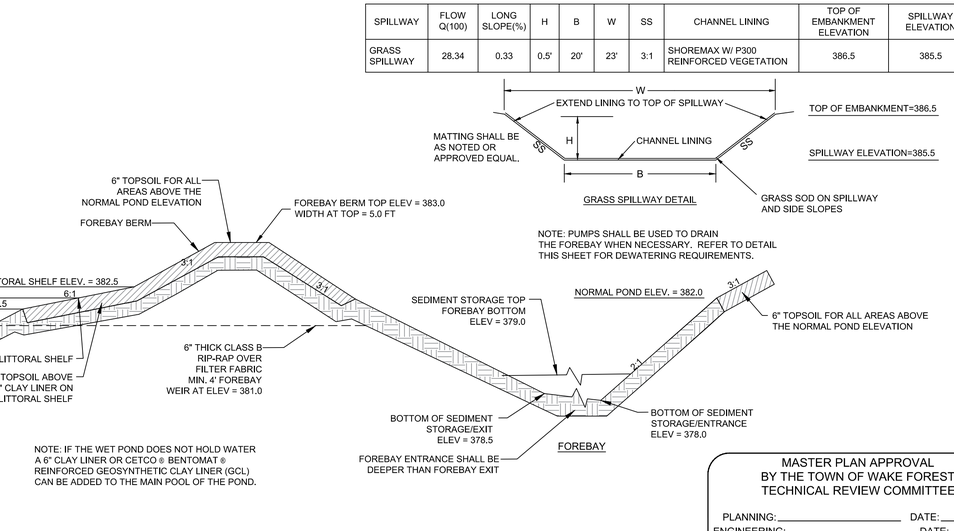
OUTLET CONTROL STRUCTURE - INCREMENTAL WEIR
SCALE: N.T.S.



NOTE: 1.0" STORM ELEVATION IS 383.50 AND INTERMEDIATE WEIR IS ELEVATION 384.6. THERE IS ADDITIONAL STORAGE DESIGNED FROM THE 1.0" STORM ELEVATION TO THE INTERMEDIATE WEIR ELEVATION.

NOTE: PUMPS SHALL BE USED TO DRAIN THE POND WHEN NECESSARY. REFER TO DETAIL THIS SHEET FOR DEWATERING REQUIREMENTS.

NOTE: IF THE WET POND DOES NOT HOLD WATER A 6" CLAY LINER OR CETCO ® BENTOMAT ® REINFORCED GEOSYNTHETIC CLAY LINER (GCL) CAN BE ADDED TO THE MAIN POOL OF THE POND.



NOTE: PUMPS SHALL BE USED TO DRAIN THE FOREBAY WHEN NECESSARY. REFER TO DETAIL THIS SHEET FOR DEWATERING REQUIREMENTS.

SPILLWAY	FLOW Q(100)	LONG SLOPE(%)	H	B	W	SS	CHANNEL LINING	TOP OF EMBANKMENT ELEVATION	SPILLWAY ELEVATION
GRASS SPILLWAY	28.34	0.33	0.5'	20'	23'	3:1	SHOREMAX W/ P300 REINFORCED VEGETATION	386.5	385.5

PROFILE OF WET POND DETENTION SYSTEM
SCALE: N.T.S.

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING:_____ DATE:_____
ENGINEERING:_____ DATE:_____

Subject to addressing outstanding conditions of approval within the issued comment letter. Plans are not released for construction. Approval is valid for two years from the date above.

SP-25-05

Bowman

Bowman North Carolina Ltd.
4006 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919)553-6570
bowman.com
F-1445

STORMWATER MANAGEMENT DETAILS
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 3/24/25 MATTHEW E. LOWDER

PLAN STATUS	
4/30/2025	MASTER SITE PLAN #2
5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD

SCALE H: 1" = 20' V:
JOB No. 220238-01-001
DATE JANUARY 24, 2025
FILE No.
SHEET C6.0

Cad file name: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (ENG) - The Villas at Wake Forest C Church Rd NC\Engineering\Engineering Plans\MasterPlan-Plan Set\220238-01-001-SWD.dwg

SEEDBED PREPARATION:

1. CHISEL COMPACTED AREAS AND SPREAD TOPSOIL THREE INCHES DEEP OVER ADVERSE SOIL CONDITIONS, IF AVAILABLE.
2. RIP THE ENTIRE AREA TO SIX INCHES DEEP.
3. REMOVE ALL LOOSE ROCK, ROOTS AND OTHER OBSTRUCTIONS, LEAVING SURFACE REASONABLY SMOOTH AND UNIFORM.
4. APPLY AGRICULTURAL LIME, FERTILIZER, AND SUPERPHOSPHATE UNIFORMLY AND MIX WITH SOIL (SEE SEEDING MIXTURE).
5. CONTINUE TILLAGE UNTIL A WELL-PULVERIZED, FIRM, REASONABLY UNIFORM SEEDBED IS PREPARED FOUR TO SIX INCHES DEEP.
6. SEED ON A FRESHLY PREPARED SEEDBED AND COVER SEED LIGHTLY WITH SEEDING EQUIPMENT OR CULTIPACK AFTER SEEDING.
7. MULCH IMMEDIATELY AFTER SEEDING AND ANCHOR MULCH.
8. INSPECT ALL SEEDED AREAS AND MAKE NECESSARY REPAIRS OR RE-SEEDINGS WITHIN THE PLANTING SEASON, IF POSSIBLE. IF STAND SHOULD BE MORE THAN 60% DAMAGED, RE-ESTABLISH FOLLOWING THE ORIGINAL LIME, FERTILIZER AND SEEDING RATES.
9. CONSULT S&EC ENVIRONMENTAL ENGINEERS ON MAINTENANCE TREATMENT AND FERTILIZATION AFTER PERMANENT COVER IS ESTABLISHED.

LANDSCAPING NOTES:

ALL LANDSCAPING SHALL BE IN COMPLIANCE WITH THE NCDEQ BMP REQUIREMENTS.

LANDSCAPE CONTRACTOR SHALL PROVIDE A TWO-YEAR WARRANTY FOR BMP PLANTING SURVIVAL/REPLACEMENT.

AT THE END OF THE FIRST YEAR AND AT THE END OF THE TW0-YEAR WARRANTY PERIOD, ALL PLANTS THAT DO NOT SURVIVE MUST BE REPLACED.

ESTABLISHMENT PROCEDURES, SUCH AS CONTROL OF INVASIVE WEEDS, ANIMAL AND VANDAL DAMAGE, MULCHING, RE-STAKING, WATERING, AND MESH OR TUBE PROTECTION REPLACEMENT, SHALL BE IMPLEMENTED TO THE EXTEND NEEDED TO ENSURE PLANT SURVIVAL. STAKING MUST BE REMOVED AFTER ESTABLISHMENT (APPROXIMATELY 12 MONTHS), TO PREVENT GIRDLING (STRANGLING) OF ALL WOODY PLANTS.

SOD TO BE BERMUDA OR CENTIPEDE GRASS. REFER TO LANDSCAPE PLAN FOR LOCATION OF AREAS TO BE SODDED.

GRASS OR WILDFLOWER SEED MUST BE APPLIED AT THE RATES SPECIFIED BY THE SUPPLIERS. IF PLANT ESTABLISHMENT CANNOT BE ACHIEVED WITH SEEDING BY THE TIME OF SUBSTANTIAL COMPLETION OF THE STORMWATER FACILITY PORTION OF THE PROJECT, THEN THE CONTRACTOR SHALL PLANT THE AREA WITH WILDFLOWER SOD, PLUGS, CONTAINER PLANTS, OR OTHER MEANS TO COMPLETE THE SPECIFIED PLANTING AND PROTECT AGAINST EROSION BEFORE WATER IS ALLOWED TO ENTER THE STORMWATER BMP FACILITY.

ALL MATERIALS SHALL BE ACQUIRED FROM AN APPROVED NCDEQ PLANT VENDOR. PLANT MATERIAL SHOULD BE PURCHASED FROM A LOCAL SOURCE TO ENSURE SURVIVABILITY. LOCAL VENDORS FOR THIS SITE INCLUDE:

- CILL IDE NATIVE PLANT NURSERY 919-662-5566
- GROWING WILD NURSERY 910-259-6361
- NC FOREST SERVICE 919-731-7988
- PLANT DELIGHTS NURSERY 919-772-4794
- TARHEEL NATIVE TREES 919-553-5927

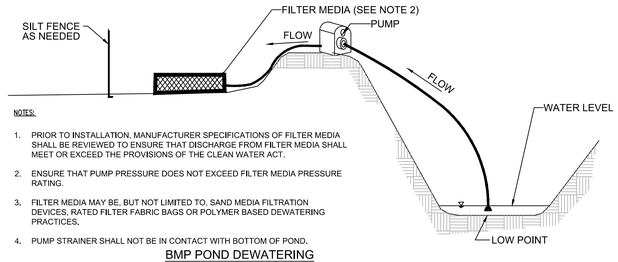
REFER TO PLANTINGS ON THIS SHEET FOR TYPE AND LOCATION OF SHALLOW WATER AND TEMPORARY INUNDATION ZONE PLANTINGS.

IMMEDIATELY AFTER THE STORMWATER WETLAND DETENTION POND IS ESTABLISHED, THE PLANTS ABOVE THE PERMANENT POOL ELEVATION AND PERIMETER OF THE BASIN SHOULD BE WATERED TWICE WEEKLY IF NEEDED UNTIL THE PLANTS BECOME ESTABLISHED (COMMONLY SIX WEEKS)

NO PORTION OF THE STORMWATER WETLAND DETENTION POND SHOULD BE FERTILIZED AFTER THE FIRST INITIAL FERTILIZATION THAT IS REQUIRED TO ESTABLISH THE PLANTS.

LANDSCAPING NOTES:

1. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE CODES AND ORDINANCES REGARDING LANDSCAPING.
2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ESTABLISH A HEALTHY STAND OF GRASS ON ALL SEEDED AREAS.
3. CONTRACTOR SHALL PROVIDE NATURAL TOPSOIL THAT IS FERTILE, FRIABLE, WITHOUT MIXTURE OF SUBSOIL MATERIALS, AND OBTAINED FROM A WELL DRAINED, AVAILABLE SITE. IT SHALL NOT CONTAIN SUBSTANCES WHICH MAY BE HARMFUL TO PLANT GROWTH. TOPSOIL SHALL BE SCREENED AND FREE FROM CLAY, LUMPS, STONES, ROOTS, PLANTS, OR SIMILAR SUBSTANCES 1" OR MORE IN DIAMETER, DEBRIS, OR OTHER OBJECTS WHICH MIGHT BE A HINDERANCE TO PLANTING OPERATIONS. TOPSOIL SHALL CONTAIN AT LEAST 4-6% ORGANIC MATTER BY WEIGHT AND HAVE A PH RANGE OF 5.5 TO 7.0.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR THE WATERING AND THE MAINTENANCE OF ALL LANDSCAPED AREAS UNTIL THE LATER OF; (a) THIRTY (30) DAYS FOLLOWING THE PLANTING OF THE GRASS AND SHRUBS, OR (b) THE DATE THAT STORE OPENS FOR BUSINESS TO THE PUBLIC. CONTRACTOR SHALL ALSO BE RESPONSIBILITY FOR THE SURVIVAL OF THE BMP PLANTING MATERIALS DURING THE TWO-YEAR WARRANTY PERIOD AND SHALL REPLACE ALL PLANTS THAT DO NOT SURVIVE AT THE END OF THE FIRST YEAR AND AT THE END OF THE SECOND YEAR OF THE WARRANTY PERIOD.
5. CONTRACTOR TO VERIFY QUANTITIES PRIOR TO COMMENCING WORK.
6. ANY DISTURBED AREAS NOT SCHEDULED FOR HARDSCAPE, PLANTINGS, OR MULCH SHALL BE SEEDED LAWN. REFER TO LANDSCAPE PLAN FOR LOCATION OF AREAS TO BE SODDED.
7. NO PLANT SUBSTITUTIONS ARE PERMITTED WITHOUT WRITTEN APPROVAL OF THE OWNERS REPRESENTATIVE.
8. FOR NEW PLANTING AREAS, REMOVE ALL PAVEMENT, GRAVEL SUB-BASE AND CONSTRUCTION DEBRIS; REMOVE COMPACTED SOIL AND ADD 18" NEW TOPSOIL, OR TILL AND AMEND THE TOP 18" OF EXISTING SOIL TO MEET TOPSOIL/PLANTING MIX STANDARDS FOR TREES.
9. ADJUST TREE PLANTING LOCATIONS TO AVOID UNDERGROUND UTILITIES. PLANT 15' FROM ALL UNDERGROUND UTILITIES (SEWER AND STORM DRAINAGE, GAS, WATER, PHONE, AND ELECTRICAL LINES.)



