



Wake Forest Board of Commissioners
Meeting Agenda
June 18, 2024 at 6:00 PM
All items listed are for discussion and possible action.

Notice

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

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

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

Public Comment

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

Call to Order

Pledge of Allegiance

1.Approval of Agenda

2.Approval of Minutes

- 2.A. May 7, 2024 Work Session
May 21, 2024 Regular Meeting
[DraftBOCWSEMinutesMay202407.pdf](#)
[DraftBOCMinutesMay202421.pdf](#)

3.Presentations

- 3.A. Closed Session: NCGS 143-318.11(a)(3) Consultation with the Town Attorney

4.Public hearings / Public Comment

- 4.A. Public Hearing on LEGISLATIVE CASE RZ-23-10, 306 S. Allen Road, a rezoning filed by GWP Developers LLC to rezone 2.75 acres located at 306 S. Allen Road, being Wake County Tax PIN 1840-68-8987 from General Residential 5 (GR5) to Residential Mixed-Use Conditional District (RMX-CD).
[BOC Agenda Summary RZ-23-10.pdf](#)
[RZ-23-10 Staff Report v1.pdf](#)
[Attachment A - Neighborhood Meeting Information.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
[Attachment E - RZ-21-06 Ordinance and Staff Report.pdf](#)
[Ordinance RZ-23-10 306 S. Allen Rd.docx](#)
[Exhibit 1 - Legal Description.pdf](#)
[Exhibit 2 - Consistency Statement RZ-23-10.pdf](#)
[Exhibit 3 - Proposed Conditional District Plan.pdf](#)
- 4.B. Public Comment: If anyone would like to address the Board on the Interlocal Agreement Regarding Enforcement of the Wake County Nondiscriminations Ordinance in Municipal Jurisdictions

- 4.C. 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 resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2024-2025 for the Town of Wake Forest
[Franklin County Rev Collection_summary.pdf](#)
[Resolution 2024-xx authorizing franklin co tax admin to levy and collect taxes 2024-2025.docx](#)
- 5.B. Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2024-2025 for the Town of Wake Forest
[Wake County Rev Collection_summary.pdf](#)
[Resolution 2024-xx authorizing wake co tax admin to levy and collect taxes 2024-2025.docx](#)
- 5.C. Approval of Budget Ordinance Amendment # 5 - FY 2023-2024
[Final Budget Ordinance Amendment_summary.pdf](#)
- 5.D. Approval of Adoption of an Ordinance Amending the Code of Ordinances Chapter 14, Article II, Section 14-31 – 14-38 - Nuisances
[Agenda Summary.pdf](#)
[Ordinance 2024-XXX.docx](#)
[Attachment A -Proposed Chapter 14 Article II Nuisances.pdf](#)

6.Legislative Items

- 6.A. Consideration of Second Reading of an Ordinance Amending Chapter 10, Article V, Section 20-131 - Curfew, of the Code of Ordinances for the Town of Wake Forest, NC

[Item Summary 2024 Ordinance Amendment to Consider Curfew for Friday Night on White 6.18.24.docx](#)

[Attachment A Current Curfew Ordinance - Chapter 10, Article V, Section 20-131.docx](#)

[Attachment B Proposed Ordinance Amendment to add Friday Night on White Curfew.docx](#)

[Attachment C Friday Night On White Venue map.pdf](#)

[Attachment D Proposed Boundaries for Friday Night on White Curfew.pdf](#)

7.Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-23-10, 306 S. Allen Road, a rezoning filed by GWP Developers LLC to rezone 2.75 acres located at 306 S. Allen Road, being Wake County Tax PIN 1840-68-8987 from General Residential 5 (GR5) to Residential Mixed-Use Conditional District (RMX-CD).

8.Administration and Financial Items

- 8.A. Consideration of approval of FY 2024-2025 Budget Ordinance

[FY 2024-2025 Budget Ordinance approval_summary.pdf](#)

[2024-xx budget ordinance 2024-2025.docx](#)

[2024-2025 Pay Plan - Effective 07.01.2024.pdf](#)

[Planning Fee Schedule_Final Submitted FY25.pdf](#)

[Other Fee Amendments_FY 2425.pdf](#)

- 8.B. Consideration of Approval of an Interlocal Agreement Regarding Enforcement of the Wake County Nondiscriminations Ordinance in Municipal Jurisdictions

[_WakeCountyNDOILAFORM_3.3.22_.pdf](#)

[Ordinance_prohibiting_Discrimination_2021.pdf](#)

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A. Wake County Tax Release

[WF-TXREP-JUNE-2024-BOC-MTG.pdf](#)

12.B. Department Monthly Reports

[May 2024 Monthly Report.pdf](#)

12.C. Commissioner Reports

12.D. Closed Session: NCGS 143-318.11(a)(6) Personnel

13. Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-199-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

May 7, 2024 Work Session

May 21, 2024 Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCWSEMinutesMay202407.pdf](#)
- [DraftBOCMinutesMay202421.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, May 7, 2024**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Commissioners Present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackelford, 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
Assistant Town Manager/CFO Aileen Staples
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Long Range Planning Manager Brad West
Senior Planner Tim Richards
Finance Director Samantha Sanchez
Purchasing Manager Randy Driver
Human Resources Director Angela McCray
Planner II Emma Linn

Communications & Public Affairs
Director Bill Crabtree
Director of Organizational Performance
Lisa Hayes
Budget & Performance Manager
Michelle Daniels
Contracts & Procurement Specialist
Hollie Aldridge
Assistant Stormwater Engineer Nick Nolte
Facilities Maintenance Specialist Steven Carpenter
Police Chief Jeff Leonard
Captain Brandon High
Captain Julius Jefferson
Lieutenant Patrick Misko

1. Presentations

1.1. Discussion of Nondiscrimination Ordinance

Danya Perry from Wake County Government presented a Nondiscrimination Ordinance: Introduction & Status Update. Mr. Perry explained that since the ordinance was put into effect, they have been working with municipalities to encourage their involvement. The nondiscrimination ordinance aims to increase coverage beyond what state and federal laws currently protect.

Commissioner Shackelford asked about the cost associated with the ordinance. Mr. Perry stated that, currently, the cost of the contract with Campbell Law School is about \$30,000 per year. Mr. Perry stated that at this time, the county is covering those costs. Eventually, the cost will be shared with the towns. He said the more people that participate, the smaller the cost would be.

Commissioner Clapsaddle asked what positive impact this ordinance would have on small business owners and businesses in Wake Forest, and throughout the county. Mr. Perry replied that it creates an atmosphere of belonging, welcoming, and openness. He also stated that it would have no impact on businesses.

Commissioner Clapsaddle also asked if the ordinance has deterred anyone from opening a business in Wake County. Mr. Perry stated that he had not heard of any such instances.

Commissioner Sliwinski asked whether Wake Forest's corporate limits, which extend into Franklin County, would allow the Wake County manager to make jurisdictional decisions in Franklin County within Wake Forest's corporate limits. Mr. Perry responded no, but he would like to get back to Commissioner Sliwinski on it.

Commissioner Sliwinski mentioned that the county plans to contract with a third party, specifically the Campbell Law School Restorative Justice Clinic. However, that leaves the door open for a change in that third party in the future. If such a change were to occur, would the municipalities that sign the interlocal agreement have a say in selecting the new third party? Mr. Perry stated that they have not yet received a large number of complaints that would necessitate a change. However, if the number of complaints increases, it is unclear whether the cost will remain the same and whether another organization should be considered.

Commissioner Sliwinski inquired about Section 2.04, which discusses the authority of a county employee in an investigatory capacity having the same authority as a municipal employee. He asked about the extent of this authority. Mr. Perry said he would need to consult with the county attorney for clarification. Commissioner Sliwinski also had inquiries related to the open records law.

Questions were asked relating to jurisdiction. Attorney Kingsberry explained that if they adopt the agreement, it would be applicable within the town limits and the ETJ and would still be subject to their agreement with Wake County.

Commissioner Cross inquired about who determines the complaint standard. Mr. Perry responded that the county attorney is responsible for setting the standards. Commissioner Cross then asked if the municipality is entitled to know what these standards are. Mr. Perry explained that the standards are outlined in the nondiscrimination ordinance.

Commissioner Shackleford sought clarification on whether the conciliation process is essentially mediation. Mr. Perry confirmed that it is. Commissioner Shackleford then asked if a business participating in the process would have the opportunity to talk through the mediator and voluntarily enter a compromise. Mr. Perry replied, yes. Commissioner Shackleford noted that the agreement does not provide a remedy for monetary damages or any other punitive remedies, to which Mr. Perry responded that he was not entirely sure.

Commissioner Clapsaddle asked if there is anything similar to the nondiscrimination ordinance in the Town of Wake Forest. Town Manager Padgett stated that the town adheres to state and federal law, but the town's definitions are not as detailed.

Human Resources Director Angela McCray mentioned that the Town of Wake Forest's current policies already cover everything included in federal and state law.

Commissioner Sliwinski sought clarification that the ordinance is not specific to the Town of Wake Forest and is instead an interlocal agreement that would allow the county ordinance to be applicable within the town's corporate limits. Town Attorney Kingsberry replied, correct.

ACTION

Mover: Commissioner Clapsaddle made a motion that town staff prepare a Wake Forest nondiscrimination ordinance for the board to review at the June 4, 2024, Board of

Commissioners Work Session.

Second: Commissioner Shackleford.

Town Attorney Kingsberry asked Commissioner Clapsaddle if he wanted to adopt a resolution to collaborate with Wake County or pursue an entirely separate process.

DISCUSSION

- Commissioner Shackleford expressed his support for the county agreement but also indicated that he would support a town ordinance as an alternative.
- Commissioner Clapsaddle mentioned that he would be willing to withdraw his motion if the town agreed to an ordinance that endorsed nondiscrimination and supported the interlocal agreement with Wake County.
- Commissioner Cross inquired whether opening the ordinance for public comment for residents and small business owners would be more appropriate. Mr. Padgett responded that typically the board does not vote on an action item at a work session unless it is an emergency. If the board decides to proceed, the item would be placed on an upcoming regular voting meeting. Mr. Padgett mentioned that the item could be added as a specific public comment or could be addressed under the general regular public comment allowed at every regular meeting.
- Commissioner Clapsaddle withdrew his initial motion but then made a motion that they concur with the interlocal agreement regarding enforcement of the Wake County Nondiscrimination Ordinance in municipal jurisdictions. He asked that this be prepared for the board's consideration at the Board of Commissioners Meeting on June 18, 2024.

Town Attorney Kingsberry explained that the town would adopt this interlocal agreement through a resolution, not an ordinance. Commissioner Clapsaddle agreed with the correct procedure for adopting the agreement, whether it be a resolution or an ordinance.

Mayor Jones suggested that the best approach would be to have the staff present to the board, where a formal vote could be taken at a later date. She emphasized there was no requirement to vote on anything at this particular meeting. Commissioner Clapsaddle then requested that staff prepare a report to present to the board. The board agreed that staff should present a report to them.

Commissioner Sliwinski mentioned that he would support obtaining a staff report and wanted to ensure that there would be public comment on this issue. Commissioner Cross agreed with him.

Commissioner Clapsaddle inquired whether it was certain that the staff would present it to the board on June 4th. Mayor Jones replied that she was unsure when it would come before the board and that it would depend on how much time the staff needed to put it together. Town Manager Padgett indicated that it would most likely be presented at the June 18th regular meeting.

Commissioner Cross and Commissioner Sliwinski would both like to see the item as a specific public comment on the agenda.

Mayor Jones inquired whether the existing laws cover everything in this, except for the Crown Act. Mr. Perry explained that it furthers the protection at both federal and state levels. Mayor Jones clarified that the act doesn't expand the coverage, but rather allows for discussion instead of resorting to a lawsuit.

Commissioner Cross asked if any small business owners had been polled about their involvement in this at the county level. Mr. Perry responded not explicitly. Commissioner Cross asked what other resources are made available. Mr. Perry responded there are state and federal-level resources.

1.2. Presentation on the Wake County Public School System (WCPSS) District Strategic Plan

Dr. Clinton Robinson, Jr. and Dr. Leigh Ann Alford-Keith from the Wake County Public School System (WCPSS) Board of Education provided a presentation on the WCPSS Strategic Plan.

Commissioner Wright asked why they do not value growth over proficiency. Ms. Alford-Keith clarified that they do not prioritize one over the other and consider all aspects equally.

Commissioner Cross asked about the current graduation rate. Ms. Alford-Keith responded that it stands at 89 percent, noting that it has decreased due to the pandemic.

Commissioner Wright inquired about the reasons for teachers leaving. Ms. Alford-Keith listed salary compression, entry salaries, class size impacts, and increased expectations as some of the reasons. Mr. Robinson also mentioned changes in student behavior. Mayor Jones expressed surprise upon learning that only half of the employees are teachers. Ms. Alford-Keith explained that the other employees include bus drivers, cafeteria workers, counselors, facilities staff, maintenance workers, and others.

Commissioner Wright inquired about additional opportunities for other schools and expressed a desire to have further conversations with Mr. Robinson at a later date.

Commissioner Sliwinski asked about the priority of achieving the goal of 95 percent student attendance and emphasized the importance of ensuring reliable and safe transportation for the students, as without transportation, children cannot attend school. Mr. Robinson replied that it is a high priority.

Commissioner Cross suggested that the board hear about the capacity of the schools in their municipality. It was agreed that Mr. Robinson would send reports to the commissioners quarterly.

Commissioner Shackleford expressed a desire to ensure that the town is engaging and supportive.

Mr. Robinson inquired about the mayor and commissioners visiting the schools in Wake Forest. He also mentioned that a neighboring municipality had established a leadership academy for its students. Mayor Jones responded by sharing information about the Youth Leadership Wake Forest Group, which is led by the Wake Forest Area Chamber Foundation.

Ms. Alford-Keith mentioned that they are present to establish a new level of partnership. Mayor Jones asked if the Board had any other questions. No further questions were heard.

- 1.3 Presentation on LEGISLATIVE CASE RZ-23-03, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Senior Planner Tim Richards provided an overview of Legislative Case RZ-23-03, White Street.

The board expressed concerns regarding the proposed development's potential impact on several aspects, including parking, setbacks along N. White St., buried power lines, road connections at Royal Mill Ave. to Harris Rd., building heights, traffic impact analysis, road design, parking overflow, enhanced building design standards, and improvements on N. White St.

Mayor Jones questioned why the existing power lines wouldn't be buried. Mr. Richards replied that he would let the applicant address that. He mentioned that the applicant had communicated that burying the power lines would be costly, especially on the Royal Mill Ave. frontage, due to the high voltage power lines.

Commissioner Cross asked if the surrounding power lines in that area were buried. Mr. Richards explained that the high voltage power lines continue down Royal Mill Ave. When asked if the power lines would be buried along N. White St. near the church, Mr. Richards didn't have an answer but committed to finding out.

The board then discussed the connection of Royal Mill Ave. to Harris Rd. and the timing of the upfit.

Mr. Richards explained that the conditions changed since the Planning Board Comment Session:

- #2: Reference to gathering space on master plan
- #3: Uses added to list not allowed: alcoholic beverage sales store, bar/tavern, and gun sales store
- #13 and #14: At least 6% of units to be affordable units for 10 years

Mr. Richards stated that the Planning Board recommended approval by a vote of 7-0 at the April 9, 2024 public comment session. The board found the request consistent with the Comprehensive Plan.

Mr. Richards stated that staff recommends approval of the rezoning as proposed and finds it to be generally consistent with the Comprehensive Plan and in the public interest because it is consistent with Community Plan direction for:

- Neighborhood Commercial areas
- Commercial & Industrial Area #2
- Setbacks and Parking Lots

- Sidewalks and Multi-Use Paths
- Gateways

Commissioner Cross asked if the Traffic Impact Analysis (TIA) considered the traffic flow from the church to the baseball field during peak hours. Mr. Richards responded that the church has not been constructed yet and he does not think it was included in the analysis but confirmed that traffic counts were conducted as part of the TIA.

Commissioner Cross asked if there had been any conversation about overflow parking at the ballfield and if there had been any concerns about it. Mr. Richards said he has not heard any concerns about the spillover issues.

Commissioner Cross inquired about the height of the retaining wall on the backside facing the ballfields. Developer David Phillips responded that the retaining wall would be eight feet high and there would be six feet of fence.

Commissioner Cross asked if two access points were required in this type of development. Mr. Richards replied that the UDO does not require two access points.

Commissioner Cross inquired about the possibility of implementing enhanced building design standards on all sides of the building. Mr. Richards responded that the applicant has not proposed any enhanced building design standards, so the building would need to adhere to the default building design standards.

1.3. Presentation on the service contract for on-demand transit services provided by River North LLC (Via Transportation, Inc.)

Planner II Emma Linn provided an overview of the on-demand transit services contract.

Mayor Jones expressed enthusiasm for including the Wakefield area in the transit service and asked if Raleigh had agreed to a free service fare. Ms. Linn replied, yes. Commissioner Wright believes this is an amazing idea saving money and increasing services.

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

The board recessed at approximately 8:12 p.m.

The board reconvened at approximately 8:17 p.m.

1.4. Presentation of Proposed FY 2024-2025 Annual Operating Budget

Town Manager Padgett introduced the new Budget & Performance Manager Michelle Daniels.

Town Manager Padgett provided an overview of the proposed budget for FY 2024-2025 and said the budget will come before the board on the following dates:

- Public Hearing - Tuesday, May 21, 2024
- Work Session - Tuesday, June 4, 2024
- Approve Budget - Tuesday, June 18, 2024

Mayor Jones asked if anyone had any questions or comments. No questions or comments were heard.

A hard copy of the proposed budget for FY 2024-2025 is filed and available in the Town Clerk's Office for review.

1.5. Presentation of updates to Purchasing Policy

Finance Director Samantha Sanchez and Purchasing Manager Randy Driver provided a brief overview of the proposed amendments to the Towns Purchasing Policy.

Mayor Jones asked if there were any questions. No questions were heard.

1.7. Friday Night on White Update

Communications & Public Affairs Director Bill Crabtree gave a brief presentation addressing the challenges that the town is currently facing with Friday Night on White, which threatens the future of this event.

Mr. Crabtree mentioned that if the challenges they are addressing don't improve and the town continues to encounter the same issues as in recent months, the staff will go back to the board and ask for their consideration on a proposed curfew for children 16 years of age and under.

Town Manager Padgett stated that Downtown Developer Director Jennifer Herbert and Town Attorney Hassan Kingsberry are collaborating on a curfew ordinance in case they decide to implement a curfew.

Commissioner Clapsaddle asked if the synchronization with other police departments for assistance would all go through the town's commanding control systems and leadership. Mr. Crabtree replied, yes.

Mayor Jones said she appreciates all that the staff has done in working through the challenges facing Friday Night on White and favors a curfew.

Commissioner Cross asked how the process of a curfew would be enforced. Town Attorney Kingsberry said the town already has a curfew ordinance that was adopted in 2020. Staff will amend that ordinance and add a section related to Friday Night on White. Town Attorney Kingsberry explained the current ordinance enforces the curfew from midnight to morning, but staff will change those hours for Friday Night on White to 8:00 p.m. to midnight. The police will oversee enforcement, issuing citations, and criminal charges.

1.8. Presentation of Capital Area Metropolitan Planning Organization (CAMPO) Memorandum of Understanding.

Planner II Emma Linn shared there is a minor amendment to the CAMPO Memorandum of Understanding to include the Town of Coates, Town of Wilmington, and Chatham County, as well as to make some administrative updates to include codes and current practices.

Mayor Jones mentioned that every time there's a population change, they must look at the boundaries.

Mayor Jones asked if anyone had any questions. No questions were heard.

2. Discussion of Monthly Financial Report
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2.1 Monthly Financial Report

Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

4. Other Business

4.1. Consideration of Wake Forest Tower Site Lease with Wake County

Town Attorney Kingsberry explained that Wake County is interested in renewing a lease with the Town of Wake Forest, which has been in place for approximately twenty years. He clarified that Wake County currently leases space on the town's tower site at Flaherty Park for Fire and Police Communications and EMS. Town Attorney Kingsberry mentioned that the lease before the board is to renew the current lease and provide an additional twenty-year renewal term if necessary. This matter has already been reviewed by the Wake County Board of Commissioners, and they are awaiting approval from the Town of Wake Forest. The terms of the lease involve the town leasing the space to Wake County for free with one renewal term of twenty years.)

Commissioner Wright asked if it was normal to lease for free. Attorney Kingsberry replied, yes.

Mayor Jones asked if there were any other questions. No other questions were heard.

ACTION

Mover: Commissioner Wright made a motion to approve.

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

4.2. CIP Project Tracker

Received.

4.3. Strategic Plan Quarterly Tracker_Q3 FYE2024

Received.

5. Commissioner Reports

Commissioner Wright attended the STEM Event at Joyner Park Community Center and the Building Safety Month Event.

Commissioner Shackleford attended the Trentini Foundation Banquet.

Commissioner Cross attended Meet in the Street, National Day of Prayer, and the Urban Forestry Board Meeting. She is scheduled to attend Planning 101.

Commissioner Clapsaddle attended the 2024 Youth of the Year Lunch at the Boys and Girls Club and Meet in the Street. He shared that May is Military Appreciation Month and that Military Spouse Appreciation Day is always the Friday before Mother's Day. Armed Forces Day is on May 18th, and Memorial Day is on May 27th. He is scheduled to attend Planning 101.

Commissioner Sliwinski attended the Building Safety Month Event and a reception for the Friends of the Renaissance Centre.

Mayor Jones commended Construction Inspector Supervisor Lamar Minter for being named a Road Scholar and expressed appreciation for his extra service. Residents reached out to Mayor Jones about the new Spirit Program in the Parks and Recreation Department, expressing how wonderful it was for their children to be able to participate in those programs. She also attended the NCLM City Vision Conference, the Building Safety Month Event, and the JROTC Military Ball at Wake Forest High School.

Town Manager Padgett had no report.

6. Adjournment

The Board of Commissioners adjourned the meeting at 9:10 p.m.

Duly approved in open session this 18th day of June 2024.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, May 21, 2024**, 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 stated that Commissioner Shackleford would not be in attendance for tonight's meeting.

Mayor Jones led everyone in the Pledge of Allegiance.

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

Commissioner Members Absent: Commissioner Keith Shackleford.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager/CFO Aileen Staples
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy
Senior Planner Tim Richards
Planner II Emma Linn
Finance Director Samantha Sanchez
Budget & Performance Analyst Ben Blevins
Budget & Performance Manager Michelle Daniels

Director of Organizational Performance Lisa Hayes
Long Range Planning Manager Brad West
Assistant Stormwater Engineer Nick Nolte
Sustainability Coordinator Jeanette Johnson
Fire Chief Ron Early
Police Chief Jeff Leonard
Police Captain Julius Jefferson
Police Captain Brandon High
Police Lieutenant Patrick Misko
Downtown Development Director Jennifer Herbert
Jason Cannon President WFBIP
PRCR Director Ruben Wall
Purchasing Manager Randy Driver

1. Approval of Agenda

ACTION:

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

Second: Commissioner Wright.

Vote: Motion carried 4-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- April 2, 2024 Work Session
- April 16, 2024 Regular Meeting

ACTION:

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

Second: Commissioner Sliwinski.

Vote: Motion carried 4-0.

3. Presentations

3.A. Recognizing Rachel Gadd for earning an Honorable Mention citation in the annual C-SPAN StudentCam competition

Mayor Jones introduced Rachel Gadd, who was recognized for earning an Honorable Mention citation in the annual C-SPAN StudentCam competition.

3.B. Proclamation Recognizing June 2, 2024, as National Cancer Survivors Day in the Town of Wake Forest, North Carolina

Mayor Jones read the proclamation into the record:

***PROCLAMATION
RECOGNIZING JUNE 2, 2024 AS
"NATIONAL CANCER SURVIVORS DAY"***

***WHEREAS**, a “cancer survivor” is defined as anyone living with a history of cancer – from the moment of diagnosis through the remainder of life, and there are more than 18 million cancer survivors in America; and*

***WHEREAS**, since the number of cancer survivors is projected to increase to 22.2 million by 2030, increased access to effective cancer treatments, quality survivorship care, and necessary psychosocial resources – especially among minorities and the medically underserved – must be a top priority in our community; and*

***WHEREAS**, the great Wake Forest, North Carolina, has a valuable, dynamic cancer survivor population; and*

***WHEREAS**, hundreds of communities worldwide will be celebrating life on Sunday, June 2; and*

***WHEREAS**, on behalf of the people of Wake Forest, North Carolina, I salute all cancer survivors and those who support them;*

***NOW, THEREFORE**, I, Vivian A. Jones, Mayor of Wake Forest, and the Board of Commissioners do hereby proclaim Sunday, June 2, 2024, as “**NATIONAL CANCER SURVIVORS DAY**” in Wake Forest, North Carolina, and urge all citizens to join in this exuberant Celebration of Life.*

Mayor Jones presented the proclamation to Rhonda Hicks.

3.C. Proclamation Recognizing National Skilled Nursing Care Week from May 12 - 18, 2024

Mayor Jones read the proclamation during her recent visit to Hillside Nursing Home.

PROCLAMATION
NATIONAL SKILLED NURSING CARE WEEK
MAY 12 – 18, 2024

***WHEREAS**, the week of May 12 to May 18, 2024, has been designated as National Skilled Nursing Care Week (NSNCW), an observance that honors the dedicated care provided in skilled nursing centers across the nation; and*

***WHEREAS**, this year’s theme, “Radiant Memories: A Tribute to the Golden Age of Radio,” celebrates the rich tapestry of stories and experiences of those who reside and work within skilled nursing care centers, recalling an era cherished by many of our community’s elder’s; and*

***WHEREAS**, skilled nursing care providers play a pivotal role in delivering compassionate care to America’s elderly and individuals with disabilities; and*

***WHEREAS**, NSNCW acknowledges and celebrates the invaluable contributions of skilled nursing care centers and their staff to the lives of residents and their families.*

***NOW, THEREFORE**, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners, do hereby proclaim May 12 – 18, 2024, as National Skilled*

Nursing Care Week in Wake Forest and encourage all community members to recognize and participate in National Skilled Nursing Care Week activities and events. This week serves as a testament to the essential role that skilled nursing care plays in our communities and in the lives of many individuals and their families.

3.D. Proclamation Recognizing June 12, 2024 as "Women's Veterans Day"

PROCLAMATION FOR WOMEN'S VETERANS DAY

WHEREAS, on June 12, 1948, President Harry S. Truman signed the Women's Armed Services Integration Act enabling women to serve as permanent, regular members of the United States military services; and,

WHEREAS, North Carolina women have served in the American military since before we became a nation, yet they were not officially recognized as military members until 1948; and,

WHEREAS, women were not considered veterans and had no eligibility for benefits until women who served in World War II were given veteran status; and,

WHEREAS, over 25,000 women served overseas during World War I; over 7,000 North Carolina women served during World War II; and over 265,000 American women served during the Vietnam War including eight who are listed on the Vietnam War Memorial Wall; and

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners, do hereby proclaim June 12 as Women's Veterans Day in Wake Forest, North Carolina, and encourage all residents to remember this day as a salute to all women who have served or are serving in the United States military and thank them for their service.

3.E. Presentation on the 2035 Wake Transit Plan Update and Engagement.

Planner II Emma Linn presented the Wake Transit Plan Update and Engagement and shared the current status of the Wake Transit Plan Update.

Mayor Jones asked the board if they had any questions. No questions were heard.

4. Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the proposed FY 2024-2025 Budget

The following citizens provided comments:

- Gregory Doyle, 1200 Colonial Club Rd., Wake Forest, NC 27587

- Mary Doyle, 313 Yellow Poplar Ave., Wake Forest, NC 27587
- Grif Bond, 1012 Coram Fields Rd., Wake Forest, NC 27587
- Dorothy Pearce, 309 Berwick Ct., Wake Forest, NC 27587

- 4.B. Continuation of Public Hearing of LEGISLATIVE CASE RZ-23-06, Star Road Tech Center, a rezoning filed by St. John Properties to rezone 30.35 acres located at 0 Star Road, being Wake County Tax PINs 1739-65-3709, 1739-55-8441, and 1739-65-4232 from Highway Business (HB) and Special Highway Overlay (SH1-O) to Highway Business Conditional District (HB-CD) and Special Highway Overlay (SH1-O).

Senior Planner Patrick Reidy stated since the continuation of the public hearing request, the applicant has provided the following changes:

- Revised Condition #3 to state that the office building shall not be served by roll-up or overhead doors and that light industry uses shall be permitted in the Commercial buildings.
- Revised Condition #8 to state that outdoor space for daycares in truck courts for the light industrial buildings shall be fenced and protected to prevent vehicular intrusion. It also adds that full-height sound walls be placed between day care and adjacent tenants. It further restricts a day care from being permitted in commercial buildings or adjacent to an indoor shooting range.
- Revised Condition #11 to add a commitment of \$10,000 toward public art.
- Revised Condition #12 to provide a minimum of 10,000 square feet of space for outdoor seating/gathering space.
- Revised Condition #13 to build the CTP's backage road.
- Added Condition #14 to restrict small equipment repair/rental from having outdoor storage yards.
- Added Condition #15 to limit night club uses from 7am to 12am.
- Added Conditions #16 and 17 to restrict vehicular service uses from having storage yards and towing operations.
- Added Condition #18 to commit to providing a payment-in-lieu for the stream crossing at the end of Road 2.

Mr. Reidy stated after the public hearing was continued, a meeting between the applicant, Town Staff, and NCDOT was held on April 1st.

- Additional exhibits were provided to NCDOT at meeting

- Based on those additional exhibits, NCDOT has determined that while inconsistent with the U-5307 public hearing maps, development has minimized the impacts to the U-5307 project and feels it is a viable design.
- A note was added to the Master Plan that while impacts have been minimized to the extent practical, the development could still potentially be impacted by U-5307 project.
- A note will be added to the plat acknowledging this statement.

Mr. Reidy stated that most of the issues were resolved by staff. However, the staff still felt that the Child/Adult Day Care Center was not appropriate for this development and they don't support the access off Star Rd. and the condition of the daycare center.

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

1. The proposed rezoning is inconsistent with the Future Land Use Plan in the Community Plan.
2. The proposed rezoning is inconsistent with the Commercial Development section in the Community Plan.
3. The proposed rezoning is inconsistent with the Commercial and Industrial Areas Plan for Capital Boulevard section in the Community Plan.

Jon Frazier with FLM Engineering, 8951 Harvest Oaks Dr., Suite 205, Raleigh, NC 27615 is the Project Civil Engineer, and was available for questions.

Dustin Atkielski, 9252 Linslade Way, Wake Forest, NC 27587, is the applicant and also represents the developer and owner of the project, and was available for questions.

Mayor Jones asked if anyone else would like to speak. No one came forward to speak.

Mayor Jones declared the public hearing closed.

- 4.C. Public Hearing on a contiguous annexation submitted by property owners Eunice M Rogers Heirs for property associated with the rezoning request RZ-22-09, located at 3133 Burlington Mills Road and 8993 Ligon Mill Road being Wake County PINs 1749-00-7207 and 1749-00-6732 being approximately 9.55 acres.

Mayor Jones asked if anyone would like to speak. No one came forward to speak.

Mayor Jones declared the public hearing closed.

- 4.D. Public Hearing on LEGISLATIVE CASE RZ-23-03, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Chase Massey with FLM Engineering, 8951 Harvest Oaks Dr., Suite 205, Raleigh, NC 27615 was in attendance on behalf of the applicant and was available for questions. He noted the following items that came up during the work session regarding the Traffic Impact Analysis (TIA) that was performed.

- The TIA was performed in conjunction with NCDOT and the Town and approved by NCDOT and the Town.
- Royal Mill Ave. and N. White St. intersection adjacent to the site were analyzed as part of the TIA and did not meet the warrant or threshold for a stop light.
- The TIA also noted at that particular intersection the proposed traffic from the development contributed less than 6 percent of the total traffic.

Tamara Weightman, 5000 Centregreen Way, Suite 500. Cary, NC 27513 introduced herself and was available for questions.

Developer David Phillips, 5408 Phillipsburg Dr., Raleigh, NC 27613 introduced himself and was available for questions.

Commissioner Sliwinski asked if the commercial is speculative or if there are interested tenants. Mr. Phillips mentioned that while there are interested tenants, none of them have submitted a formal request or Letter of Intent, so the situation remains speculative.

Commissioner Wright inquired whether the TIA considered the future connection of Harris Rd. Mr. Phillips responded that they did not incorporate the potential future Harris Rd. connection into their study due to a lack of guidance from the state regarding the size of that road. Commissioner Wright expressed concern about the intersection, citing a previous accident, and worried that without a traffic light, future issues may arise when Harris Rd. is connected. Mr. Phillips mentioned that the AM and

PM peak hours did not warrant a traffic light recommendation, but the design studies for Harris Rd. from NCDOT and the Town might prompt the need for one.

Commissioner Cross asked if the TIA study factored in FUNGO's traffic. Mr. Phillips didn't know if they had any insight into the businesses or leases in that area.

Commissioner Cross voiced her concern that the study did not accurately capture the park's traffic during peak hours, particularly in the evenings.

Commissioner Clapsaddle inquired about the number of proposed units. Mr. Phillips confirmed that the proposal included sixty-five apartment units, with 5 or 6 of those designated as affordable housing.

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

The following citizens provided comments:

- Maysa Saoutari, 410 Barnard Castle Ct. Rolesville, NC 27571
- Mark Elbourn, 410 Barnard Castle Ct. Rolesville, NC 27571
- Djaouida Siaci, 301 Capellan St., Wake Forest, NC 27587
- Hala Asfari, 1313 Cathedral Rock Ct., Raleigh, NC 27610
- Jonathan Clayton, 120 West Holding Ave., Wake Forest, NC 27587
- Josh Keith, 90 Leaf Spring Way, Youngsville, NC 27596
- Weston Keith, 90 Leaf Spring Way, Youngsville, NC 27596
- Will Arterburn, 4901 Granite Lake Dr., Wake Forest, NC 27587
- Christopher Rogers, 15 Widegon Ct., Youngsville, NC 27596
- Adam Short, 140 Sunset Dr., Youngsville, NC 27596

5. Consent Agenda

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

5.A. Approval of Budget Ordinance Amendment # 4 for FY 2023-2024

[Filed in the Clerk's Office as Ordinance 2024-12.]

5.B. Approval of updated Purchasing Policy

[Filed in the Clerk's Office as Resolution 2024-30.]

5.C. Approval of Developer Agreement for an upgrade to a greenway bridge in Rosedale Phase 4/5

5.D. Approval of TOWF & CAH Holdings, LLC Encroachment Agreement

5.E. Approval of the Contract for the Wake Forest Pavement Evaluation and Technical Support 2025 Street Resurfacing Project

[Filed in the Clerk's Office as Resolution 2024-40.]

5.F. Approval of Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, the service contract for on-demand transit services provided by River North LLC (Via Transportation, Inc)

[Filed in the Clerk's Office as Resolution 2024-31.]

5.G. Approval of the updated Capital Area Metropolitan Planning Organization (CAMPO) Memorandum of Understanding.

[Filed in the Clerk's Office as Resolution 2024-32.]

- 5.H. Approval of a Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, a Membership Application to join the AARP Network of Age-Friendly States and Communities

[Filed in the Clerk's Office as Resolution 2024-33.]

- 5.I. Resolution Supporting NCDOTs Acceptance of Rogers Branch Road

[Filed in the Clerk's Office as Resolution 2024-34.]

- 5.J. Resolution authorizing the Town of Wake Forest to concur with NCDOT Municipal Concurrence Package for Ligon Mill Speed Limits

[Filed in the Clerk's Office as Resolution 2024-35.]

- 5.K. Approval of a Resolution to Authorize the Town Manager to Enter into a Professional Design and Engineering Services Contract for Smith Creek Greenway Phases 2 and 3

[Filed in the Clerk's Office as Resolution 2024-36.]

- 5.L. Approval of Acceptance of Grant - North Carolina Department of Environmental Quality 2024 Community Waste Reduction and Recycling Grant

[Filed in the Clerk's Office as Resolution 2024-37.]

ACTION:

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

Seconder: Commissioner Sliwinski.

Vote: Motion carried 4-0.

The Board recessed at 7:26 p.m.

The Board reconvened at 7:30 p.m.

6. Legislative Items

6.A. Ordinance Amending Chapter 10, Article V, Section 20-131 - Curfew, of the Code of Ordinances for the Town of Wake Forest, NC

Downtown Development Director Jennifer Herbert stated there were no reported incidents involving teenagers at the FNOW Event on May 10th. She mentioned that while teenagers were present at the event, it was uncertain whether they were supervised or unsupervised. Ms. Herbert expressed concern about the potential impact of unsupervised teenagers on future events and proposed an amended curfew for consideration.

Commissioner Wright expressed appreciation for the event bringing people downtown but raised concerns about businesses closing early due to the event and the behavior of teenagers. He voiced support for amending the curfew, suggesting a starting time of 7:00 p.m.

ACTION:

Commissioner Wright moved to approve the ordinance and enact it at 7:00 p.m. There was no second motion.

DISCUSSION

- Commissioner Clapsaddle expressed that the presence of law enforcement was beneficial in patrolling the extended area and sought clarification on enforcing curfew with teenagers.
- Commissioner Sliwinski expressed support for the proposed 8:00 p.m. curfew over the 7:00 p.m. curfew.
- Mayor Jones suggested setting the curfew age at 16 instead of 18 years of age.
- Commissioner Cross sought clarification on the definition of unsupervised teenagers, and Ms. Herbert explained that under the current ordinance, teenagers would be expected to reunite with their parents at 8:00 p.m. Commissioner Cross also expressed support for the 8:00 p.m. curfew and suggested setting the age limit at under 16 years of age instead of under 18. Mr. Kingsberry noted that the current ordinance sets the age at under 18 and is aligned with the state's definition of a minor. Commissioner Cross asked if it could be changed specifically for the FNOW Event, and Mr. Kingsberry said he would need to research it.

- Commissioner Clapsaddle expressed his desire to revise the wording of the ordinance and called for public input from parents and other concerned individuals before its enactment.
- Town Manager Padgett mentioned that the police do not have the resources to search for every child after 8:00 p.m. He emphasized that the ordinance would empower the police to take action against misbehaving individuals.

ACTION:

Mover: Commissioner Wright made a motion to approve as recommended.

Seconder: Commissioner Sliwinski.

Vote: 2-2 (Tie)

Yay

Commissioner Wright
Commissioner Sliwinski

Nay

Commissioner Clapsaddle
Commissioner Cross

Mayor Jones voted due to a tie vote.

ACTION:

Mover: Commissioner Wright moved to approve as recommended.

Seconder: Commissioner Sliwinski.

Vote: Motion carried 3-2

Yay

Commissioner Wright
Commissioner Sliwinski
Mayor Jones

Nay

Commissioner Clapsaddle
Commissioner Cross

Ms. Herbert informed the Board that the item would be revisited for a second reading at the June 4, 2024, Board of Commissioners Work Session.

7. Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-23-06, Star Road Tech Center, a rezoning filed by St. John Properties to rezone 30.35 acres located at 0 Star Road, being Wake County Tax PINs 1739-65-3709, 1739-55-8441, and 1739-65-4232 from

Highway Business (HB) and Special Highway Overlay (SH1-O) to Highway Business Conditional District (HB-CD) and Special Highway Overlay (SH1-O).

ACTION:

Mover: Commissioner Wright moved to approve Legislative Case RZ-23-06. Star Road Tech Center with the consistency statement. He thinks the changes made bring it a lot more in line with what they want to see there and is best within the public interest.

Second: Commissioner Sliwinski.

DISCUSSION

Commissioner Cross mentioned that while she initially had concerns about the project, she was pleased to see that the following issues had been resolved.

- The commitment of the Fees-in-Lieu,
- The commitment of public art; and
- The NCDOT documentation.

Commissioner Cross was also pleased about the following:

- Photos of what various developments look like,
- The development creating possibly more than 500 jobs; and
- The development of that land being as challenging as it is from a topography standpoint is a good choice for the land.

Vote: Motion carried 3-1.

Yay

Commissioner Wright
Commissioner Sliwinski
Commissioner Cross

Nay

Commissioner Clapsaddle

7.B. Consideration of a contiguous annexation submitted by property owners Eunice M Rogers Heirs for property associated with the rezoning request RZ-22-09, located at 3133 Burlington Mills Road and 8993 Ligon Mill Road being Wake County PINs 1749-00-7207 and 1749-00-6732 being approximately 9.55 acres.

ACTION:

Mover: Commissioner Sliwinski moved to approve the contiguous annexation submitted by property owners Eunice M Rogers Heirs for property associated with the rezoning request RZ-22-09, located at 3133 Burlington Mills Road and 8993 Ligon Mill Road.

Second: Commissioner Wright.

DISCUSSION

- Commissioner Cross commented that the approval of this annexation is not a vote for approval as this development was previously approved by a preceding Board.

Vote: Motion carried 4-0.

- 7.C. Consideration of a request from WK Dickson to waive the application review fees for the Raleigh and Wake Forest water line and stormwater repair project associated with ARPA.

ACTION:

Mover: Commissioner Wright moved to approve the request from WK Dickson to waive the application review fees for the Raleigh and Wake Forest water line and stormwater repair project associated with ARPA.

Second: Commissioner Sliwinski.

Vote: Motion carried 4-0.

- 7.D. Consideration of LEGISLATIVE CASE RZ-23-03, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

ACTION:

Mover: Commissioner Clapsaddle moved to approve Legislative Case RZ-23-03, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street.

There was no second vote.

ACTION:

Mover: Commissioner Cross moved to deny Legislative Case RZ-23-03, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street. Commissioner Cross stated it is not in line with the original plan for neighborhood business.