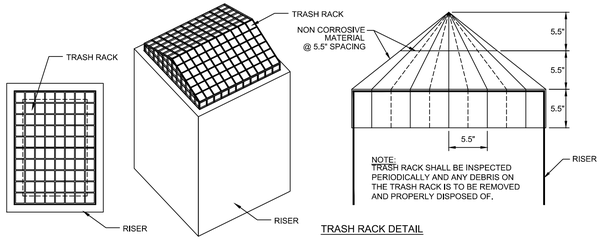
NOTES:

1. PRIOR TO INSTALLATION, MANUFACTURER SPECIFICATIONS OF FILTER MEDIA SHALL BE REVIEWED TO ENSURE THAT DISCHARGE FROM FILTER MEDIA SHALL MEET OR EXCEED THE PROVISIONS OF THE CLEAN WATER ACT.
2. ENSURE THAT PUMP PRESSURE DOES NOT EXCEED FILTER MEDIA PRESSURE RATING.
3. FILTER MEDIA MAY BE, BUT NOT LIMITED TO, SAND MEDIA FILTRATION DEVICES, RATED FILTER FABRIC BAGS OR POLYMER BASED DEWATERING PRACTICES.
4. PUMP STRAINER SHALL NOT BE IN CONTACT WITH BOTTOM OF POND.

BMP POND DEWATERING

NOTES:

1. SEE DESIGN PLANS FOR SPECIFIED DIMENSIONS OF RISER.
2. TRASH RACK DIMENSION CRITERIA SPECIFIED IS APPROXIMATE AND VARIES BY MANUFACTURER.
3. INSTALLATION OF TRASH RACK SHALL BE ACCORDING TO MANUFACTURER'S RECOMMENDATIONS.
4. ALL COMPONENTS OF TRASH RACK SHALL BE OF STAINLESS STEEL OR OTHER NON-CORROSIVE MATERIAL.
5. ALL MOUNTING HARDWARE SHALL BE OF STAINLESS STEEL OR OTHER NON-CORROSIVE MATERIAL.



TRASH RACK DETAIL

STORMWATER MANAGEMENT NOTES:

1. THE DEVELOPER OR HIS AGENT SHALL CONTACT THE DESIGN ENGINEER WHEN THE BEST MANAGEMENT PRACTICE(S) ARE CONSTRUCTED AND ABOUT TO BECOME OPERATIONAL SO A FINAL INSPECTION CAN BE PERFORMED TO DETERMINE COMPLIANCE WITH THE APPROVED PLAN CAN BE PERFORMED.
2. ANNUAL MAINTENANCE INSPECTION AND REPORT REQUIRED - THE OWNER OF A PERMITTED STRUCTURAL STORMWATER BMP/CONTROL SHALL ANNUALLY SUBMIT A MAINTENANCE AND INSPECTION REPORT FOR EACH BMP TO THE STORMWATER ADMINISTRATOR. ANNUAL INSPECTIONS SHALL BEGIN WITHIN ONE YEAR OF THE RECORDATION OF ANY DEED(S) SHOWING STORMWATER BMPs/CONTROL STRUCTURES.
3. UPON COMPLETION OF THE PROJECT, AND BEFORE A CERTIFICATE OF OCCUPANCY SHALL BE GRANTED, THE ENGINEER OF RECORD SHALL CERTIFY THAT THE COMPLETED PROJECT IS IN ACCORDANCE WITH THE APPROVED STORMWATER MANAGEMENT PLANS AND DESIGNS.
4. A FINAL INSPECTION OF THE SITE AND STORMWATER MANAGEMENT BMP/CONTROLS TO BE SCHEDULED WITH AND COMPLETED BY THE PROJECT ENGINEER.
5. NCDEQ AND THEIR ASSIGNS HAVE RIGHT TO ACCESS THE STORMWATER CONTROL(s) FOR INSPECTIONS OR MAINTENANCE AS NECESSARY.
6. THE ENGINEER'S CERTIFICATION OF COMPLETION WILL BE REQUIRED PRIOR TO THE FINAL PLAT OR CERTIFICATE OF OCCUPANCY. THE STORMWATER CONTROL IS TO BE INSPECTED TO ENSURE IT IS FUNCTIONING AS DESIGNED AND HAS FULL DESIGN VOLUME PRIOR TO ISSUANCE OF THE FINAL CERTIFICATE OF OCCUPANCY.
7. THE PROPERTY OWNER IS RESPONSIBLE FOR MAINTAINING THE STORMWATER CONTROLS(s) ACCORDING TO THE APPROVED MAINTENANCE PLAN AND DIRECTION OF NCDEQ.

SCM element:	Potential problems:	How to remediate the problem:
The entire SCM	Trash/debris is present.	Remove the trash/debris.
The perimeter of the wet pond	Areas of bare soil and/or erosive gullies have formed.	Regrade the soil if necessary to remove the gully, plant ground cover and water until it is established. Provide lime and a one-time fertilizer application.
The inlet device	The inlet pipe is clogged (if applicable).	Unclog the pipe. Dispose of the sediment in a location where it will not cause impacts to streams or the SCM.
	The inlet pipe is cracked or otherwise damaged (if applicable).	Repair or replace the pipe.
	Erosion is occurring in the swale (if applicable).	Regrade the swale if necessary and provide erosion control devices such as reinforced turf matting or riprap to avoid future erosion problems.
The forebay	Sediment has accumulated to a depth greater than the original design depth for sediment storage.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Erosion has occurred.	Provide additional erosion protection such as reinforced turf matting or riprap if needed to prevent future erosion problems.
The vegetated shelf	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
	Best professional practices show that pruning is needed to maintain optimal plant health.	Prune according to best professional practices.
	Plants are dead, diseased or dying.	Determine the source of the problem: soils, hydrology, disease, etc. Remedy the problem and replace plants. Provide a one-time fertilizer application to establish the ground cover if a soil test indicates it is necessary.
	Weeds are present.	Remove the weeds, preferably by hand. If pesticide is used, wipe it on the plants rather than spraying.
The main treatment area	Sediment has accumulated to a depth greater than the original design sediment storage depth.	Search for the source of the sediment and remedy the problem if possible. Remove the sediment and dispose of it in a location where it will not cause impacts to streams or the SCM.
	Algal growth covers over 50% of the area.	Consult a professional to remove and control the algal growth.
	Cattails, phragmites or other invasive plants cover 50% of the basin surface.	Remove the plants by wiping them with pesticide (do not spray).
The embankment	Shrubs have started to grow on the embankment.	Remove shrubs immediately.
	Evidence of muskrat or beaver activity is present.	Consult a professional to remove muskrats or beavers and repair any holes or erosion.
	A tree has started to grow on the embankment.	Consult a dam safety specialist to remove the tree.
The outlet device	An annual inspection by an appropriate professional shows that the embankment needs repair.	Make all needed repairs immediately.
	Clogging has occurred.	Clean out the outlet device and dispose of any sediment in a location where it will not cause impacts to streams or the SCM
	The outlet device is damaged	Repair or replace the outlet device.
Floating wetland island (if applicable)	Weeds or volunteer trees are growing on the mat.	Remove the weeds or trees.
	The anchor cable is damaged, disconnected or missing.	Restore the anchor cable to its design state.
The receiving water	Erosion or other signs of damage have occurred at the outlet.	Repair the damage and improve the flow dissipation structure
	Discharges from the wet pond are causing erosion or sedimentation in the receiving water.	Contact the local NCDEQ Regional Office.

CONSTRUCTION SEQUENCE FOR WET DETENTION POND:

1. INSTALL EROSION CONTROLS.
2. CONSTRUCT DAM BASE AND AREAS BELOW THE NORMAL POOL. CONSTRUCTION TO BE PERFORMED UNDER THE INSPECTION OF THE GEOTECHNICAL ENGINEER. SEED UPON COMPLETION.
3. INSTALL OUTLET PIPE, RIP-RAP APRON AND STONE FILTER RING.
4. CONSTRUCT OUTLET STRUCTURE.
5. REMOVE ACCUMULATED SEDIMENT AND SEED UPON COMPLETION.

MASTER PLAN APPROVAL BY THE TOWN OF WAKE FOREST TECHNICAL REVIEW COMMITTEE

PLANNING:_____ DATE:_____

ENGINEERING:_____ DATE:_____

Subject to addressing outstanding conditions of approval within the issued comment letter. Plans are not released for construction. Approval is valid for two years from the date above.

SP-25-05

Bowman

Bowman North Carolina Ltd.
4006 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919)553-6570
bowman.com
F-1445

STORMWATER MANAGEMENT DETAILS

WAKE UNION VILLAS

WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 8/22/25 MATTHEW E. LOWDER

PLAN STATUS	
4/30/2025	MASTER SITE PLAN #2
5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD

SCALE H: V:

JOB No. 220238-01-001

DATE JANUARY 24, 2025

FILE No.