Second: Commissioner Wright.

DISCUSSION

- Commissioner Clapsaddle mentioned that the plan includes bringing in new businesses, incorporating over 60 apartments, and ensuring that at least 10 percent of the housing is affordable. It's currently uncertain how future traffic from the Harris Road connection will be managed, and the Traffic Impact Analysis (TIA) indicates that there won't be a significant impact on the entrances of Flaherty Park.
- Commissioner Wright expressed skepticism about the accuracy of TIAs, based on feedback from civil engineers and personal observations of traffic patterns. He emphasized that while he understands the importance of TIAs, he believes they can be unreliable. He clarified that his personal opinion does not represent the opinion of the Town. He said he's not against this particular project but what he asked for from the attorney is that he'd like to see something done to make that intersection safer, and nothing was offered.
- Commissioner Cross expressed support for the business aspect of the plan and highlighted the potential for walkable business opportunities. However, she raised concerns about the intersection, stating that the TIA did not adequately account for factors such as baseball traffic and FUNGO. She also advocated for a building height limit of no more than 3 stories.
- Commissioner Clapsaddle asked if the same conditions were imposed on the organization building across the street. Commissioner Cross replied that it was approved by the Town and did not come before them. She mentioned that the building was repositioned to allow for a potential change in the intersection in the future.
- Commissioner Sliwinski inquired about the definition of affordable housing for those units. Commissioner Wright believed it was 70 percent.
- Commissioner Sliwinski expressed a preference for 3 stories but ultimately felt that a neighborhood business would be more appropriate for the area. He emphasized the need for more commercial space, rather than less.

Vote: Motion to deny carried 3-1.

Yay

Commissioner Wright
Commissioner Sliwinski

Nay

Commissioner Clapsaddle

Commissioner Cross

8. Administration and Financial Items

8.A. Town of Wake Forest's Title VI Program Plan Update

ACTION:

Mover: Commissioner Wright moved to approve the Town of Wake Forest's Title VI Program Plan Update.

Second: Commissioner Sliwinski.

Vote: Motion carried 4-0.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

10.A. Consideration to Authorize Ten-Year Lease Agreement with NCABC, Inc (DBA FUNGO) Baseball for the use of Flaherty Park Field #2

ACTION:

Mover: Commissioner Wright moved to approve the Ten-Year Lease Agreement with NCABC, Inc (DBA FUNGO) Baseball for the use of Flaherty Park Field #2.

Second: Commissioner Sliwinski.

DISCUSSION

- Commissioner Cross commented on the great opportunity this presented for the community.

Vote: Motion carried 4-0.

11. Public Safety Items

11.A. Consideration of a Resolution to Enter into a Contract with Fire Connections (E-One) for the Purchase of Three (3) Firetrucks.

Fire Chief Ron Early provided a presentation and introduced Captain Davis Sandling and Lieutenant Brandon Brown.

Commissioner Wright inquired about buying more affordable trucks. Chief Early acknowledged cheaper options were available but cautioned that they carried higher liability.

Captain Sandling mentioned that they purchased a cheaper truck several years ago. However, it ended up costing them a lot of money and was out of service about 60 percent of its time in Wake Forest.

Commissioner Wright asked if there was a way to reduce the financial burden. Assistant Town Manager/CFO Aileen Staples explained that they preferred not to include it in the budget to avoid inflating it. The plan is to borrow the money and spread the cost over 3 to 5 years.

Commissioner Wright then inquired about the coverage of the Fire Impact Fee. Ms. Staples clarified that the Town collects Fire Impact Fees, which are reserved for capital growth expenses.

ACTION:

Mover: Commissioner Sliwinski moved to approve entering into a contract with Fire Connections (E-One) for the Purchase of Three (3) fire trucks.

Seconder: Commissioner Cross

Vote: Motion carried 4-0.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. Wake County Tax Release

Received.

12.C. Commissioner Reports

Commissioner Sliwinski mentioned that National Trails Day 5K/3K is on Saturday, June 1, 2024, at Joyner Park.

Commissioner Clapsaddle thanked several staff members and departments for the great job they do. A Memorial Day Ceremony is scheduled for May 27, 2024, at the Heritage Golf Course at 11:00 a.m. The Memorial Flag Raising Ceremony will be held on Monday, June 3, 2024, at 11:00 a.m.

Commissioner Cross asked folks to be aware of speed limit adjustments on Ligon Mill Rd. She congratulated Electric Powerline Crew Supervisors Hugo Mier and Joe Shearin who finished 1st and 3rd overall in the NCAMES Lineman's Rodeo. She attended the Austin T. Smith Cores Value Program for Town employees. She thanked the team who worked hard on the update of the Purchasing Policy. She mentioned the Northern Community Food Security Team (NCFST) Mobile Market will be at East Holding Avenue on Thursday, May 23rd.

Commissioner Wright attended the Technology Advisory Board Meeting. He provided clarification on an email he received, and comments made this evening regarding the Pride Festival.

Town Manager Padgett had no report.

Mayor Jones had no report.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 8:32 p.m.

Duly approved in open session this 18th day of June 2024.

(ATTEST)

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-202-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Closed Session: NCGS 143-318.11(a)(3) Consultation with the Town Attorney

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-166-
Submitted by: Patrick Reidy
Submitting Department: Planning
Meeting Date: June 18, 2024

SUBJECT

Public Hearing on LEGISLATIVE CASE RZ-23-10, 306 S. Allen Road, a rezoning filed by GWP Developers LLC to rezone 2.75 acres located at 306 S. Allen Road, being Wake County Tax PIN 1840-68-8987 from General Residential 5 (GR5) to Residential Mixed-Use Conditional District (RMX-CD).

Recommendation:

Item Summary:

ATTACHMENTS

- [BOC Agenda Summary RZ-23-10.pdf](#)
- [RZ-23-10 Staff Report v1.pdf](#)
- [Attachment A - Neighborhood Meeting Information.pdf](#)
- [Attachment B - Application.pdf](#)
- [Attachment C - Maps.pdf](#)
- [Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
- [Attachment E - RZ-21-06 Ordinance and Staff Report.pdf](#)
- [Ordinance RZ-23-10 306 S. Allen Rd.docx](#)
- [Exhibit 1 - Legal Description.pdf](#)
- [Exhibit 2 - Consistency Statement RZ-23-10.pdf](#)
- [Exhibit 3 - Proposed Conditional District Plan.pdf](#)

Agenda Item: Public hearing on LEGISLATIVE CASE RZ-23-10, 306 S. Allen Road, a rezoning filed by GWP Developers LLC to rezone 2.75 acres located at 306 S. Allen Road, being Wake County Tax PIN 1840-68-8987 from General Residential 5 (GR5) to Residential Mixed-Use Conditional District (RMX-CD).

Summary: A public comment session was held at the May 14, 2024 Planning Board meeting. The Planning Board voted 7-0 to find the request consistent with the Community Plan and recommended approval of the zoning map amendment (rezoning).

The Planning Board made the following suggestions for the applicant to consider:

- Revise the percentage of age restricted units from 20% to 80%
- Revise the age for the age restricted units from 55 years and older to 62 years and older
- Add a condition that a minimum 3-month lease will be provided
- Add a condition that any violations are on a per unit basis

Since the Planning Board meeting, the applicant has modified the proposed conditions as follows:

- Condition #3: Revised to provide 100% of the units as age restricted
- Condition #3: Revised from 55 years and older to 62 years and older as the age restriction
- Condition #8: A new condition requiring leases have a minimum contract of 3 months and violations are on a per unit basis that are not in compliance with rezoning conditions.

Attachments: See Staff Report



Staff Report

Case RZ-23-10: 306 S. Allen Rd Conditional District

Meeting Date	June 18, 2024
Requested Actions	Consideration of the following items related to the Conditional Zoning Map Amendment request for 306 S. Allen Road: 1. Act on Plan Consistency Statement 2. Rezone 2.75 acres on the Town of Wake Forest Zoning Map from General Residential 5 (GR5) to Residential Mixed-Use Conditional District (RMX-CD).
Case Manager	Patrick Reidy, Senior Planner – Development Services
Planning Board Recommendation	Recommended approval by a vote of 7-0 of the zoning map amendment request. The Planning Board made the following suggestions for the applicant to consider: • Revise the percentage of age restricted units from 20% to 80% • Revise the age for the age restricted units from 55 years and older to 62 years and older • Add a condition that a minimum 3-month lease will be provided • Add a condition that any violations are on a per unit basis Since the Planning Board meeting, the applicant has modified the proposed conditions as follows: • Condition #3: Revised to provide 100% of the units as age restricted • Condition #3: Revised from 55 years and older to 62 years and older as the age restriction • Condition #8: A new condition requiring leases have a minimum contract of 3 months and violations are on a per unit basis that are not in compliance with rezoning conditions.

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
September 28, 2023 <i>(See Attachment A)</i>	May 14, 2024	June 18, 2024

CASE INFORMATION

Applicant	GWP Developers LLC C/O Stacy Woodhouse PO Box 111 Warrenton, NC 27589
Developer	GWP Developers LLC C/O Stacy Woodhouse PO Box 111 Warrenton, NC 27589
Property Owner	Robinhouse LLC Hurt LLC PO Box 113 Bath, NC 27808
Location	Frontage along S. Allen Road, at the intersection of S. Allen Road and Quail Ave
Addresses	306 S. Allen Road
Wake County Tax PIN	1840688987
Acreage	2.75 acres
Zoning	Existing: General Residential 5 (GR5) (RZ-21-06) Proposed: Residential Mixed-Use Conditional District (RMX-CD)
Land Use	Existing: Vacant Residential Care Facility (Discontinued Use and Non-conforming structure) Proposed: Dwellings - Multifamily
Community Plan Designation	Mixed Residential; Residential Areas Plan (Area #6 – 306 S. Allen Road)
Corporate Limits	This application is within the Town's corporate limits.

See Attachment B for a copy of the application and Attachment C for Aerial, Zoning, and Land Use Maps. See Community Plan [page 38](#) for a description of Mixed Residential and [page 52](#) for a description of 306 S. Allen Road Areas Plan and map.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Professional Services (Church Initiative)	Neighborhood Mixed-Use Conditional District (NMX-CD)
South	Single-Family Dwellings	Conditional Use General Residential 3 (CU GR3) and General Residential 3 (GR3)
East	Single-Family Dwellings	General Residential 3 (GR3)
West	Single-Family Dwellings	Conditional Use General Residential 3 (CU GR3)
The proposed land use is generally compatible with surrounding land uses. The proposed zoning is generally compatible with surrounding zoning. <i>See Attachment C for associated maps.</i>		

ZONING HISTORY

The property is currently zoned General Residential 5 (GR5). When the UDO was adopted in 2013, the subject parcel was rezoned as Neighborhood Mixed-Use (NMX).

At the April 20, 2021, Board of Commissioners meeting, the Board directed the Planning Department to research rezoning this parcel and the two parcels north from NMX as requested through a petition signed by 35 members of the Cardinal Hills community.

At the June 15, 2021, Board of Commissioners meeting, the Planning Department presented multiple options to move forward. The Board directed the Planning Department to begin rezoning the three parcels.

At the October 5, 2021 Board of Commissioners meeting, the subject property was rezoned to General Residential 5 and the commercial parcels were rezoned to Neighborhood Mixed-Use Conditional District (NMX-CD). See Attachment E.

MASTER PLAN ANALYSIS

Parking	Required: Per UDO Chapter 9.4, the parking requirement for dwelling – multifamily is 1.8 spaces per unit or 56 parking spaces. The bike parking requirement for dwelling – multifamily is 2 per 40 auto spaces or 4 bicycle spaces. Proposed: The Master Plan shows 57 parking spaces provided and 4 bicycle parking spaces. Summary: The proposed Master Plan complies with the minimum parking requirements in the UDO.
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Public Utilities	Required:	The UDO requires that public water and sewer mains are extended to serve the site.
	Proposed:	This property is served by a 12" water line located along S. Allen Road. It is also served by an 8" sewer line located along the western property boundary.
	Summary:	The proposed Master Plan complies with the public utility requirements in the UDO.
Roads	Required:	The Comprehensive Transportation Plan requires a 2A cross section for S. Allen Road. The 55' cross section includes 2-12' travel lanes, and 2.5' curb and gutters, 6' verges, and 6' sidewalks.
	Proposed:	The proposed Master Plan (Exhibit 1, Sheet C-3) complies with the 2A cross-section for the required improvements.
	Summary:	The proposed Master Plan complies with the minimum roadway infrastructure requirements in the UDO.

PROPOSED MODIFICATIONS OF BASE RESIDENTIAL MIXED-USE ZONING DISTRICT STANDARDS

Article 2.2.3.D.1 Principal Front Setback (max)	
Required:	18 feet max
Proposed:	76 feet max
<i>See Attachment B for proposed zoning conditions.</i>	

COMPREHENSIVE PLAN CONSISTENCY

Community Plan	The proposed zoning map amendment request is generally consistent with the adopted Community Plan. - Land Use Plan (pages 38 and 47): The Land Use Plan calls for Mixed Residential for the property. Mixed Residential contains a wide variety of housing types, ranging from single-family homes to multifamily development. This development only provides multifamily units, rather than a wide range of housing types. The Mixed Residential designation is for only the subject 2.75 acres in this area, so providing a wide range of uses while trying to provide an adaptive reuse of the building is not feasible. - Residential Areas Plan – 306 S. Allen Road (page 52): This property currently holds a residential care family that was built in 1958 and has been vacant for over 10 years. Leveraging its proximity to Downtown, and to help address the need for senior housing, this property should be redeveloped into new housing targeted to seniors that matches the scale of the surrounding single-family neighborhood. This could include a new residential care facility or age-targeted single-family detached housing,
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	such as a cottage home court. Multifamily development should be avoided to maintain existing character. Rather than proposing to tear down the existing building and building a new multifamily development, the applicant is proposing to renovate the existing building for multifamily units and upgrade the landscaping and parking. This would keep the height limited to one story, which is in keeping with the heights of the neighborhood. They have also provided a rezoning condition (see Attachment B) that requires all the units be age restricted to 62 years and older. • Residential Character (page 64): Promote higher density infill and redevelopment within older established neighborhoods to provide greater housing choices while matching the scale and character of existing properties. Redevelopment using the existing structure is being proposed to provide 31 multifamily units with the established neighborhood. • Senior Housing (page 65): Promote senior housing within a quarter mile of transit stops, Downtown, shopping areas, parks, and recreational facilities. The developer provided a rezoning condition that provides age restricted units for 100% of the units and the development is within a quarter mile of Downtown. • Parking Lots (page 68): Require off-street parking to be located to the side or rear of the primary building. Although the proposed development is re-using the existing building, the applicant has configured their parking lot improvements so that all parking is to the side and rear of the building. • Sustainable Development (page 84): Promote adaptive reuse over redevelopment for structures that are structurally sound. The proposed development is providing adaptive reuse by taking the vacant residential care facility and renovating the interior to create 31 multifamily dwelling units.
Comprehensive Transportation Plan (2019)	The proposed zoning map amendment is generally consistent with the Comprehensive Transportation Plan (see roads discussion under Master Plan Analysis above).
Historic Preservation Plan (2022)	The Historic Preservation Plan is not applicable to the zoning map amendment request.
Housing Affordability Plan (2022)	The Housing Affordability Plan is not applicable to the zoning map amendment request.

Northeast Neighborhood Plan (2007)	The Northeast Neighborhood Plan is not applicable to the zoning map amendment request.
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Resources Master Plan is not applicable to the zoning map amendment request.
Renaissance Plan (2017)	The Renaissance Plan is not applicable to the zoning map amendment request.
<i>See Attachment D for detailed Plan Consistency Analysis. The Comprehensive Transportation Plan is not included in the Consistency Analysis since cross-sections are the only applicable element of the Plan.</i>	

STAFF RECOMMENDATION

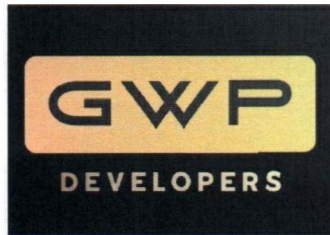
The zoning map amendment request is generally **Consistent** with the relevant policies in the Comprehensive Plan, and **Approval** of the zoning map amendment request is reasonable and in the public interest.

ATTACHMENTS

Attachment A: Neighborhood Meeting Information
Attachment B: Application
Attachment C: Maps
Attachment D: Planning Board Recommendation and Plan Consistency Analysis
Attachment E: RZ-21-06 Ordinance and Staff Report

EXHIBITS

Exhibit 1: Legal Description
Exhibit 2: Consistency Statement
Exhibit 3: Proposed Conditional District Plan



Michael J. Hurt
252.714.3710
michaeljhurt@hurtorg.com

September 14th 2023

Re: Notice of Neighborhood Meeting for Proposed Rezoning-306 South Allen Street and 302 South Allen Street, Wake Forest (Wake County PIN: 0018046)

Dear Neighboring Property Owners:

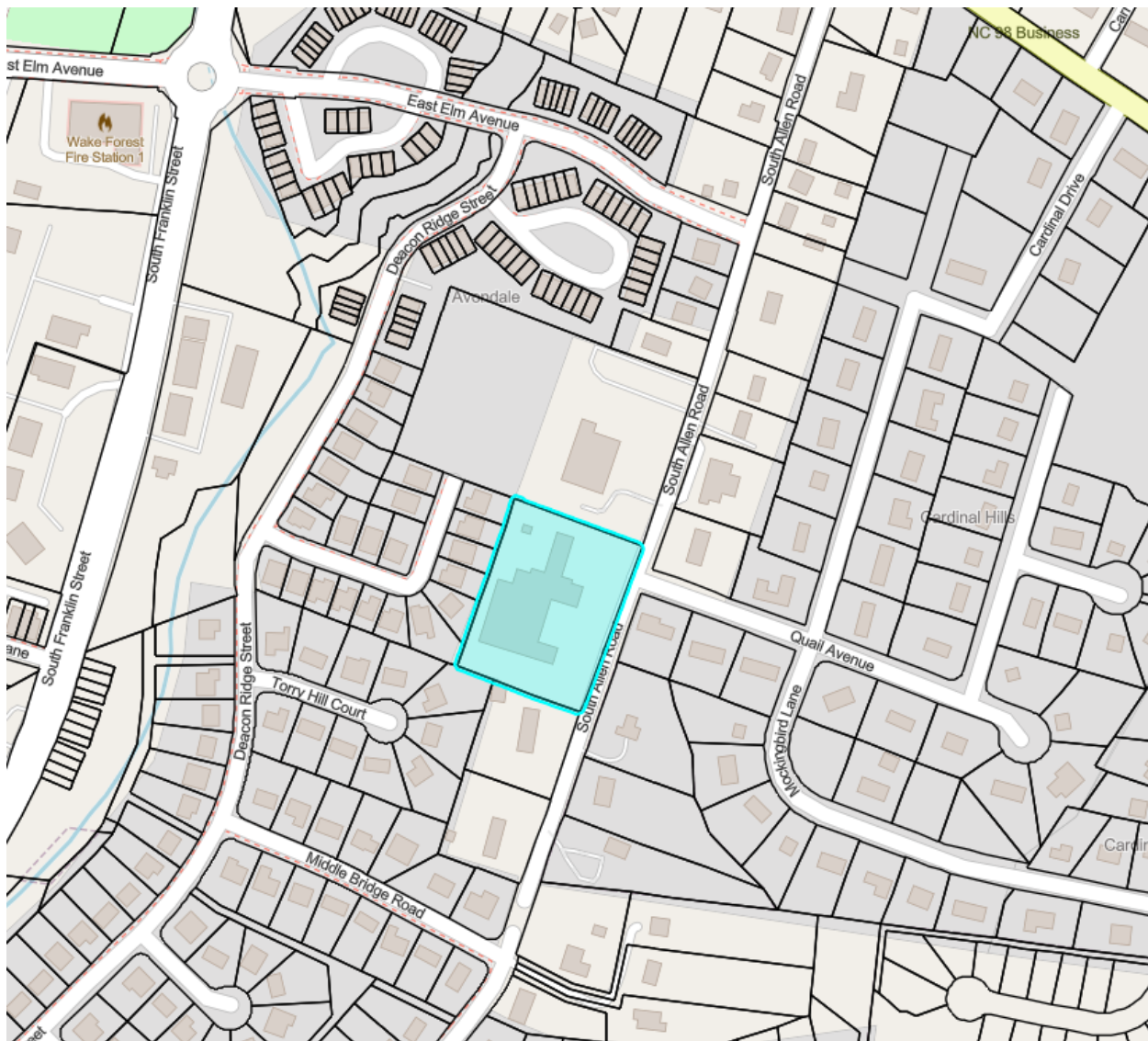
You are invited to attend an informational neighborhood meeting to learn about a proposed rezoning for a 2.75-acre property located at 306 South Allen Street, outlined, and shaded in teal shown on the enclosed vicinity map. The meeting will be held on Thursday, September 28, 2023 from 6:00 pm until 7:00 pm at Life Church located at 247 South Allen Street Wake Forest, NC. The Applicant is proposing to rezone the property from GR5 (General Residential 5) to RMX (Residential Mixed-Use), allowing for the renovation of the existing building structure and existing building footprint, to be converted into a 31-unit multifamily apartment building. In accordance with the Town of Wake Forest neighborhood meeting procedures, applicants are required after filing a rezoning application with the Town to notify owners of properties within 500 feet of the property that is the subject of the proposed rezoning and invite them to attend a neighborhood meeting. This meeting allows the applicant to inform surrounding property owners about the proposed project and master plan and provide neighbors an opportunity to ask questions of the applicant and discuss any potential concerns they may have about the project before rezoning is presented to the Planning Board and Board of Commissioners. The purpose of the neighborhood meeting is informational, and formal public meetings on the request with the Town's Planning Board and Board of Commissioners will occur later in the rezoning process. I represent GWP Developers, LLC, the applicant for the rezoning application described above. If you have any questions about this proposed rezoning, please contact me at 252.714.3710 or michaeljhurt@hurtorg.com. Information about the Town of Wake Forest's rezoning process can be found at <https://www.wakeforestnc.gov/planning> and search "rezoning process", or by contacting Patrick Reidy with the Wake Forest Planning Department at 919.435.9515.

Take care,

A handwritten signature in black ink, appearing to be "Michael J. Hurt", written over a horizontal line.

Michael J. Hurt
GWP Developers, LLC

VINCINITY MAP



**306 SOUTH ALLEN ROAD
MASTER PLAN**

SITE SUMMARY

PROPERTY IDENTIFICATION No.:	1840688987
PROPERTY ADDRESS:	306 SOUTH ALLEN ROAD WAKE FOREST, NC
PARCEL ACREAGE:	2.75 AC. (119,790 SF)
OWNER / DEVELOPER:	GWP DEVELOPERS, LLC. MR. MICHAEL J. HURT PHONE: (252) 714-3710 EMAIL: MICHAEL.HURT@HURTORG.COM
PROPOSED USE:	APARTMENT(S)
PROPOSED NO. UNITS:	32 UNITS
PROPOSED ZONING:	RESIDENTIAL MIXED-USE (RMX)
SETBACKS:	PRINCIPAL BLDG FRONT - 18 FT REAR / SIDE - 5 FT ACCESSORY STR. FRONT - 18 FT REAR / SIDE - 5 FT
PARKING:	REQUIRED: 1.8 SPACES PER UNIT 58 SPACES PROVIDED: 58 (INCLUDES 3 ADA)
PERMITTED PARKING CONFIGURATION:	LOCATION B ALLOWED W/N 2 ND & 3 RD LAYERS 14 SPACES ALLOWED W/N 1 ST LAYER PER ZONING CONDITION
DEVELOPMENT DENSITY:	11.6 UNITS/AC MAX 24 UNITS/AC
OPEN SPACE:	5% MINIMUM REQUIRED OR 5,990 SF PROVIDED: 59,715 SF
PARKING SPACE:	2% MINIMUM REQUIRED OR 2,396 SF PROVIDED: 10,251 SF
TREE CANOPY COVERAGE:	REQUIRED: 1 CANOPY TREE PER 10,000 SF OF PARCEL AREA 12 REQ'D (119,790 / 10,000) TREES REMOVED: 3 REQ'D 4:1 TREE REPLACEMENT: 12 TOTAL REQUIRED CANOPY TREES: 24 TREES EX CANOPY TREE CREDIT: 48

SUPPLEMENTAL USE STANDARD COMPLIANCE
THIS FACILITY IS WITHIN 1/4 MILE OF A PUBLIC COMMERCIAL / ENTERTAINMENT (BOWLING) USE LOCATED AT 413 S. BROOKS STREET, WAKE FOREST, NC 27587

MASTER PLAN NOTES

- (1) PROP 2-WAY ENTRANCE W/ 12' LANE(S)
- (2) PROP 1-WAY ENTRANCE W/ 12' LANE
- (3) PROP 3 FT PAVEMENT WIDENING W/ 0.5' CURB & 2.0' GUTTER PAN
- (4) PROP 6' SIDEWALK
- (5) EX TELECOMMUNICATIONS PAD TO BE RELOCATED
- (6) PROP 9' x 18' PARKING SPACES
- (7) PROP 24' x 10' PARKING SPACES
- (8) PROP 60" PARKING SPACES
- (9) PROP BIKE RACK W/ CONC PAD
- (10) PROP SCREENED DUMPSTER ENCLOSURE W/ ONE (1) 8-YARD CONTAINER
- (11) EXISTING EVERGREEN TREE(S) TO BE REMOVED; (NUMBER OF TREES REMOVED INDICATED BELOW)
- (12) PROP PARKING LOT CANOPY TREE
- (13) PROP STREET TREE (NUMBER INDICTED BELOW)
- (14) PROP SHRUBS (SPACING & NUMBER INDICTED BELOW)
- (15) PROP 20' LIGHT POLE W/ DARK SKY / LIGHT SHIELD; MIN. 0.5 FC W/N PARKING; 0.0 FC AT PROPERTY LINES
- # NUMBER OF PARKING SPACES PER ROW

LEGEND:
 [Pattern] EX ASPHALT [Pattern] PROP ASPHALT
 [Pattern] EX CONCRETE [Pattern] PROP CONCRETE
 ○ EX LIGHT POLE ——— PROP CURB & GUTTER
 ● PROP LIGHT POLE ——— PROP CURB

PREPARED BY:
B & B Consultants, Inc.
Engineers • Surveyors • Planners • Landscapers
212 East Fennell Street, Suite 100, Raleigh, VA 22601
Phone: (434) 447-7621 Fax: (434) 447-4257
Other Offices: South Boston • Chase City

TREE SURVEY
PROP TREE PRESERVATION AREA = 11,300 S.F.
EX DBH TREES

	EX TREES ONSITE	TREE CREDITS	TOTAL CREDITS
8"+ UNDERSTORY	10	1	10
20" - 30" CANOPY	16	3	48
			58

STREET TREE COMPUTATION

CANOPY TREE REQUIREMENT: ONE (1) CANOPY TREE FOR EVERY 50 LINEAR FEET OF PLANTING AREA OR FACTION THERE OF.

ROAD FRONTAGE: 400 LINEAR FEET

REQUIRE NUMBER CANOPY TREES: 8

EX CANOPY TREE FRONTING S. ALLEN STREET: 8

PROPOSED STREET TREES: 2

TOTAL STREET TREES PROVIDED: 10

SURVEY NOTE
PROPERTY BOUNDARY INFORMATION DEPICTED HEREIN TAKEN FROM 1998 MASTER PLAN BY HALE ARCHITECTURE AS SURVEYED BY W. GRAHAM CAWTHORNE, JR. (REGISTERED LAND SURVEYOR). NORTH ARROW DIRECTION SHOWN IS NC GRID NAD 83°

GWP DEVELOPERS

PROPERTY IDENTIFICATION No.:	1840688987
PROPERTY ADDRESS:	306 SOUTH ALLEN ROAD WAKE FOREST, NC
PARCEL ACREAGE:	2.75 AC. (119,790 SF)
OWNER / DEVELOPER:	GWP DEVELOPERS, LLC. MR. MICHAEL J. HURT PHONE: (252) 714-3710 EMAIL: MICHAELJHURT@HURTORG.COM
PROPOSED USE:	APARTMENT(S)
PROPOSED No. UNITS:	32 UNITS
PROPOSED ZONING	RESIDENTIAL MIXED-USE (RMX)
SETBACKS:	

	PRINCIPAL BLDG	ACCESSORY STR.
	FRONT - 18 FT	FRONT - 18 FT
	REAR / SIDE - 5 FT	REAR / SIDE - 5 FT
PARKING:	REQUIRED: 1.8 SPACES PER UNIT	
	58 SPACES	
	PROVIDED: 58 (INCLUDES 3 ADA)	

PERMITTED PARKING CONFIGURATION: LOCATION B
ALLOWED W/N 2ND & 3RD LAYERS
14 SPACES ALLOWED W/N 1ST
LAYER PER ZONING CONDITION

DEVELOPMENT DENSITY: 11.6 UNITS/AC
MAX 24 UNITS/AC

OPEN SPACE: 5% MINIMUM REQUIRED OR 5,990 SF
PROVIDED: 59,715 SF

PARKING SPACE: 2% MINIMUM REQUIRED OR 2,396 SF
PROVIDED: 10,251 SF

TREE CANOPY COVERAGE:
 REQUIRED: 1 CANOPY TREE PER 10,000 SF OF PARCEL AREA
 12 REQ'D (119,790 / 10,000)

TREES REMOVED:	3
REQ'D 4:1 TREE REPLACEMENT:	12
TOTAL REQUIRED CANOPY TREES:	24 TREES
EX CANOPY TREE CREDIT:	48

SUPPLEMENTAL USE STANDARD COMPLIANCE
THIS FACILITY IS WITHIN 1/4 MILE OF A PUBLIC COMMERCIAL /
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WAKE FOREST, NC 27587

- ## MASTER PLAN NOTES
- | | |
|---|---|
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MIN. 0.5 FC W/IN PARKING; 0.0 FC AT PROPERTY LINES |
| # | NUMBER OF PARKING SPACES PER ROW |

	EX ASPHALT		PROP ASPHALT
	EX CONCRETE		PROP CONCRETE
	EX LIGHT POLE		PROP CURB & GUTTER
	PROP LIGHT POLE		PROP CURB

N/F
THE CHURCH INITIATIVE INC.
PIN: 1840699308
250 S. ALLEN ROAD
DB: 009706; PG: 02484
5.51 Ac.

PROP TREE PRESERVATION AREA = 11,300 S.F.

	EX TREES ONSITE	TREE CREDITS	TOTAL CREDITS
8"+ UNDERSTORY	10	1	10
20" - 30" CANOPY	16	3	48
			58

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TAKEN FROM 1998 MASTER PLAN BY HALE ARCHITECTURE AS
SURVEYED BY W. GRAHAM CAWTHORNE, JR. (REGISTERED
LAND SURVEYOR) NORTH ARROW DIRECTION SHOWN IS
NC GRID NAD 83'



OBJECT_ID	PARCEL_PN	REID	PIN_NUM	PIN_EXT	LAND_VAL	BLDG_VAL	DEED Acres	CITY	CITY_DECODE	TOWNSHIP_DECODE	OWNER	ADDR1	ADDR2	ADDR3	DEED BOOK	DEED PAGE	BILLING_CLASS	PROPOSED	STNAME	STTYPE	STPRE	STNUM	SITE_ADDRESS	FULL_STREET_NAME	ZIPNUM
19857	2145	141152	184079340	0	50000	187929	0.54	WAK	WAKE FOREST	WAKE FOREST	PITTMAN, ROBERT PITTMAN, SHARA L	2318 ALLEN RD	WAKE FOREST NC 2787-2687		2318 ALLEN RD	8841	735	Individual	LOT 508 ALLEN RD	RD	S	239	375 S ALLEN RD	S ALLEN RD	27587
14398	239889	194848	184078261	0	50000	157468	0.47	WAK	WAKE FOREST	WAKE FOREST	MARENGO, BARBARA J	303 MOONINGBRD LN	WAKE FOREST NC 2787-913		12196	2119	Individual	LOT12 CARDINAL MOONKINGBRD LN	RD	S	302	302 MOONKINGBRD LN	MOONKINGBRD LN	27587	
17071	284201	127555	184078081	0	60000	288757	1.15	WAK	WAKE FOREST	WAKE FOREST	CARROLL, ROBERT RAY TRUSTEE CARROLL, MARY GILES TRUSTEE	333 ALLEN RD	WAKE FOREST NC 2787-2609		13289	1982	Individual	LOT31 CARDINAL ALLEN	RD	S	333	333 S ALLEN RD	S ALLEN RD	27587	
18871	270242	307571	184080472	0	40000	268240	0.18	WAK	WAKE FOREST	WAKE FOREST	HOLLET, ANDREW MICHAEL JOHN, KENN	609 HALL LILLY LN	WAKE FOREST NC 2787-2786		13773	1255	Individual	LOT16 AVONDALE CATAL LILLY LN	LN		609	609 HALL LILLY LN	HALL LILLY LN	27587	
10024	414204	377326	184086640	0	30000	136655	0.03	WAK	WAKE FOREST	WAKE FOREST	CARRISON, WILLACE N CARRISON, JOAN M	807 DEACON RIDGE ST	WAKE FOREST NC 2787-2879		13772	1654	Individual	LOT108 AVONDALE DEACON RIDGE ST	RD		307	307 DEACON RIDGE ST	DEACON RIDGE ST	27587	
21735	137322	281239	184086636	0	80000	216343	0.37	WAK	WAKE FOREST	WAKE FOREST	SANDERS, GREG	621 TORRY HILL CT	WAKE FOREST NC 2787-2682		15592	221	Individual	LOT22 DEACONT TORRY HILL CT	CT		621	621 TORRY HILL CT	TORRY HILL CT	27587	
35837	370544	387573	184089301	0	40000	228444	0.19	WAK	WAKE FOREST	WAKE FOREST	IN6 PROPERTY NORTH CAROLINA, LP	1717 MAIN ST SITE 2000	DALLAS TX 75201-4857		16126	113	Business	LOT18 AVONDALE CATAL LILLY LN	LN		601	601 CATAL LILLY LN	CATAL LILLY LN	27587	
36891	370549	387580	184089302	0	40000	281585	0.17	WAK	WAKE FOREST	WAKE FOREST	JONES, GREGORY ALLEN JONES, RONAN MARIE	638 CATAL LILLY LN	WAKE FOREST NC 2787-2787		14419	2484	Individual	LOT14 AVONDALE CATAL LILLY LN	LN		638	638 CATAL LILLY LN	CATAL LILLY LN	27587	
41285	268177	208647	184078272	0	63750	222061	1.28	WAK	WAKE FOREST	WAKE FOREST	LINELEY, ETHAN ALLEN JR, LINELEY, STELLA H	375 S ALLEN RD	WAKE FOREST NC 2787-2671		14532	2375	Individual	LOT2 WELLSVILLE ALLEN	RD		375	375 S ALLEN RD	S ALLEN RD	27587	
44121	370530	387589	184089417	0	40000	295035	0.13	WAK	WAKE FOREST	WAKE FOREST	PIPER, ROBERT F PIPER, REGINA A	612 CATAL LILLY LN	WAKE FOREST NC 2787-2784		15032	1270	Individual	LOT4 AVONDALE CATAL LILLY LN	LN		612	612 CATAL LILLY LN	CATAL LILLY LN	27587	
45283	142624	766714	184086646	0	60000	253212	0.54	WAK	WAKE FOREST	WAKE FOREST	BURKH, JAMES W BURKH, LYLE E	248 MOONKINGBRD LN	WAKE FOREST NC 2787-7623		14342	220	Individual	LOT24 CARDINAL MOONKINGBRD LN	LN		248	248 MOONKINGBRD LN	MOONKINGBRD LN	27587	
69017	56478	3383	184079638	0	55000	250323	0.44	WAK	WAKE FOREST	WAKE FOREST	TILLEY, MARK S TILLEY, DENISE A	237 MOONKINGBRD LN	WAKE FOREST NC 2787-7624		16392	2340	Individual	LOT237 MOONKINGBRD LN	LN		237	237 MOONKINGBRD LN	MOONKINGBRD LN	27587	
74622	370528	387587	184089301	0	40000	227846	0.13	WAK	WAKE FOREST	WAKE FOREST	MULDER, ANDREW A MULDER, KATHLEEN E	604 CATAL LILLY LN	WAKE FOREST NC 2787-2784		16014	2154	Individual	LOT2 AVONDALE CATAL LILLY LN	LN		604	604 CATAL LILLY LN	CATAL LILLY LN	27587	
82128	19325	184061	184079619	0	50000	174360	0.44	WAK	WAKE FOREST	WAKE FOREST	SHAW, RAY DEE RAY TRUSTEE DEWICK, LEE K TRUSTEE	1028 MOONKINGBRD LN	WAKE FOREST NC 2787-7624		16190	991	Individual	LOT228 MOONKINGBRD LN	LN		227	227 MOONKINGBRD LN	MOONKINGBRD LN	27587	
84003	17235	1032	184078386	0	50000	172675	0.47	WAK	WAKE FOREST	WAKE FOREST	EDWARDS, MARVIN D EDWARDS, RITA C	722 QUALIA AVE	WAKE FOREST NC 2787-9339		7633	50	Individual	LOT31 CARDINAL QUALIA	AVE		722	722 QUALIA AVE	QUALIA AVE	27587	
88250	4232	184141	184079210	0	55000	181596	0.68	WAK	WAKE FOREST	WAKE FOREST	HILL, CLOYCE K HILL, DEBORAH S	257 S ALLEN RD	WAKE FOREST NC 2787-2607		4470	2484	Individual	PT LOTS 17 S ALLEN RD	RD	S	257	257 S ALLEN RD	S ALLEN RD	27587	
90562	123717	120242	184069308	0	774449	803388	5.51	WAK	WAKE FOREST	WAKE FOREST	CHURCH INITIATIVE INC THE	PO BOX 1739	WAKE FOREST NC 27868-1739		970	864	Exempt	NORTHERN WAKE ALLEN	RD	S	250	250 S ALLEN RD	S ALLEN RD	27587	
90562	123728	281234	184069309	0	60000	184532	0.35	WAK	WAKE FOREST	WAKE FOREST	CARROLL, CHARLES W	601 TORRY HILL CT	WAKE FOREST NC 2787-2682		11503	2553	Individual	LOT1 DEACONT TORRY HILL CT	CT		601	601 TORRY HILL CT	TORRY HILL CT	27587	
101887	378362	384348	184089674	0			2.9	WAK	WAKE FOREST	WAKE FOREST	AVONDALE TOWNHOMES ASSN INC	PPM NC OF RALEIGH	11010 RALEIGH RD	RALEIGH NC 27614-8837	12851	1408	HOME ASSOC	COMMON AREA EM	AVE			0	ELAM AVE	ELAM AVE	27587
10293	137633	281240	184089517	0	80000	231749	0.39	WAK	WAKE FOREST	WAKE FOREST	PALMER, YOLANDA SABASTIO, MICHAEL V	616 TORRY HILL CT	WAKE FOREST NC 2787-2682		12918	2654	Individual	LOT2 DEACONT TORRY HILL CT	CT		616	616 TORRY HILL CT	TORRY HILL CT	27587	
108101	137663	41254	184079456	0	50000	174560	0.43	WAK	WAKE FOREST	WAKE FOREST	WILKINS, ZACHARY KETH LUFER, JENNY C	228 MOONKINGBRD LN	WAKE FOREST NC 2787-7623		15593	1432	Individual	LOT28 GRT PT C MOONKINGBRD LN	LN		228	228 MOONKINGBRD LN	MOONKINGBRD LN	27587	
120704	137400	281243	184088336	0	60000	211890	0.28	WAK	WAKE FOREST	WAKE FOREST	WEAVER, MARGARET LYNNE WEAVER, RUSSELL HUNTER	604 TORRY HILL CT	WAKE FOREST NC 2787-2682		9593	1	Individual	LOT28 DEACONT TORRY HILL CT	CT		604	604 TORRY HILL CT	TORRY HILL CT	27587	
120705	137481	281247	184088348	0	80000	220126	0.29	WAK	WAKE FOREST	WAKE FOREST	JAKKO, DEEKA R JAKKO, THERESAL	604 TORRY HILL CT	WAKE FOREST NC 2787-2682		10012	2072	Individual	LOT28 DEACONT TORRY HILL CT	CT		609	609 MOORE BRIDGE RD	MOORE BRIDGE RD	27587	
134353	410328	281248	184089770	0	20000	142504	0.04	WAK	WAKE FOREST	WAKE FOREST	GREGORIS, DONNA MARIE CUNACCA, JOANNE	7815 MCLONE WAY	WAKE FOREST NC 2787-9334		12446	2017	Individual	LOT84 AVONDALE DEACON RIDGE ST	RD		151	151 DEACON RIDGE ST	DEACON RIDGE ST	27587	
136027	137533	281249	184088642	0	60000	218650	0.38	WAK	WAKE FOREST	WAKE FOREST	SAVASTIO, MICHAEL SAVASTIO, JANEY	617 MOORE BRIDGE RD	WAKE FOREST NC 2787-2670		14818	1371	Individual	LOT32 DEACONT MOORE BRIDGE RD	RD		617	617 MOORE BRIDGE RD	MOORE BRIDGE RD	27587	
140324	137461	281246	184088310	0	80000	245881	0.18	WAK	WAKE FOREST	WAKE FOREST	HOLLANDY, BENJAMIN HOLLANDY, SARAH	1172 HAYES RD	CREEDMOOR NC 27522-8740		15733	740	Individual	LOT2 DEACONT MOORE BRIDGE RD	RD		605	605 MOORE BRIDGE RD	MOORE BRIDGE RD	27587	
141252	370540	387589	184089309	0	40000	268959	0.19	WAK	WAKE FOREST	WAKE FOREST	WAKE FOREST	LOT1 CATAL LILLY LN			2127	Individual	LOT1 CATAL LILLY LN	LN		617	617 CATAL LILLY LN	CATAL LILLY LN	27587		
144230	239810	194847	184078622	0	50000	203828	0.42	WAK	WAKE FOREST	WAKE FOREST	STERN, THOMAS A DOYLE, KATHERINE	301 MOONKINGBRD LN	WAKE FOREST NC 2787-7625		19209	1147	Individual	LOT1 CARDINAL MOONKINGBRD LN	LN		301	301 MOONKINGBRD LN	MOONKINGBRD LN	27587	
168492	105106	50895	1840887467	0	61200	187993	1	WAK	WAKE FOREST	WAKE FOREST	WARREN, TRIVET	1289 GILCREST FARM RD	WAKE FOREST NC 2787-7000	13-E	1707	Individual	LOT2 CADELLE LAND ALLEN	RD	S	352	352 S ALLEN RD	S ALLEN RD	27587		
178174	18982	44015	184078443	0	50000	163495	0.43	WAK	WAKE FOREST	WAKE FOREST	WHITE, RICHARD J WHITE, BARBARA M	248 MOONKINGBRD LN	WAKE FOREST NC 2787-7623		5048	887	Individual	LOT28 CARDINAL MOONKINGBRD LN	LN		248	248 MOONKINGBRD LN	MOONKINGBRD LN	27587	
191439	370581	387580	184089287	0	40000	268959	0.19	WAK	WAKE FOREST	WAKE FOREST	WAKE FOREST	LOT1 BROOKS ST			1218	Exempt	OPEN SPACE AT DEACON RIDGE ST	RD		409	409 DEACON RIDGE ST	DEACON RIDGE ST	27587		
194125	370531	387580	184088645	0	40000	268440	0.13	WAK	WAKE FOREST	WAKE FOREST	FITZSIMMONS, JOHN FITZSIMMONS, PATRICIA	616 CATAL LILLY LN	WAKE FOREST NC 2787-2783		13567	494	Individual	LOT16 AVONDALE CATAL LILLY LN	LN		616	616 CATAL LILLY LN	CATAL LILLY LN	27587	
194617	412345	376988	1840898704	0	30000	147888	0.04	WAK	WAKE FOREST	WAKE FOREST	KING, MARY ELLEN	167 DEACON RIDGE ST	WAKE FOREST NC 2787-2873		13713	41	Individual	LOT8 AVONDALE DEACON RIDGE ST	RD		167	167 DEACON RIDGE ST	DEACON RIDGE ST	27587	
195862	414201	387583	184089565	0	40000	147750	0.04	WAK	WAKE FOREST	WAKE FOREST	TAIRNOR, PAUL D TAIRNOR, ANITA L	601 DEACON RIDGE ST	WAKE FOREST NC 2787-2879		13965	428	Individual	LOT107 AVONDALE DEACON RIDGE ST	RD		301	301 DEACON RIDGE ST	DEACON RIDGE ST	27587	
196208	370541	387580	1840895140	0	40000	263311	0.22	WAK	WAKE FOREST	WAKE FOREST	BUCKLIN, DANIEL J BUCKLIN, AMY S	613 CATAL LILLY LN	WAKE FOREST NC 2787-2785		14268	205	Individual	LOT15 AVONDALE CATAL LILLY LN	LN		613	613 CATAL LILLY LN	CATAL LILLY LN	27587	
196208	370539	387588	184089565	0	40000	266619	0.18	WAK	WAKE FOREST	WAKE FOREST	RUMPH, STACEY R RUMPH, CARLA G	624 CATAL LILLY LN	WAKE FOREST NC 2787-2785		14278	2301	Individual	LOT13 AVONDALE CATAL LILLY LN	LN		621	621 CATAL LILLY LN	CATAL LILLY LN	27587	
197522	370523	387583	184089565	0	40000	267535	0.17	WAK	WAKE FOREST	WAKE FOREST	MC HIGH SCHOOL 1909111 VALLEJO L	PO BOX 4000	SCOTTSDALE AZ 85263-4000		19623	1963	Business	LOT28 CARDINAL QUALIA	AVE		715	715 QUALIA AVE	QUALIA AVE	27587	
197528	370534	387588	184089565	0	47250	242033	0.21	WAK	WAKE FOREST	WAKE FOREST	DAVIS, RIKKO W	628 CATAL LILLY LN	WAKE FOREST NC 2787-2784		15609	1020	Individual	LOT8 AVONDALE CATAL LILLY LN	LN		628	628 CATAL LILLY LN	CATAL LILLY LN	27587	
202099	410837	374387	184089899	0	30000	187945	0.04	WAK	WAKE FOREST	WAKE FOREST	BLACKMAN, HOPE	119 DEACON RIDGE ST	WAKE FOREST NC 2787-2873		15053	2769	Individual	LOT83 AVONDALE DEACON RIDGE ST	RD		159	159 DEACON RIDGE ST	DEACON RIDGE ST	27587	
202797	268882	120263	184077983	0	40000	207449	0.23	WAK	WAKE FOREST	WAKE FOREST	BERKMAN, EDNA	217 WERETTE RD	WAKE FOREST NC 2787-8230		15878	2184	Individual	LOT3 AVONDALE ALLEN	RD	S	268	268 S ALLEN RD	S ALLEN RD	27587	
207963	370583	387579	1840791886	0	40000	184791938	0.28	WAK	WAKE FOREST	WAKE FOREST	BERKMAN, EDNA	217 WERETTE RD	WAKE FOREST NC 2787-8230		15883	2189	Individual	LOT3 AVONDALE ALLEN	RD	S	238	238 S ALLEN RD	S ALLEN RD	27587	
210047	370550	387579	184089429	0	40000	257620	0.16	WAK	WAKE FOREST	WAKE FOREST	CHIMA, NASHEETA GRAHAM, STEPHEN MARTIN	208 LOWERY FARM RD	RALEIGH NC 27614-7892		16097	362	Individual	LOT4 AVONDALE DEACON RIDGE ST	RD		401	401 DEACON RIDGE ST	DEACON RIDGE ST	27587	
214234	208155	12000	184088828	0	80000	201518	1	WAK	WAKE FOREST	WAKE FOREST	RAV, GREGORY STEVEN RAV, SUSAN	332 S ALLEN RD	WAKE FOREST NC 2787-2610		16553	512	Individual	LOT2 CADELLE LAND ALLEN	RD	S	332	332 S ALLEN RD	S ALLEN RD	27587	
216279	370542	387574	184089351	0	40000	255033	0.16	WAK	WAKE FOREST	WAKE FOREST	AMH NC PROPRIETES LP	PROPERTY TAX DEPT	30601 ADOURA RD SITE 200PT	ADOURA HILLS CA 91301-2150	16504	410	Business	LOT18 AVONDALE DEACON RIDGE ST	RD		421	421 DEACON RIDGE ST	DEACON RIDGE ST	27587	
217012	370548	387577	1840894377	0	40000	281460	0.22	WAK	WAKE FOREST	WAKE FOREST	SULLIVAN, RAMOND HENRY	409 DEACON RIDGE ST	WAKE FOREST NC 2787-2787		16777	1518	Individual	LOT22 AVONDALE DEACON RIDGE ST	RD		409	409 DEACON RIDGE ST	DEACON RIDGE ST	27587	
230681	239676	118457	184078280	0	50000	255240	0.46	WAK	WAKE FOREST	WAKE FOREST	BEASLEY, DAVID F BEASLEY, LAUREN	304 MOONKINGBRD LN	WAKE FOREST NC 2787-9113		19079	1786	Individual	LOT11 CARDINAL MOONKINGBRD LN	LN		304	304 MOONKINGBRD LN	MOONKINGBRD LN	27587	
231980	137513	281242	184084645	0	60000	232571	0.32	WAK	WAKE FOREST	WAKE FOREST	JANKS, ROY JANKS, JUDY	613 MOORE BRIDGE RD	WAKE FOREST NC 2787-2670		16070	1655	Individual	LOT11 DEACONT MOORE BRIDGE RD	RD		613	613 MOORE BRIDGE RD	MOORE BRIDGE RD	27587	
233376	137306	281238	1840896756	0	60000	249198	0.38</																		