SHEET C6.1

Cad file name: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (ENG) - The Villas at Wake Forest C Church Rd NC\Engineering\Engineering Plans\MasterPlan-Plan Set\220238-01-001-SWD.dwg

TREE PRESERVATION

CANOPY COVERAGE REQUIREMENT (RMX)			
1 CANOPY TREE PER 10,000 SF OF PARCEL AREA			
20,210 SF WATERCOURSE BUFFER AND FUTURE R/W AREA			
199,265 SF OF PARCEL AREA\ - 20,210 SF WATERCOURSE BUFFER=179,055 SF			
179,055 SF / 10,000 = 18 CANOPY TREES REQUIRED			
TREES TO BE REMOVED			
TREE SIZE	QUANTITY	REPLACEMENT TREES PER TREE	
UNDERSTORY (8"-19" DBH)	106		
CANOPY (20"+ DBH)	70	4	
TOTAL REPLACEMENT TREES REQUIRED	280		
TREES TO REMAIN			
TREE SIZE	QUANTITY	CREDIT	TOTAL CREDITS
UNDERSTORY TREES (8"-19" DBH)	22	2	44
20"-30" DBH	10	3	30
31"-41" DBH	4	4	16
42"+ DBH	1	5	5
TREE SAVE AREA (SF)	8,845 SF	1/700 SF	12
TOTAL RETAINED SPECIMEN TREES			107
REPLACEMENT TREES REQUIRED	173		
CANOPY TREES REQUIRED	18		
TOTAL CANOPY TREES REQUIRED	191		
TOTAL CANOPY TREES PROVIDED	191		

MASTER PLANT LIST

TYPE	SYM/KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SYMBOL	CALIPER	HEIGHT	SPREAD	ROOT	SPACING	OTHER
CANOPY TREES	C	29	Carpinus	Hornbeam		2"	8' MIN		B&B	AS SHOWN	
	LT	74	Liriodendron tulipifera	Tulip Poplar		2"	8' MIN		B&B	AS SHOWN	
	GB	88	Ginkgo biloba	Ginkgo		2.5"	8' MIN		B&B	AS SHOWN	
UNDERSTORY TREES	LI	7	Lagerstroemia indica	Crape Myrtle		2.5"	8' MIN		B&B	AS SHOWN	
	PL	11	Prunus laurocerasus	Cherry Laurel		1.5"	10' MIN		B&B	AS SHOWN	
SHRUBS	RD	54	Rhaphiolepis x delacourii	Indian Hawthorn, Yeddo Hawthorn		-	24" MIN		5 GAL.	AS SHOWN	
	AG	201	Abelia grandiflora	Glossy Abelia		-	24" MIN		5 GAL.	AS SHOWN	
	IC	55	Ilex cornuta 'Dwarf Burford'	Dwarf Burford Holly		-	24" MIN		5 GAL.	AS SHOWN	

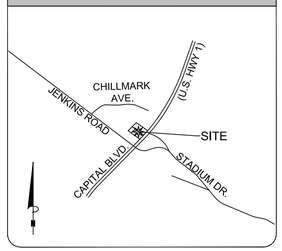
LANDSCAPING REQUIRMENTS SUMMARY TABLE

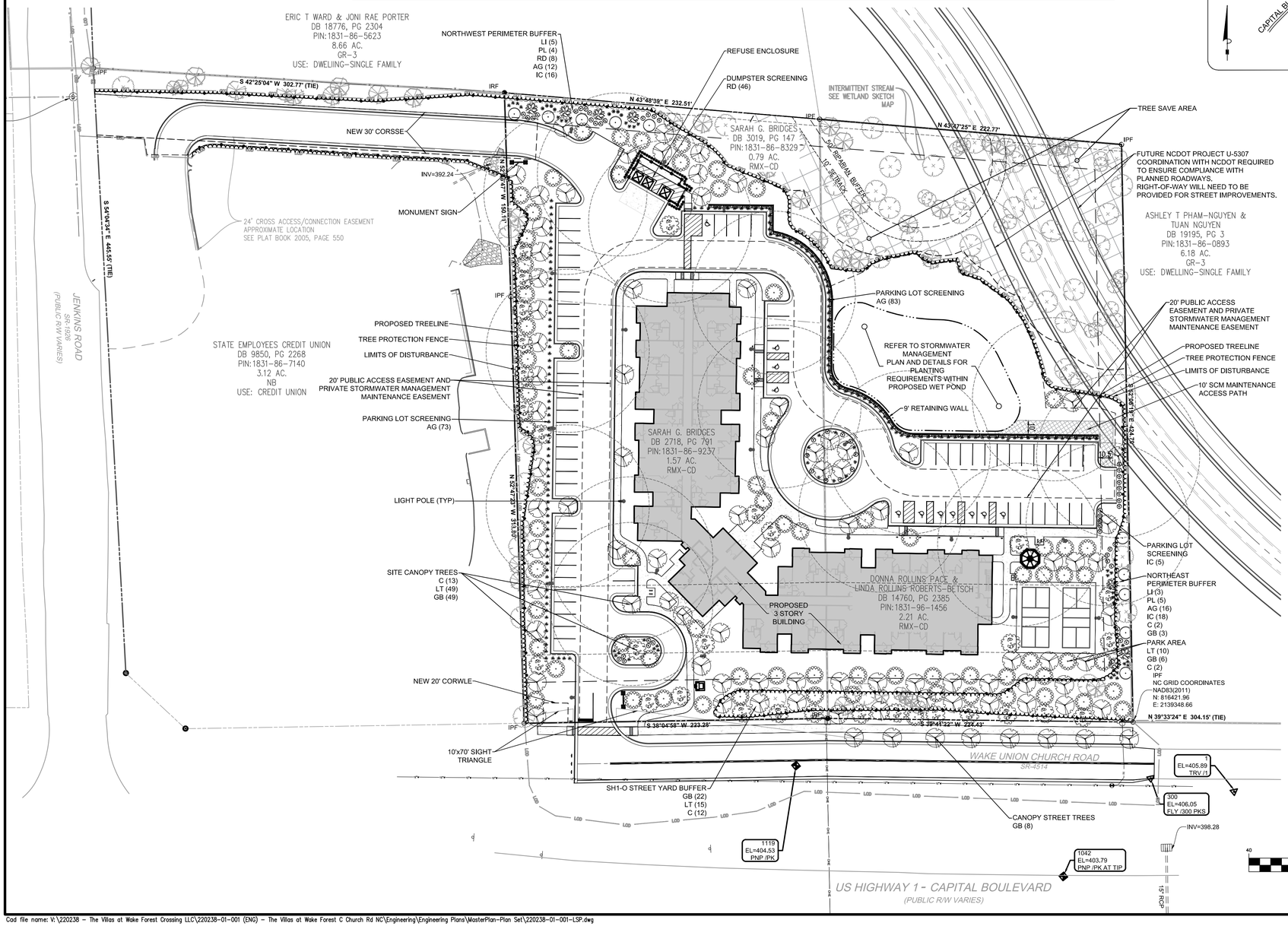
AREA	MINIMUM DEPTH	BUFFER LENGTH	REQUIRED PLANTINGS	PROVIDED PLANTINGS
NORTHWEST PERIMETER BUFFER TYPE C	20 FT	456 LF	1 CANOPY TREE PER 100 LF = 5 REQUIRED 2 UNDERSTORY TREES PER 100 LF = 9 REQUIRED 8 SHRUBS PER 100 LF = 36 REQUIRED	5 CANOPY TREES 9 UNDERSTORY TREES 36 SHRUBS
NORTHEAST PERIMETER BUFFER TYPE C	20 FT	425 LF	1 CANOPY TREE PER 100 LF = 4 REQUIRED 2 UNDERSTORY TREES PER 100 LF = 8 REQUIRED 8 SHRUBS PER 100 LF = 34 REQUIRED	5 CANOPY TREES 8 UNDERSTORY TREES 34 SHRUBS
SOUTHEAST SH1-O STREET YARD BUFFER	30 FT	421 LF	3 TREES PER 50 LF = 27 TREES REQUIRED	49 TREES PROVIDED

IMPERVIOUS SUMMARY TABLE

TOTAL SITE AREA = 199,265 SF (4.574 AC) (AFTER PROPERTY RECOMBINATION)			
EXISTING IMPERVIOUS AREA	15,405 SF	0.35 ACRES	7.73 % OF AREA
BUILDINGS	26,455 SF	0.61 ACRES	13.28 % OF AREA
PAVEMENT	48,260 SF	1.11 ACRES	24.22 % OF AREA
SIDEWALK	10,080 SF	0.23 ACRES	5.06 % OF AREA
TOTAL IMPERVIOUS AREA	84,795 SF	1.95 ACRES	42.55 % OF AREA
WOODED SPACE (INCLUDES TSA)	51,820 SF	1.19 ACRES	26.01 % OF AREA
TREE SAVE AREA	10,610 SF	0.66 ACRES	14.39 % OF AREA
OPEN SPACE	62,650 SF	1.44 ACRES	31.44 % OF AREA
INCREASE IN IMPERVIOUS AREA	69,390 SF	1.59 ACRES	
INCREASE IN OFFSITE IMPERVIOUS AREA	14,270 SF	0.33 ACRES	

VICINITY MAP





LANDSCAPING NOTES:

1. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETING ALL REQUIRED LANDSCAPING FOR THE ENTIRE SITE, TO INCLUDE BUT NOT LIMITED TO: SODDED/SEEDED AREAS, SHRUB BEDS, PARKING LOT ISLANDS, ROADSIDE SIGN BASE(S) AND MONUMENT PLANTERS.
2. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE CODES AND ORDINANCES REGARDING LANDSCAPING.
3. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ESTABLISH A HEALTHY STAND OF GRASS ON ALL SEEDED AREAS.
4. IN THE EVENT THAT PLANTING BEDS AND MULCH ARE REQUIRED, THE CONTRACTOR SHALL INSTALL BLACK FABRIC WEED BLOCK LANDSCAPE MESH UNDER THE MULCH TO PREVENT WEED GROWTH.
5. CONTRACTOR SHALL PROVIDE NATURAL TOPSOIL THAT IS FERTILE, FRIABLE, WITHOUT MIXTURE OF SUBSOIL MATERIALS, AND OBTAINED FROM A WELL DRAINED, AVAILABLE SITE. IT SHALL NOT CONTAIN SUBSTANCES WHICH MAY BE HARMFUL TO PLANT GROWTH. TOPSOIL SHALL BE SCREENED AND FREE FROM CLAY, LUMPS, STONES, ROOTS, PLANTS, OR SIMILAR SUBSTANCES 1" OR MORE IN DIAMETER, DEBRIS, OR OTHER OBJECTS WHICH MIGHT BE A HINDERANCE TO PLANTING OPERATIONS. TOPSOIL SHALL CONTAIN AT LEAST 4-6% ORGANIC MATTER BY WEIGHT AND HAVE A PH RANGE OF 5.5 TO 7.0.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR THE WATERING AND THE MAINTENANCE OF ALL LANDSCAPED AREAS UNTIL THE LATER OF: (a) THIRTY (30) DAYS FOLLOWING THE PLANTING OF THE GRASS AND SHRUBS, OR (b) THE DATE THAT BUILDINGS OPEN FOR BUSINESS TO THE PUBLIC.
7. GENERAL CONTRACTOR IS TO CLEAN ENTIRE SITE OF ALL CONSTRUCTION DEBRIS AND RAKE ALL GRASS AREAS.
8. PROVIDE LANDSCAPE PLANS TO OWNER AND AS REQUIRED BY LOCAL JURISDICTION TO THE BLDG. DEPT. FOR REVIEW AND APPROVAL PRIOR TO START OF WORK.
9. ALL LANDSCAPING, TRESS, SHRUBS, ETC. SHALL NOT INTERFERE WITH THE VISIBILITY OF PROJECT SIGNAGE
10. CONTRACTOR TO VERIFY QUANTITIES PRIOR TO COMMENCING WORK.
11. OPEN AREAS WITHIN PLANTING BEDS SHALL BE MULCHED.

GENERAL LANDSCAPE NOTES:

1. ANY DISTURBED AREAS NOT SCHEDULED FOR HARDSCAPE, PLANTINGS, OR MULCH SHALL BE SEEDED LAWN.
2. NO PLANT SUBSTITUTIONS ARE PERMITTED WITHOUT WRITTEN APPROVAL OF THE OWNERS REPRESENTATIVE.
3. ALL PLANT AND BED LINE LOCATIONS SHALL BE STAKED IN THE FIELD AND APPROVED BY THE THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
4. ALL PLANTINGS SHALL BE INSTALLED WITH THE SPECIFIED LAYER OF MULCH. REFERENCE DETAILS AND SPECIFICATIONS FOR DEPTH AND TYPE OF MULCH. ALL TREES AND SHRUBS SHALL BE PLANTED IN MULCH BEDS AND SHALL BE SEPARATED FROM TURF GRASS AREAS.
5. GRASS COVERAGE TO EXTEND FROM PROPERTY LINES TO BACK OF CITY SIDEWALKS AND/OR CURBS.
6. MINIMUM TREE SIZE AT PLANTING IS 2" CALIPER (FOR SINGLE STEM TREES). ALL MULTI-STEM PLANTS MUST BE TREE FORM, MAXIMUM 3 TO 5 TRUNKS, AND MINIMUM 8 FEET TALL.
7. ALL STRAPPING AND TOP 2/3 OF WIRE BASKET MUST BE CUT AWAY AND REMOVED FROM ROOT BALL PRIOR TO BACKFILLING PLANTING PIT. REMOVE TOP 1/3 OF THE BURLAP FROM ROOT BALL.
8. FOR NEW PLANTING AREAS, REMOVE ALL PAVEMENT, GRAVEL SUB-BASE AND CONSTRUCTION DEBRIS. REMOVE COMPACTED SOIL AND ADD 18" NEW TOPSOIL, OR TILL AND AMEND THE TOP 18" OF EXISTING SOIL TO MEET TOPSOIL/PLANTING MIX STANDARDS FOR TREES.
9. LARGE MATURING TREES MAY NOT BE PLANTED WHERE THERE ARE OVERHEAD DISTRIBUTION OR TRANSMISSION LINES. IF TREES CONFLICT WITH POWER LINES OR SIGNS, CALL URBAN FORESTER TO RESOLVE BEFORE PLANTING.
10. ADJUST TREE PLANTING LOCATIONS TO AVOID UNDERGROUND UTILITIES. PLANT 15' FROM ALL UNDERGROUND UTILITIES (SEWER AND STORM DRAINAGE, GAS, WATER, PHONE, AND ELECTRICAL LINES.)
11. ATTENTION LANDSCAPER: NOTIFY OWNER OF ANY SIGN, POWER LINE, OR OTHER CONFLICTS BEFORE PLANTING NEW TREES.

LANDSCAPE NOTES:

HYDROMULCH ALL DISTURBED AREAS OUTSIDE OF PROPERTY LIMITS (UNLESS SHOWN AS SOD).

THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL WORK SHOWN ON THESE PLANS FOR 90 DAYS BEYOND FINAL ACCEPTANCE OF ALL LANDSCAPE WORK BY THE OWNER. LANDSCAPE MAINTENANCE SHALL INCLUDE WEEKLY SITE VISITS FOR THE FOLLOWING ACTIONS (AS APPROPRIATE): PROPER PRUNING, RESTAKING OF TREES, RESETTING OF PLANTS THAT HAVE SETTLED, MOWING AND AERATION OF LAWNS, WEEDING, RESEEDING AREAS WHICH HAVE NOT GERMINATED WELL, TREATING FOR INSECTS AND DISEASES,REPLACEMENT OF MULCH, REMOVAL OF LITTER, REPAIRS TO THE IRRIGATION SYSTEM DUE TO FAULTY PARTS AND/OR WORKMANSHIP, AND THE APPROPRIATE WATERING OF ALL PLANTINGS. THE LANDSCAPE CONTRACTOR SHALL MAINTAIN THE IRRIGATION SYSTEM IN PROPER WORKING ORDER, WITH SCHEDULING ADJUSTMENTS BY SEASON TO MAXIMIZE WATER CONSERVATION.

SHOULD SEEDED AND/OR SODDED AREAS NOT BE COVERED BY AN AUTOMATIC IRRIGATION SYSTEM, THE LANDSCAPE CONTRACTOR SHAL BE RESPONSIBLE FOR WATERING THESE AREAS AND OBTAINING A FULL STAND OF GRASS AT NO ADDITIONAL COST TO THE OWNER.

IRRIGATION NOTE:

IRRIGATION SYSTEM TO BE A DESIGN-BUILD SYSTEM PROVIDED BY THE CONTRACTOR. IRRIGATION HEADS TO BE A MINIMUM OF 3' FROM EDGE OF CURB LINE. ALL LANDSCAPE BEDS TO HAVE CUT EDGE OR COMMERCIAL EDGING MATERIAL INSTALLED FULLY SEPARATING THE MULCH BED FROM ADJACENT LAWN AREA. ANY TREES OVER 2" CALIPER MUST BE STAKED AND TIED.

CONSTRUCTION NOTE

ALL MATERIALS AND CONSTRUCTION METHODS PER THE LATEST EDITION OF THE TOWN OF WAKE FOREST, CITY OF RALEIGH, WAKE COUNTY AND NCDOT SPECIFICATIONS AND STANDARD DETAILS AS APPLICABLE

SIGHT TRIANGLE NOTE

WITHIN THE SIGHT TRIANGLES SHOWN ON THIS PLAN, NO OBSTRUCTION BETWEEN TWO (2) FEET AND EIGHT (8) FEET IN HEIGHT ABOVE THE CURB LINE ELEVATION OR THE NEAREST TRAVELED WAY, IF NO CURBING EXISTS.

811 Know what's below. Call before you dig.

BEFORE YOU DIG STOP CALL 1 800 632-4949 N.C. ONE-CALL CENTER IT'S THE LAW

GRAPHIC SCALE

40 0 20 40 80 160

(IN FEET)
1 inch = 40 ft.

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING:_____ DATE:_____
ENGINEERING:_____ DATE:_____

Subject to addressing outstanding conditions of approval within the issued comment letter. Plans are not released for construction. Approval is valid for two years from the date above.

SP-25-05

Bowman

Bowman North Carolina Ltd.
4006 BARRETT DR
Suite 104
RALEIGH, NC 27609
Phone: (919)553-6570
bowman.com
F-1445

LANDSCAPE PLAN
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 5/4/22 MATTHEW E. LOWDER

PLAN STATUS	
4/30/2025	MASTER SITE PLAN #2
5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD

SCALE H: 1" = 40' V:

JOB No. 220238-01-001

DATE JANUARY 24, 2025

FILE No.

SHEET C7.0

Cad file name: V:\220238 - The Villas at Wake Forest Crossing LLC\220238-01-001 (ENG) - The Villas at Wake Forest C Church Rd NC\Engineering\Engineering Plans\MasterPlan-Plan Set\220238-01-001-LSP.dwg

TEMPORARY SEEDING SPECIFICATIONS/SCHEDULE

Date	Type	SITE AREA DESCRIPTION: Planting Rate
March – Oct.	Browntop Millet	40 lbs/acre
Nov. – Feb.	Winter Rye	120 lbs/acre

PERMANENT SEEDING SPECIFICATIONS/SCHEDULE

FOR SHOULDERS, SIDE DITCHES, SLOPES (MAX 3:1)

Date	Type	Planting Rate
Aug 15 – Nov 1	Tall Fescue	300 lbs/acre
Nov 1 – Mar 1	Tall Fescue & Abruzzi Rye	300 lbs/acre
Mar 1 – Apr 15	Tall Fescue	300 lbs/acre
Apr 14 – Jun 30	Hulled Common Bermuda Grass	25 lbs/acre
Jul 1 – Aug 15	Tall Fescue & Browntop Millet or Sorghum–Sudan Hybrids	240 lbs/acre–Tall Fescue; 35 lbs/acre Browntop Millet 30 lbs/acre Sorghum–Sudan Hybrids

FOR SHOULDERS, SIDE DITCHES, SLOPES (3:1 – 2:1)

Date	Type	Planting Rate
Mar 1 – Jun 1	Sericea Lespedeza (scarified) & use the following combinations:	50 lbs/acre (Serica Lespedeza)
Mar 1 – Apr 15	Add Tall Fescue	240 lbs/acre
Mar 1 – Jun 30	Or add Julled Common Bermuda Grass	25 lbs/acre
Jun 1 – Sep 1	Tall Fescue & Browntop Millet or Sorghum–Sudan Hybrids	240 lbs/acre Tall Fescue 35 lbs/acre Browntop Millet 30 lbs/acre Sorghum–Sudan Hybrids
Sep 1 – Mar 1	Sericea Lespedeza (Unhulled–Unscarified & Tall Fescue	70 lbs/acre Sericea Lespedeza 240 lbs/acre Tall Fescue
Nov 1 – Mar 1	Add Abruzzi Rye	25 lbs/acre

CONSULT SAEC ENGINEER FOR ADDITIONAL INFORMATION CONCERNING OTHER ALTERNATIVES FOR VEGETATION OF DENUDED AREAS. THE ABOVE VEGETATION RATES ARE THOSE THAT DO WELL UNDER LOCAL CONDITIONS; OTHER SEEDING RATE COMBINATIONS ARE POSSIBLE.

*** TEMPORARY: RESEED ACCORDING TO OPTIMUM SEASON FOR DESIRED PERMANENT VEGETATION. DO NOT ALLOW TEMPORARY COVER TO GROW MORE THAN 12" IN HEIGHT BEFORE MOWING. SYNTHETIC, FESCUE, MAY BE SHADED OUT.

SEEDBED PREPARATION:

1. CHISEL COMPACTED AREAS AND SPREAD TOPSOIL THREE INCHES DEEP OVER ADVERSE SOIL CONDITIONS, IF AVAILABLE.
2. RIP THE ENTIRE AREA TO SIX INCHES DEEP.
3. REMOVE ALL LOOSE ROCK, ROOTS AND OTHER OBSTRUCTIONS, LEAVING SURFACE REASONABLY SMOOTH AND UNIFORM.
4. APPLY AGRICULTURAL LIME, FERTILIZER, AND SUPERPHOSPHATE UNIFORMLY AND MIX WITH SOIL (SEE SEEDING MIXTURE).
5. CONTINUE TILLAGE UNITL A WELL–PULVERIZED, FIRM, REASONABLY UNIFORM SEEDBED IS PREPARED FOUR TO SIX INCHES DEEP.
6. SEED ON A FRESHLY PREPARED SEEDBED AND COVER SEED LIGHTLY WITH SEEDING EQUIPMENT OR CULTIPACK AFTER SEEDING.
7. MULCH IMMEDIATELY AFTER SEEDING AND ANCHOR MULCH.
8. INSPECT ALL SEEDED AREAS AND MAKE NECESSARY REPAIRS OR RESEEDINGS WITHIN THE PLANTING SEASON, IF POSSIBLE. IF STAND SHOULD BE MORE THAN 60% DAMAGED, RE–ESTABLISH FOLLOWING THE ORIGINAL LIME, FERTILIZER AND SEEDING RATES.
9. CONSULT SAEC ENVIRONMENTAL ENGINEERS ON MAINTENANCE TREATMENT AND FERTILIZATION AFTER PERMANENT COVER IS ESTABLISHED.