Questions, Comments, and Concerns from the September 28th, 2023,
Community Meeting on 302 South Allen Street Wake Forest, NC Rezoning
Questions from community in black, answers are in red.

1. What will the size of units be, the cost, and if background checks would be required? Units are roughly 550-750 sqft, several are efficiency units, that will lease between \$1,200.00-\$2,000.00 furnished. All tenants will be required to go through a nondiscriminatory credit and background check and provide proof of employment.
2. What about light pollution from the parking lot lighting? We will install shades on the pole lights to direct the light straight down, minimizing light pollution.
3. Will there be designated pet areas? Yes, in the rear of the property.
4. What's the address of the property? 302 South Allen Street.
5. Will there be a gym? We currently have no gym shown in the current layout, but we may upfit a room in facility in the future.
6. Will there be grilling allowed? Common areas around the back will have areas that could be used for grilling.
7. Dumpster location, size, and will there be weekly pick up? The dumpster location will be on the Northwest corner of the property, enclosed by a dumpster corral. Typically (2) trash and (1) recycle bin will be required. Weekly pickups will be determined based off the usage. If needed, then yes to maintain a clean and professional service.
8. Will there be assigned parking and will the parking be monitored by a towing company? There won't be assigned parking, however there will be permitted parking. Nonpermitted vehicles parked outside of designated visitor parking spaces will be towed at the owner's expense.
9. There was concern about the way this was being approved. This was a statement, insinuating that this was already a done deal.
10. What about road width and road conditions? This initial comment from road width immediately pivoted to several citizens passionately speaking about the completion of Allen Street to Middle Bridge Road, and how they felt like it would never happen. People in the community made comments stating the City of Wake Forest forgot about them. Some of the citizens talked about a plan that they had contributed some monetary amount years ago to contribute to the construction. This would be allocated to see that the tie in of Allen Street to Middle Bridge Road would be completed, including curb and gutter, sidewalks, and streetscapes. I told them that

we will do our best to help support the community and the completion of this street project.

11. Will no parking signs be installed? During Fridays on White specifically, the citizens talked about how cars are usually lined up throughout the community on the road. There is no current street parking, so vehicles are pulling off the road and parking on the side of the road and in people's yards (right away). We wouldn't be opposed to No Parking Signs being installed and our contracted towing company could also patrol this area as well if necessary. I believe this would have to be approved by the town if no parking signs are installed in the right away along South Allen Street.
12. Will you have Security Cameras? Yes.
13. What about the storm water? We're not increasing impervious soils surface, other than a few additional parking spaces. This will not constitute additional storm water measures.
14. What about water usage? You'll be damaging the road and our water system by installing all the water meters and sewer taps. Our plan is to have one master water meter for all the residence and will reuse the existing sewer tap.
15. When would the construction hours and days we'd be working? Monday-Friday, 8-5pm.

Changes made to the drawings based off the feedback we received from our previous voluntary community meeting we held early in 23':

1. The primary entrance will be on the South side of the building and will be turned into a one-way road to prevent headlights from shining into the windows of the adjacent property owners.
2. We're proposing widening the entrance and exit on the North side of the property. This would prevent vehicle lights from shining into adjacent property windows.
3. 6' OPEC fence installed with an additional tree buffer on North, South, and West side of property.
4. Discussed widening the road and installing sidewalks on the East side of property.
5. Exterior lighting to receive shades installed to direct the areal lighting down.
6. Target market is 55 and up, also young professionals and professional in general.

Overall, the meeting went well. There were definitely some of the same people we met with originally that were opposed, but we had a lot more support this time around. We had already made a series of changes from previous meetings that showed a good faith effort to

work with the community. Those changes were well received, and actually had several people show up that were happy to see something being done with the building. As someone who grew up in the Youngsville and the Wake Forest community (Preschool at the seminary, arcade games at shorty's, and swimming at holden park when they had the wooden high dive), we're not some fly by night group. We want to revitalize this property into something the community can take advantage of, that's desperately needed. With its proximity to downtown, we know this repurposed building will be a huge success for the tenants, downtown, and everyone in the community.

Sign in sheet

Name	Address	Contact info
Trivet Warren	352 S. Allen	(919) 761-0917
DAVID EDWARDS	722 Quail Ave	(919) 608-9902
Martha Loftin	121 Cardinal Dr.	(919) 556-7774
MATTHEW Burch	605 Calahilly Ln	252.725.4920
Ray Sullivan	409 Deacon Ridge	
Collin Eads	902 Quail Ave	314-753-1507

bnm2502@gmail.com
Bernadette McIntosh 218 Sparrow Dr. 949-378-7619

Karina Patricio 214 Sparrow Dr. 714-955-8569
Julia Massey 600 Torrey Hill Ct 301-404-9232

Jana L Rose 223 Sparrow Dr. 919-201-2749
Susan Ray 332 South Allen Rd

AUSTIN OVERSTREET
CMSN.COM

George Mayr + Monica Tusca 712 Quail Ave 518-729-7939
Grace + Austin OVERSTREET 600 Calahilly Ln. 919-437-0797

Jan + Bill Smith 5005 Allen Rd

Lauren + Fulton Bensley 919-916-0125

Steven Stinson 318 Mockingbird Ln 919 906 9956

Tahlia Kenn 915 Quail Ave 910 571 8065

Jessica Hendricks 774 Durham Rd 919 810 7404

Kelly Lloyd 327 Mockingbird Lane 919-260-9030

Ray Carroll

kellylloyd10@gmail.com

GREG SANDERS 621 Torrey Hill Ct

Greg Ray 332 South Allen

Daniel Rose 223 Sparrow Dr aceprinting@nc.rr.com

Thomas Stern 301 Mockingbird Ln Capitolbackflow@gmail.com

SAM HOPKES 250 S. ALLEN RD

Debra Sanders 621 Torrey Hill C Anedeb25890@gmail.com

Michelle Carbone
ALEX GREENE

→ michelle.derosa@gmail
617 Torry Hill Ct.
644 CAA 424

Austen Burke

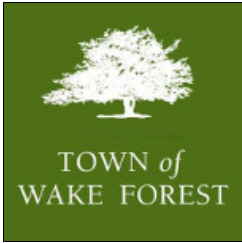
burkavsten@gmail.com

Rebecca Davenport

rbdavenport@gmail.com

JEFFREY FROUNFELDER

jeffrounfelker@gmail.com



Conditional District Rezoning Application

(Conditional District Rezoning - Planning Board 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

#1008235

Project Title: 306 S Allen Rd Rezoning

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Conditional District Rezoning

State: NC

Workflow: Conditional District Rezoning - Planning Board

County: Wake

Submittal Requirements

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

[VIEW CONDITIONAL DISTRICT REZONING
SUBMITTAL CHECKLIST](#)

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

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

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: 1/30/2023

Staff Member Met With: Patrick Reidy

Pre-application Conference Project Number:

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: 306 SOUTH ALLEN ROAD
(Unverified)

Tax PIN:

Acreage: 2.8

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):

GR5

*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:

Wake Forest (WF):

Base District:

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

Current Use:

Planning and Zoning:

In SH1-O Overlay:

In Water Supply Watershed Protection Overlay:

In SF Overlay:

In MVCP-O Overlay:

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):** SP-23-18

Case Numbers of other related approvals (if applicable):
931574

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

Stacy Woodhouse
GWP Developers LLC
PO Box 111
Warrenton, NC 27589
P:8436966703
woodhousestacy@yahoo.com

Project Contact - Developer

Stacy Woodhouse
GWP Developers LLC
PO Box 111
Warrenton, NC 27589
P:8436966703
woodhousestacy@yahoo.com

Project Contact - Other

Project Contact - Property Owner

Michael Hurt
Robinhouse LLC Hurt LLC
PO Box 113
Bath, NC 27808
P:252-714-3710

Project Contact - Engineer

Gerald Hooton
B & B Consultants
212 East Ferrall Street
South Hill, VA 23970
P:434.447.7621
ghooton@bandbcons.com

Stacy Woodhouse
GWP Developers LLC
PO Box 111
Warrenton, NC 27589
P:8436966703
woodhousestacy@yahoo.com

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.

i If the request is to a Conditional District (CD), this application should be accompanied by a master plan that includes land use, existing conditions, buildings, lots, etc. per Chapter 15 of the UDO. In addition, please provide a narrative of the proposed use and list any proposed conditions.

Proposed Conditional Zoning District: RMX-CD, Residential Mixed-Use

Proposed Land Use:
Multifamily

Proposed Number of Lots: 1

Number of Buildings: 1

Number of Single-Family Lots: 0

Number of Townhome Lots: 0

Number of Multi-Family Units: 31

Number of Stories: 1

Square Footage of All Buildings (non-residential): 0

Plan Information - Conditional Rezoning

Description of Request:

Rezoning property to previous zone, such that existing building can be used for multifamily apartment housing.

Initial Proposed Conditions Offered by Applicant:

Develop within existing building foot print and structure.

Justification of Consistency with Comprehensive Plan:

We are consistant.



Patrick Reidy, AICP, CZO
Senior Planner

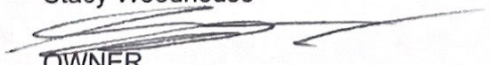
301 S. Brooks Street
Wake Forest, NC 27587

Dear Mr. Patrick Reidy,

Please see the below final rezoning conditions update per the recommendations of the planning board for property PIN 0018046:

1. SITE MASTER PLAN (SP-23-18) IS A CONDITION OF THE REZONING. AMENDMENTS OF THE MASTER PLAN SHALL REQUIRE A REZONING AMENDMENT UNLESS THE ADMINISTRATOR FINDS THE MODIFICATION(S) TO BE MINOR AND IN KEEPING WITH THE INTENT OF THE ADOPTED SUBDIVISION MASTER PLAN.
2. ONLY THE PROPOSED USE, MULTI-FAMILY, SHALL BE PERMITTED.
3. ONCE COMPLETE, THE OWNER SHALL PROVIDE, AS PART OF THE PROJECT, 100% OF THE DWELLING UNITS AS AGE RESTRICTED. AN AGE RESTRICTED DWELLING UNIT IS ANY DWELLING UNIT AT THE PROJECT DESIGNATED BY THE OWNER, IN THE OWNER'S DISCRETION, TO BE OFFERED FOR RENT TO RESIDENTS 62 YEARS AND OLDER. BEGINNING ON DECEMBER 31ST OF THE FIRST FULL YEAR FOLLOWING THE OWNER'S RECEIPT OF THE FINAL CERTIFICATE OF OCCUPANCY FOR THE PROJECT, THE OWNER OF RECORD SHALL PROVIDE, NO LATER THAN DECEMBER 31ST OF EACH YEAR, AN ANNUAL CERTIFICATE OF COMPLIANCE WITH THIS ZONING CONDITION TO THE TOWN OF WAKE FOREST PLANNING DEPARTMENT WHICH CONFIRMS THAT ALL UNITS ARE BEING RENTED AS AGE RESTRICTED.
4. MAXIMUM DENSITY SHALL BE LIMITED TO 13.2 UNITS PER ACRE.
5. AMENDMENT TO DISTRICT PROVISION 2.2.3., TABLE OF URBAN DISTRICT DEVELOPMENT STANDARD, D.1, PRINCIPAL BUILDING FRONT SETBACK, INCREASING THE MAXIMUM ALLOWABLE SET BACK TO +/- 76 FT FOR RMX ZONING.
6. PRIOR TO THE ISSUANCE OF A BUILDING PERMIT, AN EIGHT (8) FOOT OPAQUE COMPOSITE FENCING (SCREENING) SHALL BE PROVIDED ALONG THE SOUTHERN & WESTERN PROPERTY LINES AS DEPICTED ON THE MASTER PLAN.
7. PRIOR TO THE ISSUANCE OF A BUILDING PERMIT, A SIX (6) FOOT OPAQUE COMPOSITE FENCING (SCREENING) SHALL BE PROVIDED ALONG THE NORTHERN PROPERTY LINE AS DEPICTED ON THE MASTER PLAN.
8. ALL UNITS WILL HAVE A MINIMUM CONTRACT OF 3 MONTHS. VIOLATIONS WILL BE ASSESSED PER UNIT NOT IN COMPLIANCE.

Stacy Woodhouse



OWNER
GWP DEVELOPERS

GWP DEVELOPERS PO BOX 113 BATH, NC 27808



Agent Authorization Form

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: 0018046

Landowner's name*: RobinHouse LLC Hurt LLC

Application(s) for which
authorization is granted (e.g.,
Rezoning, Special Use Permit): RZ-23-10

Person authorized to submit
application(s) as landowner's
agent (must be the same
person listed as the applicant
on the application form): GWP Developers LLC

Landowner's Signature: _____

Date: 4/28/24

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

Name: Stacy Woodhouse

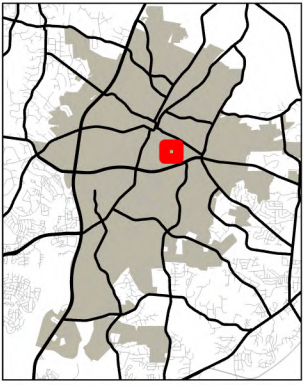
Address: PO BOX 113 Bath NC 27808

Telephone number: 843 696 6703

Email address: woodhousestacy@yahoo.com

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

*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).



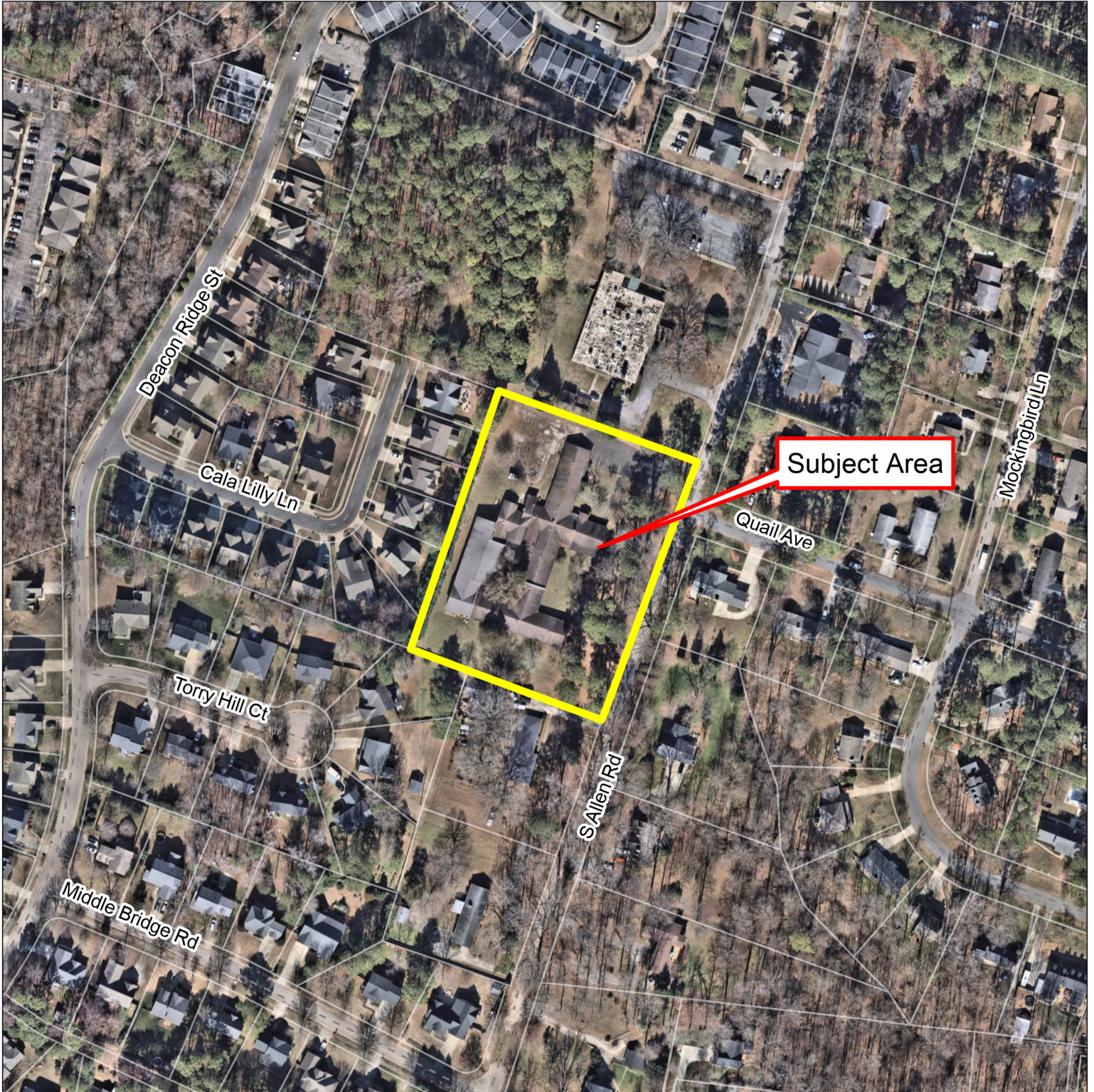
TOWN of
WAKE FOREST

RZ-23-10

306 S Allen Rd Rezoning

Wake County PIN: 1840-68-8987

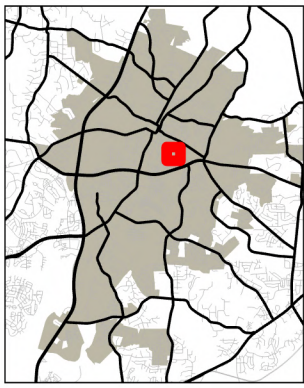
5/7/2024



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
Feet





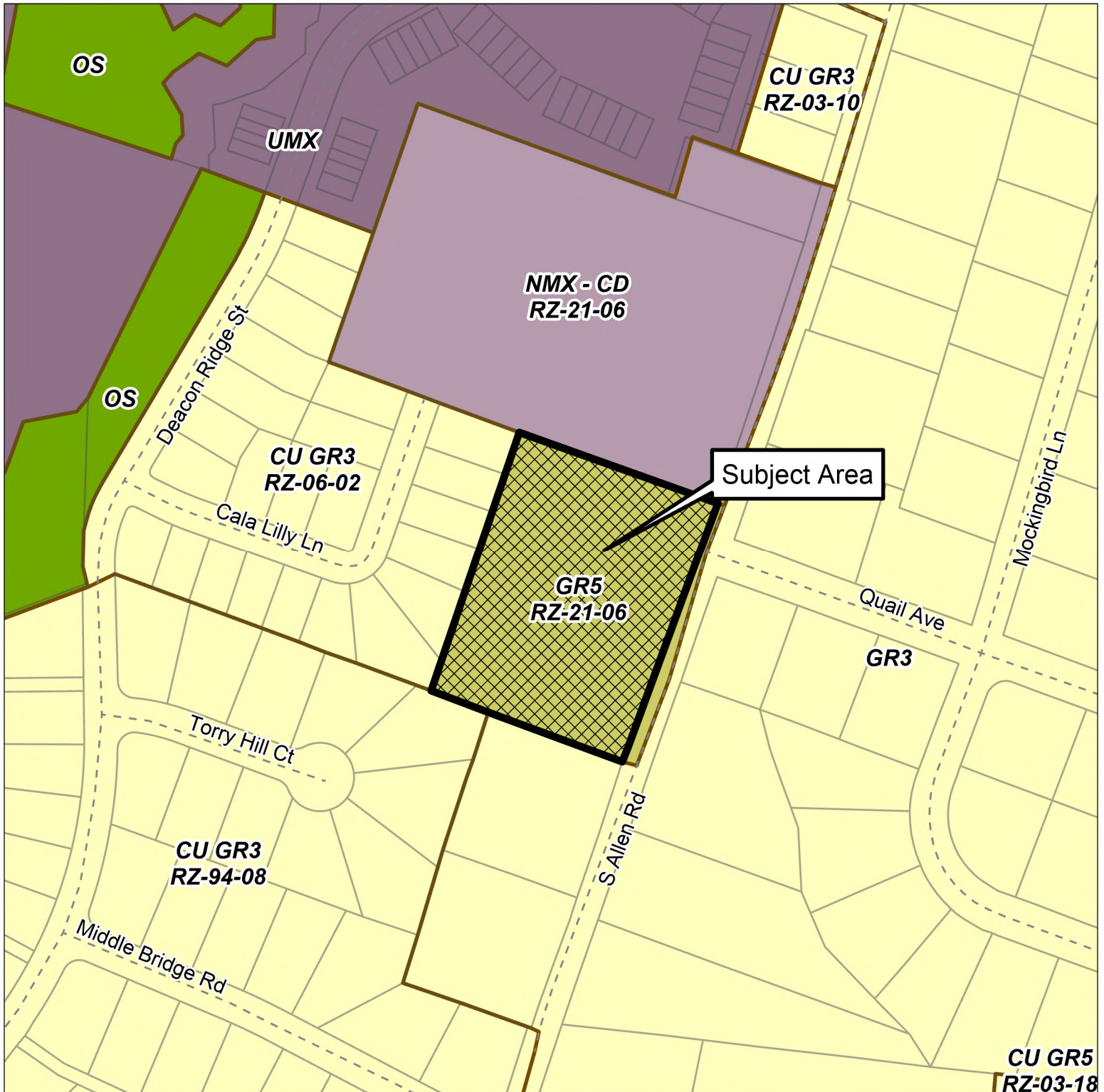
TOWN of
WAKE FOREST

RZ-23-10

306 S Allen Rd Rezoning

Wake County PIN: 1840-68-8987

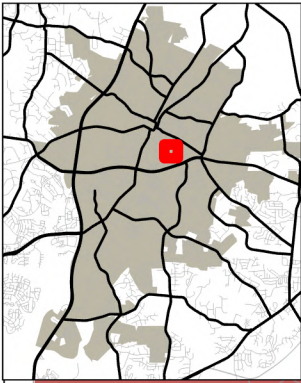
4/19/2024



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 Feet





Land Use Plan



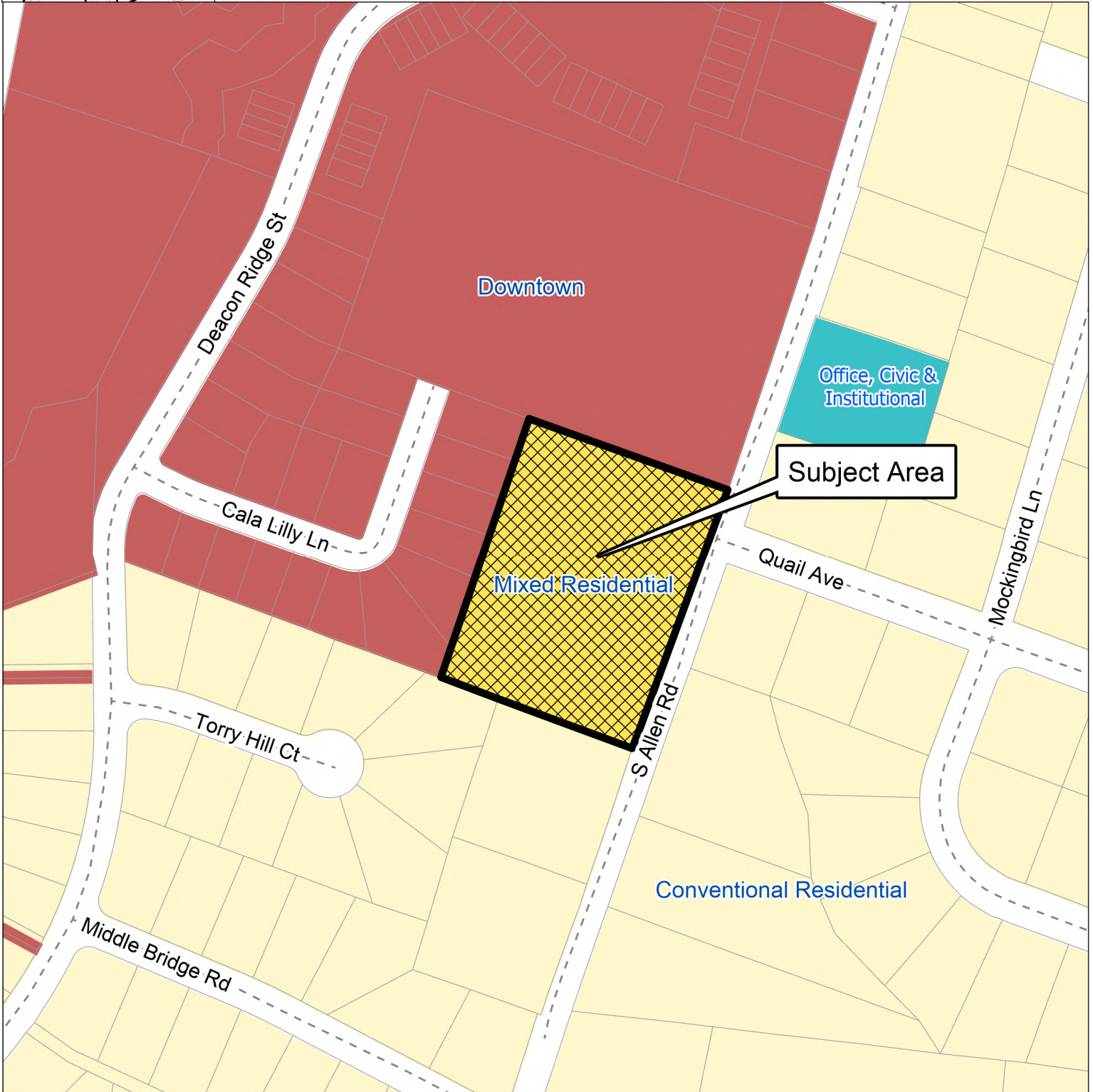
TOWN of
WAKE FOREST

RZ-23-10

306 S Allen Rd Rezoning

Wake County PIN: 1840-68-8987

4/19/2024



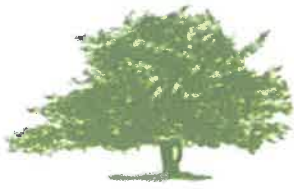
Please note that this map is intended for illustrative purposes only.
For specific inquiries regarding zoning boundaries, contact the
Town Wake Forest Planning Department at 919-435-9510.

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Feet





TOWN of WAKE FOREST

Report Requirements:

Per NCGS 160D-604, all proposed amendments to the zoning ordinance or zoning map shall have a written report provided from the Planning Board to the Board of Commissioners within 30 days of referral of the amendment to the Planning Board, or the Board of Commissioners may proceed in its consideration of the amendment without the Planning Board report. Furthermore, in no case is the Board of Commissioners bound by the recommendations, if any, of the Planning Board.

Per NCGS 160D-604, the Planning Board shall advise and comment on whether the proposed zoning amendment is consistent with all applicable officially adopted plans, and provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the officially adopted plans shall not preclude consideration or approval of the proposed amendment by the Board of Commissioners.

GENERAL INFORMATION

Applicant GWP Developers LLC

Owner: Robinhouse LLC Hurt LLC

Requested Action: Rezone 2.75 acres located at 306 S. Allen Road, being Wake County Tax PIN 1840688987, from General Residential 5 (GR5) to Residential Mixed-Use Conditional District (RMX-CD)

Existing Zoning: General Residential 5 (GR5)

Location: 306 S. Allen Road

Size: 2.75 acres

Tax PIN: 1840688987

Existing Land Use: Vacant Residential Care Facility (Discontinued Use and Non-conforming structure)

Applicable Officially Adopted Plans:

The request is generally Consistent with the relevant policies in the Comprehensive Plan, and Approval of the zoning map request is reasonable and in the public interest. See Attachment.

This report reflects the recommendation of the Planning Board, this the 14th day of May 2024.

Introduced by Planning Board member: Michael Almquist

Seconded by Planning Board member: Matt Davis

Attest:


Karin Kuropas, Planning Board Chair


Courtney Tanner, Planning Director

Community Plan Consistency Grid: RZ 23-10				
POLICIES FOR AFFORDABLE HOUSING		YES	NO	NA
AH-1	Implement Affordable Housing Plan			
POLICIES FOR RESIDENTIAL CHARACTER		YES	NO	NA
RC-1	Encourage single-family attached and multifamily development to incorporate varied building frontages and rooflines, front porches, front yards, and balconies to provide visual interest and complement the scale and character of surrounding single-family neighborhoods			
RC-2	Setbacks of infill development should match the existing context as much as possible as uniform setbacks can help foster a pedestrian-friendly environment			
RC-3	Promote higher density infill and redevelopment within older established neighborhoods to provide greater housing choices while matching the scale and character of existing properties			
RC-4	Promote higher density housing along key corridors and surrounding activity centers. This includes near areas designated in the Land Use Plan as Commercial Corridor; Neighborhood Commercial; Light Industrial; and Office, Civic, and Institutional			
RC-5	For larger scale planned subdivisions that provide a mix of housing types, work with private developers to locate lower density housing near existing single-family detached neighborhoods to create appropriate transitions and preserve the character of established neighborhoods			
RC-6	Consider requiring a minimum percentage of housing types in new neighborhood developments to increase housing diversity and affordability (e.g. at least 20% duplexes/townhomes)			
RC-7	Review and update the UDO to align with residential character recommendations within this Community Plan			
POLICIES FOR SENIOR HOUSING		YES	NO	NA
SH-1	Promote senior housing within a quarter mile of transit stops, Downtown, shopping areas, parks, and recreational facilities			
SH-2	Encourage smaller lot, single-story housing types for seniors that are ADA accessible			
SH-3	Encourage age-targeted cooperative housing types for community-oriented senior living, such as co-housing and cottage home courts			
SH-4	Promote the development of continuing care retirement communities (CCRC), or life plan communities, which offer distinct types of housing and care levels based on a senior's needs			
SH-5	Encourage developers of age-targeted housing to include amenities attractive to seniors, such as front porches, back patios, walking paths, and outdoor sports facilities, and activated gathering spaces			
POLICIES FOR COMMERCIAL DEVELOPMENT		YES	NO	NA
CD-1	Enhance established commercial areas by incentivizing redevelopment and/or renovation of existing businesses.			
CD-2	Support small, local businesses within commercial centers to support unique shopping options within Wake Forest			
CD-3	Establish architectural design standards for commercial building facades that promote quality design while allowing for flexibility that encourages creative design			
CD-4	Promote multi-story structures within Commercial Corridor and Neighborhood Commercial areas at appropriate scales that offer residential or office above ground-floor commercial			
CD-5	Encourage pedestrian-oriented shopping environments with sidewalks, attractive storefronts, and buildings facing each other to create a sense of enclosure			
CD-6	Encourage the incorporation of pedestrian/bicyclist/transit-oriented areas in large-scale shopping centers that provide outdoor seating and gathering areas, bicycle parking stations, and access to transit services			
CD-7	Promote cross-access and pedestrian pathways between adjacent parking lots and leading to buildings to promote well-connected, cohesive shopping areas			

Community Plan Consistency Grid: RZ 23-10				
CD-8	Encourage the consolidation of commercial driveways onto major streets to reduce traffic conflicts			
CD-9	Require “360 degree architecture” (high quality architecture on all sides of the building as opposed to just the front-facing façade), including well-designed or screened service areas			
CD-10	Encourage businesses to replace existing, non-conforming signage with attractive signage that meets Town standards			
CD-11	Promote outparcel development to improve the character along primary roadways and break up views of large parking lots			
CD-12	Review and update the UDO, including the US 1 Special Highway Overlay (SH1-O) and Dr Calvin Jones Highway Overlay (SH2-O) districts, to align with commercial development recommendations within this Community Plan			
CD-13	Support accessory commercial units (ACUs) that allow the ground floor of residential properties or an accessory structure facing the street to contain a commercial use beneficial to the surrounding neighborhood			
CD-14	Establish block standards for commercial areas to break up large tracts into more human scale pieces with streets or street-like features within the development			
POLICIES FOR MINORITY & WOMEN-OWNED BUSINESSES		YES	NO	NA
MWOB-1	Work with organizations, such as the Chamber and the Black Business Alliance, to expand diversity, equity, and inclusion programs that are supported with grassroots community engagement			
MWOB-2	Explore successful programs for supporting minority and women-owned businesses in surrounding communities to implement in Wake Forest			
MWOB-3	Explore regional, state, and federal grants available for minority and women businesses, such as grants from the National Institute of Economic Development and Carolina Community Impact			
MWOB-4	Support informational sessions and/or provide educational resources to employers on how they can establish equitable work environments and policies within their businesses			
POLICIES FOR SETBACKS		YES	NO	NA
SB-1	Incentivize businesses to situate new buildings at or near the property line to improve walkability, such as by requiring more landscaping if parking lots are located in front of buildings rather than to the rear/side			
SB-2	Promote consistency in setbacks within commercial and residential areas to form desirable continuity in the streetwall, or the facades of buildings facing the street			
SB-3	Encourage outparcel development with 360 architecture to “hold the corner” of commercial corridor development			
SB-4	Ensure adequate setbacks of industrial or other high intensity uses to reduce potential sound or visual impacts on adjacent lower intensity uses			
SB-5	Allow for flexibly in setbacks in Downtown where existing conditions prevent a consistent streetwall, while maintaining a close interface with the street (e.g., utility, landscaping, and/or topography challenges)			
POLICIES FOR PARKING LOTS		YES	NO	NA
PL-1	For existing front-loaded surface parking lots, encourage property owners to improve their character with perimeter and interior landscaping, and/or decorative walls and fencing			
PL-2	Require off-street parking to be located to the side or rear of the primary building			
PL-3	Encourage shared parking agreements where neighboring uses with different peak parking demand times can use the same parking lot, reducing the need for additional parking lots			
PL-4	Reevaluate minimum parking standards and consider implementing maximum parking standards to reduce excessive requirements			
PL-5	Monitor parking supply and strategically encourage structured or underground parking in higher density areas if needed, such as in Downtown, TOD, and activity center areas, to reduce the amount of land dedicated to surface parking			
PL-6	Consider offering incentives for structured parking, such as density bonuses, allowable lot coverage increases, and height limit increases.			