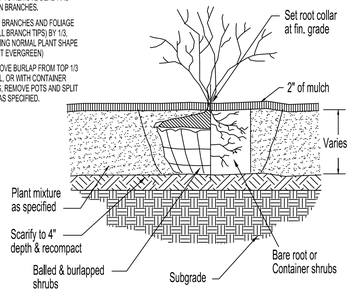
SEEDING MIXTURE:

AGRICULTURE LIMESTONE:	2 TONS/ACRE (3 TONS/ACRE IN CLAY SOILS)
FERTILIZER:	1,000 LBS/ACRE – 10–10–10
SUPERPHOSPHATE:	500 LBS/ACRE – 20% ANALYSIS
MULCH:	2 TONS/ACRE – SMALL GRAIN STRAW
ANCHOR:	ASPHALT EMULSION AT 400 GALS/ACRE

4 SEEDING & MULCHING

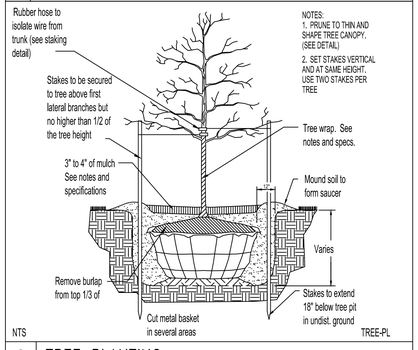
NOT TO SCALE

NOTES:
1. DO NOT PRUNE EVERGREENS, EXCEPT TO REMOVE DEAD AND BROKEN BRANCHES.
2. THIN BRANCHES AND FOLIAGE (NOT ALL BRANCH TIPS) BY 1/3, RETAINING NORMAL PLANT SHAPE (EXCEPT EVERGREEN)
3. REMOVE BURLAP FROM TOP 1/3 OF BALL, OR WITH CONTAINER PLANTS, REMOVE POTS AND SPLIT BALLS AS SPECIFIED.



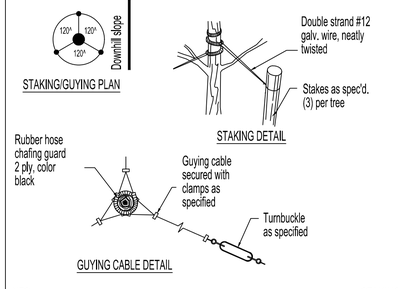
NTS

1 SHRUB PLANTING



NTS TREE-PL

2 TREE PLANTING



NTS STAKING

3 TREE STAKING AND GUYING

STABILIZATION TIMEFRAME

SITE AREA DESCRIPTION	STABILIZATION	TIMEFRAME EXCEPTIONS
BASIN & TEMPORARY DIVERSION DITCHES	IMMEDIATELY	NONE
PERIMETER DIKES, SWALES, DITCHES AND SLOPES	7 DAYS	NONE
HIGH QUALITY WATER (HQW) ZONES	7 DAYS	NONE
SLOPES STEEPER THAN 3:1	7 DAYS	IF SLOPES ARE 10' OR LESS IN LENGTH AND ARE NOT STEEPER THAN 2:1, 14 DAYS ARE ALLOWED
SLOPES 3:1 OR FLATTER	14 DAYS	7 DAYS FOR SLOPES GREATER THAN 50FT IN LENGTH
ALL OTHER AREAS WITH SLOPES FLATTER THAN 4:1	14 DAYS	NONE, EXCEPT FOR PERIMETERS AND HQW ZONES

GROUND COVER REQUIREMENTS:

THE ANGLE FOR GRADED SLOPES AND FILLS SHALL BE NO GREATER THAN THE ANGLE THAT CAN BE RETAINED BY VEGETATIVE COVER OR OTHER ADEQUATE EROSION–CONTROL DEVICES OR STRUCTURES. IN ANY EVENT, SLOPES LEFT EXPOSED WILL, ACCORDING TO THE FOLLOWING CHART, BE PLANTED OR OTHERWISE PROVIDED WITH TEMPORARY OR PERMANENT GROUND COVER, DEVICES, OR STRUCTURES SUFFICIENT TO RESTRAIN EROSION. PROVISIONS FOR PERMANENT GROUNDCOVER SUFFICIENT TO RETAIN EROSION MUST BE ACCOMPLISHED FOR ALL DISTURBED AREAS ACCORDING TO THE FOLLOWING CHART FOLLOWING COMPLETION OF CONSTRUCTION OR DEVELOPMENT.

GROUND COVER REQUIREMENTS:

IN ACCORDANCE WITH NPDES CONSTRUCTION STORMWATER GENERAL PERMIT NCG010000, PERMANENT GROUNDCOVER FOR ALL DISTURBED AREAS IS REQUIRED WITHIN 14 WORKING DAYS OR 90 CALENDAR DAYS (WHICHEVER IS SHORTER) FOLLOWING COMPLETION OF CONSTRUCTION OR DEVELOPMENT

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING:_____ DATE:_____

ENGINEERING:_____ DATE:_____

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SP-25-05

Bowman

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4006 BARRETT DR
Suite 104
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LANDSCAPING DETAILS
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 MATTHEW E LOWDER 8/22/25

PLAN STATUS	
4/30/2025	MASTER SITE PLAN #2
5/29/2025	MASTER SITE PLAN #3
7/8/2025	MASTER SITE PLAN #4
8/7/2025	MASTER SITE PLAN #5
8/22/2025	MASTER SITE PLAN #6
DATE	DESCRIPTION

MEL	MCB	MEL
DESIGN	DRAWN	CHKD

SCALE H: V:

JOB No. 220238–01–001

DATE JANUARY 24, 2025

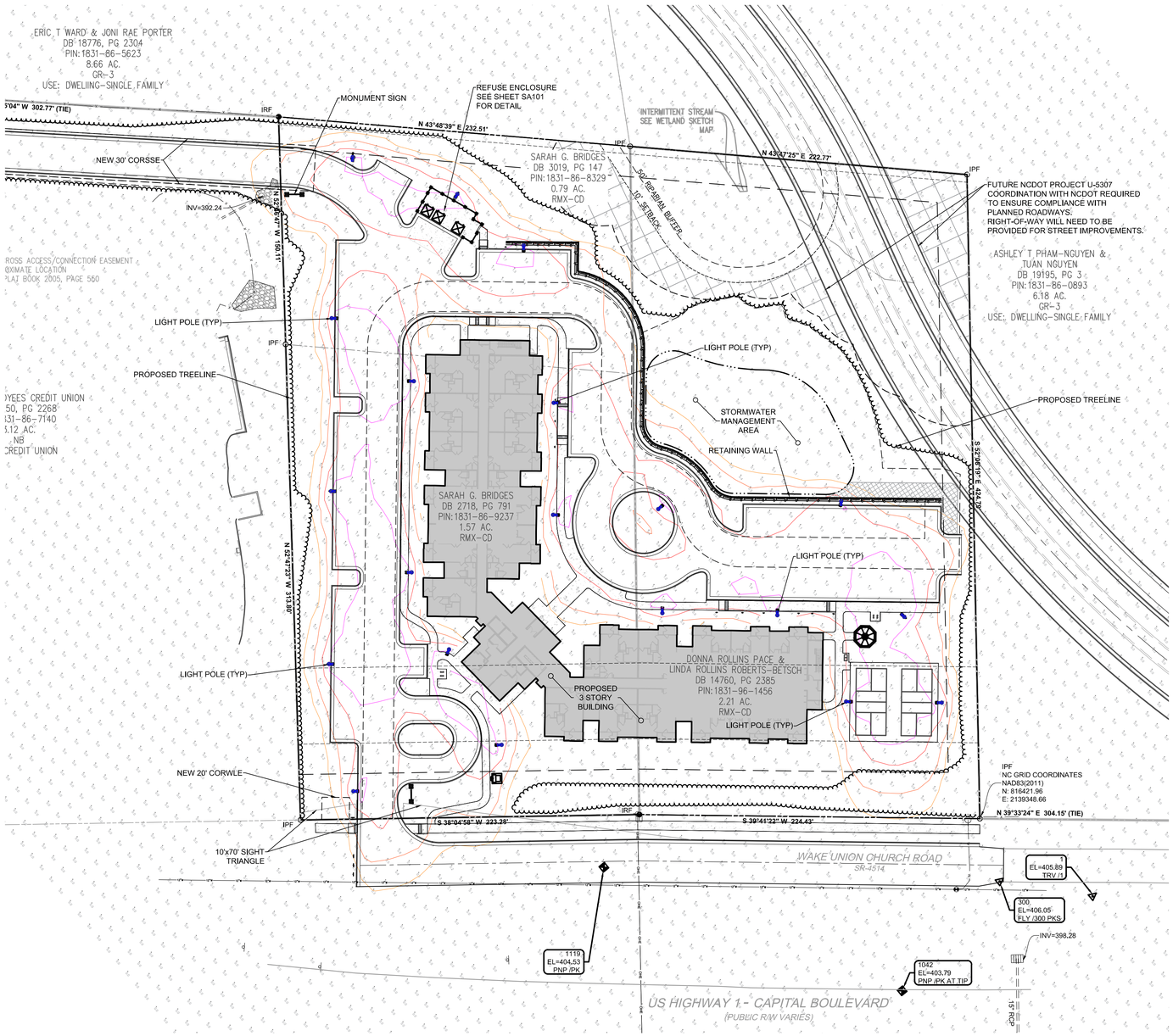
FILE No.

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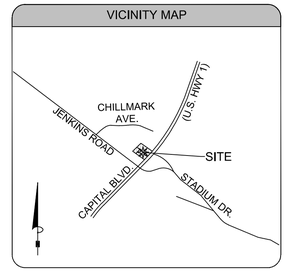
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Luminaire Schedule						
Symbol	Qty	Description	LLF	Luminaire Lumens	Total Watts	Mounting Height
	20	DSX1 LED P1 40K T3M MVOLT RS	1.000	5481	1080	25

Calculation Summary							
Label	Units	Avg	Max	Min	Avg/Min	Max/Avg	Max/Min
CalcPts 1	Fc	0.11	2.0	0.0	N.A.	N.A.	N.A.
Parking Lot Area	Fc	1.20	2.0	0.3	4.00	1.67	6.67



VICINITY MAP



CONSTRUCTION NOTE

ALL MATERIALS AND CONSTRUCTION METHODS PER THE LATEST EDITION OF THE TOWN OF WAKE FOREST, CITY OF RALEIGH, WAKE COUNTY AND NCDOT SPECIFICATIONS AND STANDARD DETAILS AS APPLICABLE

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GRAPHIC SCALE

40 0 20 40 80 160

(IN FEET)
1 inch = 40 ft.

DUKE ENERGY PROGRESS



	Decorative aluminum*	Style VII fluted concrete*	Fiberglass	Decorative tapered metal*
Mounting heights	12', 16'	13'	14'	35'
Color	Black	Black	Black	Black, Dark bronze*
Type	Anchor base	Direct burial	Direct burial	Anchor base

*Note: These poles are not stocked by Duke Energy Progress. They must be special ordered and require up to eight weeks of lead time for arrival.

DUKE ENERGY



The energy-efficient Shoebox LED is a green solution and great fit for commercial parking lots, malls, office buildings and streets providing a "white light" that will enhance the appearance of your site. The Shoebox LED delivers light where it is needed, while increasing visibility and reducing spill light to adjoining properties. Selected to be an alternative to the metal halide light fixture, this fixture provides a white light source that will enhance colors, adding to visual acuity and improving area uniformity.

LED (light-emitting diode)	213 | 421 watts
Mounting height	20' – 35'
Color	Dark bronze Black
Poles	Tenon top concrete Promenade concrete
Applications	Neighborhoods Roadways Shopping centers

DUKE ENERGY

Outdoor Lighting
Shoebox LED

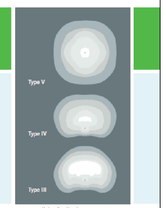
Light source: LED (white)
Wattage: 213 | 421

Light pattern:
LED 213 | 421 | IES Type V (circular)
LED 213 | 421 | IES Type IV (forward throw)
LED 213 | IES Type III (oval)

IESNA cutoff classification: Full cutoff

Color temperature: 4,000K

Warm-up and restrike time: Instant on (no warm-up or restrike time)



light distribution pattern

Poles available:

Name	Mounting height	Color
Tenon top concrete	20' – 35'	Gray
Promenade concrete	20' – 35'	Bronze

Features	Benefits
Little or no installation cost	Frees up capital for other projects
Design services by lighting professionals included	Meets industry standards and lighting ordinances
Maintenance included	Eliminates high and unexpected repair bills
Electricity included	Less expensive than metered service
Warranty included	Worry-free
One low monthly cost on your electric bill	Convenience and savings for you
Turnkey operation	Provides hassle-free installation and service
Backed by over 40 years of experience	A name you can trust today ... and tomorrow

MASTER PLAN APPROVAL
BY THE TOWN OF WAKE FOREST
TECHNICAL REVIEW COMMITTEE

PLANNING:_____ DATE:_____
ENGINEERING:_____ DATE:_____

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SP-25-05

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LIGHTING PLAN
WAKE UNION VILLAS
WAKE UNION CHURCH ROAD
WAKE FOREST, WAKE COUNTY, NORTH CAROLINA
SP-25-05

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 24424 8/22/2025 MATTHEW E LOWDER

PLAN STATUS	
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DATE	DESCRIPTION

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DESIGN	DRAWN	CHKD
SCALE	H: 1" = 40' V:	
JOB No.	220238-01-001	
DATE	JANUARY 24, 2025	
FILE No.		
SHEET	C8.0	

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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-558-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 16, 2025

Subject
August Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- WF-TXREP-AUGUST-2025-BOC-MTG.pdf

WAKE COUNTY
NORTH CAROLINA

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

TEL 919 856 6180
FAX 919 856 5699

SUSAN P. EVANS, CHAIR
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CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

August 19, 2025

Mr. Kip Padgett
Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on August 18, 2025, approved and accepted the enclosed tax report for the Town of Wake Forest.

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

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

WAKE COUNTY TAX ADMINISTRATION

06/01/2025 - 06/30/2025

Rebate Detail Report

WAKE FOREST

DATE 07/18/2025 TIME 10:00:27 AM

REBATE NUM	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS												
921799	1,130.71	0	0.00	113.07	0.00	1,243.78	6/12/2025	0006910864	2024	2024	000000	WELL BEAN COFFEE & CRUMB LLC
SUBTOTALS FOR BUSINESS ACCOUNTS	**1,130.71**	**0.00**	**0.00**	**113.07**	**0.00**	**1,243.78**	**1,243.78**		**1 Properties Rebated**			
INDIVIDUAL PROPERTY ACCOUNTS												
923037	111.15	0	0.00	0.00	0.00	111.15	6/16/2025	0007056256	2025	2024	000000	VOICAN, MATTHEW STEPHAN
919940	238.13	0	30.00	0.00	0.00	268.13	6/5/2025	0007051372	2025	2024	000000	TUCKER, SOPHIE JORDAN
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	**349.28**	**0.00**	**30.00**	**0.00**	**0.00**	**379.28**	**379.28**		**2 Properties Rebated**			
	1,479.99	**0.00**	**30.00**	**113.07**	**0.00**	**1,623.06**	**1,623.06**		**3 Properties Rebated for the District City**			
TOTAL FOR WAKE FOREST	**1,479.99**	**0.00**	**30.00**	**113.07**	**0.00**	**1,623.06**	**1,623.06**		**3 Properties Rebated for all Cities**			
GRAND TOTAL	**109,038.61**	**5,494.07**	**900.00**	**546.13**	**0.00**	**115,978.81**	**115,978.81**		**63 Properties Rebated for all Cities**			

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-575-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 16, 2025

Subject
September Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- WF-TXREP-SEPT-2025-BOC-MTG.pdf

WAKE COUNTY
NORTH CAROLINA

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

TEL 919 856 6180
FAX 919 856 5699

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SAFIYAH JACKSON
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

September 3, 2025

Mr. Kip Padgett
Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on September 2, 2025, approved and accepted the enclosed tax report for the Town of Wake Forest.

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

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

WAKE COUNTY TAX ADMINISTRATION

07/01/2025 - 07/31/2025

Rebate Detail Report

WAKE FOREST

DATE 08/15/2025 TIME 9:41:33 AM

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

BUSINESS ACCOUNTS

927915	178.67	0	0.00	17.87	0.00	196.54	7/28/2025	0006816621	2018	2018	000000	TAGLIONE, CARRIE
927920	118.12	0	0.00	11.81	0.00	129.93	7/28/2025	0006816621	2023	2023	000000	TAGLIONE, CARRIE
927910	61.11	0	0.00	0.00	0.00	61.11	7/28/2025	0006540169	2025	2025	007000	DELL EQUIPMENT FUNDING LP
927535	1,140.25	0	0.00	0.00	0.00	1,140.25	7/28/2025	0006155807	2025	2025	007000	WELLS FARGO VENDOR FINANCIAL SERV LLC
928702	418.89	0	0.00	0.00	0.00	418.89	7/31/2025	0006803389	2025	2025	000000	ROSS DRESS FOR LESS INC
927919	115.87	0	0.00	11.59	0.00	127.46	7/28/2025	0006816621	2022	2022	000000	TAGLIONE, CARRIE
927918	116.29	0	0.00	11.63	0.00	127.92	7/28/2025	0006816621	2021	2021	000000	TAGLIONE, CARRIE
927917	128.61	0	0.00	12.86	0.00	141.47	7/28/2025	0006816621	2020	2020	000000	TAGLIONE, CARRIE
927916	151.96	0	0.00	15.20	0.00	167.16	7/28/2025	0006816621	2019	2019	000000	TAGLIONE, CARRIE
927914	218.36	0	0.00	21.84	0.00	240.20	7/28/2025	0006816621	2017	2017	000000	TAGLIONE, CARRIE
927510	8.40	0	0.00	0.00	0.00	8.40	7/24/2025	0006082044	2025	2025	007000	DEERE CREDIT INC
927506	199.48	0	0.00	0.00	0.00	199.48	7/24/2025	0006082587	2025	2025	007000	FIRST CITIZENS BANK & TRUST CO
SUBTOTALS FOR BUSINESS ACCOUNTS	**2,856.01**	**0.00**	**0.00**	**102.80**	**0.00**	**2,958.81**	**2,958.81**		**12 Properties Rebated**			

BUSINESS REAL ESTATE ACCOUNTS

928478	23,313.59	0	0.00	0.00	0.00	23,313.59	7/30/2025	0000491185	2024	2024	000000	WF-GCA HOLDING VILLAGE LLC
928479	8,076.22	0	0.00	0.00	0.00	8,076.22	7/30/2025	0000491184	2024	2024	000000	WF-GCA HOLDING VILLAGE LLC
928480	15,086.78	0	0.00	0.00	0.00	15,086.78	7/30/2025	0000491183	2024	2024	000000	WF-GCA HOLDING VILLAGE LLC
SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS	**46,476.59**	**0.00**	**0.00**	**0.00**	**0.00**	**46,476.59**	**46,476.59**		**3 Properties Rebated**			

INDIVIDUAL PROPERTY ACCOUNTS

926694	4.20	0	0.00	0.42	0.00	4.62	7/28/2025	0006985633	2024	2024	000000	HUNTLEY, TEVON SHAQUON
926692	4.20	0	0.00	0.42	0.00	4.62	7/28/2025	0006801902	2024	2024	000000	HOMESCHOOL FOORBALL LEAGUE INC
926182	8,204.77	0	3,060.00	0.00	0.00	11,264.77	7/15/2025	0007014014	2025	2025	000000	DONLEN TRUST
926181	6,992.14	0	3,900.00	0.00	0.00	10,892.14	7/15/2025	0007056890	2025	2025	000000	DONLEN TRUST
926180	14,021.70	0	5,730.00	0.00	0.00	19,751.70	7/15/2025	0006993738	2025	2025	000000	DONLEN TRUST
924097	363.63	0	30.00	0.00	0.00	393.63	7/1/2025	0007056050	2025	2024	000000	SUTTON, GWENDOLYN DONNELL
927517	34.34	0	0.00	0.00	0.00	34.34	7/28/2025	0007058495	2025	2024	000000	GAULT, CODY TYLER
927155	233.98	0	30.00	0.00	0.00	263.98	7/31/2025	0007047321	2025	2024	000000	WILLIAMS, SHEILA BELL
926526	4.20	0	0.00	0.42	0.00	4.62	7/30/2025	0006985732	2024	2024	000000	BISHOP, TIMOTHY TRENTEL
926525	5.05	0	0.00	0.51	0.00	5.56	7/30/2025	0006985732	2023	2023	000000	BISHOP, TIMOTHY TRENTEL

SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	**29,868.21**	**0.00**	**12,750.00**	**1.77**	**0.00**	**42,619.98**	**42,619.98**		**10 Properties Rebated**			
INDIVIDUAL REAL ESTATE ACCOUNTS												
924557	1,619.49	0	0.00	0.00	0.00	1,619.49	7/1/2025	0000347544	2025	2025	000000	STEVENS, JAMES A
924551	868.74	0	0.00	0.00	0.00	868.74	7/1/2025	0000402922	2025	2025	000000	DALE, WANDA G
924544	723.69	0	0.00	0.00	0.00	723.69	7/1/2025	0000431987	2025	2025	000000	HOH, ANDREW
928476	50.19	0	0.00	0.00	0.00	50.19	7/30/2025	0000215769	2024	2024	000000	WOOSTER, EUGENE R
924685	362.52	0	0.00	0.00	0.00	362.52	7/1/2025	0000035181	2025	2025	000000	WALKER, BIRDENA THOMAS
924558	997.61	0	0.00	0.00	0.00	997.61	7/1/2025	0000345511	2025	2025	000000	HYMAN, RONNIE
924559	620.95	0	0.00	0.00	0.00	620.95	7/1/2025	0000342035	2025	2025	000000	RUSS, RITA V
924580	969.82	0	0.00	0.00	0.00	969.82	7/1/2025	0000280495	2025	2025	000000	HOPE, ANNIE ARLENE
924556	1,484.52	0	0.00	0.00	0.00	1,484.52	7/1/2025	0000358155	2025	2025	000000	KEATING, JOHN H
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	**7,697.53**	**0.00**	**0.00**	**0.00**	**0.00**	**7,697.53**	**7,697.53**		**9 Properties Rebated**			
	86,898.34	**0.00**	**12,750.00**	**104.57**	**0.00**	**99,752.91**	**99,752.91**		**34 Properties Rebated for the District City**			
TOTAL FOR WAKE FOREST	**86,898.34**	**0.00**	**12,750.00**	**104.57**	**0.00**	**99,752.91**	**99,752.91**		**34 Properties Rebated for all Cities**			
GRAND TOTAL	**297,630.89**	**266.11**	**13,380.00**	**5,913.10**	**0.00**	**317,190.10**	**317,190.10**		**248 Properties Rebated for all Cities**			

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-565-
Submitted by: Ella Dowtin,Administration
Submitting Department: Administration
Meeting Date:September 16, 2025

Subject
Department Monthly Report

Recommendation:

item Summary:

ATTACHMENTS:

- August 2025 Monthly Report DraftÂ .pdf

AUGUST 2025| Department Monthly Report

Center for Active Aging

ACTIVITY	
Total Active Members	4,458
New members this month	67
Number of Events Hosted	8
Number of Programs Hosted	353
Total Events Attendance	95
Total Programs Attendance	5,221

REVENUE COLLECTED	
August Collections	Amount
Classes	$23,489
Donations	$181
Miscellaneous	$1,000

Updates: Active Volunteers – 10 and Total Volunteer Hours – 141.5

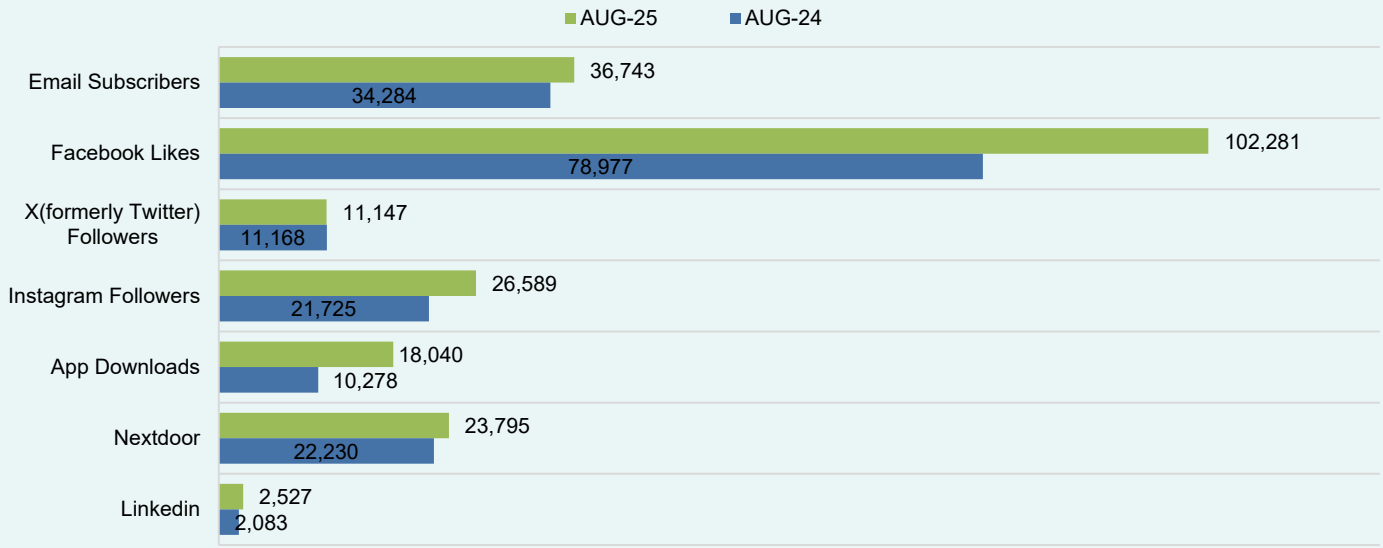
Communications

ANNOUNCEMENTS	
Media Releases	43
Email Announcements	25
Town-to-Resident Phone Calls	16

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Forms & Applications	15,252
2	Home	6,149
3	Friday Night on White	3,113
4	Holding Park Aquatic Center	1,679
5	Jobs	2,003

SUBSCRIBERS



Downtown Development

OCCUPANCY

	JUL –SEPT 2025	JUL- SEPT 2024
Occupancy Rate in Percentage	91%	93%

NEW BUSINESSES

	AUGUST 2025	FISCAL YEAR-TO-DATE
Number of New Businesses	0	1
Number of Businesses Closed	0	0

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (JAN-MAR)	ATTENDANCE IN 2025	ATTENDANCE IN 2024
Friday Night on White	10,000	9,000

Wake Forest Downtown, Inc. (WFD) held their annual Board Orientation and Review on 8.6.25, and the annual budget was adopted.

The Economic Vitality Committee of WFD is exploring a public art grant to provide up to $ 5,000 in matching funds to a business owner or property owner interested in adding public art to their facade and/or property. The grant application is being finalized, and we hope to share it in October.

Jennifer Herbert attended the NC Main Street Director's Meeting in Boone, NC, where the focus was on goal setting, organizational capacity, and storytelling.

Economic Development

WFBIP MONTHLY NEWSLETTER VIEW

The Wake Forest Business & Industry Partnership 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)

	AUGUST 2025	AUGUST 2024
Number of Responses to RFIs	1	0

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH
OC Labor

Engineering

PROJECT UPDATES	
Street Resurfacing	Residential streets are complete. Non-residential streets should be completed in early September. Pavement markings will follow.
S. Franklin Street	Stormwater utility installation is ongoing, with lane closures expected to continue. Project remains on track for fall completion.
HL Miller Park Stream Restoration & Greenway Improvements	Work on boardwalk grading continues with bridge installation expected in September.
Dunn Creek Culvert Replacement – Juniper Avenue	Backfilling to the subgrade is complete, with surface-level elements to follow in September. Project remains on schedule for completion in the fall.
Dunn Creek Greenway Phase III	Paving is underway, with alignment L1 complete. Shoulder work, fiber relocation, and Wait Avenue upgrades will continue over the next several weeks. Project remains on schedule.
Dunn Creek Greenway Phase IV	Sewer lateral relocation at Flaherty Park is planned next month. Work continues on the Del Webb pedestrian bridge, with grading and stormwater improvements underway. Phase IV paving will follow Phase III. Project remains on schedule.
Crenshaw Stream Restoration Site 5	Work began on this project section in August and is anticipated to be completed in early fall.
Crenshaw Stream Restoration Site 6	Work is anticipated to begin on this project section in September, with completion in winter.

Finance

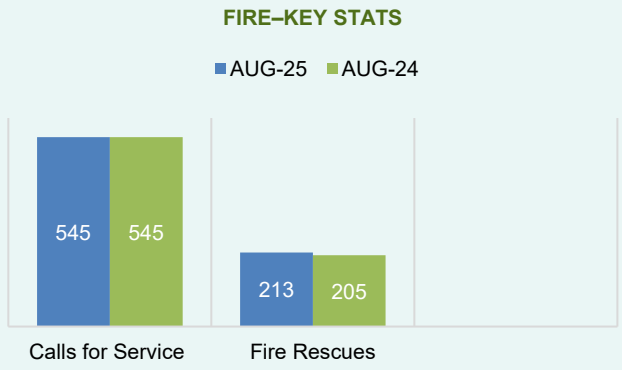
FINANCIAL TASKS COMPLETED	
TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and Payment	8-11-2025
ORBIT/LGERS Report – NC State Treasurer	8-6-2025
Utility Sales Tax Return – E500 E	8-15-2025
Gross Receipts Tax Report	8-11-2025
BLS Department of Labor Report	8-25-2025
ACCOUNTING/FINANCE	AMOUNT
Number of Invoices Paid by Check	396
Number of Invoices Paid Electronically	61
Number of Invoices Paid with P-Card	0
Number of Active Grants	0

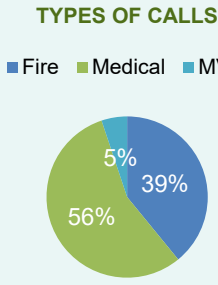
PURCHASING / WAREHOUSE	
Purchase Orders Processed	56
New Vendors Set Up	12
Informal Quotes	13
$ Received Surplus Items Sold	$42,727
Number of Bids Placed	0
HUBSCO Reports	0

Fire

KEY STATS		
	AUGUST 2025	AUGUST 2024
Calls for Service	545	545
Average Response Time	4:34	4:39

TYPES OF CALLS		
	AUGUST 2025	AUGUST 2024
Fire	213	205
Medical	304	309
Motor Vehicle Accidents (MVA)	28	31





Human Resources

EMPLOYMENT

	AUGUST 2025	AUGUST 2024
Positions filled	441	431
Vacancies	30	22
Total Authorized Positions FY 2023–2024	**471**	**453**

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
Patrick Ward	Public Works	Street Supervisor	8-4-2025
Nathan Boozell	Police Department	Sergeant	8-31-2025
John Boone	Police Department	Corporal	8-31-2025

Information Technology

SERVICE STATS

	AUGUST 2025	AUGUST 2024
Service Requests Completed	803	687
Network Uptime Percentage	100%	100%

Inspections & Public Facilities

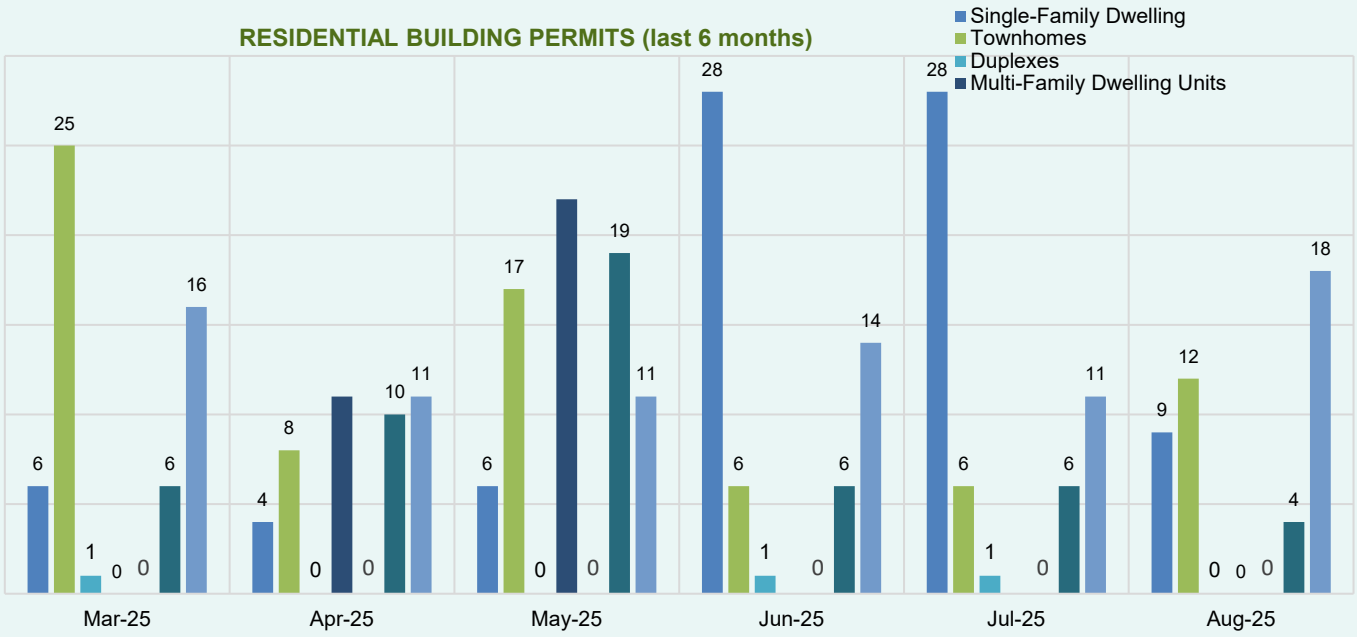
RESIDENTIAL PERMITS

	AUGUST 2025	AUGUST 2024
Single-Family Dwelling	9	24
Townhomes	12	22
Duplexes	0	0
Multi-Family Dwelling Units	0	0
Other	136	142
Total	**157**	**188**