Community Plan Consistency Grid: RZ 23-10				
PL-7	Encourage the integration of structured parking into multifamily buildings to minimize surface parking lots			
PL-8	Encourage North Carolina Department of Environmental Quality's (NCDEQ) Stormwater Nitrogen and Phosphorus (SNAP) nutrient-reducing practices, such as permeable surfaces, that allow water infiltration in parking lots to improve stormwater drainage and water quality			
PL-9	Encourage the provision of pedestrian walkways in parking lots to enhance connectivity and safety to businesses			
POLICIES FOR SCREENING & BUFFERING		YES	NO	NA
SB-1	Ensure sufficient screening and buffering of industrial and commercial uses next to residential uses to minimize potential adverse impacts, such as in the Unicon Drive area			
SB-2	Encourage new development to preserve existing wooded areas along the perimeter of sites to provide natural buffering			
SB-3	Encourage screening of utility, loading, outdoor storage, and trash disposal areas that are visible from the right-of-way and adjacent development			
SB-4	Promote the use of setbacks for walls and fences that allow for plantings between the property line and the right-of-way and adjacent development			
POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Preserve vistas and view corridors that contribute to the economic and aesthetic value of Wake Forest, such as the church steeple at Southeastern Baptist Theological Seminary, S White Street in Downtown, and N Main Street in the Wake Forest Local Historic District			
CC-2	Curate public outdoor spaces for important monuments and artworks to showcase them as anchors and entry points to neighborhoods			
CC-3	Leverage historic structures, events, and people to create a sense of place through placemaking and branding			
CC-4	Ensure new development is contextual to the existing character of the area in terms of scale, massing, setback, fenestration, and design features (porches, storefronts, etc.)			
CC-5	Encourage developers to incorporate landscaping to beautify neighborhoods and commercial areas, such as landscaped medians and roundabouts.			
CC-6	Incorporate landscaping and gateway features into public rights-of-way, such as landscaped streetscapes, green infrastructure, and public promenades			
CC-7	Emphasize quality development along highly visible thoroughfares in the Town to reinforce its positive image			
CC-8	In accordance with the Land Use Plan, ensure incompatible, high intensity uses are directed away from low intensity residential areas			
CC-9	Continue to provide quality municipal services for the maintenance and upkeep of neighborhoods, such as street cleaning, snow removal, and trash disposal services			
CC-10	Work with NCDOT to identify areas for roadway enhancements			
CC-11	Refer to the Public Art Vision Plan for guidance when public art is being proposed in private development			
CC-12	Work with developers to improve the character of retaining walls, such as by incorporating public art or tiering the walls to reduce their visual impact			
POLICIES FOR UTILITY LINES		YES	NO	NA
UL-1	Create a master plan for burying utility lines with community involvement to identify priority areas for conversion			

Community Plan Consistency Grid: RZ 23-10				
UL-2	Ensure major Town entrances and gateway corridors and highly visible, pedestrian-oriented areas are prioritized for conversion			
UL-3	Consider trenching utilities as capital improvements are made in the right-of-way for all areas of the Town			
UL-4	Investigate partnering with private developers to install conduit for fiber and/or burying utility lines in priority conversion areas			
UL-5	Explore partnerships with private developers for boring and burying additional conduit along main roadways			
UL-6	Consider and install conduit with greenway project construction.			
POLICIES FOR HISTORIC PRESERVATION		YES	NO	NA
HP-1	Work with the Historic Preservation Commission (HPC) and the Planning Department to continue to implement the 2019 Historic Property Handbook and Design Standards and continue to preserve existing and new historic landmarks			
HP-2	Continue to enforce the Historic Preservation Ordinance for the Wake Forest Local Historic District and local historic landmarks			
HP-3	Promote State and Federal Tax Incentives for qualified rehabilitation projects for properties listed individually or as contributing historic properties in the National Register of Historic Places			
HP-4	Ensure development surrounding and within historic districts is sensitive to the historic context of the neighborhood			
HP-5	Encourage adaptive reuse, restoration, and repurposing of historic structures to preserve Wake Forest's history			
HP-6	Continue to enforce the Demolition of Historic Structures Ordinance for the protection of all historic properties in Wake Forest			
HP-7	Investigate the adoption of new local historic districts or character historic overlay districts to preserve Wake Forest's historic character			
POLICIES FOR COMMUNITY FACILITIES		YES	NO	NA
CF-1	Expand Town facilities concurrently with new growth			
CF-2	Annually review the Town's Work Management Plan, Staffing, and Budget section to reflect current needs and priorities			
CF-3	Work with the Wake Forest Parks, Recreation, and Cultural Resources Department to identify strategies to close gaps in park service areas, such as west of Capital Boulevard and the southern and eastern portion of Town			
CF-4	Work with the Wake Forest Parks, Recreation, and Cultural Resources Department to expand equity in the quality of public park facilities and programming			
CF-5	Explore green infrastructure options that also beautify spaces, like bioswales and planters			
CF-6	Continue to work with regional educational entities to provide support as they seek new facility locations or expansion with growth			
CF-7	Coordinate with regional educational entities to ensure increased equity in educational facilities across the community			
CF-8	Coordinate with the Police and Fire Departments to ensure response times are sufficient for all areas of town with growth			
CF-9	Consider emerging best practices for community safety, such as mental health crisis response teams			

Community Plan Consistency Grid: RZ 23-10				
CF-10	Promote and incorporate sustainable building practices into community facilities, setting a precedent for private developers to implement			
CF-11	Coordinate with regional healthcare providers to explore opportunities to locate a full service hospital or regional medical facilities in the Town			
CF-12	Evaluate existing streets and explore UDO updates to address traffic congestion, traffic speed, reduce collisions, and improve safety conditions for all modes of transportation			
CF-13	Regularly update the Town Pavement Management System program			
POLICIES FOR PUBLIC TRANSIT		YES	NO	NA
PT-1	Continue to work with transit partners to consider more frequent service and route network expansions to key locations to improve rider experience and attract more usage of mass transit			
PT-2	Coordinate with property owners, private developers, and transit partners to set aside land for transit stops at appropriate locations. The Town should obtain a transit easement for these locations and construct and maintain quality bus shelter infrastructure			
PT-3	Work with GoRaleigh and GoTriangle to construct smart bus shelters, or sustainable shelters that incorporate elements like interactive screens with live timetables, smart lighting, solar panels, and bike lock stations			
PT-4	Explore incorporating public art into bus shelters			
PT-5	Continue to evaluate and coordinate Park and Ride locations with transit partners			
PT-6	Explore best long term transit options such as fixed or microtransit			
POLICIES FOR CAPITAL BOULEVARD		YES	NO	NA
CB-1	Continue to work closely with NCDOT to implement the project and promote commercial growth in accordance with the Land Use Plan			
CB-2	Continue advocating for improvements along the corridor to assist in improving the quality of life for Wake Forest residents, businesses, and property owners			
POLICIES FOR STREET CONNECTIVITY		YES	NO	NA
SC-1	Promote short blocks of less than 600 linear feet between intersections of local roads to improve walkability			
SC-2	Avoid dead-ends, cul-de-sacs, and T-intersections in places where four-way intersections can be aligned			
SC-3	Study the appropriateness of traffic circles at four-way intersections to ease congestion and improve safety			
POLICIES FOR SIDEWALKS & MULTI-USE PATHS		YES	NO	NA
SP-1	Update the CTP to include an inventory of sidewalks in addition to multi-use paths and establish project priorities, private-public funding, and time frames for closing gaps in the network			
SP-2	Update the CTP to identify priority areas for high visibility crosswalks, bulb outs, refuge islands, rectangular rapid flashing beacons, and other pedestrian improvements			
SP-3	Work with Public Works to identify crosswalk ramps that are not ADA compliant and prioritize upgrades			
SP-4	In coordination with roadway improvements, upgrade aging sidewalks or install new sidewalks if none exist			

Community Plan Consistency Grid: RZ 23-10				
SP-5	Promote sidewalk, multi-use path, or trail connectivity between residential subdivisions and nonresidential development to improve pedestrian and bicycle connectivity			
SP-6	Continue to ensure all new residential development provides sidewalks on both sides of the street			
SP-7	Encourage multi-use paths to be provided along the main road in developments			
SP-8	Ensure multifamily and commercial developments include strong pedestrian networks within and between their sites			
POLICIES FOR BIKEWAYS, GREENWAYS & TRAILS		YES	NO	NA
BGT-1	Identify trail head locations as the greenway and trail network continues to expand			
BGT-2	Explore opportunities along greenways to add amenities (i.e. water fountains, seating /rest areas, pocket parks, public art, and fix it stations) and programming with the Parks, Recreation, and Cultural Resources Department or other organizations like StoryWalks			
BGT-3	Encourage development along greenways to incorporate greenway access into the site, particularly for uses attractive to trail users (i.e. restaurant, cafes, and bars)			
POLICIES FOR LOCAL FOOD SYSTEMS		YES	NO	NA
LFS-1	Continue to support the Northern Community Food Security Team and together explore other locations for community food hubs within the Town			
LFS-2	Partner with local food cooperatives and regional food networks, such as the Capital Area Food Network, to address food insecurity in the community			
LFS-3	Encourage regenerative practices, such as use of organic fertilizers, crop rotation, and crop variation for healthy soil			
LFS-4	Conduct a meal gap survey to better assess the immediate and long term needs in the community			
LFS-5	Evaluate the economic impact of local food systems in the community to encourage localized marketplaces for food producers			
LFS-6	Explore updates to the UDO that would promote urban agriculture and repurposing of vacant or underutilized lots for such uses			
POLICIES FOR CONSERVATION DESIGN		YES	NO	NA
CD-1	Encourage conservation design in the UDO's subdivision development regulations, particularly for areas within watershed protection areas			
CD-2	Explore incentives for promoting conservation design, such as density bonuses to allow for comparable number of housing units but greater preserved green space within the site			
CD-3	Encourage developers to enhance preserved green spaces as accessible amenities for residents, such as trails and outdoor seating			
POLICIES FOR GREEN SPACE PRESERVATION		YES	NO	NA
GSP-1	Prioritize higher density redevelopment and infill development within already developed areas to avoid premature development in long term growth areas and reduce greenfield development			
GSP-2	Work with private developers to preserve significant natural assets within sites, such as streams, steep slopes, unique geological formations, wetlands, and mature stands of trees, which can be incorporated as development amenities			

Community Plan Consistency Grid: RZ 23-10				
GSP-3	Continue to identify and strategically acquire environmentally sensitive land to preserve as dedicated conservation areas and publicly accessible open space			
GSP-4	Explore incentives to promote conservation design in future development, such as density bonuses, to promote clusters of taller structures that preserve natural areas of the site			
GSP-5	Explore strategies to further promote green space preservation within the updated UDO, such as increasing set aside requirements, and evaluate what is credited as open space			
GSP-6	Explore strategies to further protect wildlife and environmentally sensitive areas in the UDO			
POLICIES FOR TREE CANOPY		YES	NO	NA
TC-1	Continue to support the Town in administering the Urban Forestry Program and planting, preserving, and maintaining trees on public properties and rights-of-way			
TC-2	Explore updates to the UDO that could further promote tree preservation and replacement in new developments			
TC-3	Review existing incentives and consider additional incentives for private developers to promote tree preservation above what is required by the UDO			
TC-4	Explore ways to increase the number of trees required in parking lots during the update to the UDO, such as requiring an island every 20 parking spaces or decreasing the minimum distance a parking space can be from a tree			
TC-5	Ensure public and private tree plantings and xeriscaping are made up of native plant species that are adapted to local environmental conditions and require less irrigation			
TC-6	Coordinate efforts to influence State regulations related to the expansion of tree preservation standards			
POLICIES FOR SUSTAINABLE DEVELOPMENT		YES	NO	NA
SD-1	Encourage private developers to incorporate green building, LID, and green infrastructure practices in future developments			
SD-2	Incorporate green infrastructure into public streetscapes, prioritizing pedestrian-oriented areas like Downtown, TOD, and Neighborhood Commercial areas			
SD-3	Continue to incorporate sustainable design best practices into Town-owned infrastructure and community facilities, striving to incorporate LEED practices into future facilities			
SD-4	Use the Environmental Protection Agency's (EPA) "Revising Local Codes to Facilitate Low Impact Development" guide to help identify regulations within the UDO that discourage LID practices			
SD-5	Evaluate potential rainwater collection programs and composting programs			
SD-6	Explore an incentive program to encourage development to provide stormwater when lots are exempt from stormwater requirements			
SD-7	Update the Manual of Specifications, Standards and Design to reference green infrastructure design			
SD-8	Explore decommissioned rights-of-way as potential stormwater routes			
SD-9	Support the use of attractive, safe, and sustainable street furniture and infrastructure, such as solar streetlights, and LED traffic lights			
SD-10	Expand the electric vehicle (EV) charging network by requiring the installation of charging stations, or the infrastructure needed to accommodate future charging stations, in all new parking lots, especially parking lots of multifamily and large scale developments, and increasing supply of public charging stations			

Community Plan Consistency Grid: RZ 23-10				
SD-11	Promote adaptive reuse over redevelopment for structures that are structurally sound, feature desirable built form, and/or are historically significant. This includes creating an online inventory of buildings available for adaptive reuse			
SD-12	Investigate developing a solar energy ordinance and enrolling in the SolSmart program, a national designation program funded by the US Department of Energy charged with making solar power faster, easier, and more affordable			
SD-13	Explore ways to incentivize renewable energy and passive solar design in the Town's development standards. SolSmart's Solar Energy Toolkit can be used as resource for better promoting solar panels within the code			
SD-14	Continue partnership with Raleigh to encourage homeowners to incorporate practices for water conservation			
POLICIES FOR TOURISM		YES	NO	NA
T-1	Grow the Town's art community and reputation as a regional arts destination with a Downtown focus			
T-2	Explore the potential of constructing a recreational destination facility with a regional draw			
T-3	Develop annual Tourism Economic Impact Reports to help quantify progress made in Wake Forest's tourism sector and identify trends, issues, and opportunities that can help Town staff prioritize future investments			
T-4	Support the Wake Forest Area Chamber to create and market a local visitor's center as a public resource hub for the Town's attractions, events, and businesses for visitors			
T-5	Leverage Wake County's Room Occupancy Tax to build, finance, and create new establishments or run events related to tourism, allowing the Town to capitalize on its success in drawing hotel occupants			
T-6	Create a community-wide wayfinding plan to improve sense of place and signage that directs visitors and residents to Town destinations			
T-7	Continue to support Wake Forest Downtown Inc. (a Main Street America accredited program) in meeting the National Accreditation Standards of Performance as outlined by the National Main Street Center			
T-8	Continue to participate in the NC Main to Main Trail program, a network that connects the State's Main Street America communities, and leverage this designation in the Town's marketing strategy			
T-9	Investigate hiring consultants to provide a comprehensive evaluation of Town events and provide recommendations for improved programs			
T-10	Explore the creation of a social district, where customers can carry and consume food and drinks purchased from businesses outside in a designated zone			
POLICIES FOR GATEWAYS		YES	NO	NA
GW-1	Create a Gateway Plan to identify and prioritize sites for gateway features and establish design standards. Ensure the Plan works in synergy with the Town's Wayfinding Plan.			
GW-2	Improve roadway infrastructure along key gateway routes to enhance their character and multimodal connectivity.			
POLICIES FOR DOWNTOWN WAKE FOREST		YES	NO	NA
DWF-1	Evaluate existing zoning regulations around density in appropriate locations to balance Downtown's development potential with preserving its historic character			

Community Plan Consistency Grid: RZ 23-10				
DWF-2	Identify strategies to fill vacant buildings Downtown that promote an entrepreneurial and small-business culture			
DWF-3	Identify strategies to attract families and younger populations to Downtown with inviting public spaces, entertainment, and destinations for all ages			
DWF-4	Provide guidelines for how buildings should be orientated to support pedestrian-friendly environments			
DWF-5	Reassess parking demand and supply with consideration for a new parking garage(s) to minimize surface parking lots			
DWF-6	Identify strategies to create an “experience-based” Downtown retail environment with unique local businesses and a pedestrian-oriented environment			
DWF-7	Reassess strategies to improve gateways and wayfinding to and within Downtown to better direct people and create a distinct sense of place			
DWF-8	Identify opportunities for Downtown events and public gathering spaces to bring the community together, such as live outdoor events and festivals			

ORDINANCE 2021-41

ORDINANCE AMENDING THE OFFICIAL ZONING DISTRICT MAP OF THE TOWN OF WAKE FOREST TO CHANGE THE ZONING OF APPROXIMATELY 8.68 ACRES LOCATED AT 238, 250 & 306 SOUTH ALLEN ROAD (WAKE COUNTY TAX PINS 1840-79-1536, 1840-69-9308, AND 1840-68-8987) FROM NEIGHBORHOOD MIXED-USE (NMX) TO NEIGHBORHOOD MIXED-USE CONDITIONAL DISTRICT (NMX-CD) AND GENERAL RESIDENTIAL 5 (GR5)

RZ-21-06, SOUTH ALLEN REZONING

WHEREAS, the application submitted by the Town of Wake Forest for the rezoning of lands hereinafter described was duly filed with the Planning Department and thereafter a public comment meeting was held hereon on the 14th day of September, 2021, before the Planning Board and a public hearing was held hereon on the 5th day of October, 2021 before the Board of Commissioners, pursuant to due notice mailed, the property posted, and notice published pursuant to G.S. § 160D-602. Thereafter, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application with the removal of 238 and 250 S. Allen Road, 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 160D, Article 6, 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 parcels identified by the Wake County Tax Parcel Identification Numbers (PINs) 1840-79-1536, 1840-69-9308, and 1840-68-8987, and described in Attachment "A", are located within the Town's 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 Neighborhood Mixed-Use (NMX) to Neighborhood Mixed-Use Conditional District (NMX-CD) (PINs 1840-79-1536 and 1840-69-9308) and General Residential 5 (GR5) (PIN 1840-68-8987).

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 in the public interest, but inconsistent with the Community Plan and Renaissance Plan and adopted a written consistency statement, which is on file with the Wake Forest Planning Department.

Section 6: The "Rezoned Lands" for PIN 1840-79-1536 (238 S. Allen Road) are subject to the following conditions which are imposed as part of this rezoning:

1. Only the following uses shall be permitted, subject to accessory use, supplemental use or special use permit requirements, as specified in the UDO:

- Dwelling-Townhome
- Dwelling-Accessory
- Bed and Breakfast Home (Up to 8 Rooms)
- Bank, Credit Union, and Financial Services
- Business Support Services
- Home Occupation
- Medical Clinic
- Personal Services
- Post Office
- Professional Services
- Small Equipment Repair/Rental
- General Commercial
- Open Air Retail
- Outdoor Seating
- Outside or Display Sales
- Restaurant
- Civic Meeting Facility
- Community or Cultural Facility
- Public Safety Station
- Religious Institution
- Child/Adult Day Care Center (8 or fewer persons)
- Child/Adult Day Care Center (More than 8 persons)
- School-Vocational/Technical
- Studio-Art, dance, martial arts, music
- Parking Lot Structure-Principal Use
- Light Manufacturing Workshop
- Garden (Community and Private)
- Produce Stand
- Wireless Telecommunications Facility (Non-tower)
- Wireless Telecommunications Facility (Tower)
- Utilities- Class 1
- Utilities- Class 2

2. Height shall be limited to 3 above grade stories and 55 feet.

Section 7: The “Rezoned Lands” for PIN 1840-69-9308 (250 S. Allen Road) are subject to the following conditions which are imposed as part of this rezoning:

1. Only the following uses shall be permitted, subject to accessory use, supplemental use or special use permit requirements, as specified in the UDO:
 - Dwelling-Townhome
 - Dwelling-Accessory
 - Bed and Breakfast Home (Up to 8 Rooms)
 - Bank, Credit Union, and Financial Services
 - Business Support Services
 - Home Occupation
 - Medical Clinic
 - Personal Services
 - Post Office
 - Professional Services
 - Small Equipment Repair/Rental
 - General Commercial
 - Open Air Retail
 - Outdoor Seating
 - Outside or Display Sales
 - Restaurant
 - Civic Meeting Facility
 - Community or Cultural Facility
 - Public Safety Station
 - Religious Institution
 - Child/Adult Day Care Center (8 or fewer persons)
 - Child/Adult Day Care Center (More than 8 persons)
 - School-Vocational/Technical
 - Studio-Art, dance, martial arts, music
 - Parking Lot Structure-Principal Use
 - Light Manufacturing Workshop
 - Garden (Community and Private)
 - Produce Stand
 - Wireless Telecommunications Facility (Non-tower)
 - Wireless Telecommunications Facility (Tower)
 - Utilities- Class 1
 - Utilities- Class 2

2. Height shall be limited to 3 above grade stories and 55 feet.
3. A minimum 25-foot wide Type A vegetated buffer shall be maintained adjacent to the following properties: (i) Greene, PIN 1840697139, DB 16846, Page 713; (ii) Rumph, PIN 1840695266, DB 14278, Page 2301; (iii) Sullivan, PIN 1840694377, DB 16777, Page 1518; (iv) Vaughn, PIN 1840695403, DB 16751, Page 2753; (v) Dhima/Graham, PIN 1840695429, DB 16697, Page 362; and (vi) Avondale Townhomes POA, PIN 1840698745, DB 12851, Page 1406, provided that Tree Save Areas meeting the requirements of the UDO, of the same minimum width may be maintained adjacent to the above listed properties in lieu of a Type A buffers.

Section 8: 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.

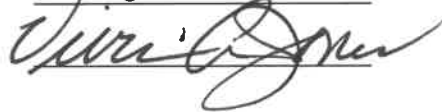
Section 9: This ordinance shall be in full force and effect from and after its adoption.

This the 5th day of October 2021.

Moved by: Chad Sary

Seconded: Bridget Wall-Lennon

Mayor:



APPROVED AS TO FORM:

Eric A. Vernon
Town Attorney

ATTEST:

Deeda W. Ham, Town Clerk

NMX Conditional Use-

Proposed Rezoning Conditions

Case No. RZ-21-06

Church Initiative

250 S. Allen Road

1. Only the following uses shall be permitted, subject to accessory use, supplemental use or special use permit requirements, as specified in the UDO:
 - a. Dwelling-Townhome
 - b. Dwelling-Accessory
 - c. Bed and Breakfast Home (Up to 8 Rooms)
 - d. Bank, Credit Union, and Financial Services
 - e. Business Support Services
 - f. Home Occupation
 - g. Medical Clinic
 - h. Personal Services
 - i. Post Office
 - j. Professional Services
 - k. Small Equipment Repair/Rental
 - l. General Commercial
 - m. Open Air Retail
 - n. Outdoor Seating
 - o. Outside or Display Sales
 - p. Restaurant
 - q. Civic Meeting Facility
 - r. Community or Cultural Facility
 - s. Public Safety Station
 - t. Religious Institution
 - u. Child/Adult Day Care Center (8 or fewer persons)
 - v. Child/Adult Day Care Center (More than 8 persons)
 - w. School-Vocational/Technical
 - x. Studio-Art, dance, martial arts, music
 - y. Parking Lot Structure-Principal Use
 - z. Light Manufacturing Workshop
 - aa. Garden (Community and Private)
 - bb. Produce Stand
 - cc. Wireless Telecommunications Facility (Non-tower)

dd. Wireless Telecommunications Facility (Tower)

ee. Utilities- Class 1

ff. Utilities- Class 2

2. Height shall be limited to 3 above grade stories and 55 feet.
3. A minimum 25-foot wide Type A vegetated buffer shall be maintained adjacent to the following properties: (i) Greene, PIN 1840697139, DB 16846, Page 713; (ii) Rumph, PIN 1840695266, DB 14278, Page 2301; (iii) Sullivan, PIN 1840694377, DB 16777, Page 1518; (iv) Vaughn, PIN 1840695403, DB 16751, Page 2753; (v) Dhima/Graham, PIN 1840695429, DB 16697, Page 362; and (vi) Avondale Townhomes POA, PIN 1840698745, DB 12851, Page 1406, provided that Tree Save Areas meeting the requirements of the UDO, of the same minimum width may be maintained adjacent to the above listed properties in lieu of a Type A buffers.

The foregoing conditions are submitted voluntarily by the undersigned property owner as conditions for a rezoning of 250 S. Allen Road, Wake Forest, NC to NMX-Conditional Use as of the 1st day of October, 2021.

THE CHURCH INITIATIVE, INC. a North Carolina non-profit corporation

By: _____

Steve Grissom

Title: _____

President

NMX Conditional Use-

Proposed Rezoning Conditions

Case No. RZ-21-06

Jade Elizabeth Salons

238 S. Allen Road

1. Only the following uses shall be permitted, subject to accessory use, supplemental use or special use permit requirements, as specified in the UDO:
 - a. Dwelling-Townhome
 - b. Dwelling-Accessory
 - c. Bed and Breakfast Home (Up to 8 Rooms)
 - d. Bank, Credit Union, and Financial Services
 - e. Business Support Services
 - f. Home Occupation
 - g. Medical Clinic
 - h. Personal Services
 - i. Post Office
 - j. Professional Services
 - k. Small Equipment Repair/Rental
 - l. General Commercial
 - m. Open Air Retail
 - n. Outdoor Seating
 - o. Outside or Display Sales
 - p. Restaurant
 - q. Civic Meeting Facility
 - r. Community or Cultural Facility
 - s. Public Safety Station
 - t. Religious Institution
 - u. Child/Adult Day Care Center (8 or fewer persons)
 - v. Child/Adult Day Care Center (More than 8 persons)
 - w. School-Vocational/Technical
 - x. Studio-Art, dance, martial arts, music
 - y. Parking Lot Structure-Principal Use
 - z. Light Manufacturing Workshop
 - aa. Garden (Community and Private)
 - bb. Produce Stand
 - cc. Wireless Telecommunications Facility (Non-tower)

dd. Wireless Telecommunications Facility (Tower)

ee. Utilities- Class 1

ff. Utilities- Class 2

2. Height shall be limited to 3 above grade stories and 55 feet.

The foregoing conditions are submitted voluntarily by the undersigned property owner as conditions for a rezoning of 238 S. Allen Road, Wake Forest, NC to NMX-Conditional Use as of the 11th day of October 2021.

Jade Elizabeth, LLC. a North Carolina limited liability company

By: 
Celline Bercik

Title: 

STAFF REPORT

TO: Board of Commissioners
DATE: October 5, 2021
CASE: RZ-21-06 238, 250 & 306 South Allen Road
PREPARED BY: Patrick Reidy, Senior Planner

GENERAL INFORMATION (Attachment A)

Applicant: Town of Wake Forest
301 South Brooks St
Wake Forest, NC 27587

Owners: Jade Elizabethpoo LLC
238 South Allen Road
Wake Forest, NC 27587

The Church Initiative Inc.
PO Box 1739
Wake Forest, NC 27587

Life Church PCCF Inc.
PO Box 12400
Wake Forest, NC 27587

Requested Action: Rezone property to General Residential 5 (GR5)

Existing Zoning: NMX (Neighborhood Mixed-Use)

Location: 238, 250 & 306 South Allen Road

Size: 8.68 ± acres

Tax Pin Nos.: 1840-79-1536, 1840-69-9308, and 1840-68-8987

Existing Land Use: Personal Services (238 S. Allen Road), Professional Services (250 S. Allen Road), Vacant Residential Care Facility (306 S. Allen Road) (Discontinued Use and Non-conforming Structure)

Surrounding Land Use and Zoning (Attachment B):

	Zoning(s)	Land Use(s)
North:	Urban Mixed Use (UMX) Conditional General Residential 3 (CU GR3)	Townhomes and Single-Family Dwellings
South:	Conditional General Residential 3 (CU GR3) General Residential 3 (GR3)	Single-Family Dwellings
East:	General Residential 3 (GR3)	Single-Family Dwellings

West:	Conditional General Residential 3 (CU GR3) Urban Mixed Use (UMX)	Single-Family Dwellings and Townhomes
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Zoning History:

The property is currently zoned NMX (Neighborhood Mixed-Use). When the UDO was adopted in 2013, the three subject parcels were rezoned as NMX (Neighborhood Mixed-Use), likely to ensure the existing uses did not become non-conforming as most residential districts do not permit personal or professional services.

At the April 20, 2021, Board of Commissioners Meeting, the Board directed the Planning Department to research rezoning the three parcels from NMX as requested through a petition signed by 35 members of the Cardinal Hills community.

At the June 15, 2021, Board of Commissioners Meeting, the Planning Department presented multiple compatible districts for consideration (UR, GR3, GR5, GR10). Staff also presented the option of allowing the properties to remain zoned NMX; initiate a rezoning to GR5; and an option to allow the Community Plan to be completed and proceed with a rezoning at that time, if appropriate. The Board directed the Planning Department to begin rezoning the three parcels to General Residential 5 (GR5). See Attachment E for a copy of the June 15, 2021, presentation and accompanying staff report.

After the June 15th meeting, the Planning Department met with or spoke to each of the subject property owners to hear their concerns about the rezoning. The salon owner of 238 S. Allen worried about their property becoming legally non-conforming. The owner of Church Initiative at 250 S. Allen has objected to the rezoning. Their concern is that their existing operation occupies less than half of the site and that if the property is rezoned, they would not be able to expand their operation in the future and if the building were destroyed by more than 50% of the value, they would no longer be able to operate on their property.

The owner of the vacant nursing home at 306 S. Allen Road has been actively trying to sell the property for redevelopment. Their concern that rezoning the GR5 would prevent redevelopment of the site due to the cost to demolish the existing structure not being offset by a higher return of investment with more lot yield allowed by the NMX zone.

At the August 3, 2021, Board of Commissioners Meeting, the Planning Department presented these concerns from each of the subject property owner and presented additional options for the Board of Commissioners to consider. Those options included leaving the properties zoned NMX; initiate the rezoning to GR5; complete the Community Plan; and to direct staff to develop a rezoning solution for all three parcels such as creating a Conditional District. The Board directed the Planning Department to expediate the rezoning of the three parcels to General Residential 5 (GR5). See Attachment F for a copy of the August 3, 2021, presentation and accompanying staff report.

Per Section 15.14 of the UDO, and in accordance with NCGS, the only process to change the official zoning map is to rezone the parcels again.

Applicable Adopted Plans

Wake Forest Community Plan:

The subject property is in the Historic Town Core Zone per the Growth Strategy Map (Attachment A). Per the Community Plan, the Historic Town Core Zone includes properties that were once developed and are now vacant, as well as intervening properties that have never been developed. The policy emphasis of the plan is to retain the urban, pedestrian-oriented character of the Historic Town Core Zone. One of the policy approaches in the Town Center Zone is for new residential development to be at a truly urban density, with the objective of placing a greater number of households within walking distance of the downtown commercial district or nearby neighborhood services. The parcel is also located in neighborhood planning area #28.

The following policies are applicable to the review of the rezoning request RZ-21-06:

Principles for Neighborhood Planning Areas:

- Principle 5: Rather than building large, single use subdivisions, build full-service neighborhoods, with residentially scaled services close at hand. Vary the types and price-points of housing to encourage social and economic diversity in each planning area.

Principles for Older Neighborhoods:

- Principle ON-4: New infill development should be architecturally compatible with existing structures, site layout and the streetscape within its vicinity. Efforts by neighborhood associations to establish their own standards for development compatibility should be encouraged. Performance based standards (checklist) rather than discretionary review (opinion) should be employed whenever possible.

Policies for Future Neighborhoods:

- Policy FN-7: As new neighborhoods are developed, a mixtures of housing types, sizes and prices shall be encouraged within the bounds of each neighborhood planning area.

Renaissance Plan for Downtown Wake Forest

The Renaissance Plan for Downtown Wake Forest update was adopted in 2017 to provide policy and programmatic recommendations for the revitalization of the historic downtown. Additionally, it proposed a number of realistic development opportunities for the heart of the Wake Forest community with the goal of creating a more vibrant community for all who visit, work, and live in Wake Forest. Two of the subject parcels (238 and 250 S. Allen) are within the eastern boundary of the Renaissance Area (Attachment F).

The Renaissance Plan provides general policies opportunities for new housing; designs streetscape improvements; develops mobility strategies that prioritize bicyclists, pedestrians, and transit; provides parking strategies; and identifies private development and redevelopment opportunities that are all applicable to the subject parcels if additional development were to occur in the future. No specific recommendations are made for either of the subject parcels.

The following policies are applicable to the review of the rezoning request RZ-21-06:

Principles for Successful Downtowns:

- SD-11: Attract businesses and other uses that provide daytime employment.
- SD-19: Attract diverse residential and employment centers within a 5 to 10-minute walk of downtown.

Neighborhood Meeting: A neighborhood meeting was held by the applicant on August 25, 2021, in accordance with the Section 15.3.5 of the UDO. A copy of the meeting notice, sign in sheet, and meeting summary can be found in Attachment C.

ANALYSIS

238 S. Allen Road

The salon is located on 0.42 acres and the site has little room for expansion of the building or parking area. This property does not present much opportunity for redevelopment or expansion of the current use. Rezoning the property to GR5 would make the existing use legally nonconforming, which allows the current use to continue subject to the standards within Section 13.5 of the UDO. In the event the property was vacant for more than a year, it would lose its non-conforming status, initiating redevelopment in alignment with the district standards.

250 S. Allen Road

The office is located on 5.51 acres, with a secondary access stub built from Cala Lily Lane to the rear, has significant development potential. Rezoning the property to GR5 would make the existing use legally nonconforming, which allows the current use to continue subject to the standards within Section 13.5 of the UDO. In the event the property was vacant for more than a year, it would lose its non-conforming status, initiating redevelopment in alignment with the district standards.

306 S. Allen Road

There is no established use for this property. Since the nursing home has been vacant for more than 365 days, the non-conforming rights have been lost per Section 13.2.2 of the UDO. If a nursing home were to operate at this location, it would be limited to 16 units since it does not have access on a Collector of higher classified street.

The site is 2.75 acres and also has significant development potential since there is no established use. The existing structure would likely need to be demolished as part of the redevelopment.

Overall Analysis

The NMX district is a pedestrian-scaled, mixed-use district which caters to the everyday needs of nearby neighborhoods, stressing accessibility by automobiles, bicycles, and pedestrians. The existing NMX zoning permits some commercial and automotive uses that are inconsistent with the adjacent properties. These uses can generate higher traffic volumes than the existing 20' wide South Allen Rd may be able to support, and any redevelopment would limit road improvements to the property frontage.

The GR5 district maintains previously developed suburban residential subdivisions for their existing or approved low-to-medium density single-family dwellings and related recreational, religious, and educational facilities. It is intended to act as a transitional zoning district between rural development in the county and the urban development of the town. The GR5 zone is further intended to

discourage any use which would be detrimental to the predominately residential nature of the areas included within the district.

The GR5 district is consistent with the parcels to the north, south, west, and east of the subject parcels that are zoned GR3 and the allowed uses in the UDO for the GR5 zone.

The rezoning request is generally inconsistent with the Wake Forest Community Plan and Renaissance Plan in that:

1. It does not encourage pedestrian-oriented, designed and scaled stores and services providing basic necessities to residents of the town's older neighborhoods.
2. It does not encourage a mixture of housing types, sizes, and prices for each neighborhood planning area.
3. It does not encourage a compatible, diverse mixture of retail, office, institutional, residential, dining, services, entertainment, and public open space in the downtown area.
4. It does not attract diverse residential and employment centers within a 5 to 10-minute walk of downtown.

PUBLIC COMMENT SUMMARY

At the September 14, 2021 Planning Board meeting, a public comment session was held for the proposed rezoning. Isabell Mattox, Pastor Sam Hodges, and Tom Worth spoke on behalf of the property owner at 250 S. Allen and voiced opposition to being included with the rezoning. They were concerned that the rezoning would create a legally non-conforming use and cause issues for future expansion or selling the property. They offered to create their own conditional district for the property to limit uses and development potential, but still maintain flexibility for business.

Kate Jones spoke on behalf of approximately 35 nearby residents that petitioned the rezoning. She stated that the initial concern was specific to the redevelopment potential for 306 S. Allen Road. She could not speak for all residents, but she was not as concerned about the other two properties since they had businesses that currently operate on site and would not be as likely to redevelop the site.

Debbie Hill also spoke in favor of the rezoning.

PLANNING BOARD RECOMMENDATION

At their September 14, 2021 meeting, the Planning Board recommended by a vote of 4-3 to rezone 306 S. Allen Road to General Residential 5 (GR5) and that 238 and 250 S. Allen remain zoned at Neighborhood Mixed-Use (NMU). By removing 238 and 250 S. Allen Road, the Planning Board found that the zoning map amendment request is consistent with the relevant policies in the Renaissance Plan and inconsistent with the relevant policies in the Comprehensive Plan. However, they found the rezoning request is reasonable and in the public interest.

STAFF RECOMMENDATION

Based upon the information provided, Staff advises that the Board of Commissioners find that the zoning map amendment request is inconsistent with the relevant policies in the Comprehensive Plan and Renaissance Plan, however, the Board of Commissioners may recommend approval if they find the rezoning request is reasonable and in the public interest.

Attachments:

- Attachment A - Rezoning Application
- Attachment B - Maps
- Attachment C - Neighborhood Meeting Documents
- Attachment D - Renaissance Area Boundary
- Attachment E - June 15, 2021, Presentation and Staff Report
- Attachment F - August 3, 2021, Presentation and Staff Report
- Proposed Consistency Statement – Application Version
- Proposed Consistency Statement – Planning Board Recommendation Version
- Proposed Ordinance – Application Version
 - Ord. Attachment A – Legal Description – Application Version
 - Ord. Attachment B – RZ-21-06 Application
- Proposed Ordinance – Planning Board Recommendation Version
 - Ord. Attachment A – Legal Description – Planning Board Recommendation Version
 - Ord. Attachment B – RZ-21-06 Application
- Planning Board Written Recommendation

ORDINANCE 2024-XX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST AMENDING THE OFFICIAL ZONING DISTRICT MAP OF THE TOWN OF WAKE FOREST TO CHANGE THE ZONING OF APPROXIMATELY 2.75 ACRES LOCATED AT 306 S. ALLEN ROAD, BEING WAKE COUNTY TAX PIN 1840688987, FROM FROM GENERAL RESIDENTIAL 5 (GR5) TO RESIDENTIAL MIXED-USE CONDITIONAL DISTRICT (RMX-CD)

RZ-23-10, 306 S. ALLEN ROAD

WHEREAS, the application submitted by GWP Developers LLC for the rezoning of land hereinafter described was duly filed with the Planning Department; and

WHEREAS, the Planning Board held a public comment session on May 14, 2024 and the Board of Commissioners held a public hearing on June 18, 2024; and

WHEREAS, mailed notices, property sign postings, and a newspaper notice publication were carried out for the public comment session and public hearing pursuant to G.S. § 160D-602 and the Unified Development Ordinance; and

WHEREAS, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application that was generally consistent with the Comprehensive Plan and in the best public interest for the lands hereinafter described, all in accordance with the requirements of the Town of Wake Forest Unified Development Ordinance and the provisions of Chapter 160D, Article 6, of the North Carolina General Statutes;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, North Carolina:

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

Section 2: The parcels identified by the Wake County Tax Parcel Identification Number 1840688987, and described in Exhibit 1, are located within the Town’s 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” General Residential 5 (GR5) to Residential Mixed-Use Conditional District (RMX-CD) as shown on Exhibit 1, subject to the conditions stated herein.

Section 4: The “Rezoned Lands” are subject to all of the standards and conditions in Exhibit 3 – 306 S. Allen Rd Master Plan, which are imposed as part of this rezoning.

Section 5: 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 6: 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 2022

Community Plan and is in the interest of the public and adopted a written consistency statement, which is on file with the Wake Forest Planning Department and attached as Exhibit 2.

Section 7: The “Rezoned Lands” are subject to the following conditions, which are imposed as part of this rezoning:

1. Site master plan (SP-23-18) is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the Administrator finds the modification(s) to be minor and in keeping with the spirit and intent of the approved Site Master Plan.
2. Only the proposed use, multi-family, shall be permitted.
3. Once complete, the owner shall provide, as part of the project, 100% of the dwelling units as age restricted. An age restricted dwelling unit is any dwelling unit at the project designated by the owner, in the owner’s discretion, to be offered for rent to residents 62 years and older. Beginning on December 31st of the first full year following the owner’s receipt of the final Certificate of Occupancy for the project, the owner of record shall prove, no later than December 31st of each year, an annual Certificate of Compliance with the zoning condition to the Town of Wake Forest Planning Department, which confirms that all units are being rented as age restricted.
4. Maximum density shall be limited to 13.2 units per acre.
5. Amendment to District Provision 2.2.3, Table of Urban Development Standard, D.1 Principal Building Front Setback, increasing the maximum allowable setback to +/- 76 feet for RMX Zoning.
6. Prior to the issuance of a building permit, an eight (8) foot opaque composite fencing (screening) shall be provided along the southern and western property lines as depicted on the Master Plan.
7. Prior to the issuance of a building permit, a six (6) foot opaque composite fencing (screening) shall be provided along the northern property line as depicted on the Master Plan.
8. All units will have a minimum contract of 3 months. Violations will be assessed per unit not in compliance.

Section 8: 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.

Adopted and effective this the 18th day of June 2024.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney

S. ALLEN REZONING LEGAL DESCRIPTION

306 S. Allen Road

BEGINNING AT AN IRON STAKE ON THE WEST SIDE OF A FARM ROAD IN S.W. BREWER'S LINE, SAME BEING NORTH 23 DEGREES EAST (FORMERLY READING NORTH 22 DEGREES 40 MINUTES EAST) 399 FEET FROM AN IRON STAKE, THE CORNER OF LANDS OF W.W. HOLDING, S.W. BREWER, JOHN HUNDER AND CLYDE KEISLER; THEN WITH NEW LINE OF LANDS OF W.W. HOLDING, NORTH 65 DEGREES 43 MINUTES WEST 300 FEET TO AN IRON STAKE; THENCE NORTH 23 DEGREES EAST 400 FEET TO AN IRON STAKE IN LINE OF LANDS OF WAKE COUNTY (WAKE FOREST HOSPITAL SITE); THENCE WITH LINE OF LANDS OF WAKE COUNTY (WAKE FOREST HOSPITAL SITE) SOUTH 65 DEGREES 43 MINUTES EAST 300 FEET TO AN IRON STAKE IN S.W. BREWER'S LINE; THENCE WITH SAID BREWER'S LINE, SOUTH 23 DEGREES WEST (FORMER READING BEING SOUTH 22 DEGREES 40 MIN. WEST) 400 FEET TO THE POINT OF BEGINNING AND CONTAINING 2.754 ACRES AND TO THE ADJACENT CENTERLINE OF THE RIGHT-OF-WAY.

Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Zoning Map Amendment RZ-23-10: 306 S. Allen Road Conditional District

The Wake Forest Board of Commissioners finds that RZ-23-10 is consistent with the 2022 Wake Forest Community Plan. The Wake Forest Board of Commissioners finds that the approval of the rezoning request is reasonable and in the public interest for the following reasons:

1. The proposed rezoning is consistent with the Future Land Use Plan in the Community Plan. The plan designates Mixed Residential for this property. This development only provides multifamily units, rather than a wide range of housing types. The Mixed Residential designation is for only the subject 2.75 acres in this area, so providing a wide range of uses while trying to provide an adaptive reuse of the building is not feasible for this site.
2. The proposed rezoning is consistent with the Residential Areas Plan section in the Community Plan. Rather than proposing to tear down the existing building and building a new multifamily development, the applicant is proposing to renovate the existing building for multifamily units and upgrade the landscaping and parking. This would keep the height limited to one story, which is in keeping with the heights of the neighborhood. They have also provided a rezoning condition that requires all of the units be age restricted to 62 years and older.
3. The proposed rezoning is consistent with the Senior Housing section in the Community Plan. The developer provided a rezoning condition that provides age restricted units for 100% of the units and the development is within a quarter mile of Downtown.
4. The proposed rezoning is consistent with the Sustainable Development section in the Community Plan. The proposed development is providing adaptive reuse by taking the vacant residential care facility and renovating the interior to create 31 multifamily dwelling units.

SITE MASTER PLAN

306 SOUTH ALLEN ROAD

TOWN OF WAKE FOREST, NORTH CAROLINA

RZ-23-10
SP-23-18



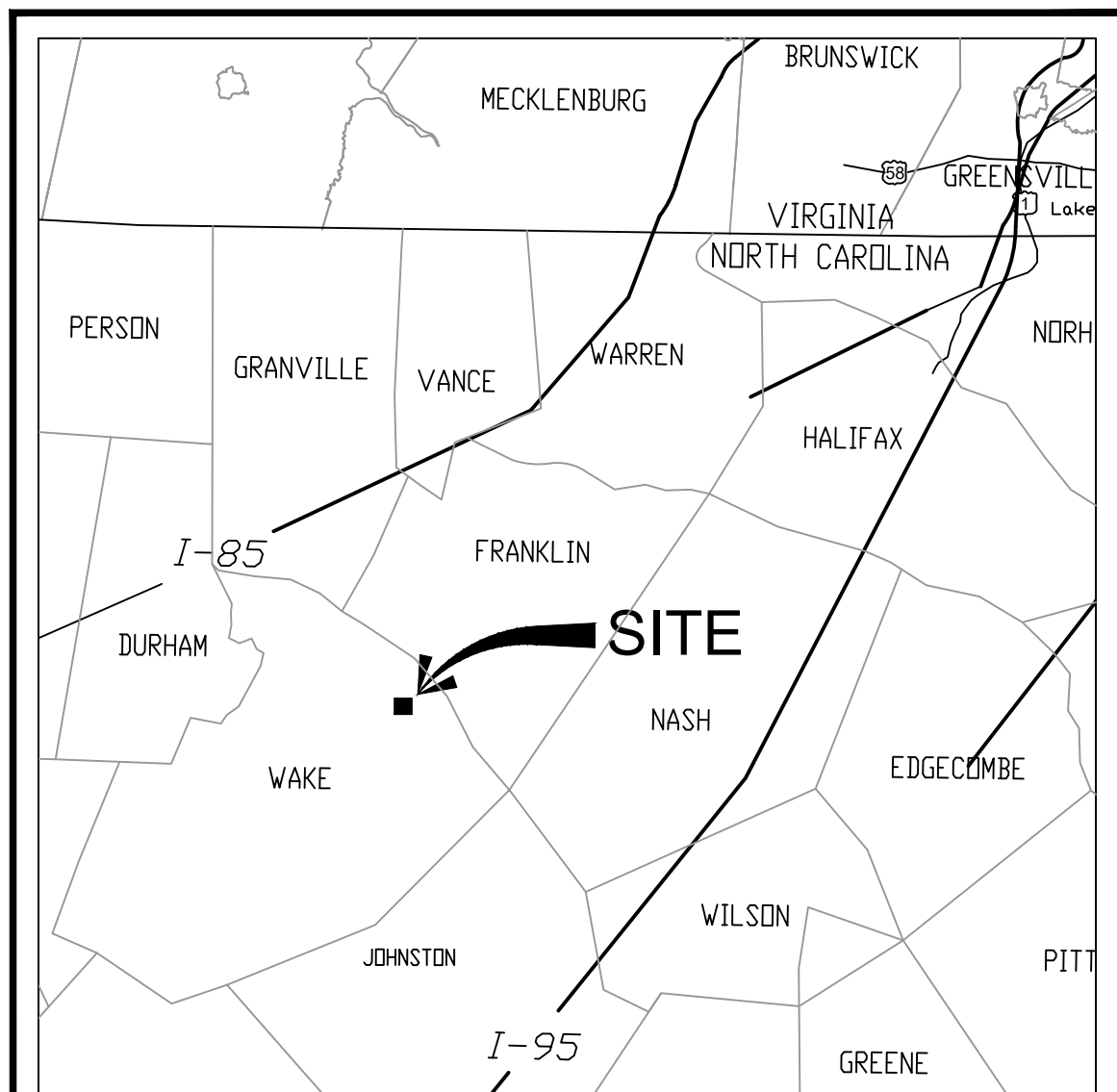
REZONING CONDITIONS:

- SITE MASTER PLAN (SP-23-18) IS A CONDITION OF THE REZONING. AMENDMENTS OF THE MASTER PLAN SHALL REQUIRE A REZONING AMENDMENT UNLESS THE ADMINISTRATOR FINDS THE MODIFICATION(S) TO BE MINOR AND IN KEEPING WITH THE INTENT OF THE ADOPTED SUBDIVISION MASTER PLAN.
- ONLY THE PROPOSED USE, MULTI-FAMILY, SHALL BE PERMITTED.
- ONCE COMPLETE, THE OWNER SHALL PROVIDE, AS PART OF THE PROJECT, 100% OF THE DWELLING UNITS AS AGE RESTRICTED. AN AGE RESTRICTED DWELLING UNIT IS ANY DWELLING UNIT AT THE PROJECT DESIGNATED BY THE OWNER, IN THE OWNER'S DISCRETION, TO BE OFFERED FOR RENT TO RESIDENTS 62 YEARS AND OLDER. BEGINNING ON DECEMBER 31ST OF THE FIRST FULL YEAR FOLLOWING THE OWNER'S RECEIPT OF THE FINAL CERTIFICATE OF OCCUPANCY FOR THE PROJECT, THE OWNER OF RECORD SHALL PROVIDE, NO LATER THAN DECEMBER 31ST OF EACH YEAR, AN ANNUAL CERTIFICATE OF COMPLIANCE WITH THIS ZONING CONDITION TO THE TOWN OF WAKE FOREST PLANNING DEPARTMENT, WHICH CONFIRMS THAT AT LEAST SEVEN (7) UNITS ARE BEING RENTED AS AGE RESTRICTED.
- MAXIMUM DENSITY SHALL BE LIMITED TO 13.2 UNITS PER ACRE.
- AMENDMENT TO DISTRICT PROVISION 2.2.3, TABLE OF URBAN DISTRICT DEVELOPMENT STANDARD, D.1, PRINCIPAL BUILDING FRONT SETBACK, INCREASING THE MAXIMUM ALLOWABLE SET BACK TO +/- 76 FT FOR RMX ZONING.
- PRIOR TO THE ISSUANCE OF A BUILDING PERMIT, AN EIGHT (8) FOOT OPAQUE COMPOSITE FENCING (SCREENING) SHALL BE PROVIDED ALONG THE SOUTHERN & WESTERN PROPERTY LINES AS DEPICTED ON THE MASTER PLAN.
- PRIOR TO THE ISSUANCE OF A BUILDING PERMIT, A SIX (6) FOOT OPAQUE COMPOSITE FENCING (SCREENING) SHALL BE PROVIDED ALONG THE NORTHERN PROPERTY LINE AS DEPICTED ON THE MASTER PLAN.
- ALL UNITS WILL HAVE A MINIMUM CONTACT OF 3 MONTHS. VIOLATIONS WILL BE ASSESSED PER UNIT NOT IN COMPLIANCE.

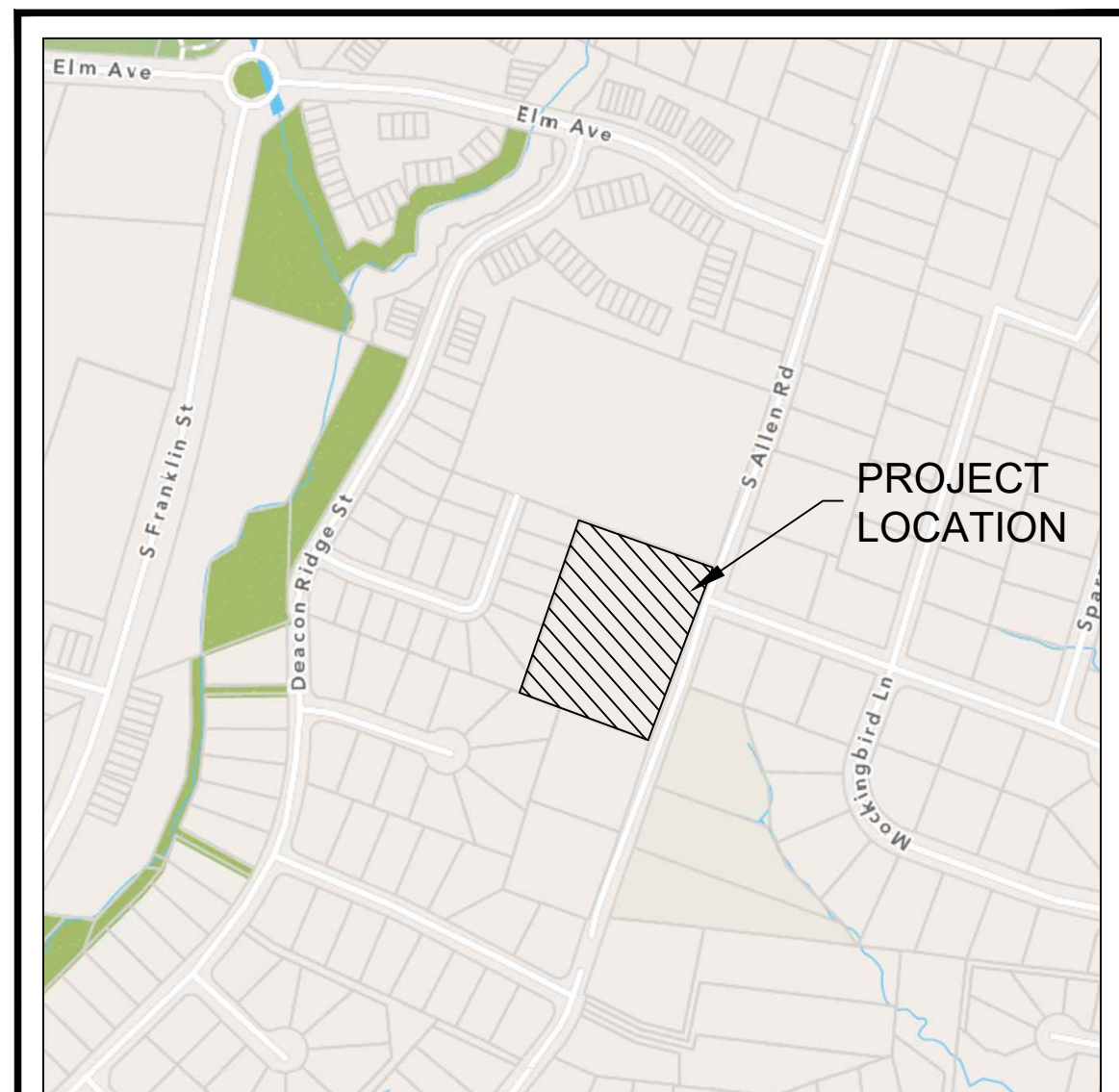
PREVIOUS LIST OF REQUESTS - WF REST HOME

DATA PRESENTED HEREIN OBTAINED FROM WAKE COUNTY, NC REAL ESTATE.
REAL ESTATE ID: 0018046
PIN #: 1840688987
LOCATION ADDRESS: 306 S ALLEN RD
PROPERTY DESCRIPTION: CADELL LAND WAKE FOREST REST HOME

DATE	NOTE(S)
09-01-2022	REBATE BILL TV #298,150 F22/LAND REZONED AND REPRICED F22/JDC
08-30-2022	ZONING CHANGE FROM NMX TO GR5 FOR 2022 PER WF ORD RZ-21-06
06-30-2016	EXEMPT REMOVED
10-27-2016	FULL REBATE F110/EXEMPT APPLICATION APPROVED FOR 2016-SUBMITTED JANUARY 4,2016/IGW
10-27-2016	FULL EXEMPT APPLICATION APPROVED FOR 2016/ADDITIONAL DOCUMENTATION OF USE SUBMITTED
04-01-2016	EXEMPT APPLICATION DENIED FOR 2016 - NOT IN USE ON 1/1/2016, STATUTE RELIGIOUS
01-04-2016	EXEMPT PROPERTY V3 (01-16-1) APPLICATION CREATED/01-04-2016/LIFE CHURCH PCCF INC, PO BOX 12400, WAKE FOREST NC 27587
12-22-2015	EXEMPT PROPERTY (01-15-1) APPLICATION CREATED/12-22-2015/LIFE CHURCH PCCF INC, PO BOX 12400, WAKE FOREST NC 27587
12-01-2015	EXEMPT PROPERTY (01-15-1) APPLICATION CREATED/12-01-2015/LIFE CHURCH PCCF INC, PO BOX 12400, WAKE FOREST NC 27587
04-06-2015	BOE CONSENT VALUE PENDING BOARD APPROVAL
03-20-2000	MEW/RUN COMP (CD3) F2000 (NCIV)
01-26-1999	1-19-99/FWP/CD3/ADDITION INC F99
01-26-1999	1-19-99/FWP/CD3/ADDITION INC F99
08-28-1998	BLDG PERMIT #6706 ISSUE DATE 08-24-98 CONST TYPE B \$138,400
03-12-1998	BLDG PERMIT #6252 ISSUE DATE 12-22-97 CONST TYPE B \$300,000
09-11-1996	8/96SP=907,500/REAL ESTATE ONLY(QUAL) PER JAS HUFF JR-ATTORNEY
09-10-1996	896 SP=\$1,635,000 INCL FF&E AND GOODWILL - DISO SALE BASED ON REVENUE STAMPS PER ATTORNEY'S OFFICE - MARY IRLAND
09-06-1994	WJAS HUFF ATTORNEY'S OFFICE PH#831-2261
06-03-1991	9-6-94/ROR60 BEDS PER PHONE CALL/NOIV WAKE FOREST REST HOME



SCALE: N.T.S.



SCALE: 1" = 400'

GENERAL NOTES & PROJECT DATA:

- NAME: ADDITION & RENOVATIONS TO THE WAKE FOREST CARE CENTER
ADDRESS: 306 SOUTH ALLEN ROAD
WAKE FOREST, NC 27587
PARCEL ID: 1840688987
- PREPARER: GWP DEVELOPERS, LLC.
CALEB CORUM
201 SOUTH MAIN STREET
WARRENTON, NC 27589
PHONE: (434) 774-8082
EMAIL: GWPCALEBC@GMAIL.COM
- OWNER: ROBINHOUSE LLC. & HURT LLC.
116 OLD MILL ROAD
MACON, NC 27804
PHONE: (919) 632-4274
EMAIL: RANDALLELLISROBINSON@GMAIL.COM
- DEVELOPER: HURT & SONS, LLC.
P.O. BOX 9038
ROCKY MOUNT, NC 27804
PHONE: (252) 714-3710
EMAIL: MICHAEL.HURT@HURTORD.COM
- ENGINEER: B&B CONSULTANTS, INC.
GERALD HOOTON
212 EAST FERRELL STREET
SOUTH HILL, VA 23970
PHONE: (434) 447-7621
EMAIL: GHOOTON@BANDBCONS.COM
- ANNEXATION ORDINANCE #: N/A
- ZONING: CURRENT: GR5-CD (GENERAL RESIDENTIAL 5 - CONDITIONAL DISTRICT)
PROPOSED: (WF ORD RZ-21-06)
RMX-CD (RESIDENTIAL MIXED-USE - CONDITIONAL DISTRICT)
- COMMUNITY PLAN - GROWTH STRATEGIES MAP DESIGNATION: MIXED RESIDENTIAL
- AREA OF TRACT: 119,790 S.F. (2.75 Ac.)
- REQUIRED / PROPOSED SETBACKS / DIMENSIONAL REQUIREMENTS:
RECD PROPOSED
FRONT: 18 FT (MAX) +/- 76 FT (MAX)
REAR & SIDE: 5 FT 5 FT
SECONDARY: 5 FT 5 FT
- DEVELOPMENT CALCULATIONS ON GROSS & NET DENSITY:
24 UNITS / Ac. MAX ALLOWED BY ZONING
GROSS DENSITY: 11.3 UNITS / Ac. (31 / 2.75)
NET DENSITY: 13.2 UNITS / Ac. (31 / 2.34) (MAX. DENSITY ALLOWED BY REZONING)
(LESS 17,825 SF. OF IMPROVED AREA)
- EXISTING USE: VACANT
PROPOSED USE: DWELLINGS - MULTIFAMILY
- EX BLDG GROSS SQUARE FOOTAGE: 23,438 SF
PROPOSED GROSS SQUARE FOOTAGE: 23,438 SF
- PROPOSED GROSS SQUARE FOOTAGE OF STORY AREA BY USE: 23,438 SF
- NUMBER OF MF UNITS: 31
- NUMBER OF LOTS: 1
- NUMBER OF LOTS PER PHASE: 1
- PROPOSED /EXISTING HEIGHT: 18 FT
NUMBER OF STORIES: 1
- NUMBER OF VEHICLES & BICYCLES PARKING SPACES:
REQUIRED PARKING SPACES: 56 (1.8 SPACES PER UNIT)
PROPOSED PARKING SPACES: 57 (3 ADA)
REQUIRED BICYCLE SPACES: 4 (2 PER 40 AUTO SPACES)
PROPOSE BICYCLE SPACES: 4
PARKING CONFIGURATION: LOCATION B
PARKING ALLOWED W/IN 2ND & 3RD LAYERS ONLY
- FRONTAGE BUILD-OUT REQUIREMENT: N/A
- WATER SUPPLY WATERSHED PROTECTION OVERLAY DISTRICT INDICATION: N/A
- SPECIAL FLOOD HAZARD AREAS: N/A
- OPEN SPACE (UNIMPROVED): REQUIRED: 5% OR 5,990 S.F. (0.13 Ac.)
PROVIDED: 6.5% OR 7,887 S.F. (0.18 Ac.) (PERIMETER BUFFER AREA)
- PARK SPACE (IMPROVED): REQUIRED: 2% OR 2,396 S.F. (0.05 Ac.)
PROVIDED: 3.7% OR 4,525 S.F. (0.10 Ac.)
3,843 S.F. (0.08 Ac.) - ACTIVE RECREATION
WIN EX COURT YARD & REAR OF FACILITY
(BADMINTON COURT, SHUFFLE BOARD, PICKLE BALL, EXERCISE EQUIP., ETC.)
84.9% OF PROVIDED PARK SPACE
682 S.F. (0.01 Ac.) - PASSIVE RECREATION
WIN PROPERTY FRONTAGE
(RELAXATION BENCH(S), WALKING PATH, GARDEN AREA W/ BENCH SEATING, ETC.)
15.0% OF PROVIDED PARK SPACE
- IMPERVIOUS SURFACE: EXISTING: 45,288 SF (1.03 AC)
EXISTING PERCENT IMPERVIOUS: 37.8%
PROPOSED IMPERVIOUS: 55,479 SF (1.27 AC)
PROPOSED PERCENTAGE IMPERVIOUS: 46.3%

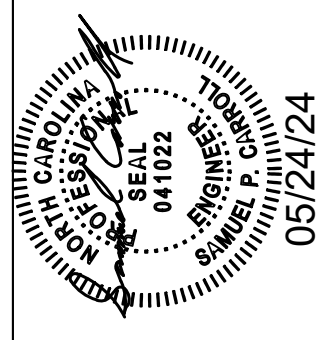
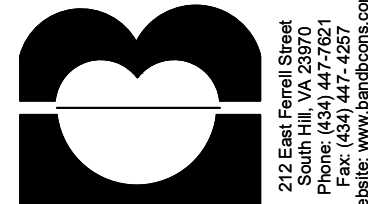
RECOMMENDATION FOR APPROVAL BY THE WAKE FOREST PLANNING BOARD

DATE: _____

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

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.



CERTIFICATION
05/24/24

NO.	DATE	REVISIONS
4	05/24/2024	PER TOWN OF WAKE FOREST COMMENTS
3	03/25/2024	PER TOWN OF WAKE FOREST COMMENTS
2	02/28/2024	PER TOWN OF WAKE FOREST COMMENTS
1	12/11/2023	PER TOWN OF WAKE FOREST COMMENTS

COVER SHEET

SITE MASTER PLAN

306 SOUTH ALLEN ROAD

TOWN OF WAKE FOREST, NORTH CAROLINA

B & B Consultants, Inc.
Engineers - Surveyors - Planners - Land Architects
Chapel Hill, South Hill, & South Boston, Virginia

COMMISSION NO:
23017

DESIGNED BY
CARROLL

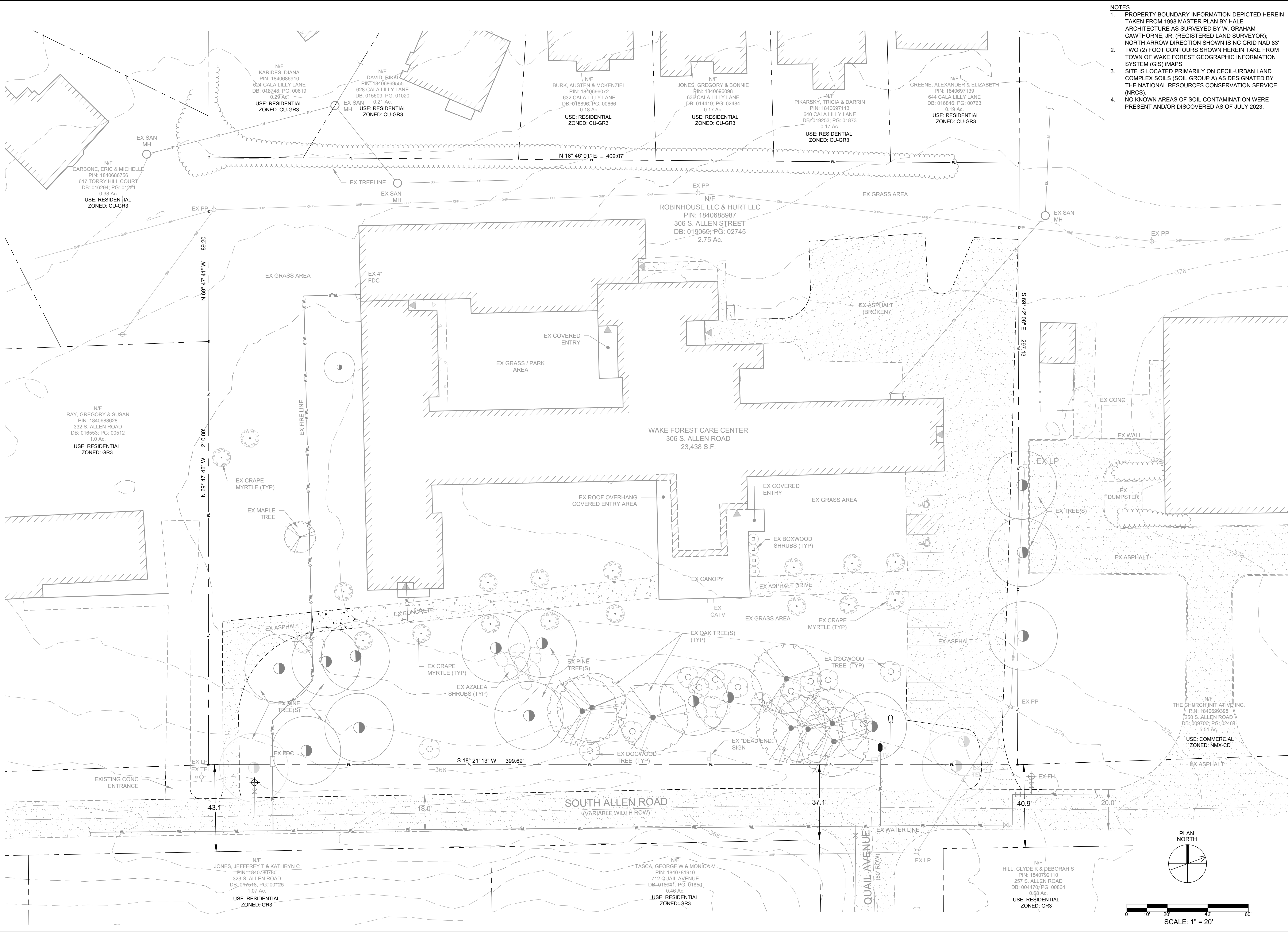
DRAWN BY
HOOTON

CHECKED BY
CARROLL

ISSUE DATE
07/18/2023

SHEET NO.

C-0



- NOTES
1. PROPERTY BOUNDARY INFORMATION DEPICTED HEREIN TAKEN FROM 1988 MASTER PLAN BY HALE ARCHITECTURE AS SURVEYED BY W. GRAHAM CAWTHORNE, JR. (REGISTERED LAND SURVEYOR); NORTH ARROW DIRECTION SHOWN IS NC GRID NAD 83' TWO (2) FOOT CONTOURS SHOWN HEREIN TAKE FROM TOWN OF WAKE FOREST GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPS
 2. SITE IS LOCATED PRIMARILY ON CECIL-URBAN LAND COMPLEX SOILS (SOIL GROUP A) AS DESIGNATED BY THE NATIONAL RESOURCES CONSERVATION SERVICE (NRCS).
 3. NO KNOWN AREAS OF SOIL CONTAMINATION WERE PRESENT AND/OR DISCOVERED AS OF JULY 2023.

212 East Foothill Street
Raleigh, NC 27601
Phone: 919.487.4201
Fax: 919.487.4207
www.bnbconsultants.com

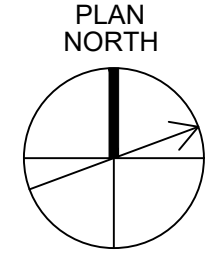
EXISTING CONDITIONS		COMMISSION NO. 23017	
SITE MASTER PLAN		DESIGNED BY CARROLL	
306 SOUTH ALLEN ROAD		DRAWN BY HOOTON	
TOWN OF WAKE FOREST, NORTH CAROLINA		CHECKED BY CARROLL	
B & B Consultants, Inc.		ISSUE DATE 07/18/2023	
Engineers: Surveys, Planning, Land Analysis		SHEET NO. C-1	
CERTIFICATION			
NO.	DATE		
3	03/25/2024		
2	02/28/2024		
1	12/11/2023		
REVISIONS			
NO.	DATE		
3	03/25/2024		
2	02/28/2024		
1	12/11/2023		



DEMOLITION PLAN NOTES

PLAN NORTH

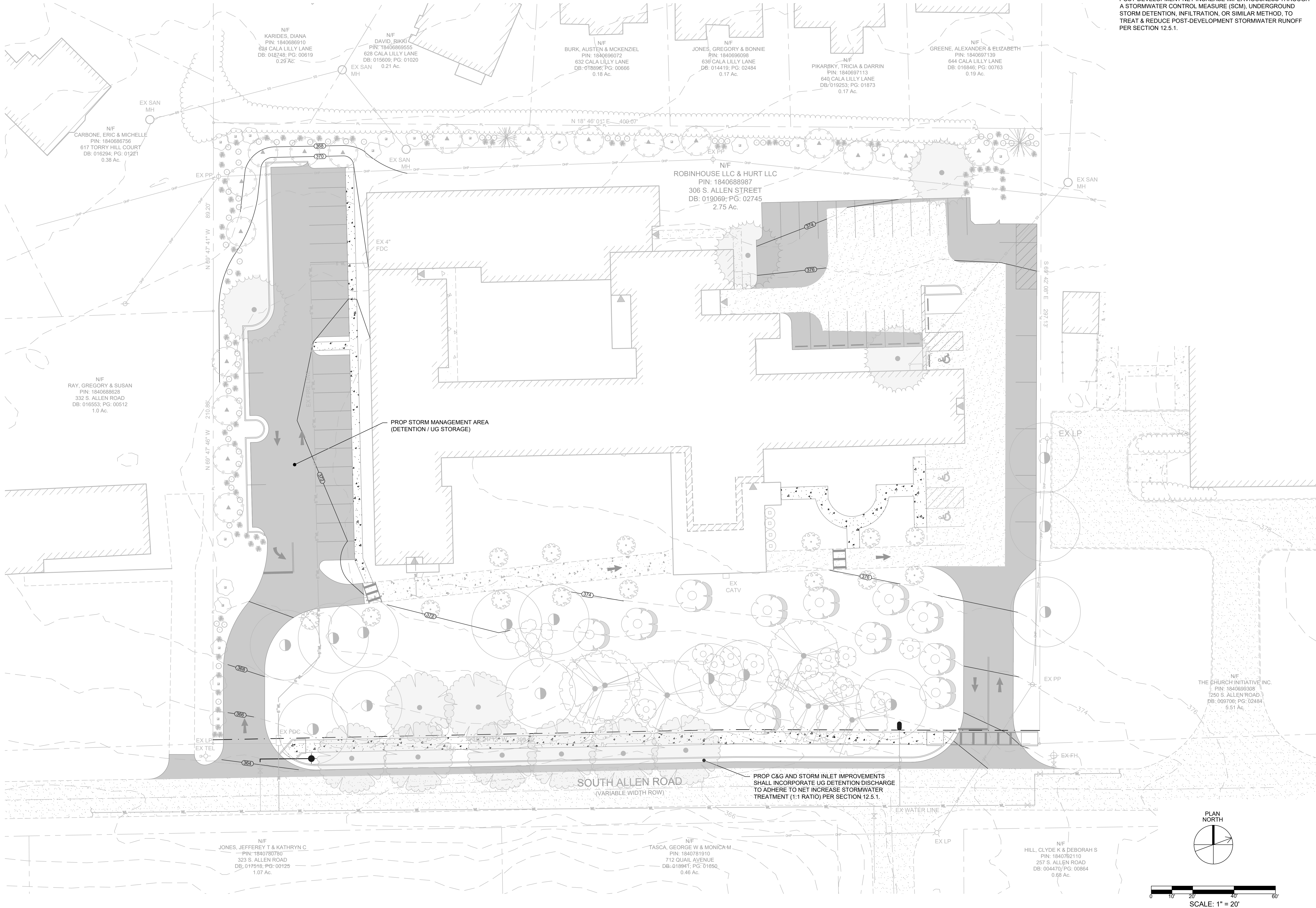
A diagram showing a circle with a vertical line passing through its center. An arrow points from the center towards the right edge of the circle.



ANGLE (TYP)
RE ROAD WIDENING)

SHEET NO.

C-3



STORM WATER ATTENUATION NOTE:
STORM RUNOFF FOR THIS FACILITY SHALL REDUCED THE POST-DEVELOPMENT NET INCREASE IMPERVIOUSNESS THROUGH A STORMWATER CONTROL MEASURE (SCM), UNDERGROUND STORM DETENTION, INFILTRATION, OR SIMILAR METHOD, TO TREAT & REDUCE POST-DEVELOPMENT STORMWATER RUNOFF PER SECTION 12.5.1.

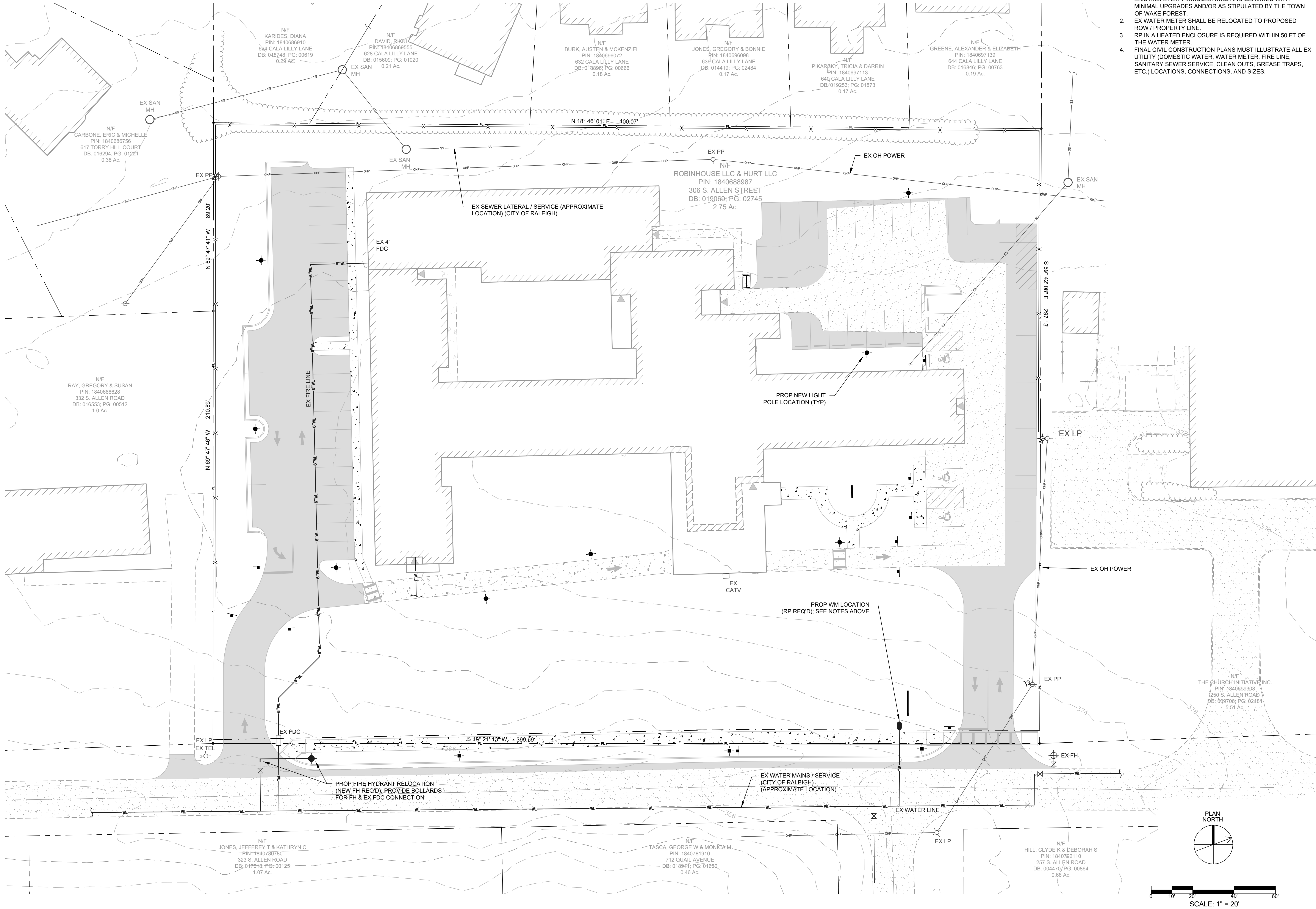
CERTIFICATION
03/25/24

NO.	DATE	REVISIONS
3	03/25/2024	PER TOWN OF WAKE FOREST COMMENTS
2	02/28/2024	PER TOWN OF WAKE FOREST COMMENTS
1	12/17/2023	PER TOWN OF WAKE FOREST COMMENTS

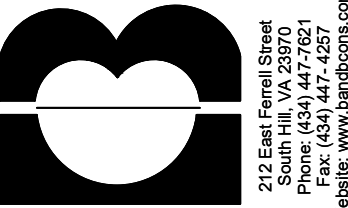
PRELIMINARY GRADING & DRAINAGE PLAN
SITE MASTER PLAN
306 SOUTH ALLEN ROAD
TOWN OF WAKE FOREST, NORTH CAROLINA
B & B Consultants, Inc.
Engineers - Surveyors - Planners - Lab Analysts
Chapel Hill, North Carolina & South Boston, Virginia

COMMISSION NO.	23017
DESIGNED BY	CARROLL
DRAWN BY	HOOTON
CHECKED BY	CARROLL
ISSUE DATE	07/18/2023

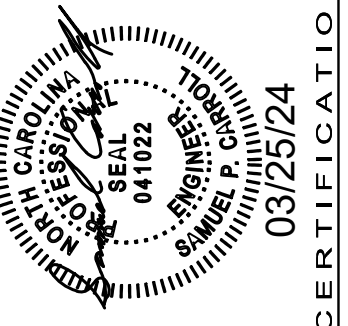
SHEET NO.
C-4



- UTILITY NOTES:
1. THE PROPOSED DEVELOPMENT INTENDS TO UTILIZE ALL EXISTING UTILITY CONNECTIONS AND SERVICES WITH MINIMAL UPGRADES AND/OR AS STIPULATED BY THE TOWN OF WAKE FOREST.
 2. EX WATER METER SHALL BE RELOCATED TO PROPOSED ROW / PROPERTY LINE.
 3. RP IN A HEATED ENCLOSURE IS REQUIRED WITHIN 50 FT OF THE WATER METER.
 4. FINAL CIVIL CONSTRUCTION PLANS MUST ILLUSTRATE ALL EX UTILITY (DOMESTIC WATER, WATER METER, FIRE LINE, SANITARY SEWER SERVICE, CLEAN OUTS, GREASE TRAPS, ETC.) LOCATIONS, CONNECTIONS, AND SIZES.



212 East Forest Street
Raleigh, NC 27601
Phone: (919) 877-2721
Fax: (919) 877-4597
www.bnbconsultants.com



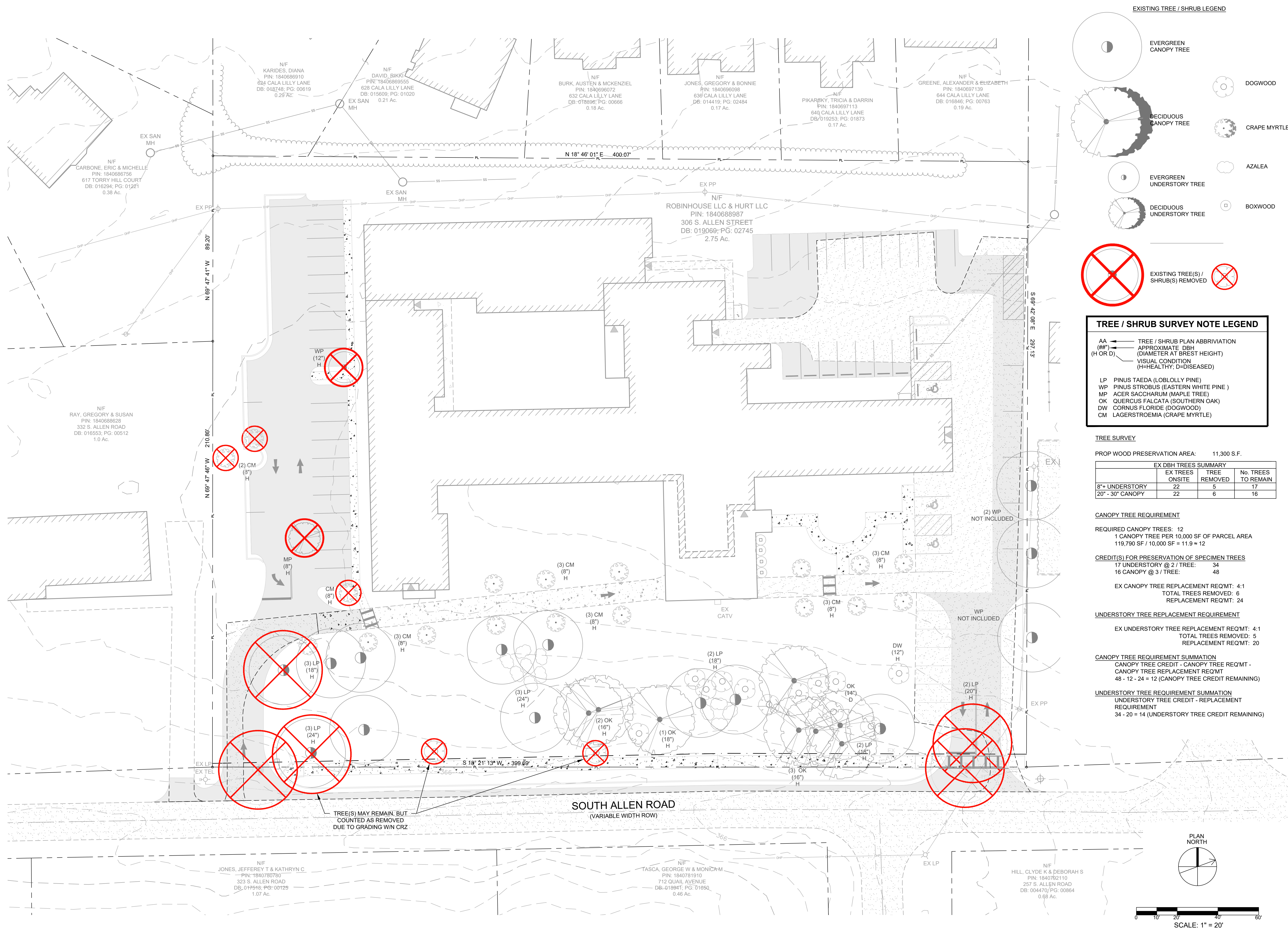
CERTIFICATION
03/23/24

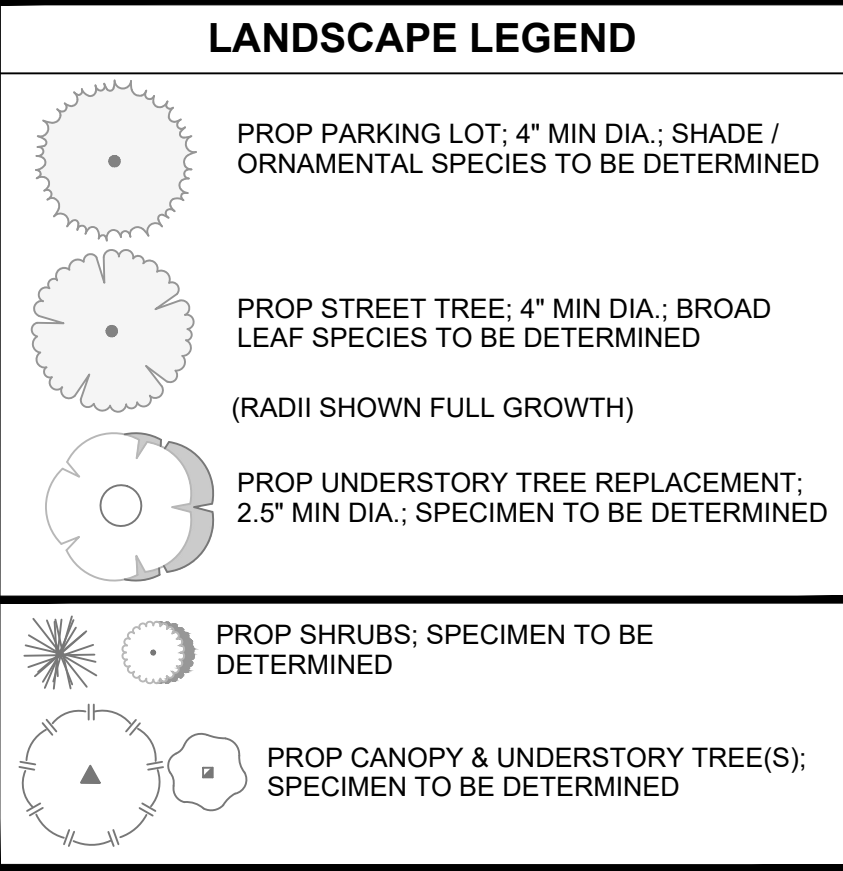
NO.	DATE	REVISIONS
3	03/25/2024	PER TOWN OF WAKE FOREST COMMENTS
2	02/28/2024	PER TOWN OF WAKE FOREST COMMENTS
1	12/11/2023	PER TOWN OF WAKE FOREST COMMENTS

UTILITY PLAN
SITE MASTER PLAN
306 SOUTH ALLEN ROAD
TOWN OF WAKE FOREST, NORTH CAROLINA
B & B Consultants, Inc.
Engineers - Surveyors - Planners - Land Architects
Chapel Hill, South Hill, & South Boston, Virginia

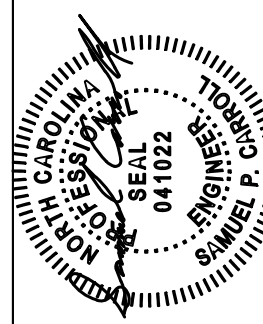
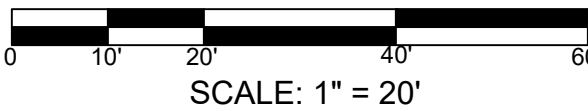
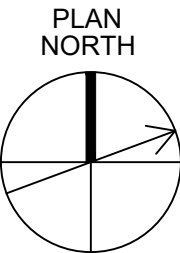
COMMISSION NO.	DESIGNED BY	DRAWN BY	CHECKED BY	ISSUE DATE
23017	CARROLL	HOOTON	CARROLL	07/18/2023

SHEET NO.
C-5





10'x70' SIGHT DIST TRIANGLE (TYP)
(ENLARGED FOR FUTURE ROAD WIDENING)



03/23/24
CERTIFICATION

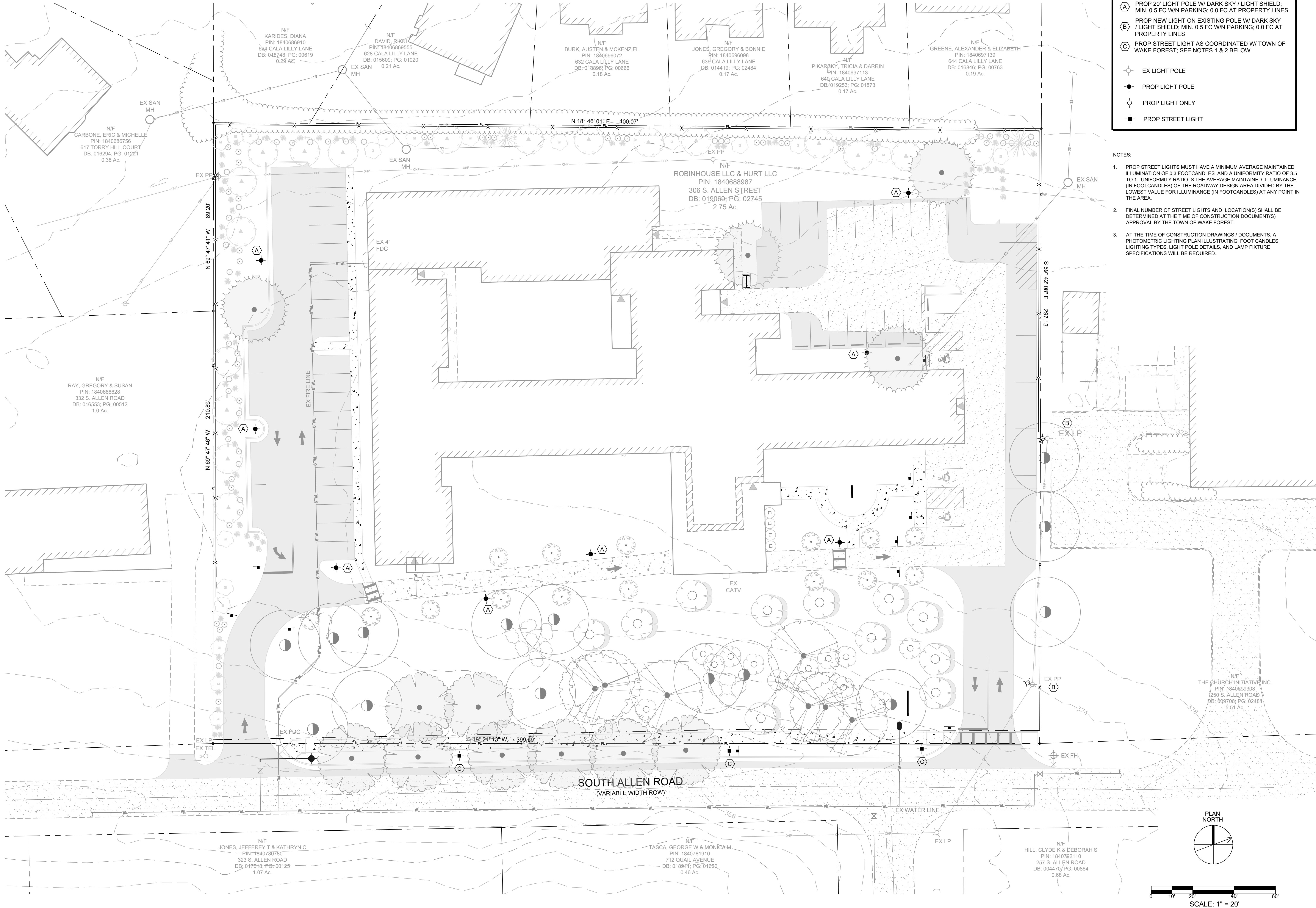
3	09/25/2024	PET TOWN OF WAKE FOREST COMMENTS	
2	02/26/2024	PET TOWN OF WAKE FOREST COMMENTS	
1	12/11/2023	PET TOWN OF WAKE FOREST COMMENTS	

LANDSCAPE PLAN
SITE MASTER PLAN
3306 SOUTH ALLEN ROAD
TOWN OF WAKE FOREST, NORTH CAROLINA
P & B Consultants, Inc.

COMMISSION NO.	23017
DESIGNED BY	CARROLL
DRAWN BY	HOOTON
CHECKED BY	CARROLL
ISSUE DATE	07/18/2023

SHEET NO.

C-7



PRELIM LIGHTING PLAN NOTES / LEGEND

(A) PROP 20' LIGHT POLE W/ DARK SKY / LIGHT SHIELD; MIN. 0.5 FC W/N PARKING; 0.0 FC AT PROPERTY LINES

(B) PROP NEW LIGHT ON EXISTING POLE W/ DARK SKY / LIGHT SHIELD; MIN. 0.5 FC W/N PARKING; 0.0 FC AT PROPERTY LINES

(C) PROP STREET LIGHT AS COORDINATED W/ TOWN OF WAKE FOREST; SEE NOTES 1 & 2 BELOW

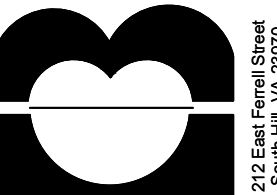
EX LIGHT POLE

PROP LIGHT POLE

PROP LIGHT ONLY

PROP STREET LIGHT

- NOTES:
- PROP STREET LIGHTS MUST HAVE A MINIMUM AVERAGE MAINTAINED ILLUMINATION OF 0.3 FOOTCANDLES AND A UNIFORMITY RATIO OF 3.5 TO 1. UNIFORMITY RATIO IS THE AVERAGE MAINTAINED ILLUMINANCE (IN FOOTCANDLES) OF THE ROADWAY DESIGN AREA DIVIDED BY THE LOWEST VALUE FOR ILLUMINANCE (IN FOOTCANDLES) AT ANY POINT IN THE AREA.
 - FINAL NUMBER OF STREET LIGHTS AND LOCATION(S) SHALL BE DETERMINED AT THE TIME OF CONSTRUCTION DOCUMENT(S) APPROVAL BY THE TOWN OF WAKE FOREST.
 - AT THE TIME OF CONSTRUCTION DRAWINGS / DOCUMENTS, A PHOTOMETRIC LIGHTING PLAN ILLUSTRATING FOOT CANDLES, LIGHTING TYPES, LIGHT POLE DETAILS, AND LAMP FIXTURE SPECIFICATIONS WILL BE REQUIRED.



212 East Foothill Street
Pomona Hills, CA 91768
Phone: (909) 447-4697
Fax: (909) 447-4697
www.bnbconsultants.com

PRELIMINARY LIGHTING PLAN

SITE MASTER PLAN

306 SOUTH ALLEN ROAD

TOWN OF WAKE FOREST, NORTH CAROLINA

B & B Consultants, Inc.

Engineers - Surveyors - Planners - Land Architects

NO.	DATE	REVISIONS
3	03/25/2024	PER TOWN OF WAKE FOREST COMMENTS
2	02/28/2024	PER TOWN OF WAKE FOREST COMMENTS
1	12/17/2023	PER TOWN OF WAKE FOREST COMMENTS

COMMISSION NO. 23017

DESIGNED BY CARROLL

DRAWN BY HOOTON

CHECKED BY CARROLL

ISSUE DATE 07/18/2023

SHEET NO.

C-8



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-203-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Public Comment: If anyone would like to address the Board on the Interlocal Agreement Regarding Enforcement of the Wake County Nondiscriminations Ordinance in Municipal Jurisdictions

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-204-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: June 18, 2024

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.: 2024-185-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2024-2025 for the Town of Wake Forest

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Franklin County Rev Collection_summary.pdf](#)
- [Resolution 2024-xx authorizing franklin co tax admin to levy and collect taxes 2024-2025.docx](#)

**Approval of resolution authorizing Franklin County Tax Administrator to Levy
and Collect Property Taxes and Stormwater Fees for FY 2024-2025 for the
Town of Wake Forest**

The attached resolution authorizes the Franklin County Tax Administrator to levy and collect taxes and stormwater fees for the Town of Wake Forest for the fiscal year 2024-2025.

Attachments: Resolution

RESOLUTION 2024-xx

RESOLUTION DIRECTING THE FRANKLIN COUNTY
TAX ADMINISTRATOR TO COLLECT TAXES AND STORMWATER FEES
FOR FISCAL YEAR 2024-2025 FOR THE
TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, the Town of Wake Forest has an interlocal agreement with Franklin County to collect taxes, stormwater, and other respective fees; and

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the Franklin County Tax Administrator be authorized, empowered, and commanded to levy and collect the taxes set forth in the tax records filed in the office of the Franklin County Tax Administration in the amounts and from the taxpayers likewise therein set forth.

BE IT FURTHER RESOLVED that such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Wake Forest and this order shall be a full and sufficient authority to direct, require, and enable the Tax Administrator to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Duly adopt this the 18th day of June 2024.

Vivian A. Jones
Mayor

(ATTEST)

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-186-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2024-2025 for the Town of Wake Forest

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Wake County Rev Collection_summary.pdf](#)
- [Resolution 2024-xx authorizing wake co tax admin to levy and collect taxes 2024-2025.docx](#)

**Approval of resolution authorizing Wake County Tax Administrator to Levy
and Collect Property Taxes and Stormwater Fees for FY 2024-2025 for the
Town of Wake Forest**

The attached resolution authorizes the Wake County Tax Administrator to levy
and collect taxes and stormwater fees for the Town of Wake Forest for the fiscal
year 2024-2025.

Attachments: Resolution

RESOLUTION 2024-xx

RESOLUTION DIRECTING THE WAKE COUNTY
TAX ADMINISTRATOR TO COLLECT TAXES AND STORMWATER FEES
FOR FISCAL YEAR 2024-2025 FOR THE
TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, the Town of Wake Forest has an interlocal agreement with Wake County to collect taxes, stormwater, and other respective fees; and

BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that the Wake County Tax Administrator be authorized, empowered, and commanded to levy and collect the taxes set forth in the tax records filed in the office of the Wake County Tax Administration in the amounts and from the taxpayers likewise therein set forth.

BE IT FURTHER RESOLVED that such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Wake Forest and this order shall be a full and sufficient authority to direct, require, and enable the Tax Administrator to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Duly adopt this the 18th day of June 2024.

Vivian A. Jones
Mayor

(ATTEST)

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-187-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Approval of Budget Ordinance Amendment # 5 - FY 2023-2024

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Final Budget Ordinance Amendment_summary.pdf](#)

Agenda Item: Budget Ordinance Amendment # 5 – FY 2023-2024

Summary: North Carolina General Statutes 159-15 authorizes the governing board to amend the budget ordinance at any time after the ordinance is adopted. Amendments generally include additional revenues, appropriations from contingency for unforeseen events, transfers to/from capital reserve funds and/or fund balance and periodic modifications to capital projects funds. **This will be the final amendment for FY 2023-2024. Staff will distribute respective worksheets via email by June 17.**

Attachments: Summary worksheets

Agenda Item: Approval of Adoption of an Ordinance Amending the Code of Ordinances
Chapter 14, Article II, Section 14-31 – 14-38 - Nuisances

Summary: A presentation of the proposed amendment to the Code of Ordinances was introduced at the Board of Commissioners Work Session on June 4th, 2024. Updates to Chapter 14, Article II, Section 14-31 - 14-38 Nuisances, of the Code of Ordinances for the Town of Wake Forest, North Carolina accomplish three goals including improving clarity of the Ordinance, providing quicker response to public health issues, and providing a path for vacant land to return to a natural state. Goals are accomplished through the following updates:

- Establishing height, encroachment, and maintenance standards for grass and listing multiple definitions in one location that is easy to access.
- Provides clarity for the enforcement process and procedure for appeals.
- Shortens compliance for nuisance violations and creates a new procedure for chronic violators.
- Establishes a new Town Reforestation Permit option to return parcels to their natural state by planting trees.

Attachments: Ordinance 2024-XXX
Attachment A – Proposed Chapter 14 Article II Nuisances

ORDINANCE 2024-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE
FOREST AMENDING CHAPTER 14, ARTICLE II, SECTION 14-31 – 14-38 –
NUISANCES OF THE CODE OF ORDINANCES FOR THE TOWN OF WAKE
FOREST, NORTH CAROLINA

WHEREAS, the current Nuisance Ordinance was adopted in 1985 and since amended in 2022 through Ordinance 2022-30, adopted November 15, 2022, which updated penalties to align with North Carolina General Statute changes; and

WHEREAS, updates to Chapter 14, Article II, Section 14-31 - 14-38 Nuisances, of the Code of Ordinances for the Town of Wake Forest, North Carolina provide clarity by enumerating definitions, gathering nuisances into one section, and codifying the enforcement and appeal process.; and

WHEREAS, shortening the time between Notice of Violation and abatement to 10 days and providing a process to quickly notify and abate chronic violating properties will allow quicker removal of conditions detrimental to the health, safety, or welfare of the Town; and

WHEREAS, providing exemption conditions including a Reforestation Permit will provide a path for vacant parcels that wish to return to a natural state by planting and maintaining trees; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest repeals Town of Wake Forest Code of Ordinances Chapter 14, Article II, Sections 14-31 – 14-28 and amends the Ordinance to include Attachment A.

Adopted and effective this _____ day of _____ 2024.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney

Sec. 14-31. Purpose.

The purpose of this Article is to define, prohibit, regulate, and abate acts, omissions, or conditions, detrimental to the health, safety, or welfare of the Town's citizens and the peace and dignity of the Town, pursuant to the authority granted to the town under G.S. § 160A-174.

Sec. 14-32. Applicability.

All public nuisances originating within the corporate limits of the Town shall be subject to this article.

Sec. 14-33. Enforcing officer, designation.

The Town Manager, or designee, shall be responsible for all enforcement of this article.

State Law reference – Municipal authority to abate public health or public safety nuisances, G.S. § 160A-193.

Sec. 14-34. – Definitions.

The following words, terms and phrases, and their derivatives, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Building materials. Lumber, brick, stone, carpet, plumbing materials, plaster, concrete, roofing, floor coverings, gutters or other materials or substances suitable for or commonly used in the construction or repair of houses, non-residential buildings, any structures, driveways, fences, decks, landings, patios, porches, or carports.

Building rubbish. Rubbish from construction, remodeling, and repair operations on houses, non-residential buildings, and other structures, including but not limited to stone, brick, plaster, lumber, concrete, and waste parts associated with installations and replacements.

Chronic violator. A person who owns property whereupon, in the previous 365 days, the Town gave notice of violation and correction order at least three times under any provision of the public nuisance ordinance.

Combustible refuse. Refuse, capable of incineration or burning, such as garbage, paper, rags, boxes, and wood.

Dwelling. Any building that contains one or more dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes.

Dwelling unit. A single unit providing complete independent living facilities for one or more persons, including permanent provision for living, sleeping, eating, cooking, and sanitation.

Firewood. Parts of trees cut into logs suitable for use in fireplaces or for use in wood-burning heaters which are not rotten or decayed.

Garbage. Animal and vegetable refuse resulting from the handling, preparation, cooking, and consumption of food, including a minimum amount of liquid necessarily incident thereto.

Greenway property. Any interest in real property owned by the Town, leased to the Town, or any dedicated greenway easement to the Town which:

- (1) Is actually used as a linear park network and is primarily left in its natural state except for the introduction of a connector system of trails for use by pedestrians and bicyclists; and
- (2) Appears on the Town approved Comprehensive Transportation Plan.

Harmful insects. Mosquitoes, ticks, fleas and flies and other arthropods which can be living transporters and transmitters of a causative agent of a disease.

Heavily wooded lots. Any premises being densely wooded with trees, shrubs, and overgrowth where equipment cannot maneuver because of the density of the vegetation.

Junk. Any furniture, appliances, machinery, equipment, building fixture, automotive parts, tires, or other similar items which is either in a wholly or partially rusted, wrecked, dismantled, or inoperative condition.

Litter. Any discarded manmade materials, including, but not limited to, garbage, rubbish, trash, refuse, can, bottle, cigarette butt, box, container, wrapper, paper, paper product, tire, appliance, mechanical equipment or part, building rubbish, tool, machinery, wood, or motor vehicle part, solid waste material, industrial material and hazardous waste, or discarded material in any form resulting from domestic, industrial, non-residential, medical or agricultural operations.

Lot. A parcel of land having frontage on a public street or other officially approved means of access.

Noxious vegetation. Plants that cause dermatitis through direct or indirect contact including, but not limited to, poison sumac, poison ivy or poison oak.

Public nuisance. Any condition that is dangerous or prejudicial to public health or public safety.

Open place. A yard area, a vacant lot except for Heavily wooded lots; a deck, landing, patio, porch, or carport not totally enclosed by a roof, walls, screens, or glass windows; or the verge between the sidewalk and the street curb or pavement edge.

Ornamental grasses. True grasses (Gramineae) including close relatives such as sedges (Cyperaceae), rushes (Juncaceae), and others.

Pest. Any destructive or troublesome insect or small non-domesticated animal.

Rodents. Rats, mice, raccoons, possums, and other similar non-domesticated animals.

Rubbish. Refuse (exclusive of garbage) including but not limited to paper, rags, cartons, boxes, wood, packaging materials, tires, rubber, leather, tin cans, metals, mineral matter, glass, crockery and dust, except for dust incidental to excavated earth.

Stream. A natural or a modified natural water course with intermittent or perennial flow as evidenced by topographic alterations within the immediate watershed with the typical biological, hydrological, and physical characteristics commonly associated with the continuous conveyance of water.

Weed. Any undesired, uncultivated plant.

White goods. Refrigerators, ranges, water heaters, freezers, unit air conditioners, washing machines, dishwashers, clothes dryers, and other similar domestic and commercial large appliances.

Yard trimmings. Decomposable waste materials generated by general yard and lawn care and includes leaves, grass trimmings, brush, wood chips, and shrub and tree trimmings. Yard trimmings shall not include stumps that exceed 12 inches in diameter nor do yard trimmings include any materials resulting from land clearing or active development activities.

Sec. 14-35. Prohibited Public Nuisances.

Acts, omissions, or conditions, detrimental to the health, safety, or welfare of the Town's citizens and the peace and dignity of the Town are declared unlawful. In the absence of an exemption listed in Sec. 14-36, any of the following enumerated and described conditions occurring is found, deemed, and declared to constitute a public nuisance.

- (a) Any condition which creates or provides a breeding ground or harbor for rodents, harmful insects, or other pests.
- (b) Weeds or grasses, other than ornamental grasses, over 12 inches in height.
- (c) The failure to maintain the area between edge of pavement, alley or curb line of the street and the property line by the property owner with property

adjacent to or fronting on such street or right of way. Commonly referred to as a street verge or verge.

- (d) The failure to maintain three feet of the property adjacent to the street or right of way on a heavily wood lot.
- (e) A place of shrubs or other similar vegetation over 12 inches in height, a place of vines, including but not limited to honeysuckle or vegetation, a concentrated growth of kudzu, poison sumac (*Rhus vernix*), poison ivy (*Rhus radicans*), poison oak (*Rhus toxicodendron*), or other noxious vegetation, that is:
 - (1) Encroaching upon the sidewalk, the verge, or the curb or edge of the pavement of any abutting street, or
 - (2) A focal point for any other public nuisance enumerated in this ordinance.
- (f) Any tree or tree limb or any concentration of branches which have fallen due to an act of nature or have been cut, except in a heavily wooded lot or a maintained natural protective yard unless such tree or tree limb is within three feet of the street or right of way or becomes a focal point for any other public nuisance in this Ordinance.
- (g) A collection or ponding of stagnant water with conditions causing, or likely to cause, mosquitoes or other harmful insects to breed.
- (h) Any concentration of combustible refuse.
- (i) Any concentration of building materials or building rubbish which are not suitable for building construction, alteration or repair, or any concentration of building materials which becomes a focal point for any other public nuisance enumerated in this Ordinance.
- (j) Any concentration of collection of garbage, rubbish, animal waste, yard trimmings or any rotten or decaying matter of any kind which is not maintained for collection in accordance with Chapter 26, Article III Collection and Disposal;
- (k) Household or office furniture, any household fixtures, white goods or other appliances, metal products of any kind and similar items not designed to withstand the elements or for outdoor use. Any furniture, or metal products of any kind or nature openly kept which have jagged edges of metal, glass or other materials, or areas of confinement. This subsection shall not prevent:

- (1) The use of household furniture on a totally enclosed porch having a roof, walls, and screens or glass windows; or
- (2) The use of furniture in good condition which is designed for outdoor use such as patio or lawn furniture, on porches or landings or in yard areas or other open places.
- (l) Any junk or any concentration of litter.
- (m) Flooding caused by improper or inadequate drainage from private property which interferes with the use of, or endangers the streets, sidewalks, parks, or other Town owned property of any kind.
- (n) Any condition including, but not limited to stumps, brush, junk, litter, or other materials within or along the banks of any stream or drainage, which blocks or obstructs the natural flow of a stream, creek, or defined ditches or drains to the extent that impounded water is outside the banks of such stream or drainage.
- (o) Any stormwater retention or impoundment device determined to be operating improperly.
- (p) A concentration of unstacked firewood or logs.

Sec. 14-36. Exceptions.

The following acts and activities are exempt from the provisions of this article:

- (a) Any properly maintained compost pile sited in the side or rear yard area being used for fertilizer for lawns and gardens and for other agricultural or horticultural purposes and in accordance with Chapter 26, Article I Residential Trash, Recycling and Yard Trimmings, unless such concentration becomes a focal point for any other public nuisance enumerated in this Ordinance.
- (b) The natural conditions on greenway property and on other lands dedicated to and accepted by the Town as natural stream corridors, floodplain or open space, which dedications were established to preserve natural greenways, vegetative stream buffers, or natural connecting networks along floodways, streams, creeks, and natural resource buffer yards along streams within the Neuse River Basin.
- (c) Kudzu or noxious vegetation growing in a heavily wooded lot unless such growth from the heavily wooded lot is:
 - (1) Encroaching upon the sidewalk, the parkway, or the curb or edge of the pavement of any abutting street, or

- (2) A focal point for any other public nuisance enumerated in this ordinance.
- (d) Any property that with a valid Town Reforestation Permit, which adheres to required Town standards.

Sec. 14-37. Public Nuisance Abatement Procedures.

When any public nuisance as set out in this Ordinance is found to exist on any property, including rights-of-way and easements within the Town, the following procedures shall be followed:

(a) Notice of Violation and Correction Order

- (1) The Town shall provide written notice of violation and correction. Such notice of violation and correction order shall be served to the landowner of the property on which the violation exists and any known person causing or maintaining the violation in any manner permitted by North Carolina General Statute, including:
 - i. Personal delivery;
 - ii. Electronic delivery;
 - iii. First-class mail; or
 - iv. Posted on the property.
- (2) The person providing the notice of violation and correction order shall certify to the local government that the notice was provided, and the certificate shall be deemed conclusive in the absence of fraud.
- (3) A notice of violation and corrective order is deemed served the day of for personal delivery, electronic delivery, and posting on the property, and three days following deposit for first-class mailing with the United States Postal Service.
- (4) The notice of violation and correction order shall:
 - i. Describe the location and nature of the public nuisance;
 - ii. State the actions necessary to abate the public nuisance;
 - iii. Order that the public nuisance be corrected within a specified reasonable time period not to exceed 10 days after receipt of the notice of violation and correction order or after the notice if posted on the property; and

iv. State a notice of violation and correction order may be appealed to the Board of Adjustment.

1. The owner or other party has 30 days from receipt of the notice of violation, as defined in Sec. 14-37(a)(3), within which to file an appeal. Any other person with standing to appeal has 30 days from receipt from any source of actual or constructive notice of the determination within which to file an appeal.

(5) A final notice of violation and correction order, which may also be the initial notice of violation and correction order, shall state what course of action is intended if the violation is not corrected including abatement pursuant to Sec. 14-38. If the final notice of violation and correction order identifies the assessment of a civil penalty as a potential intended course of action, the notice of violation and correction order shall also serve as a warning citation. The final notice of violation and correction order shall also advise the violators of their rights to appeal to the Board of Adjustment in accordance with the above criteria.

(b) Extension of Time Limit to Correct Violation

(1) Extensions for public nuisance violations shall not be granted unless evidence of extenuating circumstances is presented, and the extension is approved by the Town.

(c) Emergency Enforcement without Notice

(1) If it is determined that delay in correcting the violation would be dangerous to public health or public safety, the Town may seek immediate enforcement without prior written notice by invoking any of the remedies authorized in Sec. 14-38(b).

Sec. 14-38. Application of Remedies and Penalties.

On determining that the violator has failed to correct the public nuisance by the time limit set forth in the notice of violation and correction order and has failed to appeal the notice of violation and correction order the Town shall take appropriate action, as provided in this Article to correct the public nuisance and to ensure compliance with this Ordinance.

(a) Repeat Violations

- (1) If a chronic violator is found to be in violation of the ordinance, the Town can, without further notice given, take action to remedy the violation, and the expense of the action shall become a lien upon the property and shall be collected as unpaid taxes. The notice shall be sent by registered or certified mail.

(b) Abatement

- (1) Unless the public nuisance is abated within the period of time stated in the notice of violation and correction order, the Town Manger may abate the conditions constituting a public nuisance.
- (2) The cost of abatement, including an administrative fee, the amount established in the Town of Wake Forest Fee Schedule, shall be charged by the Town to the owner, and shall constitute a lien upon the premises and shall be collected in the same manner as taxes upon real estate.

(c) Enforcement with Civil Penalties

- (1) In the event that an abatement cannot be completed or is deemed inappropriate by the Town, civil penalties may be issued in accordance with Sec. 1-12 of the Wake Forest Code of Ordinances.

(d) Issuance of a Stop Work Order

- (1) Whenever any development subject to this Ordinance, including a building or structure that is being constructed, demolished, renovated, altered, or repaired, is in violation of any applicable provision of this Ordinance, the Town may issue a Stop Work Order. The Stop Work Order shall be in writing, directed to the person doing the work, and shall state the specific work to be stopped, the specific reasons for cessation, and the action(s) necessary to lawfully resume work.

(e) Revocation of Permit or Approval

- (1) The Town may revoke any permit or approval granted under the Town of Wake Forest Unified Development Ordinance, by written notice to the permit or approval holder, when there has been a failure to comply with the requirements of this Ordinance.

(f) Denial or Withholding of Related Permits

- (1) The Town may deny or withhold a building permit, certificate of compliance or certificate of occupancy in accordance with the Building Code or deny or withhold any permit, approval, or other authorization

under the Town of Wake Forest Unified Development Ordinance to use or develop any land, structure, or improvements—until a violation related to such land, use, or development is corrected and any associated civil penalty is paid.

(g) Equitable Remedy

- (1) The Town may apply to the appropriate court for any appropriate equitable remedy to enforce the provisions of this Ordinance. The fact that other remedies are provided under general law or this Ordinance shall not be used by a violator as a defense to the Town's application for equitable relief.

Secs. 14-39—14-65. Reserved.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-208-

Submitted by: Jennifer Herbert

Submitting Department: Downtown Development

Meeting Date: June 18, 2024

SUBJECT

Consideration of Second Reading of an Ordinance Amending Chapter 10, Article V, Section 20-131 - Curfew, of the Code of Ordinances for the Town of Wake Forest, NC

Recommendation:

Approval

Item Summary:

ATTACHMENTS

- [Item Summary 2024 Ordinance Amendment to Consider Curfew for Friday Night on White 6.18.24.docx](#)
- [Attachment A Current Curfew Ordinance - Chapter 10, Article V, Section 20-131.docx](#)
- [Attachment B Proposed Ordinance Amendment to add Friday Night on White Curfew.docx](#)
- [Attachment C Friday Night On White Venue map.pdf](#)
- [Attachment D Proposed Boundaries for Friday Night on White Curfew.pdf](#)

Agenda Item: Consideration of Second Reading of an Ordinance Amending Chapter 10, Article V, Section 20-131 - Curfew, of the Code of Ordinances for the Town of Wake Forest, NC.

Item Summary: Approval of an ordinance amendment to add a curfew at Friday Night on White events starting Friday at 8pm during the event to 12am Saturday following the event. Proposed boundaries for Friday Night on White curfew are shown in Attachment D.

Attachments: Attachment A Current Curfew Ordinance – Chapter 10, Article V, Section 20-131
Attachment B Proposed Ordinance Amendment to add Friday Night on White Curfew
Attachment C Friday Night on White Venue Map
Attachment D Proposed Boundaries for Friday Night on White Curfew

Sec. 20-131. Curfew.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Minor means a person who has not reached his 18th birthday and is not married, emancipated or a member of the U.S. Armed Services. Note: In this section, the terms "minor" and "juvenile" are synonymous.

Parent, guardian or authorized adult means one who legally has the care and management of a minor.

Public place means areas such as, but not limited to, all common areas open for common use; alleys, streets or public places or places of business and amusement; public vehicular areas, highways and parks; or establishments open to the public for the conduct of business.

- (b) *Curfew.* A curfew applicable to minors is established and shall be enforced as follows:

- (1) *Time limits.* It is unlawful for any minor to be or remain upon any public place in the town between 11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday and Thursday and 6:00 a.m. on the following day, and between 12:00 midnight on any Friday and Saturday and 6:00 a.m. on the following day.
- (2) *Exceptions.* The restrictions provided by subsection (b)(1) of this section shall not apply in the following instances:
 - a. The minor is accompanied by a parent, guardian or other authorized adult over 18 years of age;
 - b. The minor is traveling, using a direct route, between his home and a place of lawful employment and/or is engaged in his lawful employment;
 - c. The minor is traveling, using a direct route, between his home and the location of any school, religious or recreational activity which is supervised by adults and that accepts responsibility for the minor. The minor's parent or guardian must have knowledge of, and have granted approval for, the minor's participation in such activity;
 - d. Minors reacting or responding to an emergency;
 - e. Minors engaged in interstate travel.
- (3) *Responsibility of adults.* It is unlawful and a violation of this section for any parent, guardian or authorized adult charged with the care and custody of any minor to encourage or aid a minor to be in or upon, or remain in or upon a public place within the town within the curfew hours set by subsection (b)(1) of this section, except as otherwise provided in subsection (b)(2) of this section.
- (4) *Responsibility of business establishments.* It is unlawful for any person, firm or corporation operating a place of business or amusement to knowingly allow or permit any minor to be in or upon, or to remain in or upon, any place of business or amusement operated by such business establishment within the curfew hours set by subsection (b)(1) of this section, except as otherwise provided in subsection (b)(2) of this section. The owner, operator and/or manager of the business establishment will be in violation of this section if he has not reported or attempted to report to the police that a minor was present on the business premises in violation of this section and refused to leave.
- (5) *Enforcement.* All minors shall be returned to their parent or guardian, regardless of whether or not the minor, parent or guardian is to be cited for violation of this section.
- (6) *Refusal of parent or guardian to take custody of a minor.* If any parent or guardian refuses to take custody of his minor found in violation of this section, the officer with custody of such minor shall contact the county department of social services and release the minor to such agency for temporary placement in a foster home. The offending parent or guardian may be subject to a criminal citation pursuant to subsection (b)(3) of this section. The penalties for violation of this subsection or subsection

(b)(3) of this section shall be in addition to, and not in lieu of, any punishment the offending parent or guardian may be subject to for child neglect, abandonment, endangerment and/or abuse, or other similar violation.

- (7) *Punishment.* The punishment for violation of this section may be a fine not to exceed \$100.00 and/or imprisonment up to 30 days, in accordance with G.S. 14-4. The court may, in its discretion, adjudge a juvenile violator of this section as delinquent, and may impose any dispositional alternatives that are provided in the state juvenile code for any juvenile who is delinquent.

(Code 1985, § 13-5.1; Ord. No. 2020-22 , 6-16-20)

State law reference(s)—Authority to impose a curfew on persons less than 18 years of age, G.S. 160A-198.

ORDINANCE 2024-____

ORDINANCE AMENDING CHAPTER 10, ARTICLE V, SECTION 20-131—
CURFEW, OF THE CODE OF ORDINANCES FOR THE TOWN OF WAKE FOREST,
NORTH CAROLINA

WHEREAS, the current Curfew Ordinance was last updated in 2020 through Ordinance No. 2020-22, adopted June 16, 2020; and

WHEREAS, previous adoption occurred in 1985 through § 13-5.1; and

WHEREAS, Updates to Chapter 10, Article V, Section 20-131—Curfew, of the Code of Ordinances for the Town of Wake Forest, North Carolina provide clarity, update curfew hours for Friday Night on White, and update enforcement and penalties.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, to amend the Code of Ordinances as follows:

(7) *Punishment.* The punishment for violation of this section may be a fine not to exceed \$500.00, in accordance with G.S. 14-4. The 1st violation of this section shall be \$50 fine; the 2nd violation shall be \$100 fine; and the 3rd violation shall be a \$500 fine. The court may, in its discretion, adjudge a juvenile violator of this section as delinquent, and may impose any dispositional alternatives that are provided in the state juvenile code for any juvenile who is delinquent.

(c) *Friday Night on White.* Subject to the above provisions, except where in conflict as stated below:

(1) *Time limits.* It is unlawful for any unsupervised minor to be or remain in the designated area where Friday Night on White is held in the town between Friday at 8:00 p.m. and Saturday at 12:00 a.m. on the following Saturday.

(2) *Designated Area.* See attached diagram.

(3) *Miscellaneous.*

This ordinance shall take effect on June 4, 2024.

APPROVED AS TO FORM:

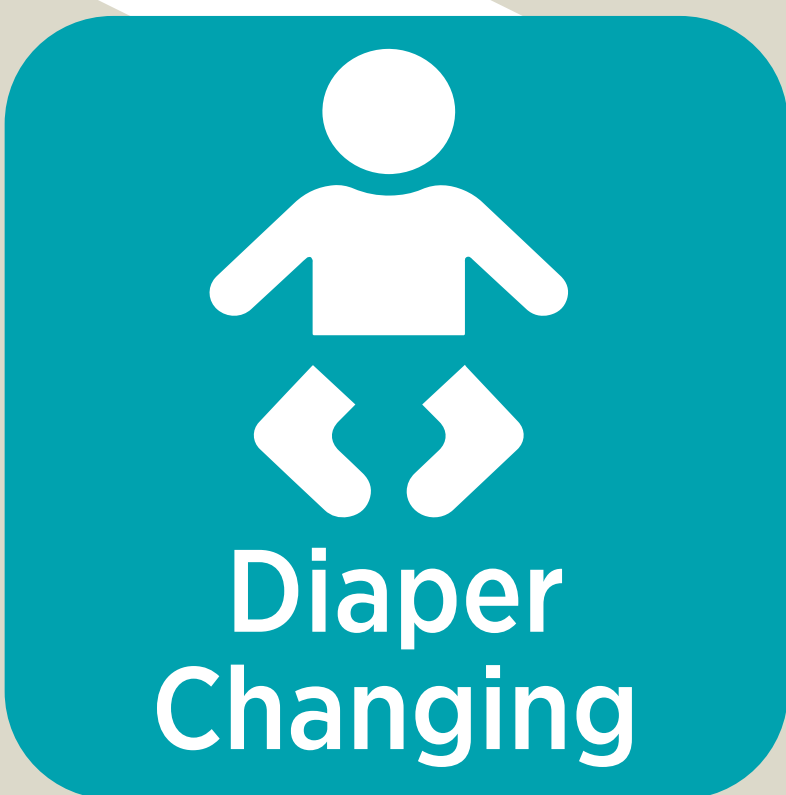
Hassan Kingsberry, Town Attorney

Vivian A. Jones, Mayor

ATTEST:

Theresa Savary, Town Clerk

SOUTHEASTERN BAPTIST
THEOLOGICAL SEMINARY



S Main St

Front St

E Roosevelt Ave

Wait Ave

E Jones Ave

S White St

FIDELITY
LOT

E Owen Ave

TOWN
HALL

CHAMBER OF
COMMERCE

Elm Ave

S Brooks St

S Taylor St

S White St

S Brooks St

Friday
Night





Please note that this map is intended for illustrative purposes only. For specific inquiries regarding data displayed here, contact the Wake Forest IT Department at 919-435-9500.

— FNOW Curfew Barrier Line



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-166-
Submitted by: Patrick Reidy
Submitting Department: Planning
Meeting Date: June 18, 2024

SUBJECT

Consideration of LEGISLATIVE CASE RZ-23-10, 306 S. Allen Road, a rezoning filed by GWP Developers LLC to rezone 2.75 acres located at 306 S. Allen Road, being Wake County Tax PIN 1840-68-8987 from General Residential 5 (GR5) to Residential Mixed-Use Conditional District (RMX-CD).

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-184-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Consideration of approval of FY 2024-2025 Budget Ordinance

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [FY 2024-2025 Budget Ordinance approval_summary.pdf](#)
- [2024-xx budget ordinance 2024-2025.docx](#)
- [2024-2025 Pay Plan - Effective 07.01.2024.pdf](#)
- [Planning Fee Schedule_Final Submitted FY25.pdf](#)
- [Other Fee Amendments_FY 2425.pdf](#)

Consideration of approval of FY 2024-2025 Budget Ordinance

In accordance with N.C. General Statutes 159-13, a budget ordinance must be adopted prior to July 1 to levy taxes, estimate revenues, and appropriate expenditures for the coming fiscal year (2024-2025). The attached ordinance is reflective of the Town Manager's recommended budget as presented.

Attachments: Ordinance; Assignment of Classes and Grades; Fee Schedule Amendments

ORDINANCE 2024-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST NORTH CAROLINA FOR THE FISCAL YEAR 2024-2025

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, North Carolina:

Section 1. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Current year's Property Tax	\$48,507,635
Prior Year's Property Tax	50,000
Penalties and Interest on Property Taxes	67,500
Local Option Sales Taxes	15,718,400
Other Taxes	105,015
Utility Franchise Tax	2,855,825
Beer and Wine Tax	222,750
Permits and Fees	2,761,985
Solid Waste Fees	4,554,000
Recreation Revenues	863,000
ABC Revenues	285,500
Wake County – Fire Cost Share/SRO	2,720,475
Go Triangle – Wake County Transit	425,800
Other Revenue	846,700
Sponsorship/Events Revenue	240,000
Sale of capital assets/surplus	600,000
Interest on Investments	1,365,500
Installment Purchase Proceeds	1,781,000
Interfund Transfers	418,750
Fund Balance Appropriated	2,120,665
Proceeds from NCHIP	415,000
Total General Fund Estimated Revenues	\$ 86,925,500

ORDINANCE 2024-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2024-2025

Section 2. The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore established for this Town on June 18, 2024.

Board of Commissioners	\$ 450,200
Legal Services	309,225
Town Manager's Office	965,255
Town Clerk	281,000
Organizational Performance	580,445
Budget Management	339,430
Communications	1,311,315
Human Resources	1,319,140
Risk Management	515,430
Downtown Development	545,610
Financial Services	1,594,445
Information Technology	2,660,440
Building Inspections	2,425,530
Planning	3,979,290
Public Facilities	3,974,485
Police	18,096,625
Fire	13,572,320
Public Works Administration	305,630
Urban Forestry	632,960
Engineering	1,819,205
Fleet Maintenance	701,625
Streets	4,374,905
Solid Waste	6,554,365
Parks and Recreation	6,421,405
Transfers – Other Funds	13,195,220
Total General Fund Appropriations	\$ 86,925,500

ORDINANCE 2024-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2024-2025

Section 3. It is estimated that the following revenues will be available in the Electric Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Sale of Power	\$ 23,707,850
Interest on Investments	54,320
Other Revenue	2,213,330
Installment Purchase Proceeds	100,000
Total Electric Fund Appropriations	\$ 26,075,500

Section 4. The following amounts are hereby appropriated in the Electric Fund for the operation of the electric utility for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

Billing and Collections Division	\$ 898,365
Electric Distribution Division	24,774,985
Tree Trimming Division	402,150
Total Electric Fund Appropriations	\$ 26,075,500

Section 5. There is hereby levied a tax at the rate of forty-two cents (\$.42) per one hundred dollars (\$100) valuation of property as listed as “Current Year’s Property Taxes” in the General Fund in Section 1 of this ordinance.

This rate is based on an estimated total valuation of \$11,725,317,100 and an estimated rate of collection of ninety-eight (98.5%).

Allocations of tax rate inclusive in this ordinance are as follows:

- o One and a half cents (\$.015) are hereby authorized for transportation initiatives - \$ 1,732,415.
- o One half cent (\$.01) is hereby authorized for housing initiatives - \$1,154,945.

Section 6. There is hereby levied a vehicle fee of \$30.00 in which \$15.00 of the fee is collected in the General Fund and \$15.00 will be collected in the Debt Service Fund to be used for transportation improvements debt service.

ORDINANCE 2024-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST,
NORTH CAROLINA FOR THE FISCAL YEAR 2024-2025

Section 7. There is hereby levied a *solid waste fee of \$23.00* for the cost of collection of solid waste, recyclables, and yard waste.

Section 8. There is hereby levied a tax at the rate of fourteen cents (\$.14) per one hundred dollars (\$100) valuation of property in the Wake Forest Downtown Municipal Service District. Funds are to be used for continued improvements in the downtown district.

Current Year's property tax	\$203,850
Investment Earnings	21,500
Total Estimated Revenues	\$ 225,350
Interfund transfers	225,350
Total Appropriations	\$ 225,350

Section 9. The following amounts are hereby appropriated in the Debt Service Fund for the payment of general fund debt service for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

Interfund Transfers – General Fund	\$ 8,950,815
Interfund Transfers – DMSD	65,000
Powell Bill Funds	1,480,200
Vehicle Fees	596,085
Investment Earnings	33,400
Total Estimated Revenues	\$ 11,125,500
Installment – Principal	\$ 4,537,600
Installment – Interest	508,615
GO Bond - Principal	2,181,000
GO Bond - Interest	722,190
Future Debt	3,176,095
Total Appropriations	\$ 11,125,500

ORDINANCE 2024-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2024-2025

Section 10. The following amounts are hereby appropriated in the Wake Forest Business and Industry Partnership (BIP) Special Revenue Fund for Economic Development initiatives and operations for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

Interfund Transfers – General Fund	\$ 498,000
Appropriated Fund Balance	75,500
Investment Earnings	15,000
Total Estimated Revenues	\$ 588,500
WF BIP/Economic Development	\$ 588,500
Total Appropriations	\$588,500

Section 11. The following amounts are hereby appropriated in the Wake Forest Renaissance Centre Special Revenue Fund for the operation and activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

Sales and Services	\$233,100
Other Revenue	185,605
Interfund Transfers – General Fund	859,045
Interfund Transfers – Others	125,000
Total Estimated Revenues	\$ 1,402,750
Renaissance Centre	\$ 1,402,750
Total Appropriations	\$ 1,402,750

ORDINANCE 2024-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2024-2025

Section 12. The following amounts are hereby appropriated in the Stormwater Utility Fund for the operation and activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

Stormwater Fees	\$2,325,000
Total Estimated Revenues	\$ 2,325,000
Stormwater Management	2,325,000
Total Appropriations	\$ 2,325,000

Section 13. The Town Manager is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a) He may transfer amounts between objects of expenditure within a department without limitation and amounts up to \$50,000 between departments of the same fund without a report being required.
- b) He may not transfer any amounts between funds nor from any contingency appropriation within any fund except as approved by the Board in the Budget Ordinance as amended.

Section 14. The Town Manager is hereby authorized to execute contractual documents under the following conditions:

- a) He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b) He may execute contracts for (1) purchases of apparatus, supplies and materials or equipment which are within budgeted departmental appropriations; (2) leases of personal property for a period of one year or less and within budgeted departmental appropriations; and (3) general and professional services which are within budgeted departmental appropriations.
- c) He may execute grant agreements to or from public and non-profit organizations which are within budgeted appropriations unless a grantor organization requires execution by the Board of Commissioners.

ORDINANCE 2024-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2024-2025

- d) He may execute contracts, as the lessor or lessee of real property, which are of one-year duration or less if funds therefore are within budgeted appropriations.

Section 15. The Town's pay and classification plan is hereby amended by the attached assignment of classes and salary grades. The Town Manager is hereby authorized to fill such positions when such are vacant and make technical corrections as needed.

Section 16. The Town's fee schedule is hereby amended by the attached summary of fee modifications and additions. Unless otherwise noted on the summary, the effective date will be July 1, 2024.

Section 17. Operating funds encumbered on the financial records as of June 30, 2024, are hereby re-appropriated (carried forward) to fiscal year 2024-2025 as determined by the Chief Financial Officer.

Section 18. The Chief Financial Officer is hereby authorized to allocate one (1%) percent of eligible capital projects or improvements in conjunction with the Town's Public Art Ordinance and establish a special fund accordingly with the provisions of such ordinance. Furthermore, the Chief Financial Officer shall submit to the Public Arts Commission within 90 days after approval of the annual budget ordinance an authorized annual budget for eligible projects.

Section 19. In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of North Carolina law, the Town of Wake Forest hereby self-certifies the following micro-purchase thresholds, each of which is a higher threshold consistent with State law" under 2 C.F.R. § 200.320(a) (I) (iv) (C) for the reasons set forth:

- a) \$30,000, for the purchase of "apparatus, supplies, materials, or equipment"; and
- b) \$30,000, for the purchase of "construction or repair work"; and
- c) \$30,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
- d) \$50,000, for the purchase of services not subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the Town of Wake Forest has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to NC G.S. 143064.32. If the exemption is not authorized, the micro-purchase threshold shall be \$ 0.

ORDINANCE 2024-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST,
NORTH CAROLINA FOR THE FISCAL YEAR 2024-2025

Section 20. The self-certification made herein shall be effective as of the date hereof and shall be applicable until the end of the current fiscal year of the Town of Wake Forest but shall not be applicable to Federal financial assistance awards issued prior to November 12, 2020, including financial assistance awards issued prior to that date under the Coronavirus Aid, Relief, and Economic Support (CARES) Act of 2020 (Pub. L. 116-136).

Section 21. If the Town of Wake Forest receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the Town of Wake Forest shall comply with the more restrictive threshold when expending such funds.

Section 22. The Town of Wake Forest shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.

Section 23. The Procurement Officer of the Town of Wake Forest is hereby authorized, individually and collectively, to revise the Purchasing Policy of the Town of Wake Forest to reflect the increased micro-purchase thresholds specified herein, and to take all such actions, individually and collectively, to carry into effect the purpose and intent of the foregoing actions.

Section 24. This ordinance is the basis of the financial plan for the Town during the 2024 - 2025 fiscal year. The Town Manager and Chief Financial Officer shall administer the Annual Operating Budget and shall provide direction and guidance in the disbursement of funds. Furthermore, the Chief Financial Officer shall establish and maintain all records, which are in accordance with this ordinance and N.C. General Statutes.

Adopted this the 18th day of June 2024.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Theresa Savary
Town Clerk

Hassan Kingsberry
Town Attorney

Town of Wake Forest
Pay Class - Assignment of Classes 2024-25 Pay Plan
Effective July 1, 2024

Position Title:	FLSA Status:	Grade:	Minimum	Midpoint	Maximum
Custodian	Non-Exempt	50	\$ 40,833	\$ 49,000	\$ 57,166
Solid Waste Collector	Non-Exempt				
Construction Worker I	Non-Exempt	51	\$ 42,875	\$ 51,450	\$ 60,025
Parks & Recreation Maintenance Specialist	Non-Exempt				
Code Enforcement Apprentice	Non-Exempt	52	\$ 45,448	\$ 54,537	\$ 63,627
Customer Service Representative	Non-Exempt				
Inventory Specialist	Non-Exempt				
Accounting Technician	Non-Exempt	53	\$ 48,174	\$ 57,809	\$ 67,444
Construction Worker II	Non-Exempt				
Customer Service Specialist	Non-Exempt				
Facilities & Landscape Technician	Non-Exempt				
Facilities Technician	Non-Exempt				
Parks & Recreation Maintenance Specialist II	Non-Exempt				
Police Records Technician	Non-Exempt				
Solid Waste Equipment Operator	Non-Exempt				
Construction Worker III	Non-Exempt	54	\$ 51,065	\$ 61,278	\$ 71,491
Parking Enforcement Officer	Non-Exempt				
Right of Way Supervisor	Non-Exempt				
Administrative Assistant	Non-Exempt	55	\$ 53,024	\$ 64,955	\$ 76,885
Box Office Administrative Specialist	Non-Exempt				
Community Outreach Assistant	Non-Exempt				
Downtown Development Assistant	Non-Exempt				
Equipment Mechanic	Non-Exempt				
Evidence Technician	Non-Exempt				
Facilities Maintenance Specialist	Non-Exempt				
HR Technician	Non-Exempt				
Inspections Technician	Non-Exempt				
Parks & Recreation Maintenance Crew Supervisor	Non-Exempt				
Special Events Coordinator	Non-Exempt				
Street Crew Leader	Non-Exempt				
Telecommunicator	Non-Exempt				
Urban Forestry Technician	Non-Exempt				
Accounting Specialist	Non-Exempt	56	\$ 56,736	\$ 69,502	\$ 82,267
Code Enforcement Officer I	Non-Exempt				
Downtown Development Specialist	Non-Exempt				
Engineering Technician	Non-Exempt				
Parts Spec/Service Writer	Non-Exempt				
Planning Technician	Non-Exempt				
Renaissance Event Center Manager	Non-Exempt				
Senior Inventory Specialist	Non-Exempt				
Special Events & Off Duty Coordinator	Non-Exempt				
Technical Operations Specialist	Non-Exempt				
Tree Trimming Technician I	Non-Exempt				

Town of Wake Forest
Pay Class - Assignment of Classes 2024-25 Pay Plan
Effective July 1, 2024

Position Title:	FLSA Status:	Grade:	Minimum	Midpoint	Maximum
Accountant	Non-Exempt	57	\$ 60,708	\$ 74,367	\$ 88,027
Arts Liaison	Non-Exempt				
Athletics Program Specialist	Non-Exempt				
Code Enforcement Officer II	Non-Exempt				
Communications Resource Specialist	Non-Exempt				
Community Center Supervisor (AMC/FPCC/WFCH)	Non-Exempt				
Construction Inspector I	Non-Exempt				
Deputy Town Clerk	Non-Exempt				
Executive Assistant	Non-Exempt				
Fleet Shop Foreman	Non-Exempt				
Graphic Design Specialist	Non-Exempt				
Marketing & Business Relations Associate	Non-Exempt				
Paralegal	Non-Exempt				
Planner I	Non-Exempt				
Police Fiscal Specialist	Non-Exempt				
Quartermaster / Crime Analyst	Non-Exempt				
Recreation Specialist (JPCC / SIP)	Non-Exempt				
Safety Coordinator	Exempt				
Special Events Specialist	Non-Exempt				
Streets Supervisor	Non-Exempt				
Technical Operations Manager	Non-Exempt				
Telecom Shift Supervisor	Non-Exempt				
Victim Advocate	Non-Exempt				
Buyer	Non-Exempt	58	\$ 64,958	\$ 79,573	\$ 94,189
Construction Inspector II	Non-Exempt				
Economic Development Manager	Exempt				
Engineering Assistant	Non-Exempt				
Facilities Maintenance Supervisor	Non-Exempt				
Solid Waste Supervisor	Non-Exempt				
Sustainability Coordinator	Non-Exempt				
Utility Accounts Supervisor	Exempt				
Zoning Enforcement Officer	Non-Exempt				
Contract & Procurement Specialist	Non-Exempt	59	\$ 69,504	\$ 85,143	\$ 100,781
Engineer	Non-Exempt				
Environmental Specialist	Non-Exempt				
HR Consultant	Exempt				
Marketing & Business Relations Specialist	Exempt				
Parks & Recreation Maintenance Manager	Exempt				
Planner II	Exempt				
Recreation Center Manager (JPCC)	Exempt				
Renaissance Centre Specialist	Non-Exempt				
Senior Accountant	Exempt				
Senior Construction Inspector	Non-Exempt				
Town Clerk	Exempt				
Athletics & Aquatics Manager	Exempt	60	\$ 74,370	\$ 91,103	\$ 107,837
Code Enforcement Officer III	Non-Exempt				
Construction Inspection Supervisor	Exempt				
Financial Analyst	Exempt				
Graphic Design Manager	Exempt				
Senior Code Enforcement Officer	Non-Exempt				
Tree Trimming Supervisor (Urban Forestry)	Non-Exempt				

Town of Wake Forest
Pay Class - Assignment of Classes 2024-25 Pay Plan
Effective July 1, 2024

Position Title:	FLSA Status:	Grade:	Minimum	Midpoint	Maximum
Budget & Performance Analyst	Exempt	61	\$ 79,576	\$ 97,480	\$ 115,385
Civil Engineer	Exempt				
Code Enforcement Section Supervisor	Exempt				
Code Enforcement Supervisor	Exempt				
Community Outreach Manager	Exempt				
GIS Analyst	Exempt				
Grants Compliance Manager	Exempt				
Senior HR Consultant	Exempt				
Senior Planner (DS / HP / LR / Parks)	Exempt				
Solid Waste Manager	Exempt				
Stormwater Utility Manager	Exempt				
Telecommunications Supervisor	Exempt				
Urban Forestry Manager (Program Manager)	Exempt				
Applications Analyst	Exempt	62	\$ 85,146	\$ 104,304	\$ 123,462
Benefits & Compensation Manager	Exempt				
Fleet Manager	Exempt				
GIS Manager	Exempt				
HRIS Administrator	Exempt				
IT Analyst I	Exempt				
IT Analyst II	Exempt				
IT Analyst III	Exempt				
Purchasing Manager	Exempt				
Recreation Program Manager	Exempt				
Senior Civil Engineer	Exempt				
Senior IT Analyst	Exempt				
Streets Maintenance Manager	Exempt				
Budget & Performance Manager	Exempt	63	\$ 91,106	\$ 111,605	\$ 132,104
CIP Project Manager	Exempt				
Information Technology Manager	Exempt				
Long Range Planning Manager	Exempt				
Project & Programs Manager	Exempt				
Safety & Risk Manager	Exempt				
Assistant Engineering Director	Exempt	64	\$ 97,483	\$ 119,417	\$ 141,350
Assistant Inspections Director	Exempt				
Assistant Planning Director	Exempt				
Downtown Development Director	Exempt				
Renaissance Centre Director	Exempt				
Assistant to the Town Manager	Exempt	65	\$ 103,430	\$ 128,069	\$ 152,707
Facilities Director	Exempt	66	\$ 109,376	\$ 136,720	\$ 164,064
Communications & Public Affairs Director	Exempt	67	\$ 119,220	\$ 149,025	\$ 178,830
Organizational Performance Director	Exempt				
Economic Development Director	Exempt				
Finance Director	Exempt				
Chief Technology Officer	Exempt	68	\$ 127,566	\$ 159,457	\$ 191,349
Deputy Fire Chief	Exempt				
Deputy Police Chief	Exempt				
Inspections & Public Facilities Director	Exempt				
Parks & Recreation Director	Exempt				

Town of Wake Forest
Pay Class - Assignment of Classes 2024-25 Pay Plan
Effective July 1, 2024

Position Title:	<u>FLSA Status:</u>	<u>Grade:</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Information Officer	Exempt	69	\$ 131,318	\$ 167,430	\$ 203,543
Electric Utility Director	Exempt				
Engineering Director	Exempt				
Planning Director	Exempt				
Public Works Director	Exempt				
Chief Financial Officer	Exempt	70	\$ 137,884	\$ 175,802	\$ 213,720
Fire Chief	Exempt				
Human Resources Director	Exempt				
Police Chief	Exempt				
Assistant Town Manager	Exempt	71	\$ 148,915	\$ 189,866	\$ 230,818

Town of Wake Forest
Wake Forest Fire Department 2024-25 Pay Plan
Effective July 1, 2024

Position Title:	<u>FLSA Status:</u>	<u>Grade:</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Fire Recruit	Non-Exempt	F00	\$ 41,079	\$ 47,240	\$ 53,403
Firefighter	Non-Exempt	F01	\$ 57,476	\$ 68,971	\$ 80,466
Firefighter First Class	Non-Exempt	F02	\$ 60,350	\$ 72,420	\$ 84,490
Fire Logistics Officer Master Firefighter	Non-Exempt	F03	\$ 63,368	\$ 76,041	\$ 88,715
Fire Lieutenant	Non-Exempt	F04	\$ 66,536	\$ 79,843	\$ 93,150
Fire Accreditation & Analysis Officer	Exempt	F05	\$ 75,452	\$ 92,429	\$ 109,405
Fire Captain	Exempt				
Fire Captain - Training Officer	Exempt				
Battalion Chief	Exempt	F06	\$ 85,598	\$ 106,998	\$ 128,397
Fire Services Administrator	Exempt				
Fire Training Chief	Exempt				

Town of Wake Forest
Wake Forest Police Department 2024-25 Pay Plan
Effective July 1, 2024

Position Title:	<u>FLSA Status:</u>	<u>Grade:</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Police Recruit	Non-Exempt	P00	\$ 47,454	\$ 53,386	\$ 59,318
Police Officer I	Non-Exempt	P01	\$ 63,173	\$ 75,808	\$ 88,442
Community Resource Officer	Non-Exempt				
Police Officer II	Non-Exempt	P02	\$ 66,332	\$ 79,598	\$ 92,865
Officer First Class	Non-Exempt	P03	\$ 69,648	\$ 83,578	\$ 97,507
Master Police Officer	Non-Exempt				
Senior Officer	Non-Exempt	P04	\$ 73,828	\$ 88,593	\$ 103,359
Police Corporal	Non-Exempt	P05	\$ 78,829	\$ 96,566	\$ 114,032
Police Sergeant	Non-Exempt	P06	\$ 84,348	\$ 103,326	\$ 122,305
Traffic Unit Sergeant	Non-Exempt				
Police Lieutenant	Exempt	P07	\$ 90,927	\$ 113,659	\$ 136,391
Police Captain	Exempt	P08	\$ 100,020	\$ 125,025	\$ 150,030

Town of Wake Forest
Wake Forest Power 2024-25 Pay Plan
Effective July 1, 2024

Position Title:	<u>FLSA Status:</u>	<u>Grade:</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Electric Meter Apprentice	Non-Exempt	E00	\$ 52,083	\$ 62,500	\$ 72,916
Electric Groundsman	Non-Exempt				
Electric Power Line Technician I	Non-Exempt	E01	\$ 57,422	\$ 68,906	\$ 80,391
Tree Trimming Technician I	Non-Exempt				
Electric Meter Technician	Non-Exempt	E02	\$ 62,016	\$ 75,969	\$ 89,923
Tree Trimming Technician II	Non-Exempt				
Electric Power Line Technician II	Non-Exempt	E03	\$ 68,372	\$ 83,756	\$ 99,139
Electric Power Line Technician III	Non-Exempt	E04	\$ 71,791	\$ 87,944	\$ 104,097
Senior Electric Meter Technician	Non-Exempt				
Tree Trimming Supervisor	Non-Exempt	E05	\$ 76,099	\$ 93,221	\$ 110,344
Senior Electric Power Line Technician					
Electric Power Line Crew Supervisor	Non-Exempt	E06	\$ 80,664	\$ 98,814	\$ 116,963
Electric System Meter Supervisor	Non-Exempt				
Electric System Division Manager	Exempt	E07	\$ 93,380	\$ 114,390	\$ 135,401

PLANNING FEES - July 1, 2024 to June 30, 2025

*The Town Manager can waive and refund fees.

GL Account Description	WF GL Account	Type		Fee	Notes
Zoning Requests	100-000-4353	Accessory Structure		\$200	
Zoning Requests	100-000-4353	Administrative Modification		\$250 per requested modification	
Site Plan Review	100-000-4357	Alternative Standards (MSSD)		\$150 per requested standards	
Zoning Requests	100-000-4353	Annexation Petition		\$300	
Zoning Requests	100-000-4353	Appeals (UDO)		\$400	
Site Plan Review	100-000-4357	Architectural Design Review		\$500 (includes first 3 reviews)	
				\$250 (fourth review and each review thereafter)	
Site Plan Review	100-000-4357	Architectural Design Review - Revision		\$100	
Historic Preservation	100-000-4511	Certificate of Appropriateness: Demolition		\$200	
Historic Preservation	100-000-4511	Certificate of Appropriateness: Minor Work COA		\$25	
Historic Preservation	100-000-4511	Certificate of Appropriateness: Major Work COA		\$50	
Historic Preservation	100-000-4511	Certificate of Appropriateness: Major Work COA Additions/New Construction		\$100	
Historic Preservation	100-000-4511	Certificate of Appropriateness: Re-Review for Time Extension		\$25	
Zoning Requests	100-000-4353	Comprehensive Plan Amendments	Map Amendment	\$1,000	
			Text Amendment	\$1,000	
			Consultant Peer Review Fee	Actual Cost of Review	
Subdivision Review	100-000-4355	Construction Plan: Residential		\$1,000 + \$25/unit (includes first 3 reviews)	
				\$500 (fourth review and each review thereafter)	
Site Plan Review	100-000-4357			\$1,000 + \$25/acre (includes first 3 reviews)	

		Construction Plan: Non-residential		\$500 (fourth review and each review thereafter)	
Subdivision Review	100-000-4355	Construction Plan: Revisions After Signature Set		\$50 per sheet	
Site Plan Review	100-000-4357				
Zoning Requests	100-000-4353	Development Agreement		\$1000	
Development Permit	100-000-4356	Development Name Change		\$500	
Zoning Requests	100-000-4353	Driveway Permit		\$100	
Zoning Requests	100-000-4353	Fence Permit		\$100	
Fire Prevention Plan Review	100-000-4366	Fire Prevention Plan Review		\$50	
Development Permit	100-000-4356	Floodplain Development Permit		\$100	
Development Permit	100-000-4356	Grave Removal/ Relocation		\$500	
Zoning Requests	100-000-4353	Home Occupation Permit		\$100	
Subdivision Review	100-000-4355	HOA Document Review		Actual Cost of Town Attorney Review	
Zoning Requests	100-000-4353	Interpretation (UDO)		\$400	
Zoning Requests	100-000-4353	Ordinance Amendments	General (includes the first three reviews)	\$750 + \$25/acre	
			Conditional (includes the first three reviews)	\$1,000 + \$25/acre	
			Planned Unit Development (includes the first three reviews)	\$2,000 + \$25/acre	
			Minor Modification (Conditional & PUD) (includes the first three reviews)	\$500	
			Text Amendment (includes the first three reviews)	\$500	
			Fourth review and each review thereafter	\$500	

Zoning Requests	100-000-4353	Pool	With proper permits	\$200	
			Correct unpermitted work	\$400	
Zoning Requests	100-000-4353	Public Notices	Mailed Notice	\$1 per mailed notice	
			Public Notice Signs	\$30 per posted notice	
Site Plan Review	100-000-4357	Reinspection Fee-Non- Single Family Subdivision Sites		\$200 per reinspection	Planning Staff non-single family subdivision walk-through reinspection fee
Subdivision Review	100-000-4355	Reinspection Fee-Subdivisions		\$200 per reinspection	Planning Staff single family subdivision walk-through reinspection fee
Zoning Requests	100-000-4353	Request to Waive Waiting Period for Subsequent Applications		\$500	
Development Permit	100-000-4356	Right-of-Way Encroachment	Major	\$80	
			Minor	\$40	
Zoning Requests	100-000-4353	Road Closing		\$3,000	
Zoning Requests	100-000-4353	Road Name Change		\$500	
Sign Permits	100-000-4354100-000-4354	Signs	Awning/Canopy	\$100 ≤ 30 sf or \$5 sf >30 sf per sign	
			Directional	\$50 per sign	
			Drive-Thru Menu Boards	\$100 ≤ 30 sf or \$5 sf >30 sf per sign	
			Electronic Message Boards	No separate fee required. Reviewed as part of monument sign permit application.	
			Gas Station Pricing: Canopy	\$100 ≤ 30 sf or \$5 sf >30 sf per sign	
			Gas Station Pricing: Monument	No separate fee required. Reviewed as part of monument sign permit application.	
			Gas Station Pricing: Wall		

				\$50 per sign	
			Monument: All Types	\$100 ≤ 30 sf or \$5 sf >30 sf per sign	
			Murals/Wall Art	\$50 per sign	
			Post & Arm Signs	\$50 per sign	
			Projecting/ Suspended	\$50 per sign	
			Theatre Marquee	\$100 ≤ 30 sf or \$5 sf >30 sf per sign	
			Wall	\$100 ≤ 30 sf or \$5 sf >30 sf per sign	
			Banner: Special Event	\$50 per year	
			Banner: Grand Opening	\$50 per event	
			Banner: Utility Pole	\$25 per sign	
			Construction Project: Non-Residential	\$100 ≤ 30 sf or \$5 sf >30 sf per sign	
			Construction Project: Residential	\$100 ≤ 30 sf or \$5 sf >30 sf per sign	
			Model Homes/Sales Office	\$50 per sign	
			Public Event	No fee	
			Residential Temporary: Marketing	\$50 per sign	

			Residential Temporary: Directional	\$50 per sign	
Site Plan Review	100-000-4357	Site Plan: Residential		\$1,000 + \$25/unit (includes first 3 reviews)	
				\$500 (fourth review and each review thereafter)	
Site Plan Review	100-000-4357	Site Plan: Non-Residential		\$1,000 + \$25/acre (includes first 3 reviews)	
				\$500 (fourth review and each review thereafter)	
Site Plan Review	100-000-4357	Site Plan: Modification		\$500 (includes first 3 reviews)	
				\$250 (fourth review and each review thereafter)	
Site Plan Review	100-000-4357	Site Specific Development Plan		\$1,000	
Zoning Requests	100-000-4353	Special Use Permit		\$1,000 +\$25/acre	
				\$500 (fourth review and each review thereafter)	
Zoning Requests	100-000-4353	Special Use Permit: Minor Modification		\$750	
Zoning Requests	100-000-4353	Special Use Permit: Manufactured Housing Class B & C		\$400	
Subdivision Review	100-000-4355	Subdivision Master Plan		\$1,000 + \$25/unit (includes first 3 reviews)	
				\$500 (fourth review and each review thereafter)	
Subdivision Review	100-000-4355	Subdivision Master Plan: Modification		\$500 (includes first 3 reviews)	
				\$250 (fourth review and each review thereafter)	
Subdivision Review	100-000-4355	Subdivision: Final Plat		\$250 plus \$10 per lot (includes first 3 reviews)	
				\$100 (fourth review and each review thereafter)	
Subdivision Review	100-000-4355	Subdivision: Exempt, Right-of-way Dedication, and/or Easement Dedication Plat		\$100 (includes first 3 reviews)	
				\$50 (fourth review and each review thereafter)	
Wireless Consult- Application Review	100-2375.100	Telecommunications Facility: New Facility		\$5,000	
Wireless Consult- Application Review	100-2375.100	Telecommunications Facility: Colocation		\$2,500	

Wireless Consult- Application Review	100-2375.100	Telecommunications Facility: Small Cell Antenna/DAS	\$100 per facility (first 5)	
			\$50 per facility (each additional)	
			\$500 consultant review per application	
Zoning Requests	100-000-4353	Temporary Use Permit	\$50	
Development Permit	100-000-4356	Traffic Impact Analysis	\$500 + \$10/acre: Town Review	
			Actual Cost of Consultant Review	
Development Permit	100-000-4356	Traffic Signal	\$350: Town Review	
			Actual Cost of Consultant Review	
Development Permit	100-000-4356	Tree Clearing Permit	\$100	
Zoning Requests	100-000-4353	Variance Request	\$400	
Zoning Requests	100-000-4353	Zoning Verification Letter	\$100	
Zoning Requests	100-000-4353	Noise Permit	\$100	

Documents:

GL Account Description	WF GL Account	Type	Fee	Notes
Other Planning	100-000-4360	Unified Development Ordinance (UDO)	\$50	
Other Planning	100-000-4360	Manual of Specifications, Standards & Design (MSSD)	\$50	
Other Planning	100-000-4360	Comprehensive Plan	\$50	
Other Planning	100-000-4360	Other Adopted Studies and Policies	\$50	
Other Planning	100-000-4360	Documents on CD	\$10	

Maps:

GL Account Description	WF GL Account	Type	Fee	Notes
Other Planning	100-000-4360	Zoning, Jurisdiction, Corporate Limits, Streets, Floodplains, Active Developments, and Transportation Plan (34" x 44"or 24" x 36")	\$30	

Copies:

GL Account Description	WF GL Account	Type	Fee
Other Planning Revenue	100-000-4360	Letter, Legal	\$.25 per sheet
Other Planning Revenue	100-000-4360	11 x 17	\$1.00 per sheet
Other Planning Revenue	100-000-4360	18 x 24	\$3.00 per sheet

Abatements:

GL Account Description	WF GL Account	Type	Fee
Other Planning Revenue	100-000-4360	Administrative fee	\$150

OTHER FEE AMENDMENTS - FY 2024 - 2025

Engineering:

Multi-use Path (MUP) Inspection Fee		\$1.00/linear foot
Initial Bond Review Fee		\$25.00/bond
Bond Reduction/Release - review fee		\$100.00/bond

Stormwater Utility Fees (annual):

Tier 1		\$44.00 (1 ERU)
Tier 2		\$121.00 (2.75 ERUs)
Tier 3		\$231.00 (5.25 ERUs)

Wake Forest Power (Electric):

Residential Energy Charge - effective September 1, 2024		
All kWh		\$ 0.1392



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-197-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Consideration of Approval of an Interlocal Agreement Regarding Enforcement of the Wake County Nondiscriminations Ordinance in Municipal Jurisdictions

Recommendation:

Item Summary:

ATTACHMENTS

- [_WakeCountyNDOILAFORM_3.3.22_.pdf](#)
- [Ordinance_prohibiting_Discrimination_2021.pdf](#)

**INTERLOCAL AGREEMENT
REGARDING
ENFORCEMENT OF THE WAKE COUNTY NONDISCRIMINATION ORDINANCE IN
MUNICIPAL JURISDICTIONS**

This Interlocal Agreement is entered into among **THE TOWN/CITY OF _____, NORTH CAROLINA**; being a municipal corporation organized under the laws of the State of North Carolina ("Municipality"); and **WAKE COUNTY, NORTH CAROLINA** (the "County" or "Wake"), a public body politic and corporate of the State of North Carolina, Individually called a "Party" in this interlocal agreement and collectively called the "Parties."

RECITALS:

WHEREAS, the County and Municipality welcome all people and recognize the importance of diversity and the importance of all people being free from discrimination based on race, natural hair or hairstyles, ethnicity, creed, color, sex, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability; and

WHEREAS, invidious discrimination and the tolerance of invidious discrimination is detrimental to the health, safety, and welfare of the citizens of the County and Municipality and the peace and dignity which the County and Municipality seek to promote for all of their residents; and

WHEREAS, on October 18, 2021, in accordance with G.S. 153A-121, the Wake County Board of Commissioners enacted a Non-Discrimination Ordinance (Sections 34-01 – 34.08 of the Wake County Code of Ordinances) ("Wake NDO" or "NDO") effective within the jurisdictional limits of the County to promote principles of diversity, inclusion, harmony, and equal treatment for all and thereby the health, safety, and welfare of those who live in, work in, and visit the County as well as to promote the peace and dignity of the County; and

WHEREAS, the Wake NDO states that municipalities located within the County may adopt the Wake NDO provided they enter into an interlocal agreement that establishes enforcement procedures; and

WHEREAS, pursuant to N.C.G.S. § 153A-122, the respective governing body of the Municipality has enacted a resolution adopting the Wake NDO within their territorial jurisdiction; and

WHEREAS, pursuant to N.C.G.S. § 160A-174(a), "[a] city may by ordinance define, prohibit, regulate, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the city[;]" and

WHEREAS, County and the Municipality agree that the Parties should collaborate in their efforts to eradicate discrimination and that a coordinated approach in combatting discrimination in public accommodations and employment advances those goals; and

WHEREAS, the County Manager for the County and the City/Town Manager for the Municipality have conferred concerning enforcement of the Wake NDO within the corporate limits of the Municipality and this interlocal agreement describes the rights and responsibilities of each Party; and

WHEREAS, the Parties desire to centralize the non-discrimination complaint process and procedure established by the County for improved consistency and accountability; and

WHEREAS, the Parties desire to enter into this Agreement pursuant to the statutory authority authorizing interlocal agreements, N.C.G.S §§ 160A-460 to 160A-464, in order to pursue the above-stated goals.

NOW THEREFORE, for and in consideration of the premises and covenants contained in the Agreement, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

ARTICLE I

Definitions

1.01. Definitions: For all purposes of this Agreement, unless the context requires otherwise, the following terms shall have the following meanings:

Agreement means this Interlocal Agreement.

Complaint means a written allegation of discrimination filed on the County's adopted complaint form in accordance with the Wake NDO.

Complainant means a Person as defined under the Wake NDO who files a Complaint.

Conciliation means attempted resolution of issues raised by a complainant through informal means not involving court process.

Discrimination means any difference in treatment based on a Protected Class as defined herein.

Employer means any person employing one or more persons within the County or within the corporate limits of the Municipal Party and any person acting in the interest of an Employer, directly or indirectly, including an employment agency. "Employer" shall include Wake County and any WakeCounty Contractor.

Gender identity or expression means having or being perceived as having gender-related identity, expression, appearance, or behavior, whether or not that identity, expression, appearance, or behavior is different from that traditionally associated with the sex assigned to that individual at birth.

Municipality means the municipal party named Municipal Party in this Agreement.

Party means the municipality or Wake County, as the context or the usage of such term may require, which is a signatory to this Interlocal Agreement.

Person means a natural person, a corporation, company, partnership, firm, association or other entity with a separate legal existence.

Protected class means race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability.

Protected hairstyle means any hairstyle, hair type, or hair texture historically

associated with race such as, but not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, and afros.

Public accommodation means any place, facility, store or other establishment which supplies accommodations, goods, or services to the public or which solicits or accepts the patronage or trade of the general public. A public accommodation shall not include a Religious Organization and all of the activities of the Religious Organization, or non-profit fraternal or social organization which restricts use of facilities and services to members and their guests.

Religious Organization means a church, mosque, synagogue, temple, non-denominational ministry, faith-based mission or faith-based entity that is primarily devoted to the study, practice, or advancement of religion.

Respondent means a Person as defined under the Wake NDO against whom a complaint has been filed pursuant to the Wake NDO.

ARTICLE II

Purpose, Process & Responsibilities

2.01. Recitals; Purpose: The Recitals are incorporated herein. The Parties agree to centralize all non-discrimination complaints that arise from the Wake NDO received in their respective jurisdictions in one online portal system managed by the County.

2.02. Roles and Responsibilities of the Parties:

(A) The County shall:

1. Provide a Complaint form available to persons and members of the public.
2. Establish and maintain an online portal for the intake of Complaints filed within the jurisdictional limits of the County and the jurisdictional limits of the Municipal Parties.
3. Perform jurisdictional review of all Complaints received in accordance with the provisions of the Wake NDO and this Agreement and issue letters of denial or referral for Conciliation.
4. Provide administrative personnel to perform work under this Agreement.
5. Contract with third parties for the administration of the investigatory and conciliation process established in the Wake NDO.
6. Collect fees from the Municipality as set out in this Agreement.
7. Cooperate and use best efforts to ensure that the various provisions of this Agreement are fulfilled.

(B) The Municipal Party shall:

1. Coordinate with the County following the County's receipt of any Complaint falling within their jurisdictional limits.
2. Assist the County in determining whether a Complaint falls within the jurisdiction of the Municipality.

3. Compensate the County for administrative costs and fees as set out in this Agreement.
4. Cooperate and use best efforts to ensure that the various provisions of this Agreement are fulfilled.

2.03. Process: All Complaints regarding alleged violations of the Wake NDO must be filed with the County Manager's Office within ninety (90) days of the alleged discriminatory act on the Complaint form provided by the County in accordance with the criteria set forth therein. Upon review of the Complaint, the County Manager, or his designee, shall determine if the Complaint falls within the jurisdiction of the County or the Municipality and make a recommendation for one or more of the following actions:

- 1) No further action based on lack of jurisdiction, whether territorial or subject matter jurisdiction, or
- 2) An opportunity for the Complainant and the Respondent to participate in Conciliation to resolve the dispute. The County shall be responsible for communicating the recommended action to the Complainant upon intake and review of the Complaint.

In all cases where the County recommends Conciliation, the County shall offer the Complainant and the Respondent an opportunity to participate in a conciliation process, free of charge. The Complainant and Respondent may, but are not required, to be represented by counsel, but they shall be responsible for their own fees or expenses related to representation, preparation or attendance. The Conciliation session shall be a closed, informal, and confidential process to the extent permitted by law. All resolutions of Complaints shall be reduced to writing, signed by the Complainant and Respondent, and acknowledged by the facilitator of the Conciliation. The memo of conciliation shall be enforceable as a binding contract between the Complainant and the Respondent.

All jurisdictional determinations and Conciliations facilitated by the County are final, with no right to appeal by the Complainant or the Respondent.

The County shall not be responsible for advising a Complainant or a Respondent of available alternatives to Conciliation.

2.04. Authority: In accordance with N.C.G.S. § 160A-463, County employees who are carrying out functions described in this Agreement shall possess and exercise all of the authority that the law permits an employee of the Municipality to possess and exercise.

2.05. Limitations: This Agreement does not require the County or the Municipality to take any action on behalf of a Complainant or Respondent. Nothing herein shall require the County to initiate judicial action by or on behalf of any Complainant or the Municipality, including but not limited to injunctive relief or any other equitable remedy under law. The Parties understand that the conciliation process established by the Wake NDO is voluntary and non-penal in nature. The County's role under the Wake NDO is to encourage and facilitate resolution of Discrimination among Protected Classes occurring in Employment or Places of Accommodation. Nothing in this Agreement requires the County or the Municipality to take any action other than that specified in this Agreement.

Nothing in this Agreement shall be interpreted or applied so as to create any requirement, power, or duty in conflict with the Wake NDO.

The Wake NDO does not create any individual right, privilege, or benefit, whether substantive or procedural, enforceable at law or in equity by any party against the County, the Municipality, their agencies, departments or any other officers, elected officials, or employees or any other person or entity, including respondents.

Nothing in this Agreement precludes a Complainant from filing any action allowed by law, but the Complainant must bear the Complainant's own costs, expenses, and attorney's fees. A Complainant who wishes to file a court action must do so through the Complainant's own attorney or if appearing pro se, through the court's pro se clerk's office.

Nothing in this Agreement conveys rights to any person or entity that is not a party to this Agreement. Only the parties may enforce this Agreement.

2.06. Special Provisions Regarding Public Records: Nothing herein shall require the County to accept responsibility for responding to any public records request filed with the Municipality in association with this Agreement. Nothing herein shall require the Municipality to accept responsibility for responding to any public records request filed with the County in association with this Agreement. Notwithstanding the above, Wake County shall respond to all public records requests filed with the County for documents or materials in its possession. The parties acknowledge that electronic or written communication related to the Complaint or Conciliation in the custody of the County or the Municipality may be considered public record under North Carolina law. The Conciliation session shall not be recorded and shall remain confidential to the fullest extent allowed by law.

ARTICLE III

Administrative Fees, Costs, & Personnel

3.01. Collection of Fees: During the Term of this Agreement as set forth in section 4.02, below, the County will not assess an administrative fee for the services provided to the Municipality. The Municipality acknowledges and contemplates that a cost-share agreement may be required in the future.

3.02. Responsibility for Costs: The County agrees to provide all personnel, resources, and equipment to carry out the Purpose of this Agreement. Costs associated with these resources will be paid by the County.

3.03. Attorneys Fees: While either participant may engage legal counsel to assist in the process, the Complaint process is a voluntary attempt at Conciliation and as such there is no constitutional right to legal representation. If Complainant or Respondent choose to be represented by counsel, each shall be responsible for payment of attorney's fees incurred.

ARTICLE IV

Effective Date, Term, Termination, and Addition of Parties

4.01. Effective Date: This Agreement shall become effective for a Municipality on the earlier of the effective date of the Wake NDO or the execution date of this Agreement.

4.02. Term: The term of this Agreement shall commence on the Effective Date

and terminate on June 30, 2023, unless earlier terminated in accordance with Section 4.03. The County Manager shall have the authority to extend the term of this Agreement, subject to the appropriation of funds by the Wake County Board of Commissioners. The City/Town Manager shall have the authority to extend the term of this Agreement, subject to the appropriation of funds by the City/Town Council.

4.03. Termination: The Municipal Party shall have the right to withdraw or terminate participation in this Agreement upon 30-day notice to the County.

ARTICLE V Notice

5.01. Notice: Any written or electronic notice required by this Agreement shall be delivered to the Parties at the following addresses:

For the County:

Wake County Manager
Wake County Justice Center
301 S. McDowell St.
Raleigh, NC 27601
chris.dillon@wakegov.com

For the Municipality:

With a copy to the Municipal Attorney:

ARTICLE VI Miscellaneous

6.01. Governing Law and Venue: The Parties agree that North Carolina law shall govern this Agreement. Venue for any disputes arising under this Agreement shall be in the Superior Court of Wake County, North Carolina.

6.02. Severability: If any provision of this Agreement shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Agreement.

6.03. Entire Agreement, Amendments: This Agreement constitutes the entire Agreement between the Parties. This Agreement shall not be modified or amended except in writing signed by all the Parties.

6.04. Intentionally Omitted.

6.05. Liability of Officers and Agents: No officer, agent, or employee of either Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent, or employee from the performance of any official duty provided by law.

6.06. Assignment: Neither Party shall sell or assign or subcontract any interest in or obligation under this Agreement without the prior written consent of the other Party.

6.07. No Waiver Of Sovereign Immunity: Nothing in this Agreement shall be construed to mandate purchase of insurance by Wake County pursuant to N.C.G.S. 153A-435 or by the municipality pursuant to N.C.G.S. 160A-485; or to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted October 6, 2003; or to in any other way waive any Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against a Party for any reason if otherwise available as a matter of law.

6.08. Intentionally Omitted.

6.09. Indemnity and Defense of Claims:

(A) Mutual Indemnity.

For the County. If allowed by North Carolina law and to the extent it does not operate as a waiver of sovereign immunity and is not inconsistent with County's "Resolution Regarding Limited Waiver of Sovereign Immunity", County shall indemnify and hold harmless the Municipality from and against all claims, demands, costs (excluding attorney's fees), and expenses arising out of or relating to County's obligations under this Agreement and caused by the negligence or willful misconduct of the County, its employees, its officials, its agents, or its contractors.

For the Municipality. If allowed by North Carolina law and to the extent it does not operate as a waiver of sovereign or governmental immunity and is not inconsistent with the Municipality's waiver policy concerning immunity, the Municipality shall indemnify and hold harmless the County from and against all claims, demands, costs (excluding attorney's fees), and expenses arising out of or relating to the Municipality's obligations under this Agreement and caused by the negligence or willful misconduct of the Municipality, its employees, its officials, its agents, or its contractors.

Notice Required. If a claim, suit, or cause of action is made against any Party hereto and the Party believes that they are entitled to indemnification, notice shall be given to the indemnitor within five (5) business days after that Party's first notice of any such claim, suit, or cause of action. Failure to provide this notice will preclude indemnity.

(B) Defense of Claims.

For the County. If the County is named as a party to a lawsuit or legal action relating to the Wake NDO, the County will bear all costs and expenses relating to the defense of that claim, except as provided in section 6.09(A) of this Agreement concerning indemnity.

For the Municipality. If the Municipality is named as a party to a lawsuit or legal action relating to the Wake NDO, the Municipality will bear all costs and expenses relating to the defense of that claim, except as provided in section 6.09(A) of this Agreement concerning indemnity.

Cooperation. If the County is named as a party to a lawsuit or legal action relating

to its enforcement of the Wake NDO within the corporate limits of the Municipality and the County does not request that the Municipality take over its defense, the Municipality will provide informal assistance to the County and will confer with the County's attorneys about the potential to intervene or otherwise assist in the proceeding.

6.10. Real Property: This Agreement does not involve the acquisition or ownership of real property.

6.11. Breach and Default: In the event of breach of this Agreement, the Parties shall be entitled to such legal or equitable remedy as may be available, including specific performance.

6.12 Representations and Warranties: The Parties each represent, covenant and warrant for the other's benefit as follows:

(A) Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and this Agreement has been authorized by Resolution spread upon the minutes of each Party's governing body. This Agreement is a valid and binding obligation of each Party.

(B) Each Party will comply with all non-discrimination requirements applicable to its activities.

(C) To the knowledge of each party, neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation of the transactions contemplated by this Agreement, results in a breach of the terms, conditions and provisions of any agreement or instrument to which either Party is now a party or by which either is bound, or constitutes a default under any of the foregoing.

(D) To the knowledge of each Party, there is no litigation or other court or administrative proceeding pending or threatened against such Party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.

6.13 Verification of Work Authorization; Iran Divestment Act Certification: The Parties, and all subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes. The Parties hereby certify that they, and all subcontractors, are not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

IN WITNESS WHEREOF, the parties, pursuant to resolutions of their respective governing boards spread upon their minutes, have caused this Agreement to be executed in their corporate names by their duly authorized officers, all as of the date firstabove written.

WAKE COUNTY

ATTEST:

County Manager

County Clerk

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Chief Financial Officer (or designee)
Wake County

ATTEST:

Manager

Clerk

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Chief Financial Officer (or designee)

A RESOLUTION TO ENACT AN ORDINANCE PROHIBITING DISCRIMINATION IN
PUBLIC ACCOMMODATIONS AND EMPLOYMENT

WHEREAS, Wake County welcomes all people and recognizes the importance of diversity and the importance of all people being free from discrimination based on race, natural hair or hairstyles, ethnicity, creed, color, sex, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability; and

WHEREAS, Wake County desires to safeguard the rights and opportunities of all persons to be free from discrimination in public accommodations and employment; and

WHEREAS, on March 30, 2017, Section 3 of S.L. 2017-4 went in effect, preempting local governments from enacting and amending ordinances regulating public accommodations and private employment practices; and

WHEREAS, Section 3 of S.L. 2017-4 expired on December 1, 2020; and

WHEREAS, invidious discrimination and the tolerance of invidious discrimination is detrimental to the health, safety, and welfare of the citizens of Wake County and the peace and dignity which Wake County seeks to promote for all of its residents; and

WHEREAS, pursuant to North Carolina General Statute § 153A-121(a), “[a] county may by ordinance define, prohibit, regulate, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and

WHEREAS, pursuant to North Carolina General Statute § 153A-4, “[i]t is the policy of the General Assembly that the counties of this State should have adequate authority to exercise the powers, rights, duties, functions, privileges, and immunities conferred upon them by law. To this end, the provisions of this Chapter . . . shall be broadly construed and grants of power shall be construed to include any powers that are reasonably expedient to the exercise of the power”; and

WHEREAS, the purpose and intent in enacting this Ordinance is to promote the principles of diversity, inclusion, harmony, and equal treatment for all and thereby the health, safety, and welfare of those who live in, work in, and visit Wake County as well as to promote the peace and dignity of Wake County; and

WHEREAS, the Wake County Board of Commissioners hereby finds and determines that it is in the best interest of the citizens and residents of Wake County to enact this Ordinance.

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED by the Board of Commissioners (the “Board”) for the County of Wake, North Carolina (the “County”) as follows:

The foregoing ordinance is hereby added to Title III ADMINISTRATION of the Wake County Code of Ordinances:

Chapter 34. AN ORDINANCE PROHIBITING DISCRIMINATION IN PUBLIC ACCOMMODATIONS AND EMPLOYMENT

§ 34.01 DEFINITIONS

For the purpose of this subchapter, the following definitions shall apply:

Conciliation means attempted resolution of issues raised by a complainant through informal means not involving court process.

Discrimination means any difference in treatment based on a Protected Class as defined herein.

Employer means any person employing one or more persons within the Wake County and any person acting in the interest of an employer, directly or indirectly, including an employment agency. "Employer" shall include Wake County and any Wake County Contractor.

Gender identity or expression means having or being perceived as having gender-related identity, expression, appearance, or behavior, whether or not that identity, expression, appearance, or behavior is different from that traditionally associated with the sex assigned to that individual at birth.

Person means a natural person, a corporation, company, partnership, firm, association or other entity with a separate legal existence.

Protected class means race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non-belief, age, or disability.

Protected hairstyle means any hairstyle, hair type, or hair texture historically associated with race such as, but not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, and afros.

Public accommodation means any place, facility, store or other establishment which supplies accommodations, goods, or services to the public or which solicits or accepts the patronage or trade of the general public. A public accommodation shall not include a Religious Organization and all of the activities of the Religious Organization, or a non-profit fraternal or social organization which restricts use of facilities and services to members and their guests.

Religious Organization means a church, mosque, synagogue, temple, non-denominational ministry, faith-based mission or faith-based entity that is primarily devoted to the study, practice, or advancement of religion.

§ 34.02 PUBLIC ACCOMMODATIONS

It shall be unlawful for any owner, proprietor, employer, employee, agent, keeper, or manager in a place of public accommodation to deny any person the full and equal enjoyment of the accommodations, advantages, facilities, or privileges thereof because of that person's inclusion within one or more Protected Class.

§ 34.03 EMPLOYMENT AND CONTRACTING

A. It shall be unlawful for any employer, because of the Protected Class of any person, to fail or refuse to hire, discharge, or otherwise discriminate against that person with respect to tenure, promotion, transfer, compensation, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment.

B. As a condition of submitting a bid or proposal to Wake County, the bidder or proposer shall submit a certification of compliance with this Ordinance. Failure to submit this certification or falsification of this certification shall be grounds for rejection of the bid or termination of the contract without fault to Wake County.

C. An unlawful employment practice is established when the complaining party demonstrates by clear, cogent and convincing evidence that a personal characteristic or the status of the complaining party as a member of a Protected Class was a motivating factor for the employment practice. An employment practice shall not be considered unlawful if it is based upon a neutral classification, job related for the position in question and consistent with business necessity or an exception recognized by Title VII of the Civil Rights Act of 1964.

§ 34.04. INCLUSIVE INTERPRETATION OF SEX AND RACE DISCRIMINATION

A. Wake County interprets all legal prohibitions on sex discrimination to include discrimination on the basis of sexual orientation, gender identity, and gender expression.

B. Wake County interprets all legal prohibitions on race discrimination to include discrimination on the basis of protected hairstyles.

§ 34.05. PENALTIES AND ENFORCEMENT

A. Complaints regarding alleged violations of this ordinance should be filed with the County Manager's Office within ninety (90) days of the alleged discriminatory act on the complaint form provided by the County. The County Manager shall determine if the complaint falls within the jurisdiction of the County, and if so, with the help of the County Attorney shall investigate the complaint and seek information from the respondent (party complained of). If a

complaint is factually validated, then the County will offer voluntary conciliation to resolve the dispute between the complainant and the respondent.

B. In addition to or in lieu of other remedies available by law, any person violating any provision of this Article may be subject to an enforcement action brought by the County under G.S. 153A-123(d) and (e) for an appropriate equitable remedy, including but not limited to a mandatory or prohibitory injunction commanding the defendant to correct the conduct prohibited under this Article.

C. This Article does not create and is not intended to create any individual right, privilege, or benefit, whether substantive or procedural, enforceable at law or in equity by any party against Wake County, its agencies, departments or any other officers, elected officials, or employees or any other person or entity, including respondents.

D. This Article shall not limit the remedies available to any person under state or federal law.

E. Violation of this ordinance does not constitute a criminal offense in accordance with G.S.14-4.

§ 34.06. APPLICABILITY; COMPLIANCE WITH LAWS

A. Pursuant to N.C.G.S. 153A-122, this ordinance shall apply within the jurisdictional limits of Wake County and is not applicable within the territorial limits of a city or town, unless a municipal governing board opts in, provided there is agreement to enforcement procedures through an interlocal agreement.

B. Nothing in this Ordinance shall be interpreted or applied so as to create any requirement, power, or duty in conflict with any existing federal, state, or local law or either the federal or North Carolina constitutions, including but not limited to the Free Exercise Clause of the First Amendment.

§ 34.07. SEVERABILITY CLAUSE

In the event any portion of this Ordinance, or the application thereof to any person is declared or adjudged to be invalid or unconstitutional, then such declaration or adjudication shall not affect the remaining provisions of this Ordinance, or its application to other persons; and the Ordinance shall remain in full force and effect as if the portion so declared or adjudged invalid or unconstitutional was not originally a part of this Ordinance.

§ 34.08. EFFECTIVE DATE; EXPIRATION DATE

This ordinance shall take effect on February 1, 2022.

The County Clerk is hereby authorized to make any needed formatting revisions, so long as such revisions do not change the content of the Ordinance, and to file this Ordinance in an appropriately indexed ordinance book subject to public inspection in the Clerk's office.

The County Finance Director and County Attorney are hereby instructed to incorporate the provisions of this Ordinance into County contracts and procurement documents where applicable.

Upon motion of Commissioner (CHAIR) VICKIE ADAMSON, seconded by Commissioner COMMISSIONER CERVANIA, the foregoing resolution entitled A RESOLUTION ENACTING AN ORDINANCE PROHIBITING DISCRIMINATION IN PUBLIC ACCOMMODATIONS AND EMPLOYMENT was passed by the following vote:
Ayes: COMMISSIONERS: CALABRIA, EVANS, HUTCHINSON, THOMAS and WEST
Noes: N/A

* * * * *

I, Doreen [Signature], Clerk to the Board of Commissioners for the County of Wake, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of said Board for said County at a regular meeting held on 10/18/21 as it relates to the passage of a new ordinance for Wake County PROHIBITING DISCRIMINATION IN PUBLIC ACCOMMODATIONS, AND EMPLOYMENT and that said proceedings are recorded in the minutes of said Board for said County.

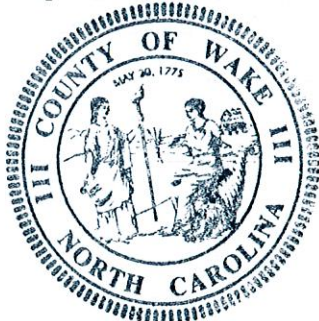
I DO HEREBY FURTHER CERTIFY that proper notice of such regular meeting was given as required by North Carolina law.

WITNESS my hand and official seal of said County this 18th day of October, 2021.

[Signature]

Clerk to the Board

[SEAL]





Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-205-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Wake County Tax Release

Recommendation:

Item Summary:

ATTACHMENTS

- [WF-TXREP-JUNE-2024-BOC-MTG.pdf](#)



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

TEL 919 856 6180
FAX 919 856 5699

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

June 4, 2024

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 June 3, 2024, approved and accepted the enclosed tax report for the Town of Wake Forest.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Yvonne Gilyard", written over the printed name.

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

TO: Wake County Board of Commissioners and Town Board of Wake Forest

FOR: Consideration of Requests for Value/Special Situations

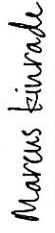
Item #	Taxpayer(s)	Description Jurisdiction	Account#/Year For Payment Status	Appealed	Type	Recommendation Pers. Appearance
18299	MORTON, SHIRLEY JEAN PO BOX 27832 RALEIGH NC 27611-7832	134 N. ALLEN RD WAKE FOREST	0000070784 2023 Not Billed	\$75.00	Refund Request	Denied
18301	MORTON, SHIRLEY JEAN 5128 KAPLAN DR RALEIGH NC 27606-2525	134 N. ALLEN RD WAKE FOREST	0000070784 2022 Not Billed	\$75.00	Refund Request	Denied
18303	MORTON, SHIRLEY JEAN 5128 KAPLAN DR RALEIGH NC 27606-2525	134 N. ALLEN RD WAKE FOREST	0000070784 2021 Not Billed	\$75.00	Refund Request	Denied
18305	MORTON, SHIRLEY JEAN 5128 KAPLAN DR RALEIGH NC 27606-2525	134 N. ALLEN RD WAKE FOREST	0000070784 2020 Not Billed	\$75.00	Refund Request	Denied
18307	MORTON, SHIRLEY JEAN 5128 KAPLAN DR RALEIGH NC 27606-2525	134 N. ALLEN RD WAKE FOREST	0000070784 2019 Not Billed	\$20.00	Refund Request	Denied
18309	PHILL, CHARLEY CLAIBORNE, TRACI 917 ROSE ANGEL CIR WAKE FOREST NC 27587-3936	917 ROSE ANGEL CIR WAKE FOREST	0000378850 2022 Not Billed	\$525.00	Refund Request	Granted
18311	PHILL, CHARLEY CLAIBORNE, TRACI 917 ROSE ANGEL CIR WAKE FOREST NC 27587-3936	917 ROSE ANGEL CIR WAKE FOREST	0000378850 2023 Paid in Full	\$525.00	Refund Request	Granted

This List Requires Board Action

Tax Committee Member:

Marcus Kinrade, Tax Administrator

DocuSigned by:



03C5063B04D7486...

DocuSigned by:



4AEB21DC1BDD4EA

Approved by:



WAKE COUNTY TAX ADMINISTRATION

Rebate details
4/1/2024 - 4/30/2024

WAKE FOREST

DATE 05/05/2024
TIME 10:12:36 PM
PAGE 1

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

INDIVIDUAL PROPERTY ACCOUNTS

876620	42.08	0.00	0.00	4.21	0.00	46.29	04/09/2024	0006742944	2022	2022	000000	BILLS TRANSPORT INC
876619	46.76	0.00	0.00	4.68	0.00	51.44	04/09/2024	0006742944	2021	2021	000000	BILLS TRANSPORT INC
876621	38.64	0.00	0.00	3.86	0.00	42.50	04/09/2024	0006742944	2023	2023	000000	BILLS TRANSPORT INC
878339	77.43	0.00	30.00	0.00	0.00	107.43	04/25/2024	0007024235	2024	2023	000000	DEAVER, ISHEA MARIE
876618	51.96	0.00	0.00	5.20	0.00	57.16	04/09/2024	0006742944	2020	2020	000000	BILLS TRANSPORT INC
876617	60.64	0.00	0.00	6.06	0.00	66.70	04/09/2024	0006742944	2019	2019	000000	BILLS TRANSPORT INC
877948	52.26	0.00	30.00	0.00	0.00	82.26	04/23/2024	0006976988	2023	2022	000000	HARTOG, CLAYTON PECK

Subtotal for

INDIVIDUAL PROPERTY ACCOUNTS	369.77	0.00	60.00	24.01	0.00	453.78	7 Properties Rebated
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TOTAL

WAKE FOREST (Not In District)	369.77	0.00	60.00	24.01	0.00	453.78	7 Properties Rebated for the District/City
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TOTAL FOR

CITY WAKE FOREST	369.77	0.00	60.00	24.01	0.00	453.78	7 Properties Rebated for the City
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WAKE COUNTY TAX ADMINISTRATION

Rebate details
4/1/2024 - 4/30/2024

WAKE FOREST

DATE 05/05/2024
TIME 10:12:36 PM
PAGE 1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING OWNER TYPE
Grand Total:	4,854.22	0.00	480.00	134.07	0.00	5,468.29		45	Properties Rebated for All Cities		



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-206-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Department Monthly Reports

Recommendation:

Item Summary:

ATTACHMENTS

- [May 2024 Monthly Report.pdf](#)

May 2024 | Department Monthly Report

Communications

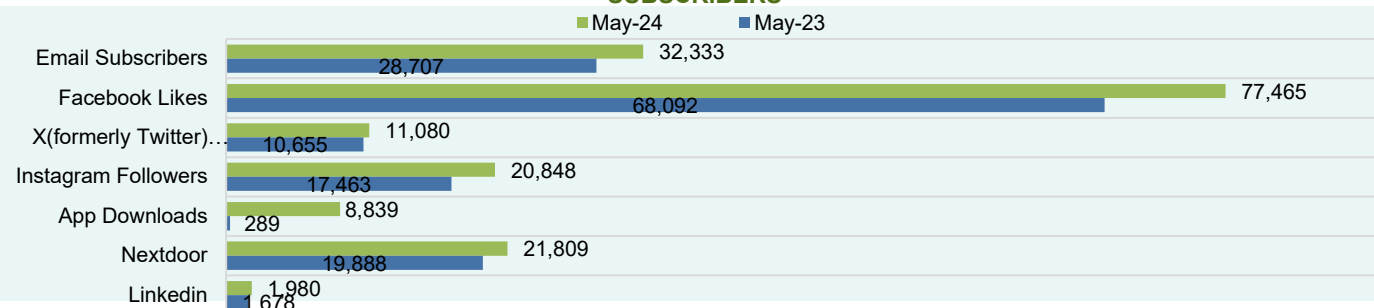
ANNOUNCEMENTS

Media Releases	33
Email Announcements	19
Town-to-Resident Phone Calls	26

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Forms & Applications	15,971
2	Home	7,649
3	Friday Night on White	6,815
4	Holding Park Aquatic Center	5,203
5	Six Sundays in Spring	3,449

SUBSCRIBERS



Downtown Development

OCCUPANCY

	MAY- JUN 2024	MAY-JUN 2023
Occupancy Rate in Percentage	92%	91%

NEW BUSINESSES

	MAY 2024	FISCAL YEAR-TO-DATE
Number of New Businesses	5	10
Number of Businesses Closed	3	7

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (JAN-MAR)	ATTENDANCE IN 2024	ATTENDANCE IN 2023
Friday Night on White	9,000	Canceled due to weather

Downtown Development Director and Program Specialist attended Main Street Now Conference in Birmingham, Alabama May 5-8.

NC Main Street provided a data snapshot (May 2023 - April 2024) collected from cell phone app tracking and this data was shared with downtown business and property owners. We had 186,000 unique visitors, going downtown an average of 3.56 times annually resulting in 662,200 annual visitors. Downtown is busiest with visitors at 6pm, 7pm, 1pm and 12pm.

Exploring solutions to assist with clean cube usage to ensure that they do not get jammed at the point of entry.

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)

	MAY 2024	MAY 2023
Number of Responses to RFIs	1	0

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

None

Engineering

PROJECT UPDATES

Stormwater Utility	Wake County parcels were submitted in May. The final draft file for Wake County parcels are under review.
Street Resurfacing	North Franklin Street is currently being resurfaced. The next fiscal year's contracts are under review.
S. Franklin Widening	In mid-May, a bid opening was held, and a contractor was chosen. Construction will begin in June.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and Payment	5-7-2024
ORBIT/LGERS Report – NC State Treasurer	5-1-2024
Utility Sales Tax Return – E500 E	5-10-2024
BLS Department of Labor Report	5-28-2024
Gross Receipts Tax on Concessions	5-7-2024
Food & Beverage Tax Report	5-3-2024
ACCOUNTING/FINANCE	AMOUNT
Total \$ Accounts Payable Disbursement	\$2,708,824
Total ePayables & Payroll Disbursement	\$3,175,578
Total Number of Invoices Paid	387
Total \$ Invoices Paid with Credit Card	887,763

PURCHASING / WAREHOUSE

Purchase Orders Processed	48
New Vendors Set Up	18
Informal Quotes	12
\$ Received Surplus Items Sold	\$66,670
HUBSCO Reports	0

Fire

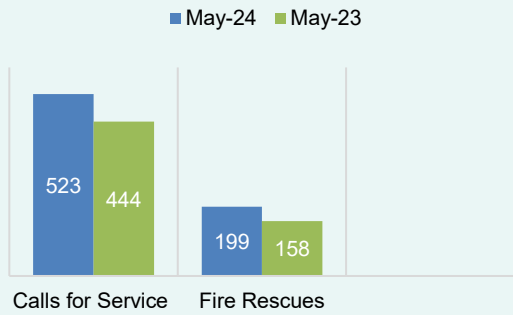
KEY STATS

	MAY 2024	MAY 2023
Calls for Service	523	444
Average Response Time	4:31	4:46

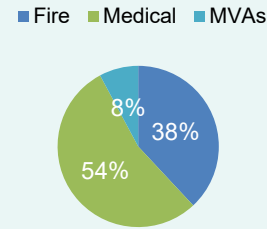
TYPES OF CALLS

	MAY 2024	MAY 2023
Fire	199	158
Medical	283	256
Motor Vehicle Accidents (MVA)	41	30

FIRE-KEY STATS



TYPES OF CALLS



Human Resources

EMPLOYMENT

	MAY 2024	MAY 2023
Positions filled	426	373
Vacancies	14	26
Total Authorized Positions FY 2023–2024	440	413

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
Jennis Wainwright	Public Works	Construction Worker II	5/27/2024

Information Technology

SERVICE STATS

	MAY 2024	MAY 2023
Service Requests Completed	610	348
Network Uptime Percentage	100%	99%

Inspections & Public Facilities

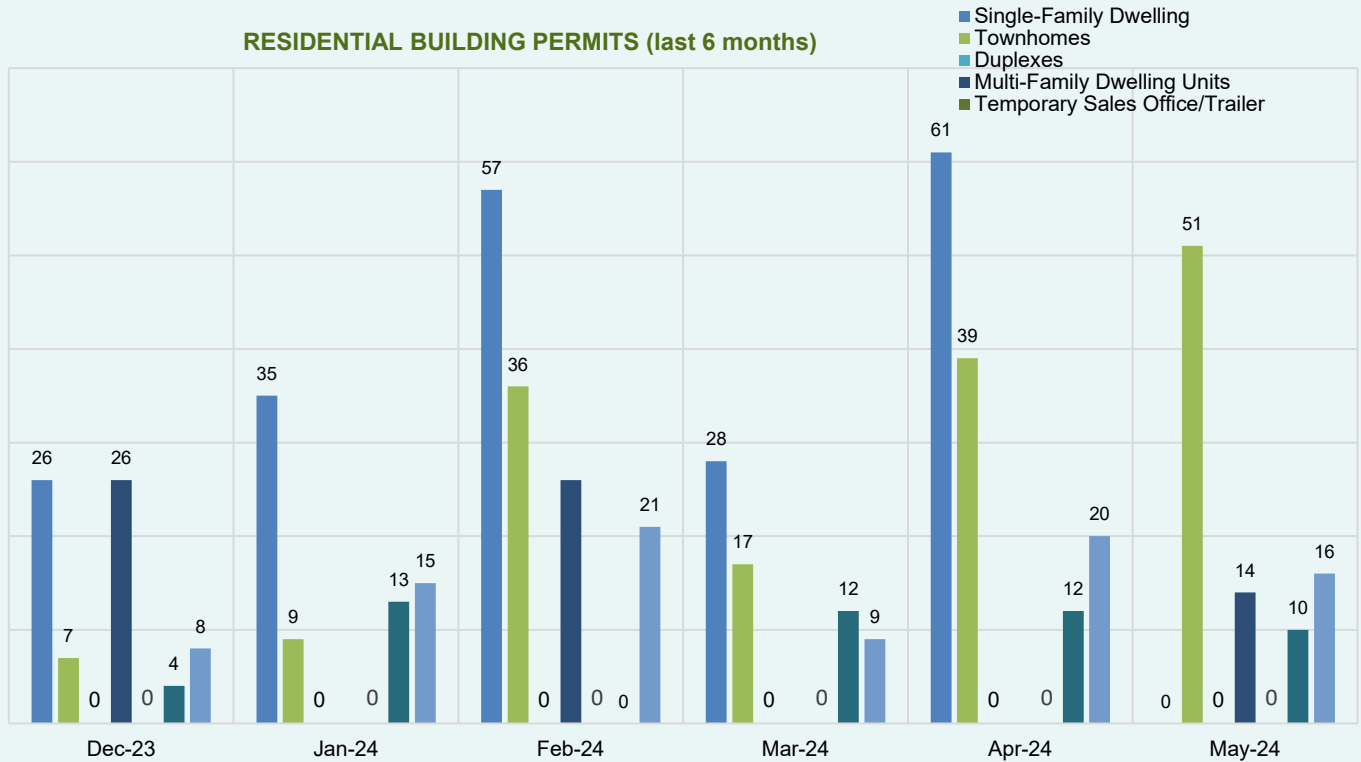
RESIDENTIAL PERMITS

	MAY 2024	MAY 2023
Single-Family Dwelling	40	59
Townhomes	51	8
Duplexes	0	0
Multi-Family Dwelling Units	14	0
Other	162	137
Total	267	204

NON-RESIDENTIAL PERMITS

	MAY 2024	MAY 2023
New Commercial	0	0
Fit-Ups	5	6
Other	36	30
Total	41	36

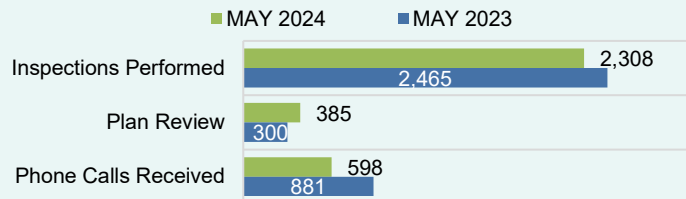
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	MAY 2024	MAY 2023
Preventative Maintenance Completed	668	553
Reactive Work Orders	117	141

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

NEW COMMERCIAL BUSINESSES FIT-UP

UPS STORE	12520 CAPITAL BLVD 401
SWEETS BOXING GYM	1839 S MAIN ST
MAVIS TIRES & BRAKES (OLD NTB)	2200 S MAIN ST
WAKE FOREST PLASTIC SURGERY	3319 HERITAGE TRADE DR 201
FIVE GUYS RESTAURANT	535 DR CALVIN JONES HWY 110

PRE-OCCUPANCIES

KATIE DUNN MESSAGE THERAPY	10520 LIGON MILL RD 102
COOK OUT (FOR POWER ONLY)	11690 NORTHPARK DR
DIVINE HOLISTIC WELLNESS	500 WAIT AVE 02
FLORA FAUNA WF	12247 CAPITAL BLVD
MYRA'S ANGEL FOUNDATION	12339 WAKE UNION CHURCH RD 103

Organizational Performance

NORTHERN WAKE FOOD SECURITY TEAM

Staff Hours	10 hrs./week
Updates	Food prescription pilot "Pharm form Garden
	Mobile Market avg. 57 patrons
	Mini Market pilot at Northern Regional Community Center
	Weekly Partnerships with the Wake Forest Community Table & Tri-Area Ministries
	Bi-Weekly partnerships with the Hope House & The Mobile Market

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Updates	20 in the program – 1 more onboarding
	One (1) of our 10-year volunteers is retiring to Florida to be near family

Parks, Recreation & Cultural Resources

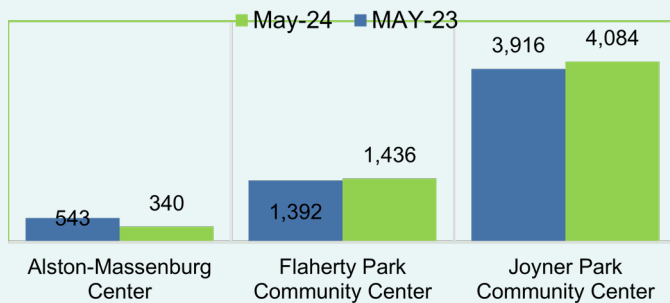
ATHLETICS

	MAY 2024	MAY 2023
Registrations Received – Youth	0	18
Registrations Received – Adult	5	3
Games Held	247	381
Revenue	\$2,750.00	\$3,720.00

PROGRAMS

	MAY 2024	MAY 2023
Registrations Received – Youth	111	148
Registrations Received – Adult	136	106
Classes/Programs Held	41	40
Revenue	\$6,009.20	\$9,181.05

VISITORS TO COMMUNITY CENTERS



VIEW

RECONNECT PROGRAM GUIDE

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

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	2
PM Inspections & Services	73
Evening & Weekend Park Services	4

FACILITY RENTALS

	MAY 2024	MAY 2023
Athletic Fields	1	10
Joyner Park Outdoor / Open Space	5	7
General Outdoor / Open Space	0	3
Picnic Shelters	1	2
Wake Forest Community House	7	6
Joyner Park Community Center	3	4
Flaherty Park Community Center	0	0
Alston-Massenburg Center	1	4

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	MAY 2024	MAY 2023
Aquatic Center	1,389	Opens 5/27
Taylor Street Sprayground	1,283	893

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

	MAY 2024	MAY 2023
COAs Received	0	1
COAs Approved	0	1

Police

KEY STATS

	MAY 2024	MAY 2023
Calls for Service	5,110	4,482
Vehicle Crashes	211	184

Public Works

Streets: Pipe installation at Joyner Park Community building. Street assessments for '24 - '25 resurfacing. Updated 27 street signs. CDL training for Donald Alvarez & Landon Seal. 42 asphalt patches = 85 tons. 350' sidewalk repairs = 30 yards.

Fleet: 275 work orders. 80% productivity measurement of billable hours. 6 quality checks performed prior to releasing. The 4 mechanics completed 2.5 combined hours of training.

Solid Waste: 98 Hwy clean up on 5/16/24, organized by Jeanette. Communities Combatting Litter class, hosted by Jeanette 5/16/24. New Employee, Tyler Jankuv started on 5/13/24. New yard waste, rear loader truck has arrived & will be ready to operate soon. Many SW employees volunteered for FNOW on 5/10/24.

Urban Forestry: Helped on numerous stormwater jobs. Implemented cartograph- new work order management system. Completed equipment inventory & maintenance.

Admin: PW admin put together PW luncheon and team building for PW Week, May 19 - 24th. Event was successful. Sold 1 niche and had 1 headstone marked and 2 graves marked.

RECYCLING

	MAY 2024	MAY 2023
Volunteer Collected Litter	0	325
Volunteer Collected Recycling	0	50
Volunteer Hours	0	47
Volunteer Miles of Streets	0	1.5
Sections of Roads Cleaned (not miles)	0	1
Number of Creeks Cleaned	0	1
Number of Litter Kits Issued / Returned	0	14

SOLID WASTE

	MAY 2024	MAY 2023
New Construction Homes Added	22	89
New Cart Sets	22	89

CEMETERY

	MAY 2024	MAY 2023
Number of Plots Sold	0	0
Number of Niches Sold	1	0
Total Plots Available	0	0

Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE

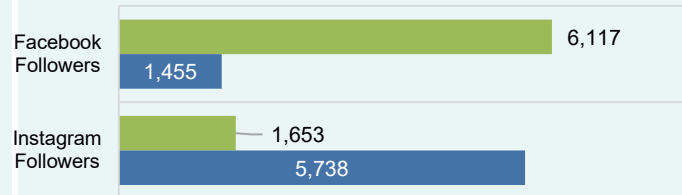
[VIEW](#)

EVENT & PROGRAM ATTENDANCE

	MAY 2024	MAY 2023
Monthly In-Person Attendance	1,846	1,335
Virtual Views	1,105	358
Ticketed Events Held	0	0
Free Events Held	0	2

SOCIAL ENGAGEMENT

■ May-24 ■ MAY-23



Tickets for the Summer at the Centre series went on sale to the public on May 1st; three of the five shows sold out within the first week of sales.

The Renaissance Centre was the host venue for two performances of Life House Theater's Anne of Green Gables and the Senior Network Group's Senior Talent Show.

Wake Forest Power

CUSTOMER SUMMARY

	MAY 2024	MAY 2023
Electric Meters/Customers	7,784	7,082
Pre-Pay Power Customers	463	487
H.O.P.E. Participants	44	24
N.C. GreenPower Participants	16	8

POWER OUTAGES

	MAY2024	MAY 2023
Total Number of Customers Affected by Outages this Month	2	17
Average Number of Customers Affected per Outage	1	4.25

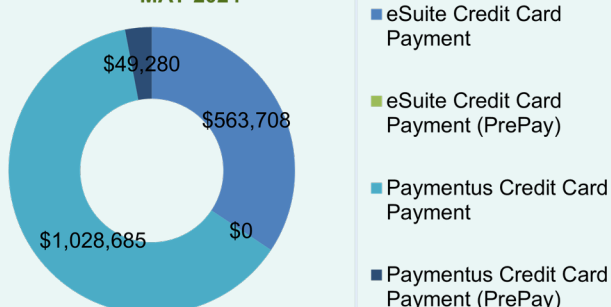
PAYMENTS RECEIVED

	MAY 2024	MAY 2023
eSuite Credit Card Payments	\$563,708	\$351,937
eSuite Credit Card Payments (Pre-Pay)	\$0	\$0
Paymentus CC Payments	\$1,028,685	\$781,869
Paymentus CC Payments (Pre-Pay)	\$49,280	\$56,086

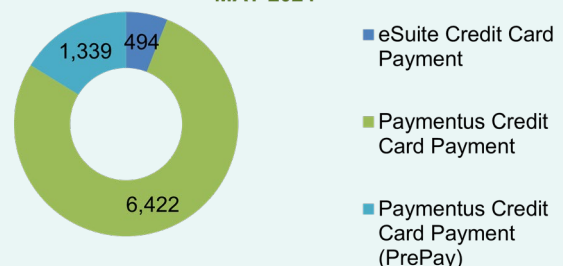
NUMBER OF TRANSACTIONS

	MAY 2024	MAY 2023
eSuite Credit Card Payments	494	414
Paymentus CC Payments	6,422	5,453
Paymentus CC Payments (Pre-Pay)	1,339	1,546

MAY 2024



PAYMENTS RECEIVED MAY 2024



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 5/28/2024
Number of members in attendance: 6 out of 9

The HPC made plans to participate in the Juneteenth Celebration on June 15th. They also reviewed the draft budget and received an update on the Historical Tour plans scheduled for December 7th.

Human Relations

MEETINGS

Most recent meeting held 5/23/2024
Number of members in attendance: 10 out of 10

Action Items – members will be attending the Juneteenth event on Saturday, June 15th.

Public Art

MEETINGS

Most recent meeting held 5/23/2024
Number of members in attendance: 9 out of 11

The PAC continued the professional development series for the Commissioners with Arts Attorney Dan Ellis. Three new murals were installed in the Alston Massenburg Youth Room. Junior Gomez from Charlotte was chosen to complete the mural outside on the Alston Massenburg steps and ramp. Several projects are in progress at Alston Massenburg.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 5/28/2024
Number of members in attendance: 11 out of 12

Work Groups Updates: National Day of Trails (5k/3k): Work Groups Updates & Reassignments: (5k) 199 registered & 3k (60) total 259. Extra shirts were ordered for volunteers. Added shirts for participants. No sponsor bag packing this year. Sponsor - Sky Lift Garage Door, water bottles. Liz Simperts will MC, DJ lined up and medals ordered. Sign location marked in advance. Walkie talkies needed for board members. Board members decided on race day volunteer locations. Volunteers should arrive at 6:30 am. The race starts at 8 am. Friday night pickup at JPCC from 5 pm-7 pm.

Technology Advisory

MEETINGS

Most recent meeting held 5/20/2024
Number of members in attendance: 8 out of 13

During the TAB meeting held on May 20, 2024, eight TAB members participated. The session involved a thorough review of the most recent STEM event, highlighting areas for improvement as well as acknowledging successful aspects.

Urban Forestry Board

MEETINGS

Most recent meeting held 5/28/2024
Number of members in attendance: 6 out of 7

The Board discussed upcoming events and how to coordinate with the local Future Farmers of America (FFA).



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-207-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-200-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: June 18, 2024

SUBJECT

Closed Session: NCGS 143-318.11(a)(6) Personnel

Recommendation:

Item Summary:

ATTACHMENTS

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