NON-RESIDENTIAL PERMITS

	AUGUST 2025	AUGUST 2024
New Commercial	2	0
Fit-Ups	2	3
Other	33	15
Total	**37**	**18**

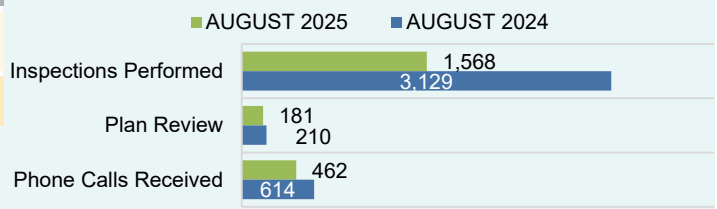
Inspections & Public Facilities



PUBLIC FACILITIES

	AUGUST 2025	AUGUST 2024
Preventative Maintenance Completed	674	648
Reactive Work Orders	127	144

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

NEW COMMERCIAL BUSINESSES	
Wake Forest Exchange (Shell)	930 Timerline View Dr.
Dunn Creek Amenity Clubhouse	390 Branch Grove Rd.
FIT-UPS	
Southern Design Cabinetry	740 Merritt Capital Dr. 121
Sen Nails	535 Dr. Calvin Jones Hwy 130
PRE-OCCUPANCIES	
JDC Power Systems LLC	2804 Crusher Run
Zapolski Real Estate (Power Change)	12261 Capital Blvd
The Good Pup Dog Grooming Studio	927 Durham Rd. 102
John's Violin Company	1241 S Main St. 22
City Armory	744 Merritt Capital Dr. 105

Organizational Performance

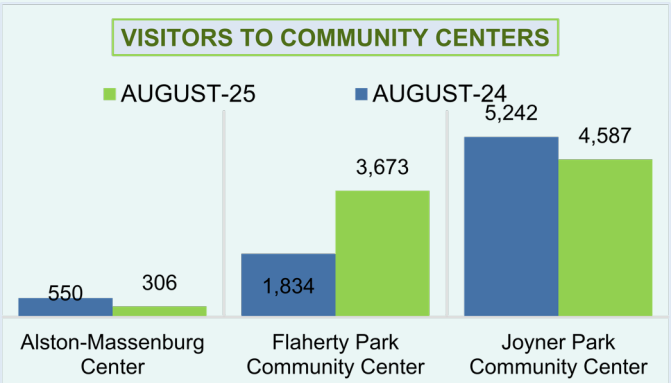
NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)	
Staff Hours	20 hrs./week
Updates	Established Mini Pantry partnership with TAM Hosted Semi-Annual meeting (evening - 15) CROP Walk partnership Deliveries WFCT - 4x Eat Well Wake - 2x
Lunch & Learn	N/A

GUEST SERVICES VOLUNTEER (GSV) PROGRAM	
Active	20
Inactive	3 (Health Issues)
Onboarding	N/A
Hours (August)	140

Parks, Recreation & Cultural Resources

ATHLETICS

	AUGUST 2025	AUGUST 2024
Registrations Received – Youth	4	6
Registrations Received – Adult	4	4
Games Held	28	22
Revenue	$1,660	$2,110



VIEW

RECCONNECT PROGRAM GUIDE

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

PROGRAMS

	AUGUST 2025	AUGUST 2024
Registrations Received – Youth	515	183
Registrations Received – Adult	165	188
Classes/Programs Held	30	34
Revenue	$30,348	$14,690

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	3
PM Inspections & Services	40
Evening & Weekend Park Services	12

FACILITY RENTALS

	AUGUST 2025	AUGUST 2024
Athletic Fields	4	8
Joyner Park Outdoor / Open Space	7	0
General Outdoor / Open Space	0	0
Picnic Shelters	3	2
Wake Forest Community House	11	9
Joyner Park Community Center	2	1
Flaherty Park Community Center	0	0
Alston-Massenburg Center	0	3

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	AUGUST 2025	AUGUST 2024
Aquatic Center	3,856	4,987
Taylor Street Sprayground	713	988

Planning

DEVELOPMENT SERVICES MONTHLY REPORT VIEW

ZONING VIOLATIONS DASHBOARD VIEW

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

CERTIFICATES OF APPROPRIATENESS

	AUGUST 2025	AUGUST 2024
COAs Received	0	0
COAs Approved	0	0

Police

KEY STATS		
	AUGUST 2025	AUGUST 2024
Calls for Service	4,746	5,253
Vehicle Crashes	178	215

Public Works

Streets: Replaced 206' of sidewalk, 16 yards Repaired 8 patches, 87 tons Assisted with FNOW and WFPD Touch a Truck

Fleet: Fleet completed 188 work orders in August for a combined shop productivity average of 78% for billable hours.

Solid Waste: Route changes started on 8/11/25. This included trash, recycling, and yard waste. Overall, not too many residents were affected, and the changes went very smoothly considering many people do not like change. Larry Harvey has been promoted from SW Collector to SW Equipment Operator and will officially begin his new role 9/2/25. After many months of work, trial, and testing, the automated bulk request form that Jeanette Johnson had worked so diligently on went into effect on August 18, 2025, and worked very well. With much repaving through many neighborhoods this month, we were able to continue completing trash recycling and yard waste, with having to go back often.

Urban Forestry: Removed 3 trees, pruned 50 trees.

Admin: Started preparing for yearly CAP (collection assistance program) audit. Spoke with several residents concerning niches at the Wake Forest Cemetery. Sent Republic back for 217 missed collections for the month of August.

RECYCLING		
	AUGUST 2025	AUGUST 2024
Volunteer Collected Litter	100	0
Volunteer Collected Recycling	0	0
Volunteer Hours	15	0
Volunteer Miles of Streets	2	0
Sections of Roads Cleaned (not miles)	0	0
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued / Returned	3	0

SOLID WASTE		
	AUGUST 2025	AUGUST 2024
New Construction Homes Added	25	90
New Cart Sets	25	90

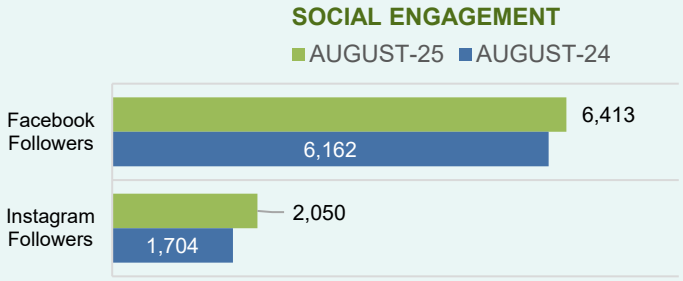
CEMETERY		
	AUGUST 2025	AUGUST 2024
Number of Plots Sold	0	0
Number of Niches Sold	0	0
Total Plots Available	0	0

Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE VIEW

EVENT & PROGRAM ATTENDANCE

	AUGUST 2025	AUGUST 2024
Monthly In-Person Attendance	1,684	1,840
Virtual Views	7,603	2,382
Ticketed Events Held	16	2
Free Events Held	4	2



Highlights for August 2025 for the Renaissance Centre

- The Wake Forest Renaissance Centre hosted an artists' reception for their latest gallery exhibition by the Capital Camera Club. The event brought about 75 visual arts enthusiasts to the gallery and resulted in the sale of one photograph.
- The Wake Forest Renaissance Centre hosted the Cruising for Clues Mystery Dinner Theatre at 12 pm and 6:30 pm on August 23. These sold-out performances produced by It's A Mystery delighted audiences with drama, intrigue, and delicious cuisine.

Wake Forest Power

CUSTOMER SUMMARY

	AUGUST 2025	AUGUST 2024
Electric Meters/Customers	8,156	7,799
Pre-Pay Power Customers	386	466
H.O.P.E. Participants	41	44
N.C. GreenPower Participants	16	16

POWER OUTAGES

	AUGUST 2025	AUGUST 2024
Total Number of Customers Affected by Outages this Month	675	195
Average Number of Customers Affected per Outage	169	28

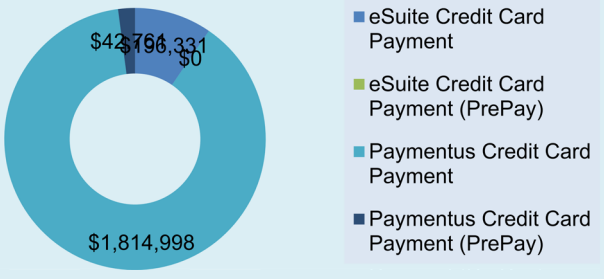
PAYMENTS RECEIVED

	AUGUST 2025	AUGUST 2024
eSuite Credit Card Payments	$196,331	$276,302
eSuite Credit Card Payments (Pre-Pay)	$0	$0
Paymentus CC Payments	$1,814,998	$1,622,501
Paymentus CC Payments (Pre-Pay)	$42,761	$72,185

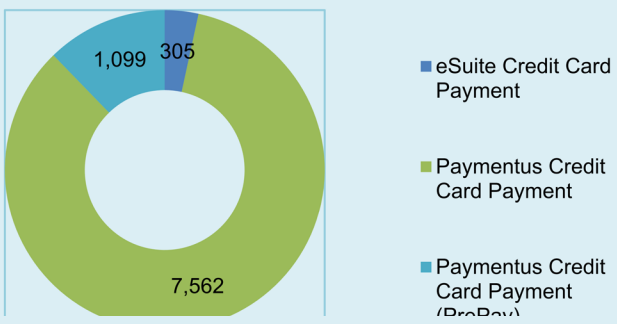
NUMBER OF TRANSACTIONS

	AUGUST 2025	AUGUST 2024
eSuite Credit Card Payments	305	431
Paymentus CC Payments	7,562	6,961
Paymentus CC Payments (Pre-Pay)	1,099	1,840

PAYMENTS RECEIVED
AUGUST 2025



PAYMENTS RECEIVED
AUGUST 2025



Historic Preservation Commission

MEETINGS	
Most recent meeting held	08/26/2025
Number of members in attendance: 0 out of 9	

The August meeting was cancelled.

Human Relations Council

MEETINGS	
Most recent meeting held	08/28/2025
Number of members in attendance: 5 out of 10	

The Human Relations Council continued with plans for the upcoming Good Neighbor Day event, being held Saturday, September 20, 2025, from 1:00 PM to 4:00 PM.

Public Art Commission

MEETINGS	
Most recent meeting held	08/28/2025
Number of members in attendance: 7 out of 11	

The installation of the sculpture at the Center for Active Aging is on September 4.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS	
Most recent meeting held	08/25/2025
Number of members in attendance: 10 out of 12	

Work Group Assignments 2025 Events:
Unplugged Sunday, September 7th, 5 pm-7 pm: Jim shared the layout and setup plan for the event. Board members should arrive at 4 pm. Advisory board members should wear blue polo shirts.
Cultural Art Fair: Canceled / Discuss the future of this event.
ACTION: Vote to not host Art event in 2026: Mover: Felicia; Seconder Sandy / Vote: Motion carried 10 - 0.
Board Greenway Clean Up Day – October 4th

Technology Advisory

MEETINGS	
Most recent meeting held	08/26/2025
Number of members in attendance: 6 out of 13	

Plan, coordinate, and confirm TAB meeting dates for both virtual and in-person sessions to ensure full participation. In addition, schedule for the upcoming STEM event set for April 11, 2026.

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-557-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date:September 16, 2025

Subject
Commissioner Reports

Recommendation:

item Summary:

ATTACHMENTS: