



Wake Forest Board of Commissioners
Meeting Agenda
February 18, 2025 at 6:00 PM
All items listed are for discussion and possible action.

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact 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. Approval of Minutes
[DRAFTBOCWSM Minutes_Jan202507.pdf](#)
[DRAFTBOCM Minutes_JAN202521.pdf](#)

3.Presentations

- 3.A. Resolution Recognizing Master Officer Christopher Higgins on his Retirement
[Higgins Summary appreciation of services.docx](#)
[Higgins_Resolution_of_Appreciation_for_Services.docx](#)

4.Public hearings / Public Comment

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

- 4.B. Public Hearing of LEGISLATIVE CASE RZ-24-01, Harris Tract, a rezoning filed by filed by Church Street Company to rezone 55.93 acres located at 0 Harris Road (portion) , being Wake County Tax PIN 1841392412 (portion) from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD).
[RZ-24-01 Staff Report v1.pdf](#)
[BOC Agenda Summary RZ-24-01.pdf](#)
[Attachment A - Neighborhood Meeting Minutes.pdf](#)

[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - TIA Executive Summary and NCDOT Review Report.pdf](#)
[Attachment E - Planning Board Written Recommendation.pdf](#)
[Ordinance RZ-24-01 Harris Tract.docx](#)
[Exhibit 1 - Legal Description.pdf](#)
[Exhibit 2 - Consistency Statement.pdf](#)

- 4.C. Public Hearing to receive input for the FY 2025-2026 Annual Operating Budget
[First Budget Public Hearing FY 2025-2026_summary.pdf](#)

5.Consent Agenda

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

- 5.A. Approval of a Resolution to surplus the badge and service weapon carried by Master Officer Christopher Higgins
[Higgins Summary badge and weapon surplus.docx](#)
[Higgins Resolution Badge and Weapon.docx](#)
- 5.B. Approval of Budget Ordinance Amendment # 1 for fiscal year 2024-2025
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment # 1 FY 2024-2025.pdf](#)
- 5.C. Approval of resolution authorizing installment purchase agreement (FY 25 Equipment and Vehicles)
[Equipment and vehicles IPA resolution_summary.pdf](#)
[Analysis of proposals_vehicles and equip.pdf](#)
[Benchmark Community Bank.pdf](#)
[Vehicles and Equipment RFP_FY 2024-2025.pdf](#)
[Resolution 2025 -xx Benchmark Community Bank IPA.doc](#)

6.Legislative Items

- 6.A. Consideration of an Ordinance amending Chapter 20. Article I In General Sec. 20-2. - Public consumption, possession, etc. of alcohol
[Item Summary - Creation of Social District .docx](#)
[ATTACHMENT A Ordinance 2025-XX Section 11 Chapter 20 Article I In General Sec. 20-2. - Public consumption possession etc.docx](#)

[ATTACHMENT B Map of Wake Forest Social District .png](#)

7.Planning Items

- 7.A. Consideration of LEGISLATIVE CASE RZ-24-01, Harris Tract, a rezoning filed by Church Street Company to rezone 55.93 acres located at 0 Harris Road (portion) , being Wake County Tax PIN 1841392412 (portion) from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD).

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A. Departmental Monthly Report
[January 2025 Monthly Report.pdf](#)
- 12.B. Capital Improvement Plan Quarterly Update
[CIP Project Tracker Q2_FY2024-2025.pdf](#)
- 12.C. Commissioner Reports
- 12.D. Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. “To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)”
- 12.E. Closed Session: NCGS 143-318.11(3) – To consult with the Town Attorney regarding:
- Town of Wake Forest v. LaSaundra Booth – Case No.: 23CV035758-910;
Town of Wake Forest v. Brian Mears and Amanda Mears - Case No.:

23CV035783-910;

Town of Wake Forest v. Alyssa Ruth and Joshua Casto - Case No.:

23CV035777-910;

Town of Wake Forest v. Jordan Everington and Amanda Syvertsen - Case No.:

23CV035769-910; and

Town of Wake Forest v. Miriah M Yanez & Edmundo Yanez - Case No.:

23CV035768-910

SchoolDev East, LLC v. Town of Wake Forest – Superior Court Case No.:

21CVS15683; and

SchoolDev East, LLC v. Town of Wake Forest – Court of Appeals Case No.: COA
21-359

- 12.F. Closed Session: NCGS 143-318.11(6) - To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

13. Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-358-

Submitted by: Ella Dowtin

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

Approval of Minutes

Recommendation:

Item Summary:

ATTACHMENTS

- [DRAFTBOCWSMinutes_Jan202507.pdf](#)
- [DRAFTBOCMinutes_JAN202521.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 7, 2025**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

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

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager/CFO Aileen Staples
Town Attorney Hassan Kingsberry
Deputy Town Clerk Ella Dowtin
Assistant Planning Director Jennifer Currin
Organizational Performance Director Lisa Hayes
Downtown Development Director Jennifer Herbert
Engineering Director Tim Watson
Parks, Recreation & Cultural Resources Director Ruben Wall
Public Facilities Specialist Steven Carpenter

Police Chief Jeff Leonard
Police Captain Brandon High
Police Captain Julius Jefferson
Fire Chief Ron Early
Electric Utility Director Chris Terrell
Centre Director Debbie Dunn
Stormwater Utility Manager Nick Nolte
Chief Information Officer Adam Oates
Inspections & Facilities Director JJ Carr
Facilities Director Mickey Rochelle
Budget & Performance Manager Michelle Daniels
Budget & Performance Analyst Benjamin Blevins
Stormwater Utility Manager Nick Nolte
Public Works Director Tim Bailey

Mayor Jones asked the Board if they agree to add Item 4.2 to follow Item 4.1 on tonight's agenda. The Board had no objections to this change.

Presentations

1.1. Discussion of FY 2025-2030 Capital Improvements Plan Update

Budget & Performance Manager Michelle Daniels provided a CIP overview, Funded Projects, Debt Overview, 2022 Bond Referendum, 2025 CIP update, and Review of FY 2025-2026 priorities.

Commissioner Cross raised questions regarding license plate readers and how many more will be purchased for the Town. Captain Brandon High responded that there are currently twenty-five license plate readers, and they are looking to add ten additional readers. Commissioner Cross asked about the result of having the readers up around Town. Captain High responded that there had been good results.

Commissioner Cross questioned Downtown Streetscapes, which is on the priority list for \$1.3 million. Budget & Performance Manager Michelle Daniels responded, "Yes, that is the estimated amount." Commissioner Cross asked when the last Streetscapes update was. Mayor Jones interjected and stated that this was an additional Streetscape for new areas of the Town. Assistant Town Manager Allison Snyder explained that it is defined as the section in front of the Food Hall and for future sections of Brooks St. and around Town Hall.

Commissioner Cross asked if the wayfinding signs would be spread out over how many years. Public Works Director Tim Bailey responded that this year, the signs will be placed downtown, in 2026, outside of downtown, and in 2027, in the gateway area. Commissioner Cross questioned PRQR restroom installations at various parks and would like to see them added to the list. Assistant Town Manager Aileen Staples responded that it is a part of the 2022 bond referendum and is in the pipeline, which is scheduled for 2026.

Commissioner Cross questioned the number of accidents at the US 1 and Jenkins Road intersection. Is that intersection going to be a part of another development, and is the number of accidents increasing or decreasing? Captain Jefferson responded that the analyst is in the process of going through all of the high-risk intersections.

Commissioner Cross stated that it's a good idea for the Town to own a concrete truck to help staff with maintaining accessibility projects. Commissioner Cross questioned the stormwater crew approved for 2025. How is that going to happen? Budget & Performance Manager Michelle Daniels responded that based on what is approved in the CIP Plan, stormwater and public works would work together and make a budgetary request. Stormwater Utility Manager Nick Nolte responded that there is a hybrid team

that would work out of Public Works and that focuses only on stormwater but is currently doing asphalt maintenance; if a resident complains about a sinkhole, that is ideal, and the new crew will be dedicated to stormwater and not be doing concrete or asphalt work on rotational and would like to separate equipment since we have the new stormwater fee and give the residents with the service that will accommodate the utility fee and be more proactive with the stormwater maintenance.

Mayor Jones said she would like to see more grant requests to assist with the town's various projects.

Commissioner Cross questioned the streetlights synchronization, how long it would take, and whether this would need to be included in the budget. Town Manager Kip Padgett responded that it is strictly a North Carolina Department of Transportation project, so they are funding it, and the estimation is approximately two years.

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

The CIP plan will be added to the January 21, 2025, agenda for approval.

2. Discussion of Monthly Financial Report

2.1 Discussion of November Financial Summaries

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 Appointment of an Interim Town Attorney

The Board of Commissioners approved a Resolution to appoint the law firm of Wyrick Robbins to serve as Interim Town Attorney until a new Town Attorney is hired or the firm is removed by the Board.

ACTION:

Mover: Commissioner Wright.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

4.2 Discussion of Legislative Goals

The Board openly reviewed the goals and unanimously decided on the Legislative Goals that will be forwarded to the state.

5. Commissioner Reports

Commissioner Sliwinski had no report.

Commissioner Clapsaddle thanked Attorney Kingsberry for his service to the Town and wished him the best in his future endeavors. He also wished everyone a Happy New Year!

Commissioner Cross had no report.

Commissioner Shackelford had no report.

Commissioner Wright wishes everyone a Happy New!

Mayor Jones shared that after meeting an American Red Cross volunteer who shared with her about a program that installed smoke alarms to people who needed them, she then contacted Tilda Caudle. Tilda worked with the Northeast Community Coalition, the American Red Cross, and the Wake Forest Fire Department. They put together a program, and volunteers learned how to install smoke alarms from that program. They installed approximately 20 detectors for citizens who needed smoke detectors in the Northeast area of Wake Forest. The mayor attended Coffee with a Cop.

Town Manager Padgett reminded everyone of the Board of Commissioners retreat on Friday, January 17, 2025.

6. Adjournment

The Board of Commissioners adjourned the meeting at 6:38 p.m.

Duly approved in open session this 21st day of January 2025.

(ATTEST)

Vivian A. Jones, Mayor

Ella Dowtin, Deputy Town Clerk



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 21, 2025**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Mayor Jones led everyone in the Pledge of Allegiance.

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

Commissioner Members Absent: None.

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager/CFO Aileen Staples
Town Attorney Eric Vernon
Deputy Town Clerk Ella Dowtin
Engineering Director Tim Watson
Long Range Planning Manager Brad West
Fire Chief Ron Early
Police Chief Jeff Leonard
Police Captain Julius Jefferson

Downtown Development Director
Jennifer Herbert
Senior Planner Michelle Michael
Budget/Performance Analyst Benjamin Blevins
Budget & Performance Manager
Michelle Daniels
Police Captain Matt Perkinson

1. Approval of Agenda

Mayor Jones requested an amendment to the agenda to remove Item 12C, Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

“To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)”

ACTION:

Mover: Commissioner Wright moved to approve the agenda with the amendment on the agenda.

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- December 3, 2024, Work Session
- December 17, 2024, Regular Meeting

ACTION:

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

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

3. Presentations

3.A. Resolution Recognizing Chief Jeffrey M. Leonard on his Retirement

***RESOLUTION OF APPRECIATION
FOR THE SERVICES OF***

Chief Jeffrey M. Leonard

WHEREAS, Jeffrey Leonard was hired as a part-time auxiliary officer in 1992 and has served as a full-time sworn officer for the Wake Forest Police Department since August of 1994. With over 32 years of service, Leonard will retire on February 1, 2025; and

WHEREAS, Leonard was promoted to Sergeant in August of 2001; and

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

WHEREAS, Leonard was promoted to Major in November of 2003; and

WHEREAS, Leonard was promoted to Deputy Chief in July of 2007; and

WHEREAS, Leonard was promoted to Interim Chief in January of 2010; and

WHEREAS, Leonard was appointed to Chief of Police in July of 2010; and

WHEREAS, Leonard began his career in public service with the Wake Forest Fire Department as a volunteer in 1987, where he served until 2010. While at the Police Department, Leonard served in a variety of specialized positions including Juvenile Officer, General Crimes Detective, Narcotics Sergeant, Investigations Lieutenant, and as a member of the Tactical Service Unit. He is currently the longest serving Chief of Police in Wake County. Under Leonard's direction the Wake Forest Police Department achieved CALEA accreditation. He is a graduate of the 226th Session of the FBI National Academy and the 38th Session of the Administrative Officers Management Program through North Carolina State University; and

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

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

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

This the 21st day of January 2025.

Mayor Jones presented the proclamation to Chief Jeffrey M. Leonard.

3.B. Resolution Recognizing Captain Matthew May on his Retirement

***RESOLUTION OF APPRECIATION
FOR THE SERVICES OF***

Captain Matthew May

WHEREAS, Matthew May was hired as a Police Officer on January 2, 2000 and served as a sworn member of the Wake Forest Police Department for 25 years with a retirement date of February 1, 2025; and

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

WHEREAS, May was promoted to Captain in March of 2010; and

WHEREAS, May served unselfishly as a law enforcement officer for the good of the Town of

Wake Forest, making sacrifices in personal and family ties;

WHEREAS, May was shot in the line of duty on August 6, 2000 and was awarded the Medal of Valor and Purple Heart, served on the Tactical Service Unit for 8 years, and is a graduate of the 242nd Session of the FBI National Academy; and

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

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

This the 21st day of January 2025.

Mayor Jones presented the proclamation to Captain Matthew May.

3.C. Resolution recognizing Fire Logistics Officer David E. Davis on his retirement

***RESOLUTION OF APPRECIATION
FOR THE SERVICES OF***

David E. Davis

WHEREAS, David Davis started his service as a Volunteer on September 22, 1977 and has served as a full-time employee for the Wake Forest Fire Department since September 25, 2007. With over 47 years of service, David Davis will retire on February 1, 2025; and

WHEREAS, Davis has served Wake Forest as a Volunteer Firefighter, Volunteer Lieutenant, Volunteer Captain and a Volunteer Assistant Chief; and

WHEREAS, Davis was hired full time in September of 2007 as a Deputy Chief; and

WHEREAS, Davis began his career in public service with the Wake Forest Fire Department as a volunteer in 1977, where he served until 2007. While at the Fire Department, Davis served in a variety of specialized positions including Firefighter, Lieutenant, Captain, Assistant Chief, Deputy Chief and finishing his long service as a Logistics Specialist. He is currently the 3rd longest serving member of Wake Forest with 47 years of service. During Davis's time of service, he has been part of the department changing from separate Town Volunteer Department and a Rural Volunteer Department to the first private contracted combined Incorporated department in North Carolina in 1983, back to be a single department under the Town. He has been instrumental in the construction of four of the stations and the consolidation of Falls Fire Department into Wake Forest Fire Department.; and

WHEREAS, Davis served unselfishly as a firefighter for the good of the Town of Wake Forest,

making sacrifices in personal and family ties;

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

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

This the 21st day of January 2025.

Mayor Jones presented the proclamation to Fire Logistics Officer David E. Davis.

3.D. North Carolina League of Municipalities Law Enforcement Risk Review Presentation

The Mayor shared the presentations made on behalf of the NCLM Law Enforcement Risk Review. A plaque was presented to Chief Leonard for being a part of the original municipalities' Chief Advisory Board that the league established and assisted with making an impact on the state. The WFPD was presented with a plaque for completing the Law Enforcement Risk Management Review and proactively professionally serving the community.

4. Public hearings / Public Comment

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

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

Mayor Jones declared the public hearing closed.

5. Consent Agenda

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

- 5.A. Approval of a Resolution to surplus the badge and service weapon carried by Captain Matthew May

[Filed in the Clerk's Office as Resolution 2025-04.]

ACTION:

Mover: Commissioner Wright moved to approve the surplus of the badge and service weapon carried by Captain Matthew May.

Seconder: Commissioner Shackelford.

Vote: Motion carried 5-0.

- 5.B. Approval of a Resolution to surplus the badge, service weapon, and rifle carried by Chief Jeffrey M. Leonard

[Filed in the Clerk's Office as Resolution 2025-07.]

ACTION:

Mover: Commissioner Wright moved to approve the surplus the badge, service weapon, and rifle carried by Chief Jeffrey M. Leonard

Seconder: Commissioner Shackelford.

Vote: Motion carried 5-0.

6. Legislative Items

- 6.A. Consideration of an Ordinance amending Chapter 20. Article I In General Sec. 20-2. -Public consumption, possession, etc. of alcohol

Mayor Jones explained to the public that the following item does not require public hearing: this is why there was no public hearing announced; however, Mayor Jones will allow the public to speak.

Public Comment

Bryan Falvey – 1153 Woodland Grove Way – Wake Forest NC, 27587

Brad Wynn – 203 Brooks St. – Wake Forest NC, 27587

Robert Bosley – 75 Adler Court – Franklinton NC, 27525

Abby Black – 520 South Main St. – Wake Forest NC, 27587

Margaret Watkins – 407 Belmellen Ct. – Wake Forest NC, 27587

Farid Najafi – 2609 Penfold Ln. – Wake Forest NC, 27587

Mayor Jones declared the public hearing closed.

Downtown Development Director Jennifer Herbert presented a request for an Ordinance to create a social district for the downtown.

Discussion

Commissioner Wright wanted to address concerns with the local businesses, safety concerns with the streetlights, businesses opting in to participate, and not over-serving alcohol at the bar, and he encouraged board members to visit the surrounding counties and towns that have social districts.

Commissioner Clapsaddle asked for clarity on why the Town cannot expand the footprint of Friday Night on White (FNOW), without having a social district.

Commissioner Clapsaddle is also concerned that because the town is family-centric, there are no places to sit, public restroom facilities, and public safety. Jennifer responded that for

FNOW, through North Carolina ABC Commission, states that to serve alcohol, you must be a brewery, winery, or non-profit for special events. The Downtown Development Department represents the non-profit; the challenge is the town bars are all your standard bars that are not non-profit and cannot serve in accordance with the North Carolina ABC Commission without a special event permit, the social district permit can overlap where you can have both at the same time, with ABC Commission approval.

Commissioner Sliwinski addressed concerns with the map fitting the footprint of

FNOW, crossing streets, and expanded within the initial six months, and liability concerns.

Commissioner Shackleford would like to recognize the Town as developing, times are changing, the Town is revitalizing, and liability concerns are happening now if a bar overserves someone. Commissioner Shackleford encourages the Board Members to research how the social district can work.

Commissioner Cross is concerned that the social district is not suitable for the Town right now, along with staff, cost, and safety.

The Mayor shared that doing research in other communities has let her view social district in a positive matter, including all of the old downtown, which would include Brooks Street, Wade Avenue, Jones Avenue, and E. Owen Avenue.

The board is scheduled to vote on the social district on February 18, 2025.

7. Planning Items

7.A. Consideration of Approval of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Construction Activities
--

Long Range Planning Manager Brad West presented a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding raise round two grant for \$25 million.

ACTION:

Mover: Commissioner Shackleford moved to approve the Resolution to Support the Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Construction Activities.

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

8. Administration and Financial Items

8.A. Consideration of approval of 2025-2030 Capital Improvements Plan (CIP) Update

ACTION:

Mover: Commissioner Wright moved to approve the 2025-2030 Capital Improvement Plan update.

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Town of Wake Forest Tax Report
Received.

12.B. Department Monthly Reports
Received.

Commissioner Reports

Commissioner Wright informed everyone about the weather and encouraged safe driving. Commissioner Wright also would like to thank Jennifer Herbert for her hard work on the social district project.

Commissioner Shackleford had no report.

Commissioner Cross would like to thank all departments for compiling a thorough CIP and shared that she attended a women's leadership conference.

Commissioner Clapsaddle would like to publicly acknowledge Chief Leonard, Captain May, and Fire Logistic Officer Davis. Commissioner Clapsaddle would also like to thank the citizen speakers for their public comments. I look forward to hearing from other citizens as the decision on the social district is made.

Commissioner Sliwinski congratulated the retirees on a job well done for the Town and thanked the staff and department heads for putting together the 2025 Mayor and Board of Commissioners Retreat.

Mayor Jones had no report.

Town Manager Padgett informed the Board that Close Session NCGS 143-318.11(5) would be rescheduled for the February 4, 2025, Work Session. The Town Manager also recognized and congratulated employee Jennifer Currin as the town's new Planning Director.

13. Adjournment

Mayor Jones adjourned the meeting at 7:34 p m.

Duly approved in open session this 18th day of February 2025.

(ATTEST)

Vivian A. Jones, Mayor

Ella Downtin, Deputy Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-433-

Submitted by: Brandon High

Submitting Department: Public Safety

Meeting Date: February 18, 2025

SUBJECT

Resolution Recognizing Master Officer Christopher Higgins on his Retirement

Recommendation:

Item Summary:

ATTACHMENTS

- [Higgins Summary appreciation of services.docx](#)
- [Higgins_Resolution_of_Appreciation_for_Services.docx](#)

Agenda: Resolution recognizing Master Officer Christopher Higgins on his retirement.

Summary: Master Officer Christopher Higgins is retiring, effective March 1, 2025. Higgins started working for the town on August 13, 2018. He is retiring as a Master Officer assigned to the Criminal Investigations Division.

RESOLUTION 2025-XX

RESOLUTION OF APPRECIATION FOR
THE SERVICES OF

Christopher Higgins

WHEREAS, Christopher Higgins was hired as a Police Officer I in August of 2018 and has served as a sworn member of the Wake Forest Police Department for over 6 years with a retirement date of March 1, 2025; and

WHEREAS, Higgins achieved Police Officer II in January of 2021; and

WHEREAS, Higgins achieved Officer First Class in January of 2023; and

WHEREAS, Higgins achieved Master Officer in January of 2025; and

WHEREAS, Higgins started his career with the New York City Police Department in 1990, retiring in 2015 as a Sergeant assigned to the Detective Bureau. After his retirement he relocated with his family to North Carolina to continue his law enforcement career. He was first hired with the University of North Carolina at Chapel Hill Police Department in 2016 before joining the Wake Forest Police Department in 2018. Higgins served on a patrol squad for over a year before being selected to serve as a Detective in the Criminal Investigations Division. He has served in that capacity since. He has been awarded a North Carolina Advanced Law Enforcement Certificate and served as a member of the Crisis Negotiation Team.; and

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

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

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

This the 18th day of February 2025.

ATTEST:

Vivian A. Jones
Mayor

Ella Downtin
Deputy Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-348-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

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

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-409-
Submitted by: Patrick Reidy
Submitting Department: Planning
Meeting Date: February 18, 2025

SUBJECT

Public Hearing of LEGISLATIVE CASE RZ-24-01, Harris Tract, a rezoning filed by Church Street Company to rezone 55.93 acres located at 0 Harris Road (portion), being Wake County Tax PIN 1841392412 (portion) from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD).

Recommendation:

Item Summary:

ATTACHMENTS

- [RZ-24-01 Staff Report v1.pdf](#)
- [BOC Agenda Summary RZ-24-01.pdf](#)
- [Attachment A - Neighborhood Meeting Minutes.pdf](#)
- [Attachment B - Application.pdf](#)
- [Attachment C - Maps.pdf](#)
- [Attachment D - TIA Executive Summary and NCDOT Review Report.pdf](#)
- [Attachment E - Planning Board Written Recommendation.pdf](#)
- [Ordinance RZ-24-01 Harris Tract.docx](#)
- [Exhibit 1 - Legal Description.pdf](#)
- [Exhibit 2 - Consistency Statement.pdf](#)



Staff Report

Case RZ-24-01: Harris Tract Conditional District

Meeting Date	February 18, 2025
Requested Actions	Consideration of the following items related to the Zoning Map Amendment request for 0 Harris Road(portion): 1. Act on Plan Consistency Statement 2. Rezone 55.93 acres on the Town of Wake Forest Zoning Map from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD).
Case Manager	Patrick Reidy, Senior Planner - Development Services
Planning Board Recommendation	A public comment session was held at the December 10, 2024, Planning Board meeting. At the December 10, 2024 Planning Board meeting, the applicant provided additional conditions beyond the use limitations for consideration. The Planning Board voted 5-1 to continue the public hearing to their January 2025 meeting. Following the December 10th Planning Board meeting, the applicant submitted revised conditions which included: • Added Condition #9 to formalize that the proposed Open Space zoned parcels may count towards the unimproved open space requirements of the NMX and RMX zoned properties at the time of development. • Revised Conditions #12 and 15 (now #14 and #17) to change that instead of proportional fee-in-lieu payments made for intersection improvements being recommended, they are now required. At their January 14, 2025 meeting, the Planning Board recommended approval of the zoning map amendment request by a vote of 6-0 with the following recommendations: • Provide 5% of the multi-family units as affordable units at 80% AMI • If the Town is not accepting of the open space land at stated in Condition #8, the applicant should place the property in a conservation easement for perpetuity. The applicant has chosen not to provide any revised conditions since the January Planning Board meeting. See Attachment D for the Planning Board Recommendation.

Update since Board of Commissioners Work Session	Following the February 4th Board of Commissioners Work Session meeting, the applicant submitted revised conditions which included: • Revised Condition #2 to add that 3% of multifamily units shall be affordable units at 80% AMI. • Revised Condition #3 to allow the townhome units to be developed as traditional townhomes on individual lots or as multi-family that is allowed on a single parcel. • Revised Condition #8 to remove the Town of Wake Forest as a possible entity to accept the open space and added that if the land is not donated to a conservation entity that the area will be recorded as an Undisturbed Conservation Easement. • Added Condition #10 to state that OS-CD 3 will meet the Type B buffer through existing vegetation, new vegetation, or a combination of both. • Added Condition #11 to provide a pedestrian crossing across Harris Road to Joyner Park. See Attachment B for the proposed conditions.
---	---

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Sessions	Public Hearing
July 9, 2024 <i>(See Attachment A)</i>	December 10, 2024 January 14, 2025	February 18, 2025

CASE INFORMATION

Applicant	Church Street Company C/O Geroge DeLoache 4001 Barrett Drive, 104 Raleigh, NC 27609
Property Owner	Jane Pate 3511 Meadowrun Drive Durham, NC 27707
Location	Intersections of Harris Road/Wallridge Drive and Harris Road/Devon Square Boulevard
Addresses	0 Harris Road (portion)
Franklin County Tax PINs	PIN 1841392412 (portion)

Acreage	55.93
Zoning	Existing: Rural Holding District (RD) Proposed: Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD).
Land Use	Existing: Vacant Proposed: Proposed Use Restrictions by Zoning District (See Attachment B)
Corporate Limits	This application is within the Town's extra-territorial jurisdiction.
Community Plan Designation	Neighborhood Commercial, Transit-Supportive Residential, and Residential Area Plan #2

See Attachment B for a copy of the application and Attachment C for Aerial, Zoning, and Land Use Maps. See Community Plan [page 39](#) for a description of Transit-Supportive Residential, [page 40](#) for a description of Neighborhood Commercial, and [page 50](#) for a description of Residential Area Plan #2.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Dwelling – Single-Family (Wallridge Subdivision) Vacant (Town of Wake Forest owned), and Stormwater Control Measures	HB and CU GR5
South	Recreation Facility, Indoor and Recreation Facility, Outdoor (Joyner Community Center and Park); Dwelling – Single Family (non-subdivision parcel); and Vacant	OS, RD, HB CD, and HB
East	Dwelling – Single-Family (Harris Point Subdivision) (non-subdivision parcel)	CU GR5 and RD
West	Restaurant (Chargrill)	HB

The proposed land uses are generally **compatible** with surrounding land uses.

The proposed zoning is generally **compatible** with surrounding zoning.

See Attachment C for associated maps.

TRANSPORTATION IMPACT ANALYSIS

Roads	Required: The Comprehensive Transportation Plan (CTP) identifies Harris Road as a major thoroughfare with a 3A road cross-section (ultimate 3 lane undivided
--------------	--

	road). The 71' cross section includes 3-12' travel lanes, and 2.5' curb and gutters, 6' verges, and 10' multiuse paths. Based on the number of trips generated with the proposed uses allowed, the UDO required a Transportation Impact Analysis (TIA). Proposed: A TIA was provided for the project (Attachment D). The improvements required to mitigate the impact of the development are: <u>US 1 (Capital Boulevard) and Harris Road/Purnell Road</u> - Construct westbound right-turn lane from Harris Road onto US 1 (Capital Boulevard) with at least 150 feet of storage, appropriate decel and taper. <u>Harris Road and Joyner Park Westernmost Access</u> - Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2 due to the widening needed to provide an exclusive left turn lane for Site Access 2. <u>Harris Road and Wall Road / W Oak Avenue</u> - Monitor the intersection for signalization. A signal warrant analysis shall be performed at completion of phase 1 and if needed at completion of phase 2. A proportional fee in lieu is required for the developer's portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements. <u>Harris Road and Devon Square Boulevard / Site Access 1</u> - Construct southbound approach of Site Access 1 with one ingress lane and two egress lanes striped as one left-turn lane and one shared through/right-turn lane. - Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper. - Provide an exclusive eastbound left-turn lane on Harris Road with at least 100 feet of storage, appropriate decel and taper. - Provide stop control for the southbound approach. <u>Harris Road and Site Access 2</u> - Construct southbound approach of Site Access 2 with one ingress lane and one egress lane striped as a shared left-turn/right-turn lane. - Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper. - Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2. - Provide stop control for southbound approach. <u>Wallridge Road and Harris Road</u> - Monitor intersection for signalization. A signal warrant analysis shall be performed at completion of phase 1 and if needed at completion of phase 2. A proportional fee in lieu is required for the developer's
--	---

	portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements. Summary: If the rezoning were to be approved, the Master Plan must comply with the minimum roadway infrastructure requirements in the UDO and CTP.
--	---

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2022)	The proposed zoning map amendment request is generally consistent with the adopted 2022 Community Plan. Land Use Plan (page 40): The Land Use Plan calls for a split between Neighborhood Commercial and Transit-Supportive Residential for the property. Neighborhood Commercial uses include local-serving commercial nodes that provide surrounding residents with convenient access to day-to-day goods and services. Examples include hair salons, cafes, dry cleaners, restaurants, and small grocery or convenience stores. Neighborhood Commercial uses should support compact, pedestrian-oriented, mixed use environments with building scales compatible with adjacent residential areas. In cases other than adaptive reuse, new Neighborhood Commercial uses should include vertical mixed use buildings with ground-floor commercial and upper-story residential or office. They should be located along the Town's major roadways or intersections to provide a transition in intensity to more intense commercial areas and residential neighborhoods. High levels of pedestrian and bicycle access to residential areas should be emphasized, with well-connected sidewalks, trails, and bicycle routes ensuring residents can easily access Neighborhood Commercial nodes without having to drive. This development proposes use restrictions in the NMZ zoning district that provides a variety of neighborhood commercial type uses. It also allows multifamily dwelling units if provided as upper floors in a mixed-use building. Transit-Supportive Residential areas include compact residential areas featuring a variety of higher intensity housing types, like apartment buildings and two-over-tuos. Such housing types can feature shared building entrances, stairways, hallways, and amenities, with taller building heights and stacked units. This land use should continue to provide greater housing variety and density near Neighborhood Commercial and Corridor Commercial areas to allow more residents to live close to amenities. High walkability and bikability should be promoted with well-connected sidewalks, trails, and bicycle routes, and parking lots located to the rear. This land use should provide a transition between lower density single-family residential areas and more intense land uses, such as office campuses and industrial areas. Small-lot or compact single-family developments are also appropriate.
-------------------------------------	---

	This development proposes use restrictions in the RMX zoning district that allows multifamily dwelling units, townhomes, and residential care facilities. The rezoning also proposed rezoning conditions that limit the number of townhomes that would be allowed to 100 units or 25% of the total units, whichever is less. By limiting the development of the townhomes to a maximum of 25% of the units, Transit-Supportive Residential is being provided with the rezoning request. Residential Areas Plan (page 50): The Residential Areas Plan describes the Transit-Supportive Residential portion of the subject property as: leveraging its direct access to Capital Boulevard, Richland Creek Elementary School, E. Carrol Joyner Park, and Harris Teeter, this undeveloped property should be developed into Transit-Supportive Residential with a mix of higher density residential types. Lower intensity residential types should be located adjacent to existing single-family detached homes along Wallridge Drive and Harris Point Way to complement their character and scale, such as smaller-scale townhomes and duplexes that mimic the character of single-family detached homes. Pedestrian and bicycle access and safe crosswalks should be prioritized along Wallridge Drive and Harris Road to create safe routes to school, parks, and shopping areas. Age-targeted housing should be encouraged to provide desirable senior housing options near such amenities. This development proposes use restrictions in the RMX zoning district that allows multifamily dwelling units, townhomes, and residential care facilities, which is in compliance with the Residential Areas Plan.
Comprehensive Transportation Plan (2019)	The Comprehensive Transportation Plan is not applicable to the proposed zoning map amendment request.
Historic Preservation Plan (2022)	The Historic Preservation Plan is not applicable to the zoning map amendment request.
Northeast Neighborhood Plan (2021)	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.

There is no detailed Plan Consistency Analysis since the Land Use Map is the only applicable section of the Community Plan.

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 if the proposed conditions were to be approved with the rezoning request.

ATTACHMENTS

Attachment A: Neighborhood Meeting Information
Attachment B: Application
Attachment C: Maps
Attachment D: TIA Executive Summary and NCDOT Review Report
Attachment E: Planning Board Recommendation

EXHIBITS

Exhibit 1: Legal Description
Exhibit 2: Consistency Statement

Agenda Item: Public Hearing on LEGISLATIVE CASE RZ-24-01, Harris Tract, a rezoning map amendment filed by Church Street Company to rezone 55.93 acres located at 0 Harris Road (portion) , being Wake County Tax PIN 1841392412 (portion) from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD).

Summary: A public comment session was held at the December 10, 2024, Planning Board meeting.

At the December 10, 2024 Planning Board meeting, the applicant provided additional conditions beyond the use limitations for consideration. The Planning Board voted 5-1 to continue the public hearing to their January 2025 meeting.

Following the December 10th Planning Board meeting, the applicant submitted revised conditions which included:

- Added Condition #9 to formalize that the proposed Open Space zoned parcels may count towards the unimproved open space requirements of the NMX and RMX zoned properties at the time of development.
- Revised Conditions #12 and 15 (now #14 and #17) to change that instead of proportional fee-in-lieu payments made for intersection improvements being recommended, they are now required.

At their January 14, 2025 meeting, the Planning Board recommended approval of the zoning map amendment request by a vote of 6-0 with the following recommendations:

- Provide 5% of the multi-family units as affordable units at 80% AMI
- If the Town is not accepting of the open space land at stated in Condition #8, the applicant should place the property in a conservation easement for perpetuity.

Planning staff presented the rezoning request to the Board of Commissioners at its February 5, 2025 work session. Following the work session meeting, the applicant submitted revised conditions which included:

- Revised Condition #2 to add that 3% of multifamily units shall be affordable units at 80% AMI.
- Revised Condition #3 to allow the townhome units to be developed as traditional townhomes on individual lots or as multi-family that is allowed on a single parcel.
- Revised Condition #8 to remove the Town of Wake Forest as a possible entity to accept the open space and added that if the land is not donated to a conservation entity that the area will be recorded as an Undisturbed Conservation Easement.
- Added Condition #10 to state that OS-CD 3 will meet the Type B buffer through existing vegetation, new vegetation, or a combination of both.
- Added Condition #11 to provide a pedestrian crossing across Harris Road to Joyner Park.

Attachments: See Staff Report.

REZONING OF PROPERTY CONSISTING OF +/- 68.29 ACRES,
LOCATED ON THE WESTERN SIDE US-1 AND ON THE EASTERN SIDE OF THE
WALLRIDGE ROAD AND HARRIS ROAD INTERSECTION,
IN THE TOWN OF WAKE FOREST

REPORT OF MEETING WITH ADJACENT PROPERTY OWNERS ON
JULY 9, 2024

Pursuant to applicable provisions of the Unified Development Ordinance, a meeting was held with respect to a potential rezoning with adjacent neighbors on Tuesday, July 9, 2024, at 7:30 p.m. The property considered for this potential rezoning totals approximately 68.29 acres, and is located on the western side US-1 and on the eastern side of the Wallridge Road and Harris Road intersection, in the Town of Wake Forest, having Wake County Parcel Identification Number 1841-39-2412. This meeting was held in the Walker Room at the Joyner Park Community Center, located at 701 Harris Road, Wake Forest, NC. All owners of property within 500 feet of the subject property were invited to attend the meeting. Attached hereto as **Exhibit A** is a copy of the neighborhood meeting notice. A copy of the required mailing list for the meeting invitations is attached hereto as **Exhibit B**. A summary of the items discussed at the meeting is attached hereto as **Exhibit C**. Attached hereto as **Exhibit D** is a list of individuals who attended the meeting. Attached hereto as **Exhibit E** is a copy of the meeting presentation.



To: Neighboring Property Owner and Tenants
From: Michael Birch
Date: June 25, 2024
Re: Neighborhood Meeting for Harris Road Rezoning

You are invited to attend an informational meeting to discuss the proposed rezoning Harris Road Rezoning (RZ-24-01). This rezoning includes the parcel located at 0 Harris Road in Wake Forest, NC with Property Identification Number (PIN) 1841-39-2412. The meeting will be held on **Tuesday, July 9, 2024, from 7:30 PM until 8:30 PM**, at the following location:

**Joyner Park Community Center
Walker Room
703 Harris Road
Wake Forest, NC 27587**

The property totals approximately 68.29 acres in size and is located south of US-1 / Capital Boulevard along Harris Road. The property is currently zoned Rural Holding District (RD). The proposed zoning is a new split-zoning designation of Residential Mixed-Use, Condition District (RMX-CD), Neighborhood Mixed-Use, Condition District (NMX-CD), Highway Business, Condition District (HB-CD), and Open Space District, Condition District (OS-CD). The purpose of the rezoning is to allow for a mix of residential and commercial options on the property in conformity with the surrounding area and Wake Forest policy guidance.

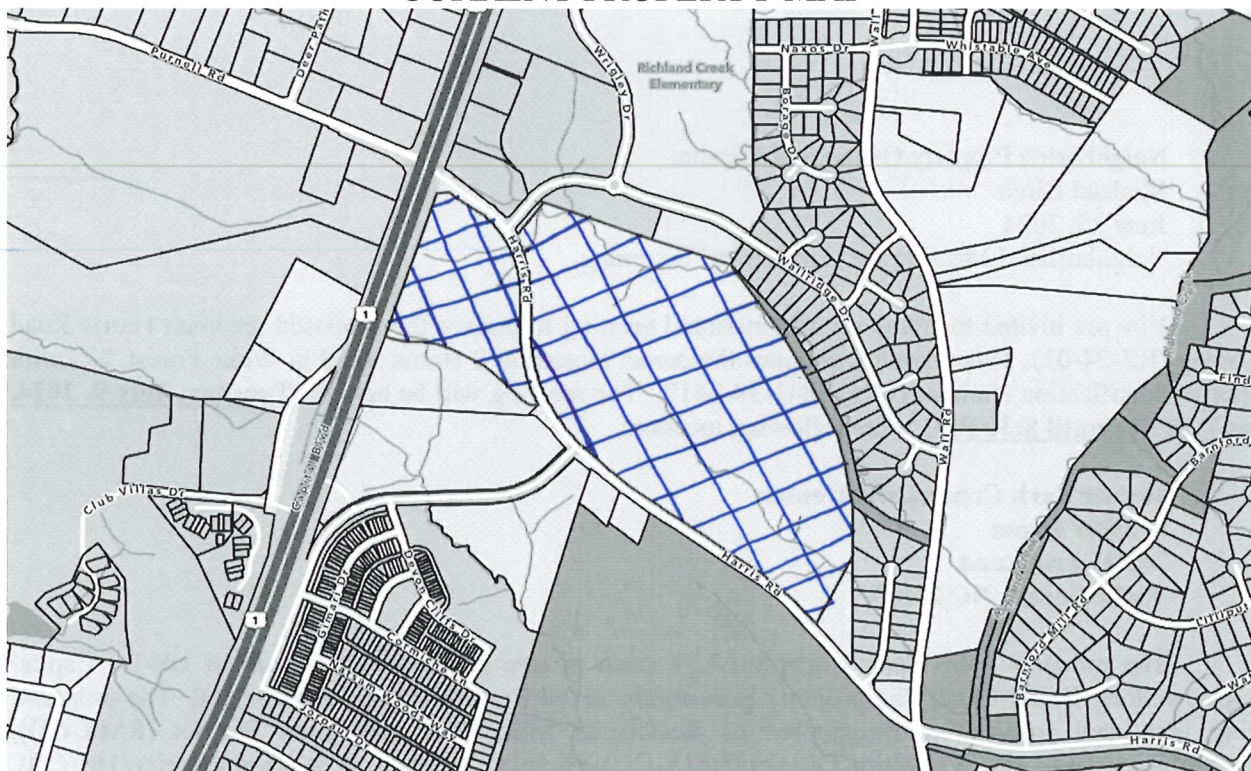
The Town of Wake Forest requires a neighborhood meeting involving the owners and tenants of property within 500 feet of the property after filing a rezoning application. After the meeting, we will prepare a report for the Planning Department regarding the items discussed at the meeting.

Please do not hesitate to contact me directly if you have any questions or wish to discuss any issues. I can be reached at 919-645-4317 and mbirch@longleaflp.com. Also, for more information about the rezoning, you may visit www.wakeforestnc.gov/planning and search "Rezoning Process" or contact Patrick Reidy with the Town of Wake Forest Planning Department at 919.435.9515 or preidy@wakeforestnc.gov.

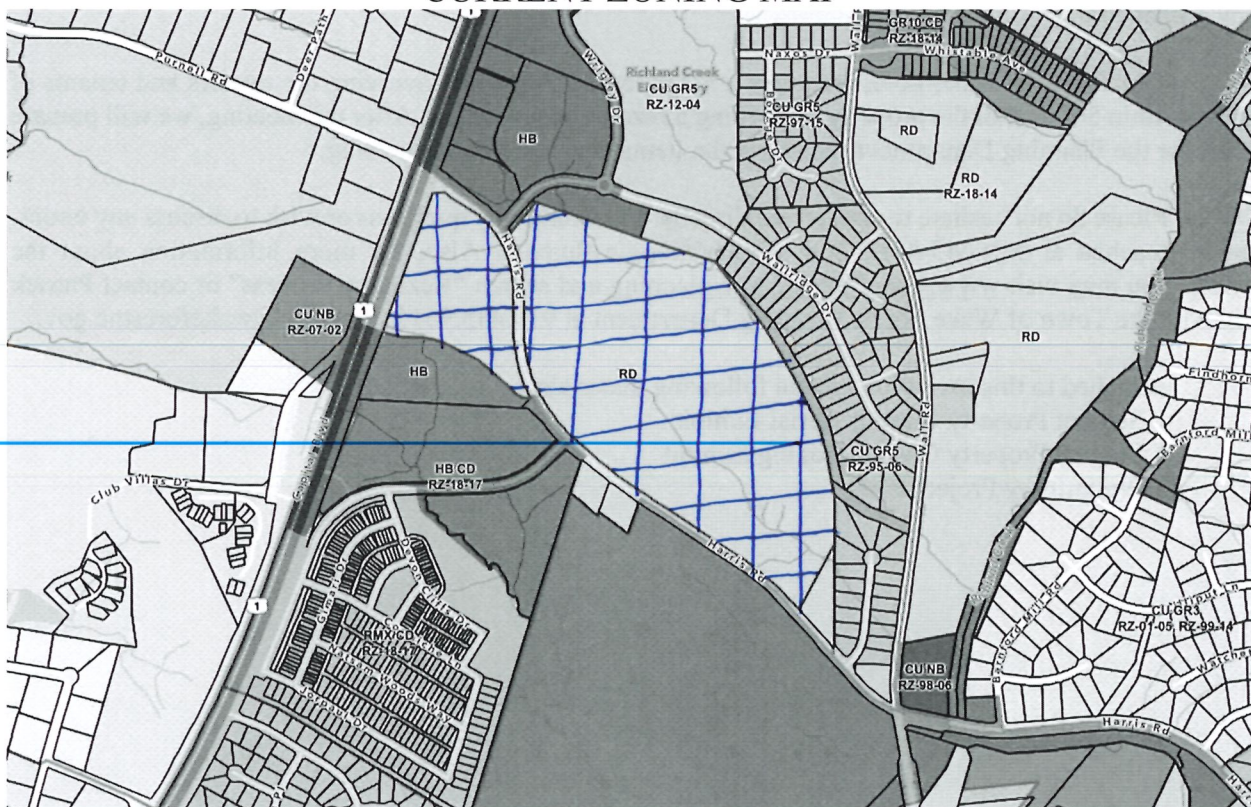
Attached to this invitation are the following materials:

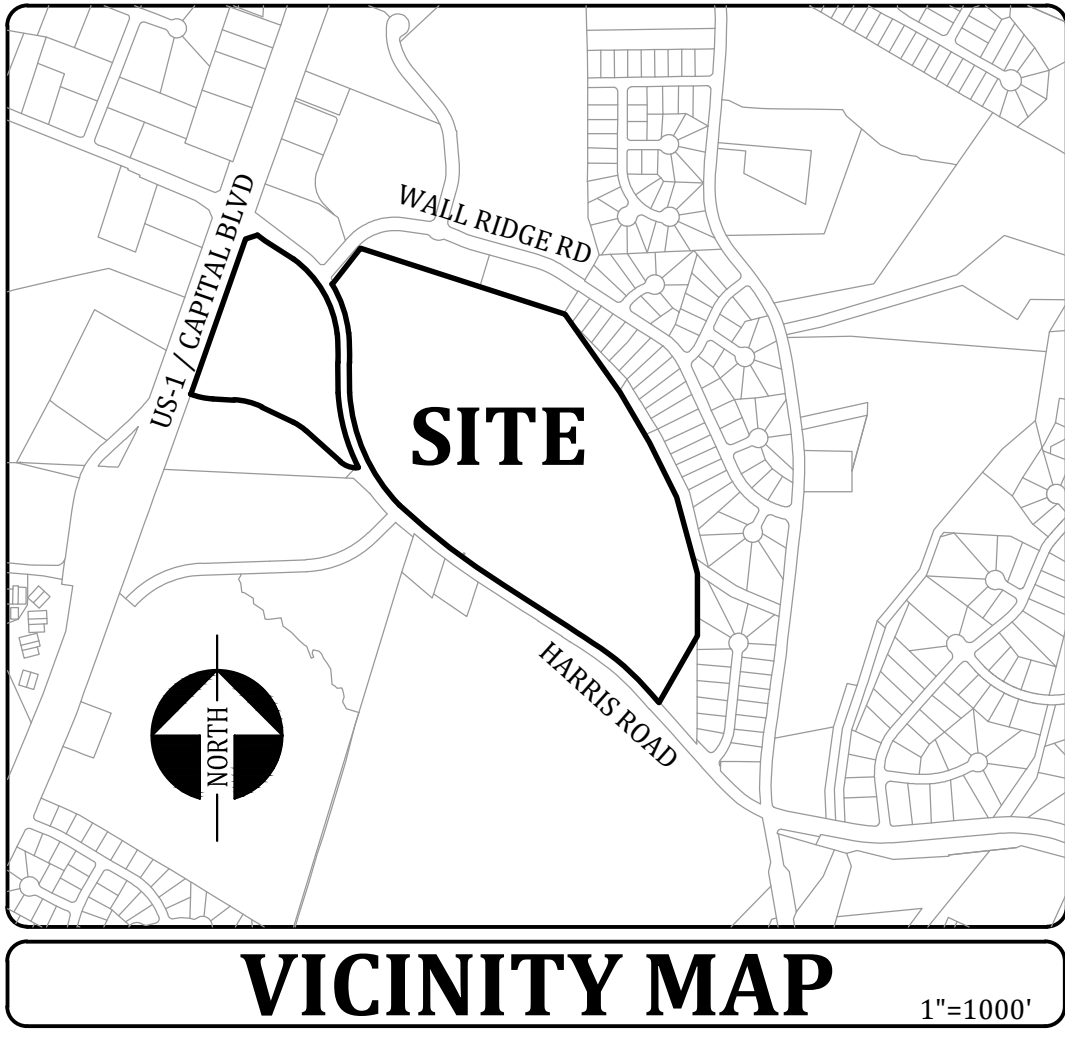
1. Subject Property Current Aerial Exhibit
2. Subject Property Current Zoning Exhibit
3. Preliminary Project Plan

CURRENT PROPERTY MAP



CURRENT ZONING MAP





VICINITY MAP

1"=1000'

ID	PIN	OWNER	BOOK	PAGE	LAND CLASS
1	1842303592	MONROE, THOMAS ALLEN MONROE, LAURAE HAM	17224	1383	SINGLFAM
2	1842304448	WRENN, JEREMY B. WRENN, MARY J. PARSLEY	15845	2160	SINGLFAM
3	1842305404	URBINA, MARCOS URBINA, ANA	17153	70	SINGLFAM
4	1842305369	RIGNEY, JOHN DAVID BEVILL, DOROTHY KRISTINE	16427	1884	SINGLFAM
5	1842306325	OATMAN, DONEY	15308	2544	SINGLFAM
6	1842306381	AMH 2014-3 BORROWER LLC	15854	2286	SINGLFAM
7	1842307245	GANLEY, MICHAEL PATRICK GANLEY, JAN M	18071	796	SINGLFAM
8	1842305166	WAKE FOREST TOWN OF	15441	1607	EXEMPT
9	1841396998	WAKE FOREST TOWN OF	15441	1607	EXEMPT
10	1841399518	WAKE FOREST TOWN OF	15441	1607	EXEMPT
11	1842307281	PROGRESS RESIDENTIAL BORROWER 17 LLC	18653	2019	SINGLFAM

ID	PIN	OWNER	BOOK	PAGE	LAND CLASS
12	1842308136	CARLSON, BETHANIE J	12184	2397	SINGLFAM
13	1842308069	GATHERS, ANGELA FRANKLIN GATHERS, GEORGE E II	16702	2074	SINGLFAM
14	1842308093	POWELL, CAROLYN H	13616	1231	SINGLFAM
15	1841399927	HOLMES, JAMES W	17579	117	SINGLFAM
16	1841399970	STOVER, SUSAN H	10058	1548	SINGLFAM
17	1841490803	HUNTLEY, ROBERT H HUNTLEY, AMIE R	13261	2364	SINGLFAM
18	1841490717	JOHNSON, BRENDAN	17320	108	SINGLFAM
19	1841490740	WOLFORD, STEVEN A WOLFORD, LEANNE H	7253	615	SINGLFAM
20	1841490672	SFR JV-2 PROPERTY LLC	18777	2103	SINGLFAM
21	1841491517	BAIRD, DONALD EUGENE BAIRD, MARIA MCCOY	18527	1140	SINGLFAM

SURVEY SYMBOL LEGEND

AC UNIT	FIRE HYDRANT	OVERHANG	TREE
BACK FLOW VALVE	FENCE LINE	OVERHEAD ELECTRIC	UNDERGROUND ELECTRIC
BOLLARD	FIBER OPTIC	REINFORCED CONCRETE DRAINAGE PIPE	UNDERGROUND POWER
CABLE PEDESTAL	FIBER OPTIC VAULT	SEWER MANHOLE	UNDERGROUND TELEPHONE
CABLE VAULT	FLARED END SECTION	STORM MANHOLE	UTILITY POLE
CATCH BASIN	GUY WIRE	WATER LINE	WATER LINE HOTBOX
CLEAN OUT	GAS VALVE	STORM JUNCTION BOX	WATER LINE MANHOLE
COMMUNICATION BOX	GRATED INLET	SWAMP	WATER METER
CURB INLET	IRRIGATION VALVE	TELEPHONE PEDESTAL	WATER VALVE
ELECTRIC BOX	LIGHT POLE	TELEPHONE MANHOLE	WELL
ELECTRICAL VAULT		TEMPORARY BENCHMARK	YARD INLET

PROPERTY CORNERS

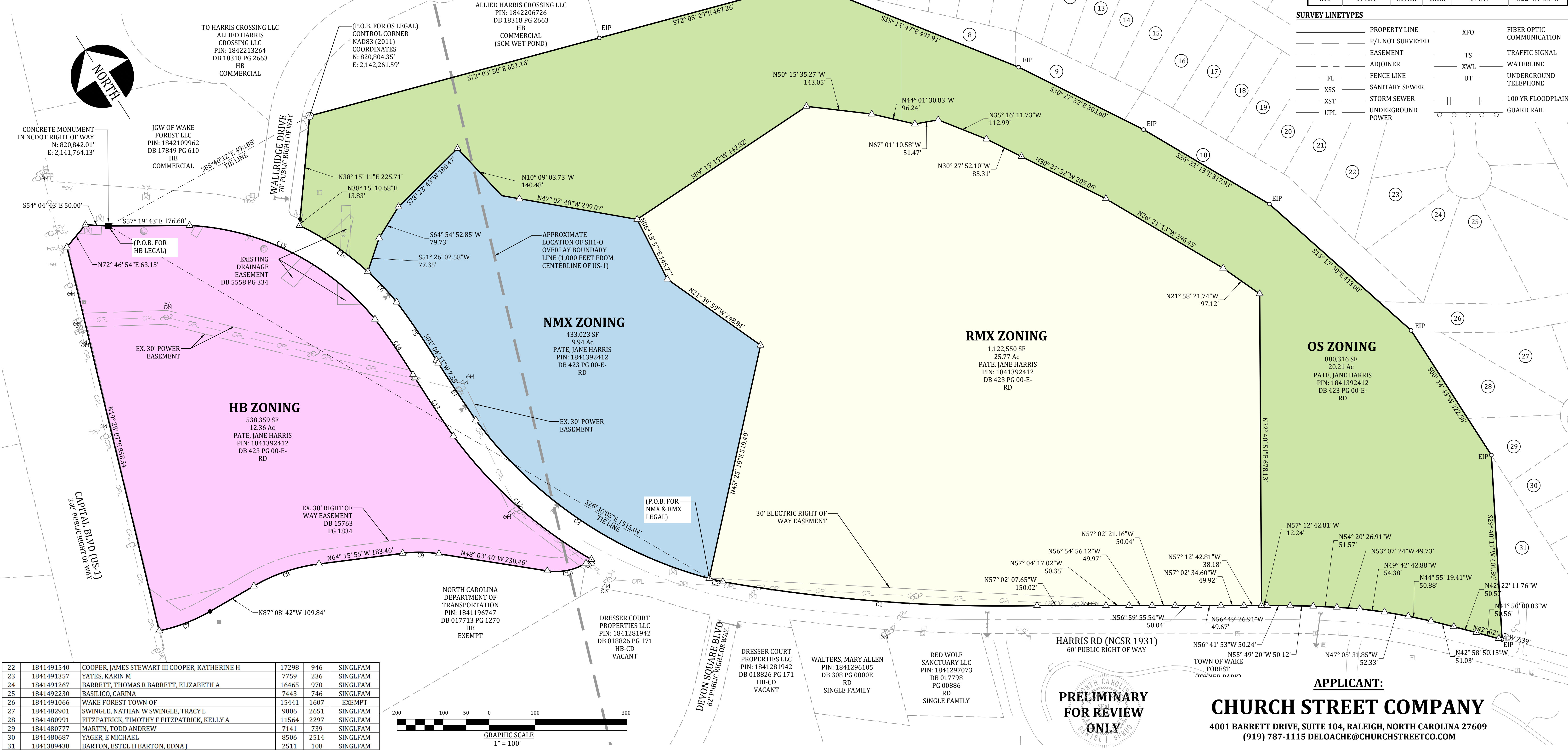
CONC MONUMENT SET
CONC MONUMENT FOUND
PROP CORNER FOUND
COMPUTED POINT
CONTROL CORNER
IRON PIPE SET
IRON PIPE FOUND

CURVE TABLE

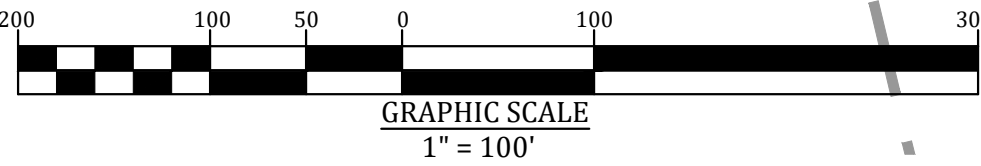
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C1	686.18	3544.60	11.09	685.11	N52° 39' 12"W
C2	30.71	924.95	1.90	30.71	N43° 09' 16"W
C3	625.42	924.95	38.74	613.57	S22° 49' 57"E
C4	148.23	4018.65	2.11	148.22	S00° 25' 39"E
C5	153.31	1586.94	5.54	153.25	S01° 22' 48"E
C6	91.29	617.65	8.47	91.20	S10° 25' 30"E
C7	119.33	369.65	18.50	118.82	N77° 53' 48"W
C8	150.49	376.86	22.88	149.49	N75° 42' 18"W
C9	79.19	280.00	16.20	78.92	N56° 09' 47"W
C10	87.61	125.00	40.16	85.83	N68° 08' 27"W
C11	14.45	125.00	6.63	14.45	S88° 28' 00"W
C12	405.89	984.95	23.61	403.02	S15° 12' 23"E
C13	155.51	4078.65	2.18	155.50	S00° 24' 23"E
C14	150.53	1526.94	5.65	150.47	S01° 16' 58"E
C15	465.08	557.65	47.78	451.72	S30° 11' 30"E
C16	179.81	617.65	16.68	179.17	N22° 59' 56"W

SURVEY LINETYPES

PROPERTY LINE	XFO	FIBER OPTIC COMMUNICATION
P/L NOT SURVEYED	TS	TRAFFIC SIGNAL
EASEMENT	XWL	WATERLINE
ADJOINER	UT	UNDERGROUND TELEPHONE
FENCE LINE		
XSS		
XST		
UPL		
	100 YR FLOODPLAIN	GUARD RAIL



22	1841491540	COOPER, JAMES STEWART III COOPER, KATHERINE H	17298	946	SINGLFAM
23	1841491357	YATES, KARIN M	7759	236	SINGLFAM
24	1841491267	BARRETT, THOMAS R BARRETT, ELIZABETH A	16465	970	SINGLFAM
25	1841492230	BASILICO, CARINA	7443	746	SINGLFAM
26	1841491066	WAKE FOREST TOWN OF	15441	1607	EXEMPT
27	1841482901	SWINGLE, NATHAN W SWINGLE, TRACY L	9006	2651	SINGLFAM
28	1841480991	FITZPATRICK, TIMOTHY F FITZPATRICK, KELLY A	11564	2297	SINGLFAM
29	1841480777	MARTIN, TODD ANDREW	7141	739	SINGLFAM
30	1841480687	YAGER, E MICHAEL	8506	2514	SINGLFAM
31	1841389438	BARTON, ESTEL H BARTON, EDNA J	2511	108	SINGLFAM



HARRIS ROAD REZONING

REZONING EXHIBIT

TOWN OF WAKE FOREST

WAKE CO, NORTH CAROLINA

SCALE:	1"=100'
DATE:	MAY 8, 2024
PROJECT NUMBER:	2021-024.001
CLIENT:	CHURCH STREET COMPANY
PLAN TYPE:	REZONING EXHIBIT

HARRIS TRACT BOUNDARY EXHIBIT

FOR THE TOWN OF WAKE FOREST

PRELIMINARY
FOR REVIEW
ONLY

CHURCH STREET COMPANY

4001 BARRETT DRIVE, SUITE 104, RALEIGH, NORTH CAROLINA 27609
(919) 787-1115 DELOACHE@CHURCHSTREETCO.COM

PRIEST, CRAVEN & ASSOCIATES, INC.
LAND USE CONSULTANTS PLANNERS / LANDSCAPE DESIGNERS / SURVEYORS / ENGINEERS
3803 - B Computer Drive, Suite 104 Raleigh, N.C. 27609. Phone 919 / 781-0300. Fax 919 / 782-1288. Email PCA@PriestCraven.com / Firm #: C-0488

SHEET #
REZ-1.0

EXHIBIT B – NOTICE LIST

SUTHERLAND PTNR LLC
818 S WHITE ST
WAKE FOREST NC 27587-2961

BRUNSWICK, DAVID J JR
BRUNSWICK, STACEY L
713 SARRATT RIDGE CT
WAKE FOREST NC 27587-7483

PEREZ DE LEON, ADALBERTO A
PEREZ, VALERIE HUET
716 SARRATT RIDGE CT
WAKE FOREST NC 27587-7483

AMH 2015-2 BORROWER LLC
AMERICAN HOMES 4 RENT
30601 AGOURA RD STE 200
AGOURA HILLS CA 91301-2148

ANASTASI, BELINDA J
708 HYSOP LN
WAKE FOREST NC 27587-5127

MONROE, THOMAS ALLEN
MONROE, LAURAE HAM
8917 TARA HILL LN
WAKE FOREST NC 27587-5459

BISER, KENNETH R BISER,
STEPHANIE L
605 TENBURY WOODS CT
WAKE FOREST NC 27587-5136

HESS, MADELINE
3466 NC 98 HWY W
YOUNGSVILLE NC 27596-8172

INGRAM, BRIAN C INGRAM,
LORIE FULLER
704 HYSOP LN
WAKE FOREST NC 27587-5127

BASILICO, CARINA
700 HYSOP LN
WAKE FOREST NC 27587-5127

DRESSER COURT PROPERTIES
LLC
2000 BEAR CAT WAY STE 102
MORRISVILLE NC 27560-6620

BARRETT, THOMAS R BARRETT,
ELIZABETH A
701 HYSOP LN
WAKE FOREST NC 27587-5127

SOULE, PATTI BEAN
213 W SYCAMORE AVE
WAKE FOREST NC 27587-2525

VASILKO, JIM VASILKO, ROSE
728 WALLRIDGE DR
WAKE FOREST NC 27587-5191

BEDDINGFIELD, JUDITH ANN
605 WALL RD
WAKE FOREST NC 27587-7462

DAVIS, TALIA C.
612 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

CRANE, DONALD
740 WALLRIDGE DR
WAKE FOREST NC 27587-5191

OATMAN, DONEY
817 WALLRIDGE DR
WAKE FOREST NC 27587-5133

HOLLINGSWORTH, WALTER C
HOLLINGSWORTH, LAURA W
PO BOX 61
LOUISBURG NC 27549-0061

WAKE FOREST TOWN OF
301 BROOKS ST
WAKE FOREST NC 27587-2901

PATE, JANE HARRIS
3511 MEADOWRUN DR
DURHAM NC 27707-6626

PATE, JANE HARRIS
3511 MEADOWRUN DR
DURHAM NC 27707-6626

PATE, JANE HARRIS
3511 MEADOWRUN DR
DURHAM NC 27707-6626

TRULL, RODNEY C
601 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

JORDAN, RAYMOND JORDAN,
ALISA
617 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

YAGER, E MICHAEL
621 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

MARTIN, TODD ANDREW
625 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

SWINGLE, NATHAN W SWINGLE,
TRACY L
633 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

YATES, KARIN M
705 HYSOP LN
WAKE FOREST NC 27587-5127

WOLFORD, STEVEN A
WOLFORD, LEANNE H
721 WALLRIDGE DR
WAKE FOREST NC 27587-5126

STOVER, SUSAN H
733 WALLRIDGE DR
WAKE FOREST NC 27587-5126

HORSECREEK ASSOC INC
8120 DIAZIT DR
WAKE FOREST NC 27587-6683

MONROE, SARA M
205 FAIRCHILD DOWNS PL
CARY NC 27518-6334

VEGAS, DEBORAH L
612 FLICKER CT
WAKE FOREST NC 27587-5188

MEDLIN, JONATHAN S MEDLIN,
CARRIE D
605 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

WISEMAN, ERIC TODD
WISEMAN, HEATHER S
620 SINEWELL DR
WAKE FOREST NC 27587-5134

FAULKNER, ROBBIN
616 SINEWELL DR
WAKE FOREST NC 27587-5134

PEAKS, CLAVOSKI L PEAKS,
SONYA D
706 WALLRIDGE DR
WAKE FOREST NC 27587-5125

CARLSON, BETHANIE J
801 WALLRIDGE DR
WAKE FOREST NC 27587-5133

WAKE CNTY BOARD OF
EDUCATION
RE SERVICES DIRECTOR
1551 ROCK QUARRY RD
RALEIGH NC 27610-4145

WRENN, JEREMY B. WRENN,
MARY J. PARSLEY
829 WALLRIDGE DR
WAKE FOREST NC 27587-5133

AMH 2014-3 BORROWER LLC
AMERICAN HOMES 4 RENT
30601 AGOURA RD STE 200
AGOURA HILLS CA 91301-2148

SEBASTIAN, EDITH L
705 WALLRIDGE DR
WAKE FOREST NC 27587-5126

WAKE FOREST TOWN OF
301 BROOKS ST
WAKE FOREST NC 27587-2901

WAKE FOREST TOWN OF
301 BROOKS ST
WAKE FOREST NC 27587-2901

WAKE FOREST TOWN OF
301 BROOKS ST
WAKE FOREST NC 27587-2901

WAKE FOREST TOWN OF
301 BROOKS ST
WAKE FOREST NC 27587-2901

GEYER, AMY J
704 SARRATT RIDGE CT
WAKE FOREST NC 27587-7483

BERGEN, LISA MARIE
632 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

HALL, CHADWICK L HALL,
DENISE W
600 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

FITZPATRICK, TIMOTHY F
FITZPATRICK, KELLY A
629 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

GATHERS, ANGELA FRANKLIN
GATHERS, GEORGE E II
745 WALLRIDGE DR
WAKE FOREST NC 27587-5126

HIZAR, ANNE P TRUSTEE
TRUSTEE OF ANNE P HIZAR
REVOCABLE TRUST #1
821 WALLRIDGE DR
WAKE FOREST NC 27587-5133

STICKLES, RYAN SCOTT
HODGES, DEE
709 SARRATT RIDGE CT
WAKE FOREST NC 27587-7483

WELCH, WILLIAM G
636 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

KALLAI, TIMEA
609 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

PROGRESS RESIDENTIAL
BORROWER 20 LLC
PO BOX 4090
SCOTTSDALE AZ 85261-4090

AMH NC PROPERTIES, LP
PROPERTY TAX DEPT
30601 AGOURA RD STE 200PT
AGOURA HILLS CA 91301-2150

WALTERS, WILLIE EDWARD
WALTERS WADEN, JANICE
MARIE
721 HARRIS RD
WAKE FOREST NC 27587-7405

TOWN OF WAKE FOREST
301 BROOKS ST
WAKE FOREST NC 27587-2901

COOPER, JAMES STEWART III
COOPER, KATHERINE H
709 WALLRIDGE DR
WAKE FOREST NC 27587-5126

CLARK, ADRIENNE M
628 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

BROWN, ALEXANDER POWERS
BROWN, SARAH CATHERINE
712 SARRATT RIDGE CT
WAKE FOREST NC 27587-7483

SFR JV-2 2022-1 BORROWER LLC
TRICON AMERICAN HOMES LLC
15771 RED HILL AVE STE 100
TUSTIN CA 92780-7333

HOLMES, JAMES W
905 MAYS CROSSROADS RD
FRANKLINTON NC 27525-7296

GRAVLEY, JONATHAN SCOTT
GRAVLEY, LAURIE KINSEY
9805 WESSEX CT
RALEIGH NC 27613-8527

DRESSER COURT PROPERTIES LLC
2000 BEAR CAT WAY STE 102
MORRISVILLE NC 27560-6620

DRESSER COURT PROPERTIES
LLC
2000 BEAR CAT WAY STE 102
MORRISVILLE NC 27560-6620

SCHEFTER, JAMES ROBERT
8439 MANGUM HOLLOW DR
WAKE FOREST NC 27587-6126

OBMAN, TYLER
608 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

PLUMEY PENA, ERNESTO
ANTONIO PLUMEY LOPEZ,
MARIA B
604 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

RUDDY, DYLAN JAMES
DEFAZIO, KIMBERLY ANNE
708 SARRATT RIDGE CT
WAKE FOREST NC 27587-7483

RED WOLF SANCTUARY LLC
14460 FALLS OF NEUSE RD STE
149-325
RALEIGH NC 27614-8227

GANLEY, MICHAEL PATRICK
GANLEY, JAN M
809 WALLRIDGE DR
WAKE FOREST NC 27587-5133

TWISS, EDWARD TWISS,
ROWENA
613 TENBURY WOODS CT
WAKE FOREST NC 27587-5136

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION
1546 MAIL SERVICE CTR
RALEIGH NC 27699-1500

JGW OF WAKE FOREST LLC
PO BOX 1885
WAKE FOREST NC 27588-1885

CREAMER, GARA LYNETTE
709 COMPHREY CT
WAKE FOREST NC 27587-5167

VOLK, LISA VOLK, NICHOLAS
620 HARRIS POINT WAY
WAKE FOREST NC 27587-7428

KANICH, SETH MATTHEW
KANICH, Yael SARAI COSIO
708 COMPHREY CT
WAKE FOREST NC 27587-5167

ROUTE 3 LLC
637 WOODLAND CHURCH RD
WAKE FOREST NC 27587-7571

ALEXANDER, JAMES EDWARD
ALEXANDER, LAURA
ESCLAMADO
603 MASON RD
DURHAM NC 27712-9117

URBINA, MARCOS PENALVA,
MARCO URBINA
825 WALLRIDGE DR
WAKE FOREST NC 27587-5133

TO HARRIS CROSSING LLC
ALLIED HARRIS CROSSING LLC
FOUNDRY COMMERCIAL LLC
2301 SUGAR BUSH RD STE 220
RALEIGH NC 27612-2956

TO HARRIS CROSSING LLC
ALLIED HARRIS CROSSING LLC
FOUNDRY COMMERCIAL LLC
2301 SUGAR BUSH RD STE 220
RALEIGH NC 27612-2956

PROGRESS RESIDENTIAL
BORROWER 17 LLC
PO BOX 4090
SCOTTSDALE AZ 85261-4090

ELESCANO, PATRICIA RUTH
118 CLAY BROOK DR
GOLDSBORO NC 27530-5521

KARRICK, STEPHEN C KARRICK,
JENNIFER A
704 COMPHREY CT
WAKE FOREST NC 27587-5167

BERMAN, ELIZABETH
8656 SURREY LN
BOCA RATON FL 33496-1229

BAIRD, DONALD EUGENE
BAIRD, MARIA MCCOY
713 WALLRIDGE DR
WAKE FOREST NC 27587-5126

SMITH, DOUGLAS RICHARD
712 HYSOP LN
WAKE FOREST NC 27587-5127

FANNING, BARBARA
702 WALLRIDGE DR
WAKE FOREST NC 27587-5125

PICTOR, HERBERT ROYDON
PICTOR, TANYA
712 WALLRIDGE DR
WAKE FOREST NC 27587-5125

BARTON, EDNA J
636 HARRIS RD
WAKE FOREST NC 27587-7402

RIVERS, KEVIN J RIVERS, ALEX
J
609 TENBURY WOODS CT
WAKE FOREST NC 27587-5136

TRUIST
TRUIST INDIRECT TAX
PO BOX 167
WINSTON SALEM NC 27102-0167

HUNTLEY, ROBERT H HUNTLEY,
AMIE R
309 ANGEL STAR LN
WAKE FOREST NC 27587-4985

POWELL, CAROLYN H
741 WALLRIDGE DR
WAKE FOREST NC 27587-5126

JOHNSON, BRENDAN
725 WALLRIDGE DR
WAKE FOREST NC 27587-5126

EXHIBIT C – NEIGHBORHOOD MEETING MINUTES

1. Will the open space be cleared, or will it remain wooded?
We've heard from the community the desire to preserve this area and we've created this open space district to set aside as much land as possible. As far as we're concerned, that area can remain undisturbed with the exception of utilities and a road connection if required by the Town. We're happy to donate it to the Town
2. What is the grade of the open space?
There are sections of the open space that have steep topography and other areas that are moderate.
3. What will the density be in the NMX commercial district, how many units?
That area is currently assumed to be 1, 2 or 3-story buildings with office, retail and commercial uses.
4. Why are you planning for apartments instead of townhomes because people will own townhomes and have a stake in them rather than being transient renters just coming and going?
We are planning for apartments and townhomes. The first plan, which included single family detached homes and townhomes, was unanimously denied by the Board of Commissioners because we were not following the community plan. The community plan designates this as transit supportive residential and the principal uses are multifamily which is apartments.
5. Who is "they" you keep referring to? (regarding enforcement of the Town's community plan for this area).
"They" are the planning department staff.
6. What is the current zoning?
The current zoning district is RD, Rural Holding District.
7. As developers, what is your responsibility to help with traffic and infrastructure, including water, sewer and schools? What role do you play?
We have traffic improvements listed in the Traffic Impact Analysis, reviewed by Wake Forest and NCDOT. We also have roadway improvements required for Harris Road along our frontage. This is a widening requirement from the Town's UDO. We have a requirement to extend water and sewer based on regulations enforced by the City of Raleigh. Schools will be notified of our development at Master Plan. We provide them with the details of our plan so they can make their own estimates on the impact.
8. How much are you paying for the property?
We cannot reveal the terms of our contract with the landowner.
9. Why are you building new apartments when so many sit vacant?
These apartments will be completed in approximately 2 to 3 years, and there is a demand for housing in this area now and we believe there will be a need in 3 years.
10. How do you mention preservation when you clear cut all the way to the street?
We are proposing an undisturbed buffer along Harris and the larger preservation area we're discussing is the +/-19 acres of open space shown in green.
11. How does this plan address the needs of the Town?
The proposal follows the Community Plan that was adopted by the Town of Wake Forest's Board of Commissioners.
12. Are you concerned about the safety of our kids and about people coming into our schools and hurting us?
No, we don't have a safety concern related to apartments near schools.
13. Is the area being preserved in open space developable?
There is a considerable amount of land outside of buffers and steep slopes that is developable.

14. You say significant amount of land in open space, what is significant?
Approximately 30% of the total land area is located in the Open Space Zoning District.
15. How will the income level of these residents relate to the surrounding area?
We can speak to the apartment's rent, and we believe those will be within an affordable range.
16. How will this impact our schools? Do you predict 1400 new students?
Schools will be notified of our development at Master Plan. We provide them with the details of our plan so they can make their own estimates on the impact.
17. How many new cars will this be on Harris Road?
The residential portion will have around 2700 cars per day.
18. Are you looking at how to handle traffic at Wall Road and Harris Road?
Yes, there is a plan to ~~install a traffic signal~~ monitor the intersection and a signal will be installed when warranted.
19. Are the US 1 plans funded in for this location?
The construction of the US-1 plan for this area is currently unfunded.
20. If you plan for 40 homes only, can you fit them in a smaller area?
No, a plan designed under the current zoning requires 1-acre minimum lot sizes.
21. If you only plan for 40 homes, would there still be open space?
Only the open space required by the UDO, not the 19 acres shown with our proposed zoning tonight.
22. Will the site be bulldozed for 40 homes?
The lots will be graded individually, so that's unknown, but the bulk of the site would be privately owned lots.
23. How will emergency services be handled?
Emergency services will be responded to by the Town.
24. Where will the deer go?
The deer will be able to live in the 19 acres of open space and surrounding open spaces as well as Joyner Park.
25. Why do you think Harris Road needs widening?
Harris Road is required to be widened but the Town of Wake Forest and NCDOT's regulations.
26. How many adults is this going to add to Wake Forest, how many school aged children?
We are limiting this to 300 apartment units and 100 townhomes. The number of new adults is unknown, and the number of school aged children will be estimated by Wake County Schools at the time a master plan is submitted.
27. Can you make the 50 foot buffer on Harris 100 feet?
The buffer width is not a requirement, it's voluntary and can be increased or decreased.
28. Why is there no tree coverage on commercial space here or in other developments in town?
Speaking to this development, there are requirements for tree planting in the UDO. Those details will be addressed at master plan. We are not proposing an undisturbed buffer along the commercial. That area will be regraded and realigned with the future US-1 corridor plans.
29. Are you developing the commercial space?
We won't know until we have a tenant or buyer.
30. Would you be the developer of the 40 lots?
There will be a home builder that develops the lots.
31. Have you had a wildlife study, or an endangered species study to save things like frogs or butterflies?
Yes, there has been a study done and it is typical for developers to have these types of investigations prior to purchasing the land.

32. How would you be able to sell homes this close to an interstate interchange and a Harris Tetter?
Yes, we have a contract from a reputable home builder interested in this location.
33. How will this impact the park? (the view of apartments will ruin the environment)
We're attempting to address the concerns we've heard with the Harris Road buffer and the open space dedication.
34. Would you be open to having the North Carolina Natural Heritage program assess the land's ecological value?
That would be up to the property owner.

EXHIBIT D - LIST OF ATTENDEES

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
Hannah	7716 Kingsday ct. Wake Forest, NC 27587	
Angela DiPaolo	929 Barnford Mill Rd	
Ryan & Dani McKee	8529 Windsong Valley Dr.	
Justina + Keith Anastasi	1205 Harrison Ridge Rd W FOREST	Keep it ← that way!
Chim Richards	800 Barnford Mill	
Sail Barnes	1017 Cedar Knoll Dr. W.F.	
Melissa McHugh- Garcia	127 Forbes Rd WF 27587	m.mchugh@ icloud.com
Belinda Anastasi	708 Hysop Lane WF 27587	belinda.anastasi@ gmail.com
Jennifer Gantz	410 Bakewell WF Older Mill Stream	

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
Cammie Dribus	1116 Kings Way Ch. Wake Forest, NC 27587	Cammiedribus@gmail.com
Jim + Tricia Bell	290 Rolling Acres Rd under the oaks Youngsville, NC pottery@gmail.com	
Randy Sapp	45 Sterling Dr. Franklin.	randysapp@gmail.com
Robert Woessner	PO Box 31 Youngsville, NC 27596	robertwoessner@gmail.com
Elaine Incorvaia	1313 Santa Lucia St. Wake Forest, NC 27587	e.incorvaia105@gmail.com
Jimmy Cooper	709 WALLRIDGE DR. WAKE, FOREST NC 27587	jimmycooper3@gmail.com
Kim DeFazio	708 Sarratt Ridge Court Wake Forest NC 27587	Kdefazio324@gmail.com
Eddie Maloney	1438 Montonia St Wake Forest, NC 27587	eddie-maloney@msn.com
Alvay Spencer	1612 per strada Ln wake forest N 27587	Dishereah@gmail.com

Ann Margaret Ferguson 713 St Catherine Dr. annmkaneferge@gmail.com 47

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
Grace	776 Kingsway Wake Forest 27587	
Kevin Lyon	Melleshaw WF	919 562 0597
Laura Sapp	45 Sterling Dr. Franklinton NC	919-673-1966
Pete Schmutz	Olde Mill. Stream	
Mike Cochran	Heritage,	
DANA AYALA	745 BREWER CIR. WAKE FOREST, 27587	561.510.5535
Jill Mason	607 BATTLEBORO 27587	561.312.2522
Gerald Pottern	104 East Chestnut Ave WF 27587	gerald@mogmit. com
Kenille Baungardner	121 W. Vernon Ave W.F 27587	kenilleb@gmail.com

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
Linda TRITZ	1025 GALLIVANT WAY	LLRTRITZ@ HOTMAIL.COM
Coralie Rogers	506 Littlehampton	CoralieR@yahoo.com
Gary Skinner	933 Barnford Mill Rd.	garyskinnerwf@ gmail.com
BEN CLAPSADORE	2833 PENFOLD Wake Forest	BCCLAPSADORE@ YAHOO.COM
Linda Burrell	717 Marjorie Ct Wake Forest	Sunflowerstudio2021 @gmail.com
MARY KIRCHER	1217 Chilmark WF	mkircher@nc.rr.com
Maryann Mauer	204 Watchet Pl WF	maryann-mauer@gmail
Kristen Hermida	1200 Barnford Mill Rd WF. Oldemill Stream	
Rob & Lyndela Reichard	332 Annylls Way WF.	lreichard524@gmail.com
Margaret	407 Belmeppen Ct.	WfSagal@gmail 49m

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
Carrington Towle & Justin Towle	1113 Shadow Shade Dr. Wake Forest, NC	clodivsc@gmail.com
Bethaine & Jeff Drew	801 Wallridge Wake Forest	lovenmysummer@ gmail.com
Michelle & Olaf Braren	8412 Montanista Ln. Wake Forest.	braren.michelle@ yahoo.com
Nicholas & Lisa Voik	620 Harris Parkway Wake Forest	10f1969@hotmail.com
Joncie	202 Kullana Ln Wake Forest	jkws622@gmail. com
Barbara FANNING	702 Wallridge Dr WF 27587	bfanning1028@gmail
JESS BEN + Jermiah Graves	326 Mockingbird Ln WF 27587	1028 jessicabeu@yahoo.com jermiahgraves@yahoo.com
Michael Kennedy	906 Laurel Gate Dr	smarterchilda7x@yahoo.com
Sheila Jones & Adrian Jones	144 E. Fleming Farm Drive Youngville, NC 27596	sheilajones747 @gmail.com

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
Dorothy McEwan PRESIDENT CREEKWOOD TOWNHOPE HOB, INC.	203 HARRIS RD Wake Forest, NC 27587	dmcewan61@ TWC.COM 919-426-7353
Don Baird 713 WALLRIDGE	713 WALLRIDGE WAKE FOREST NC 27587	818 731 3763 kumfky info@aol.com
Dean Verhagen		
Lorie Ingram & Brian Ingram	704 Hyson Ln. Wake Forest NC 27587	lfingram704@gmail.com
Sabine Heusser- Brown	8405 Monda Vista Ln Wake Forest	heusserbrown6 gmail.com
Michael & Shivani Cignatta		
Rick & Julia RESTA	344 Amaryllichy WAKE FOREST	JRESTA@gmail.com
Cyndi Bores	1188 N MAIN ST WAKE FOREST	cfhrs8817@gmail.com
Hans Boye Boyesen	921 Barnford Mill Rd	info@bornagainguitars.com

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
Wesley Harris	217 Harris Rd. WF 27587	esleyh@me.com wesleyh@me.com
PS Baker-Nicholas	1705 Wait Ave Wake Forest, NC. 27587	pauljasonbaker@gmail.com
Richard Rogers	506 Littlehampton Ct Wake Forest NC 27587	Richardrogers2004@ yahoo.com
GRIF BOND	1012 GRAM FIELDS RD WF 27587	grif.bond@ gmail.com
Art Schwartz	913 Sharpshaw Ave WF 27587	Aschwurphy@ aol.com
Peter Carlos	2808 Margolis Ave WF 27587	—
Angela Zacherl	8913 Grand Highland wakeforest	angela1zacherl@ gmail.com
Julie Walsh	1207 Brason Lane Wake Forest 27587	jwalshn064@gmail.com
Mandy Harp	207 Pine Ridge Ct WF	mandyharp319@gmail.com

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
ROBERT DRAKE	217 HARRIS 7d. WF 27587	r.drake8@me.com
TIMEA KALLAI	609 Harris Point Way WF 27587	timeakallai@yahoo.com
DENNIS CALABRESE	1444 RETREAT LN WF 27587	DECAL327@GMAIL. com
Patty Roberts	518 Brunello Dr WF 27587	pattyrobert counseling@gmail.com
JIM + DONNA HEAVEY	334 N. WINGATE WF 27587	JDHAVEY@AOL.COM
Mary Ellen James James	1143 Coron Fields Rd.	maryellenhama74 @gmail.com
Barbara Carlos	2808 Margot's Ave. WF 27587	barbcarlos22@gmail.com
Julia Zacherl	8913 Glant Highway Wakeforest	—
James Cooper	709 Walrige drive	Jamescooperfour@gmail.com
LeAnna Quick	402 East Spring St WF NC	leannaquick@yahoo.com

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
Siena	1438 Montana St Wake Forest	eddcharney@ns.com Siena (275) 275-2757
JOHN-HENRY PRAUGHT	1125 WENDY COURT WAKE FOREST 27557	Jhprought@gmail.com
Danielle Vaughan	412 Newquay Lane Wake Forest 27587	daniellesimlick@ gmail.com
Lisa Bergen	632 Harris Point Way WF 27587	litchwsllover@ gmail.com
L. McGinnis	548 N. College St Wake Forest, NC 27587	bellanmcginnis2@gmail.com
Patrick McGinnis	548 N. College St Wake Forest	pmcginnis62@gmail.com
CHRIS ALDRIDGE	7401 TYNEWINDOR	caveboychris@gmail.com
Lori Tyman	978 Hicks Rd	LTyman@yahoo
Nicole Lemix	925 Windehore Ln Rd	

Neighborhood Meeting - Harris Parcel, July 9, 2024, 7:30 PM

Name	Mailing Address	Email or Contact Number
David Jerosse	617 Young Forest Dr WF	djerosse@aol.com
Gina Taffe	8008 Fairlake Drive WF	gina-taffe@ gmail.com
Adrienne Crusick	1018 Barnford mill Rd WF	adrienneery @ gmail.com
Martha Gruber	1133 Shadowshade Dr Wake Forest 27587	mbgruber7@gmail.com
Kimberley DeFazio	708 Sarratt Ridge Court Wake Forest	kdefazio324@gmail
Beth Poupert	315 Lilliput Lane WF 27584	bpoupert@wcpss.net
Steven Curtis	412 Lilliput LN WF	scurtis25@gmail.com
Jeremy Wrenn	829 Wallbridge Dr. Wake Forest NC 27587	jeremy.wrenn@gmail. com
Patrick McGinnis	548 N College St 27587	pmcginnis629@gmail.com
Kathryn Taylor	27525	K8 a.taylor@gmail.com

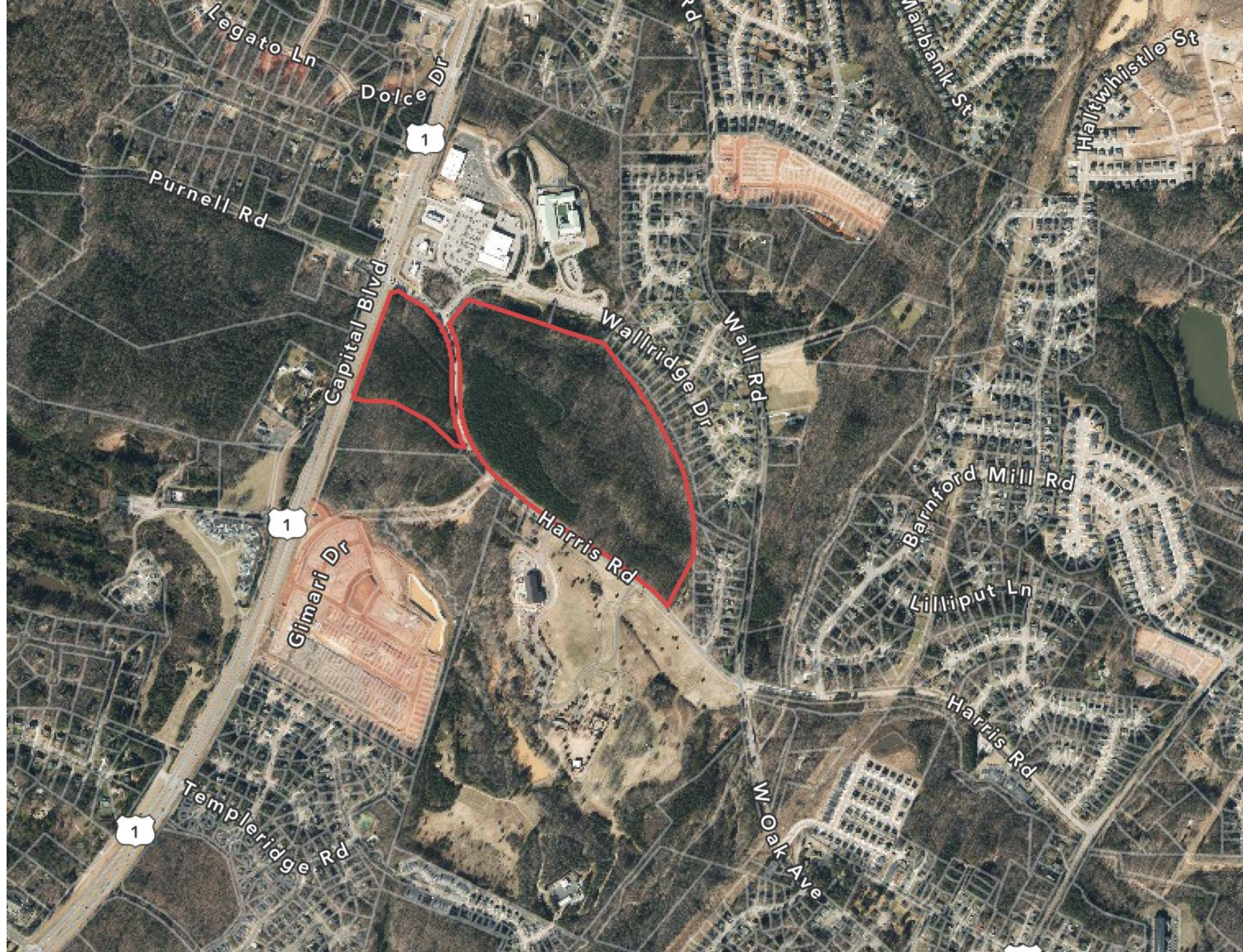
0 Harris Road

First Neighborhood Meeting

July 9, 2024

Overview of Proposed Rezoning

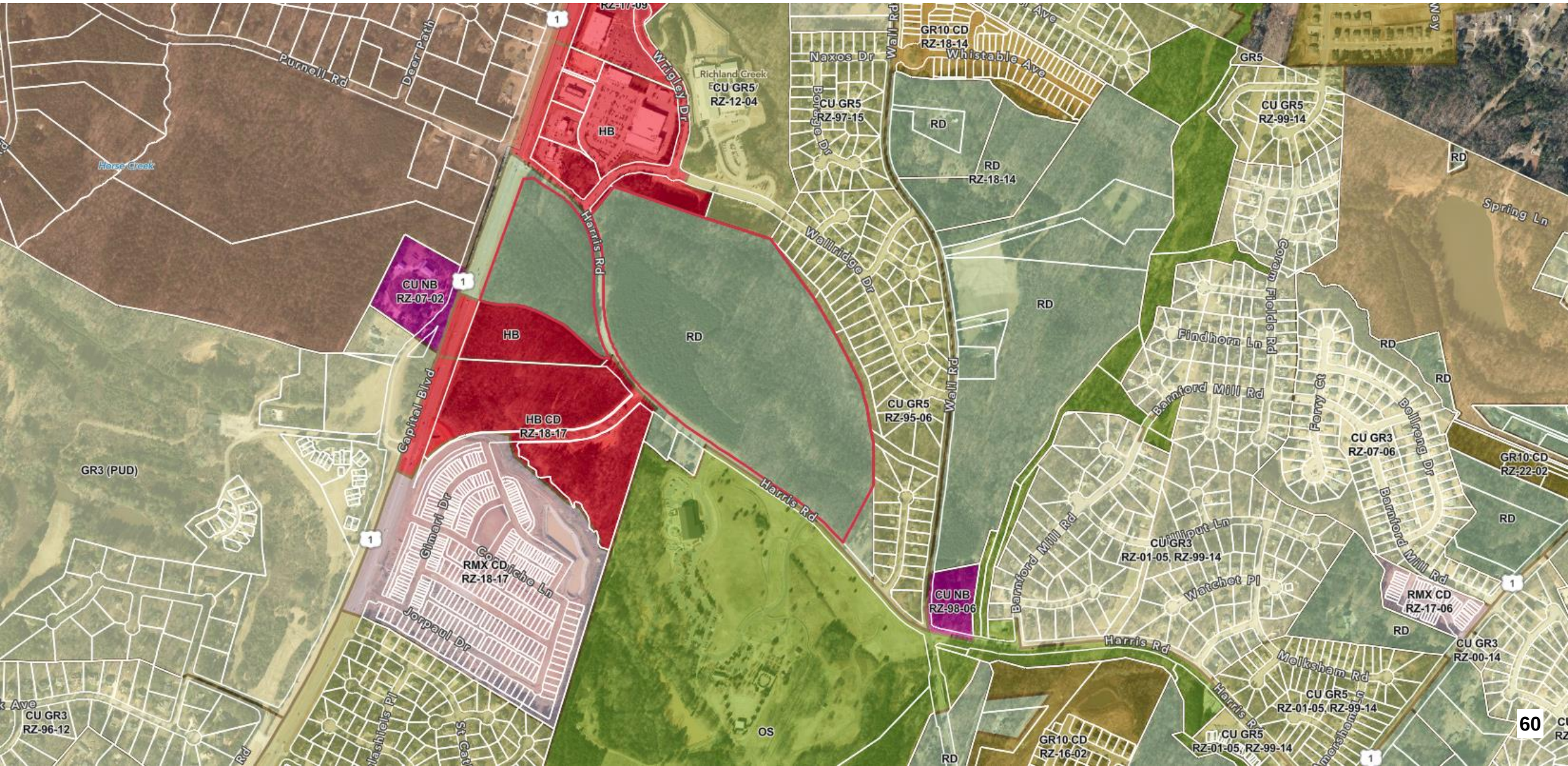
- Property (0 Harris Road; PIN 1841-39-2412) is approximately 68.29 acres
- **Current Zoning:** Rural Holding District (RD)
- **Wake Forest Land Use Plan:**
 - Corridor Commercial
 - Neighborhood Commercial
 - Transit-Supportive Residential
- **Proposed Zoning:**
 - Open Space (OS)
 - Residential Mixed Use (RMX)
 - Neighborhood Mixed Use (NMX)
 - Highway Business (HB)
 - Residential Holding (RD) (remaining)



Existing Conditions



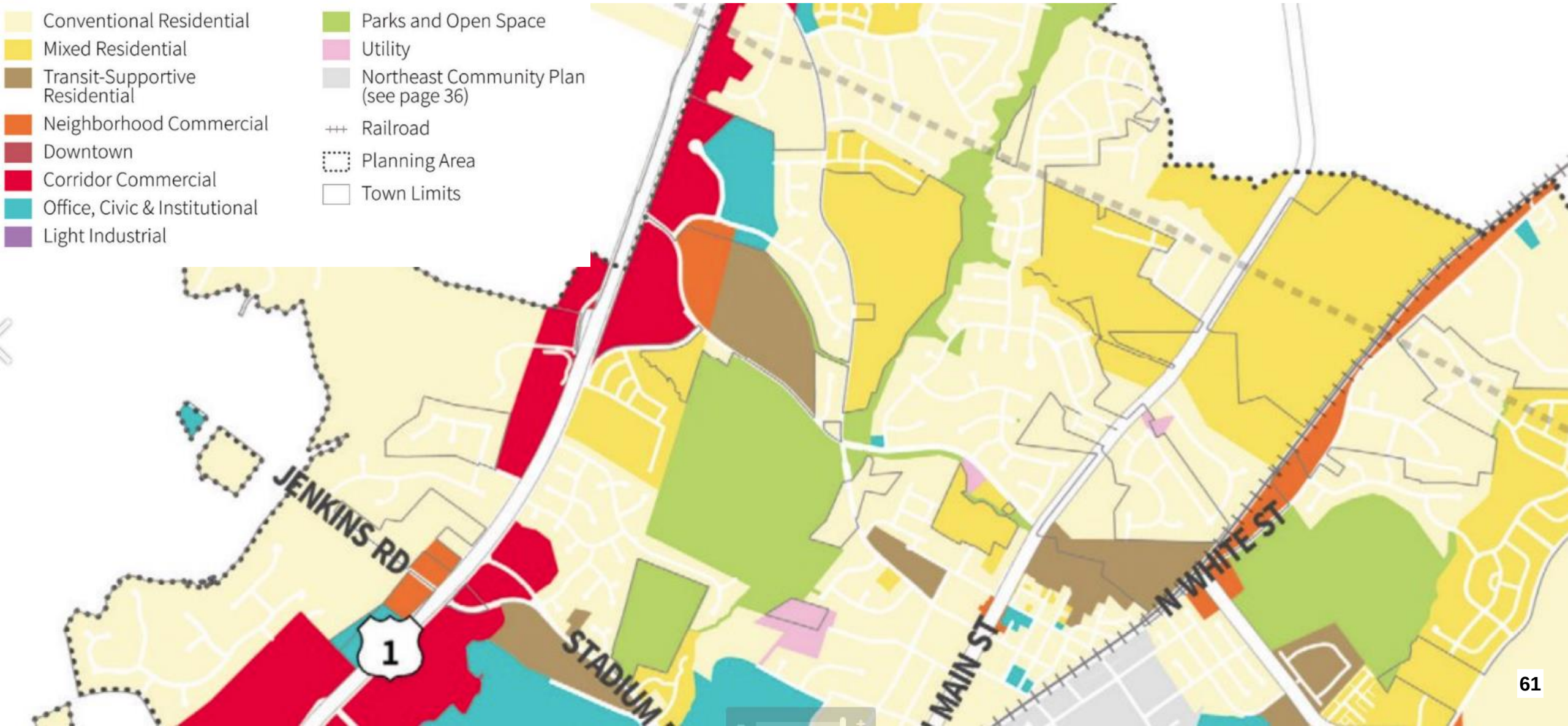
Existing Zoning



Wake Forest Land Use Plan

LAND USE PLAN

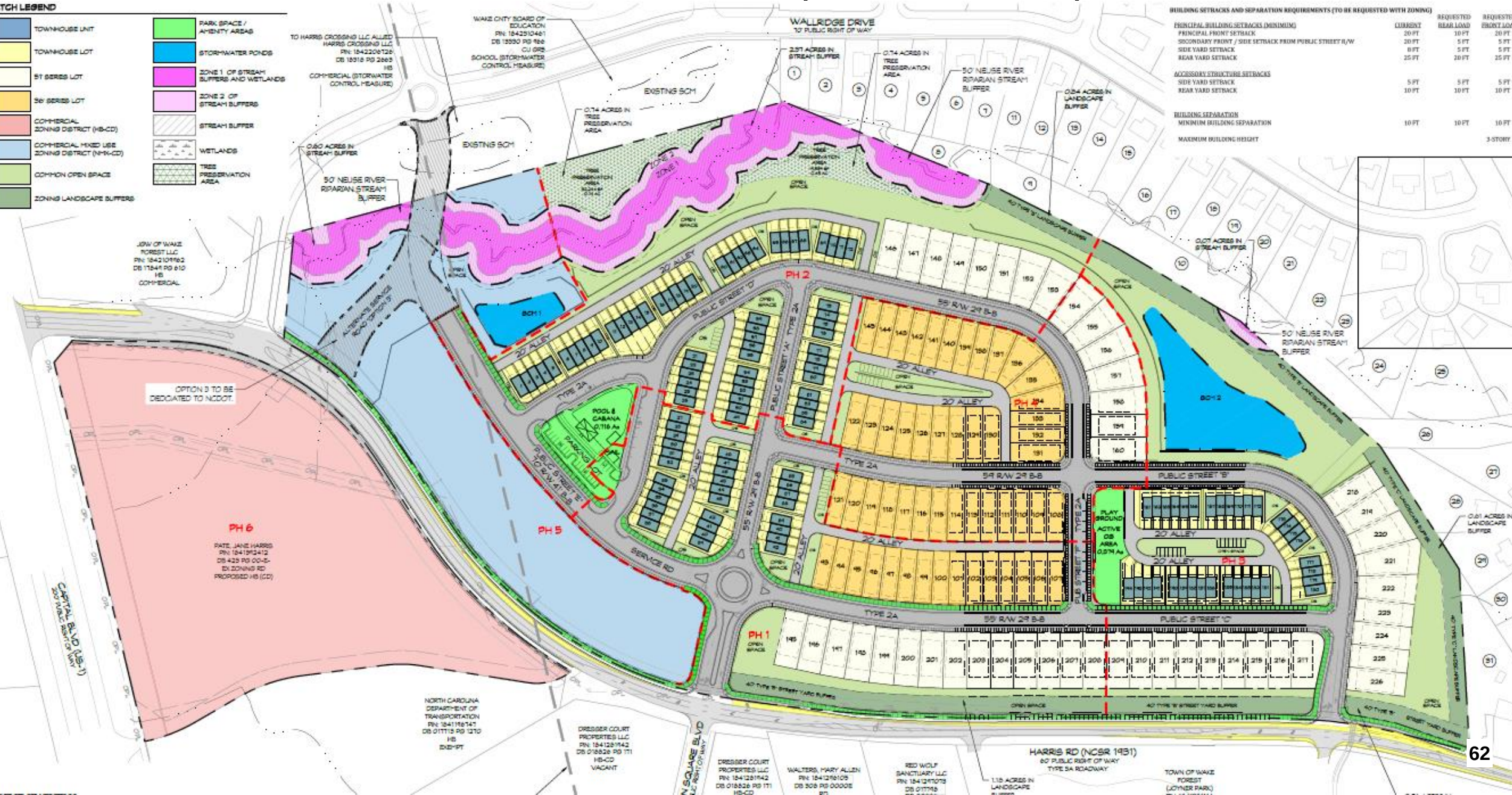
- Conventional Residential
- Mixed Residential
- Transit-Supportive Residential
- Neighborhood Commercial
- Downtown
- Corridor Commercial
- Office, Civic & Institutional
- Light Industrial
- Parks and Open Space
- Utility
- Northeast Community Plan (see page 36)
- Railroad
- Planning Area
- Town Limits



Previous Plan (RZ-22-06)

HATCH LEGEND

	TOWNHOUSE UNIT		PARK SPACE / AMENITY AREAS
	TOWNHOUSE LOT		STORMWATER PONDS
	ST SERIES LOT		ZONE 1 OF STREAM BUFFERS AND WETLANDS
	SV SERIES LOT		ZONE 2 OF STREAM BUFFERS
	COMMERCIAL ZONING DISTRICT (HB-CD)		STREAM BUFFER
	COMMERCIAL MIXED USE ZONING DISTRICT (NHX-CD)		WETLANDS
	COMMON OPEN SPACE		TREE PRESERVATION AREA
	ZONING LANDSCAPE BUFFERS		



BUILDING SETBACKS AND SEPARATION REQUIREMENTS (TO BE REQUESTED WITH ZONING)			
PRINCIPAL BUILDING SETBACKS (MINIMUM)			
	CURRENT	REQUESTED REAR LOAD	REQUESTED FRONT LOAD
PRINCIPAL FRONT SETBACK	20 FT	10 FT	20 FT
SECONDARY FRONT / SIDE SETBACK FROM PUBLIC STREET R/W	20 FT	5 FT	5 FT
SIDE YARD SETBACK	5 FT	5 FT	5 FT
REAR YARD SETBACK	25 FT	20 FT	25 FT
ACCESSORY STRUCTURE SETBACKS			
SIDE YARD SETBACK	5 FT	5 FT	5 FT
REAR YARD SETBACK	10 FT	10 FT	10 FT
BUILDING SEPARATION			
MINIMUM BUILDING SEPARATION	10 FT	10 FT	10 FT
MAXIMUM BUILDING HEIGHT			3-STORY

RMX-CD District

The following voluntary design and land use commitments apply to the RMX zoning district.

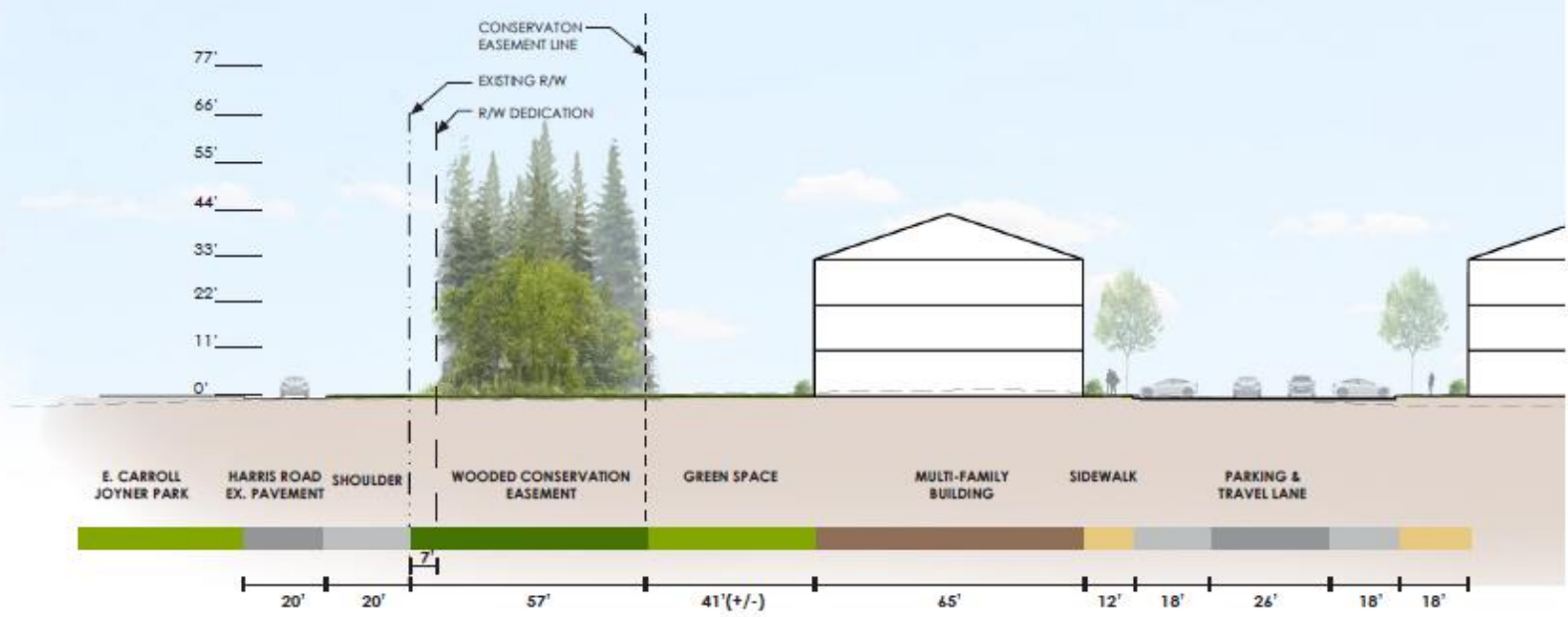
1. The maximum number of allowable units is 400.
2. The maximum number of allowable apartment units is 300 and the maximum number of allowable townhomes is 100.
3. Buildings oriented towards the existing right-of-way of Harris Road are limited to 3-stories along the frontage of Harris Road and 4-stories for the portions of the buildings oriented towards the OS zoning district. The intent of this commitment is to allow the bottom floor of the building to be lower on the back of the building to facilitate the grade change from Harris Road to the interior of the site while not increasing the height of the building.
4. Wooded conservations easements shown on the Design and Land Use Commitments exhibit will be recorded with the first phase of development.
5. Access points and all other easement locations shown on the Design and Land Use Commitments exhibit are subject to change pending regulatory review and approval.

OS Zoning District

The following voluntary design and land use commitments apply to the OS zoning district.

6. The Open Space (OS) zoning district(s) will either be dedicated to the Town of Wake Forest, to a non-profit land conservancy or retained by the owner as open space.

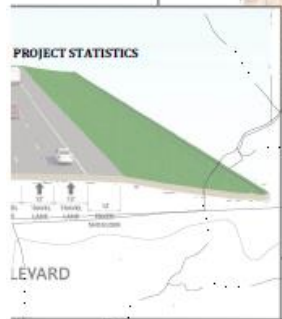
EXISTING TREES HEIGHT
RANGE: 35'-85' HT

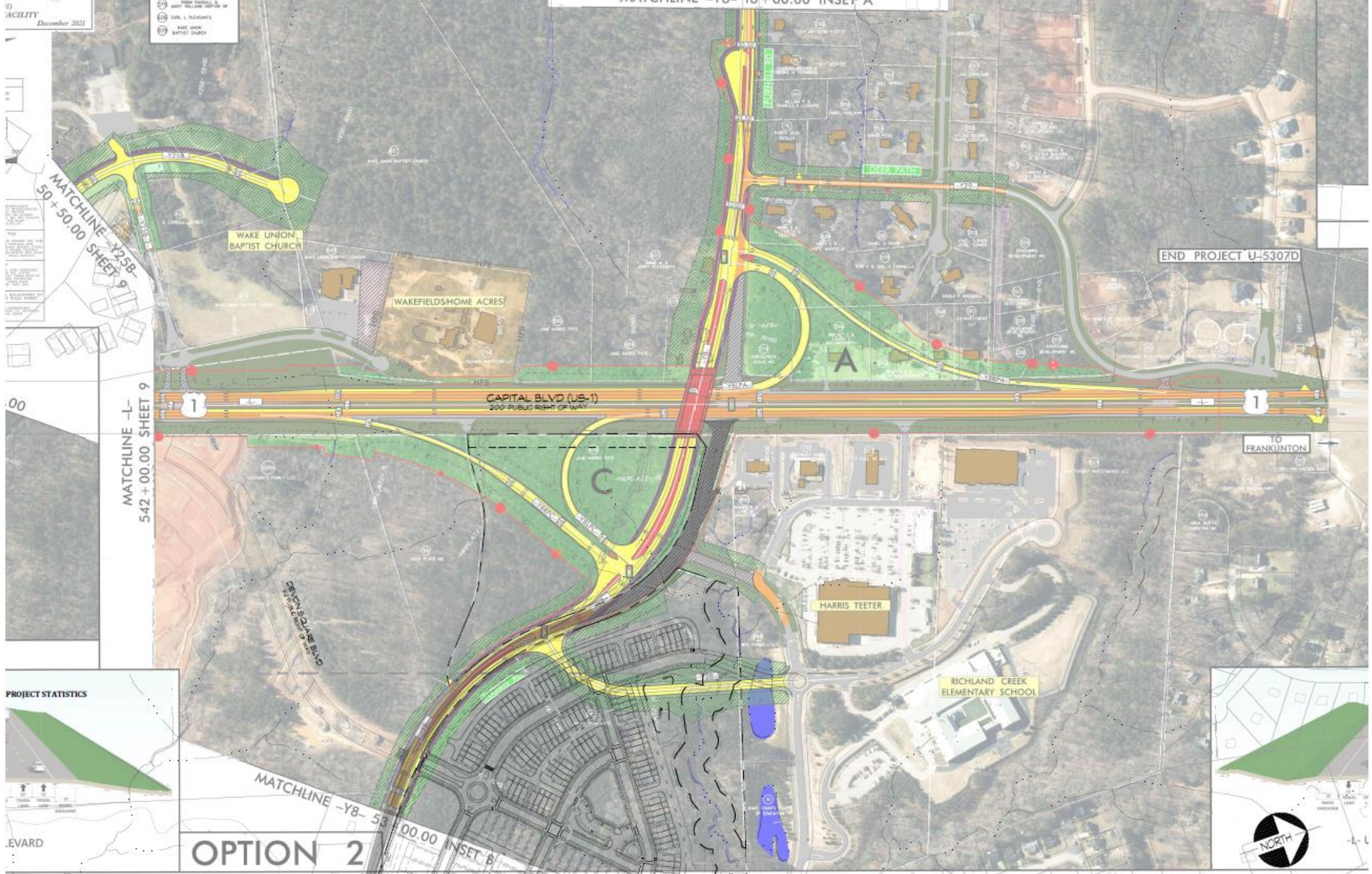


SECTION ENLARGEMENT
SCALE: 1"=40'



EXISTING TREES AT HARRIS RD





HARRIS ROAD SUBDIVISION MASTER PLAN

SCALE	1"=50'
DATE	APRIL 1, 2022
PROJECT NUMBER	2021-024.001
CLIENT	CHURCH STREET COMPANY
PLAN TYPE	MASTER PLAN

NCDOT OPTION 2 OVERLAY

08-09-22	RESPONSE TO TOWN COMMENTS
09-14-22	RESPONSE TO TOWN COMMENTS
10-20-22	RESPONSE TO TOWN COMMENTS
11-21-22	RESPONSE TO TOWN COMMENTS
01-05-23	REVISIONS FOR CONSTRUCTION

PRIEST, CRAVEN & ASSOCIATES, INC.
LAND USE CONSULTANTS / PLANNERS / LANDSCAPE DESIGNERS / SURVEYORS / ENGINEERS
3801-B Corporate Drive, Suite 104 Raleigh, NC 27605, Phone 919 / 781-0300, Fax 919 / 781-1388, Email P&C@pccra.com / P&C@pccra.com

SHEET #
MP2.04



Map Amendment (Rezoning) Application
(Map Amendment (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

#1357618

Project Title: Harris Tract Map Amendment (Rezoning)
Application Type: Map Amendment (Rezoning)
Workflow: Map Amendment (Rezoning) - Planning Board

Jurisdiction: Town of Wake Forest (Wake County)
State: NC
County: Wake

Checklist - Map Amendment (Rezoning)

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 MAP AMENDMENT \(REZONING\)
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: 05/06/2024

Staff Member Met With: Patrick Reidy

Pre-application Conference Project Number: 1320626

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: 1841392412 (Unverified)

Tax PIN:

Acreage: 55.93

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):

Vacant

RD Zoning

*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?: No

Currently a Conditional Use?: No

Is there an existing Special Use Permit for the Property?: No **Case Number of related site plan (if applicable):**

Case Numbers of other related approvals (if applicable):

Project Contacts

Please enter all project contacts related to your application.

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

Project Contact - Applicant

George DeLoache
Church Street Company
4001 Barrett Drive , 104
Raleigh, NC 27609
P:919-787-1115
deloache@churchstreetco.com

Project Contact - Property Owner

Jane Pate

3511 MEADOWRUN DR
Durham, NC 277707
P:919-787-1115

Map Amendment: Rezoning

Proposed Zoning: RMX, Residential Mixed-Use

Description of Request:

Map amendment to rezone the property from RD to NMX, RMX and OS.

Justification of Consistency with Comprehensive Plan:

District boundaries, with the exception of OS, are taken from the

Town's current Community Plan and more specifically shown on the Land Use Plan.

TOWN OF WAKE FOREST

AGENT AUTHORIZATION FORM:

Application #: _____

Submittal Date: _____

Pate, Jane Harris is the owner of the property for which the attached application is being submitted:

- ☒ General Use Rezoning or Conditional District Rezoning
- ☒ Site Master Plan
- ☒ Subdivision Master Plan
- ☒ Construction Drawings
- ☒ Variance
- ☒ Major Architectural Review

The property is located at: 0 Harris Rd (1841392412)

The agent for this project is: George DeLoache - Church Street Company

☐ I am the owner of the property and will be acting as my own agent.

Name: JANE HARRIS PATE

Address: 3511 MEADOWBROOK DRIVE

Telephone Number: 919-451-0132 Fax: _____

Email Address: JANDPPATE@AOL.COM

Signature(s) of Owner(s):

Jane Harris Pate

Print or type name(s):

Jane Harris Pate

Attach additional sheets if there are additional owners.

***Owner of record as shown on the latest equalized assessment rolls of Wake County. (An option to purchase does not constitute ownership). If ownership has been recently transferred, a copy of the deed must accompany this authorization.**

CHURCH STREET
COMPANY

VIA EMAIL

Patrick Ready
Town of Wake Forest Planning Department
301 S. Brooks Street
Wake Forest, NC 27587

RE: 0 Harris Road Rezoning Case Number RZ-24-01

Dear Patrick:

Here are our offered Conditions.

RMX-CD District

The following voluntary design and land use commitments apply to the RMX zoning district.

1. The maximum number of allowable units is 400.
2. The maximum number of allowable multifamily units that are stacked vertically, typical of apartment style buildings, is 300. The property owner shall provide 3% of the number of these apartment style multifamily units as affordable for households earning 80% of the area median income, as established by the United States Department of Housing and Urban Development for the Raleigh Metropolitan Statistical Area, for a period of 10 years from the date of issuance of a certificate of occupancy for the first multifamily unit. The property owner shall certify to the Town compliance with this zoning condition on an annual basis.
3. The maximum number of allowable townhome style units is 100 or 25% of the total units, whichever is less. These units may be developed as multi-family style units constructed to resemble townhomes and platted on one parcel instead of individual lots. These buildings will be a minimum of three side by side units constructed in a horizontal configuration and will be a minimum of two stories. If these units are developed as multi-family townhomes, they will meet the multi-family standards of the UDO.
4. Townhomes are only permitted if multifamily units are constructed.
5. Residential buildings oriented towards the existing right-of-way of Harris Road are limited to 3-stories along the frontage of Harris Road and 4-stories for the portions of the buildings oriented towards OS-1 and OS-2 zoning districts as depicted on the rezoning exhibit. The intent of this commitment is to allow the bottom floor of the building to be lower on the back of the building to facilitate the grade change from Harris Road to the interior of the site while not increasing the height of the building.
6. Access points and all other easement locations shown on the Design and Land Use Commitments exhibit are subject to change pending regulatory review and approval.

NMX-CD District

The following voluntary design and land use commitments apply to the NMX zoning district.

7. A minimum of 50% of the buildings in the NMX District will be mixed use or multi-tenant buildings, however the first building in the NMX District may be a single-tenant, non-residential use. At no point as the property is developed shall the number of single-tenant buildings exceed the amount of multi-tenant buildings by more than one.

OS-CD Zoning District

The following voluntary design and land use commitments apply to the OS zoning district.

8. The Open Space (OS) zoning district(s) will be offered for donation to a conservation entity. The property owner will make the donation prior to issuance of any building permits for the property. If the conservation entity does not accept the property or portions of the property, this will not delay the issuance of building permits and the property owner's obligation to donate the property will terminate one year after issuance of the first building permits for the property. The area of Open Space (OS) zoning district that is not donated to a conservation entity and not otherwise required for construction easements, utility easements, or to meet UDO requirements, will be recorded in an Undisturbed Conservation Easement.
9. Area within the Open Space (OS) zoning district(s) may count towards unimproved open space requirements of the NMX and RMX zoning districts but may not be used to satisfy requirements for improved park space or active recreation requirements.
10. A Town of Wake Forest Type B Buffer will be provided within open space zoning district OS-CD (3) to include 2 canopy trees, 2 evergreen trees, 2 understory trees and 24 shrubs per 100 linear feet. This standard may be met with existing vegetation, new vegetation, or a combination of existing and new vegetation.
11. The property owner shall install a pedestrian crossing with a striped crosswalk and RRFB across Harris Road, subject to approval by NCDOT and the Town of Wake Forest, to provide a crossing between the development and Joyner Park. The property owner of this development is responsible for the connection to the existing multi-use path on Joyner Park on the southwest side of Harris Road with improvements to include the installation of two RRFB's, the pedestrian ADA receiving ramp for the crosswalk, and the extension of up to 50 linear feet of multi-use path. Any other improvements on the southwest side of Harris Road required to connect to the existing multi-use path on Joyner Park are not the responsibility of the property owner of this development.

**CHURCH STREET
COMPANY**

TIA Recommendations

12. US 1 (Capital Boulevard) and Harris Road / Purnell Road

- a. Construct westbound right-turn lane from Harris Road onto US 1 (Capital Boulevard) with at least 150 feet of storage, appropriate decel and taper.

13. Harris Road and Joyner Park Westernmost Access

- a. Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2 due to the widening needed to provide an exclusive left turn lane for Site Access 2.

14. Harris Road and Wall Road / W Oak Avenue

- a. Monitor the intersection for signalization. A signal warrant analysis shall be performed at completion of phase 1 and if needed at completion of phase 2. A proportional fee in lieu is required for the developer's portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements.

15. Harris Road and Devon Square Boulevard / Site Access 1

- a. Construct southbound approach of Site Access 1 with one ingress lane and two egress lanes striped as one left-turn lane and one shared through/right-turn lane.
- b. Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper.
- c. Provide an exclusive eastbound left-turn lane on Harris Road with at least 100 feet of storage, appropriate decel and taper.
- d. Provide stop control for the southbound approach.

16. Harris Road and Site Access 2

- a. Construct southbound approach of Site Access 2 with one ingress lane and one egress lane striped as a shared left-turn/right-turn lane.
- b. Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper.
- c. Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2.
- d. Provide stop-control for southbound approach.

17. Wallridge Road and Harris Road

- a. Monitor intersection for signalization. A signal warrant analysis shall be performed at completion of phase 1 and if needed at completion of phase 2. A proportional fee in lieu is required for the developer's portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements.



George DeLoache, President

GENERAL NOTES:

1. BOUNDARY INFORMATION IS FROM A SURVEY BY THIS OFFICE.
2. SITE TOPOGRAPHIC INFORMATION IS FROM A SURVEY BY THIS OFFICE.
3. PLANIMETRIC AND TOPOGRAPHIC INFORMATION FOR AREAS OUTSIDE OF THIS SITE ARE TAKEN FROM WAKE COUNTY GIS INFORMATION.
4. WETLAND, CHANNEL BANK, AND SUBSEQUENT NEUSE RIVER BUFFER LOCATIONS BASED ON A FIELD VERIFICATION BY SOIL AND ENVIRONMENTAL CONSULTANTS, PA.
5. ALL MATERIALS AND CONSTRUCTION SHALL BE IN STRICT ACCORDANCE WITH THE TOWN OF WAKE FOREST, CITY OF RALEIGH, NCDOT, AND NCDWR STANDARDS AND SPECIFICATIONS.
6. NO FEMA FLOOD ZONES ARE LOCATED ON THIS SITE PER THE PRELIMINARY FLOOD MODEL ON MAP 3120184200M & 3120184100K.
7. NO INFRASTRUCTURE TO BE CONSTRUCTED PRIOR TO CONSTRUCTION PLAN APPROVAL AND UTILITY PERMIT ISSUANCE BY THE TOWN OF WAKE FOREST, THE CITY OF RALEIGH PUBLIC UTILITIES, DEPARTMENT, AND NCDOT.
8. EXISTING UTILITIES SHOWN ARE APPROXIMATE. CONTRACTOR RESPONSIBLE FOR LOCATION OF ALL EXISTING ABOVE AND BELOW GROUND UTILITY FIELD LOCATION PRIOR TO ANY CONSTRUCTION.

NMX CORRIDOR FOR FUTURE CONNECTION TO WALLRIDGE DRIVE
GROSS AREA 0.73 AC

OS-CD ZONING (1)
GROSS AREA 2.03 AC

OFFSITE PORTION OF CONNECTION TO WALLRIDGE DRIVE BY OTHERS AS SHOWN ON TOWN OF WAKE FOREST COMP PLAN

WALLRIDGE DRIVE TO PUBLIC RIGHT OF WAY

0 Harris Road
Rezoning Case Number RZ-24-01

RMX-CD District

The following voluntary design and land use commitments apply to the RMX zoning district.

1. The maximum number of allowable units is 400.
2. The maximum number of allowable multifamily units that are stacked vertically, typical of apartment style buildings, is 300. The property owner shall provide 3% of the number of these apartment style multifamily units as affordable for households earning 80% of the area median income, as established by the United States Department of Housing and Urban Development for the Raleigh Metropolitan Statistical Area, for a period of 10 years from the date of issuance of a certificate of occupancy for the first multifamily unit. The property owner shall certify to the Town compliance with this zoning condition on an annual basis.
3. The maximum number of allowable townhome style units is 100 or 25% of the total units, whichever is less. These units may be developed as multi-family style units constructed to resemble townhomes and platted on one parcel instead of individual lots. These buildings will be a minimum of three side by side units constructed in a horizontal configuration and will be a minimum of two stories. If these units are developed as multi-family townhomes, they will meet the multi-family standards of the UDO.

RMX-CD District



USES IN THESE AREAS WILL BE RESTRICTED TO STORMWATER PONDS AND ROAD EXTENSIONS

NMX-CD District

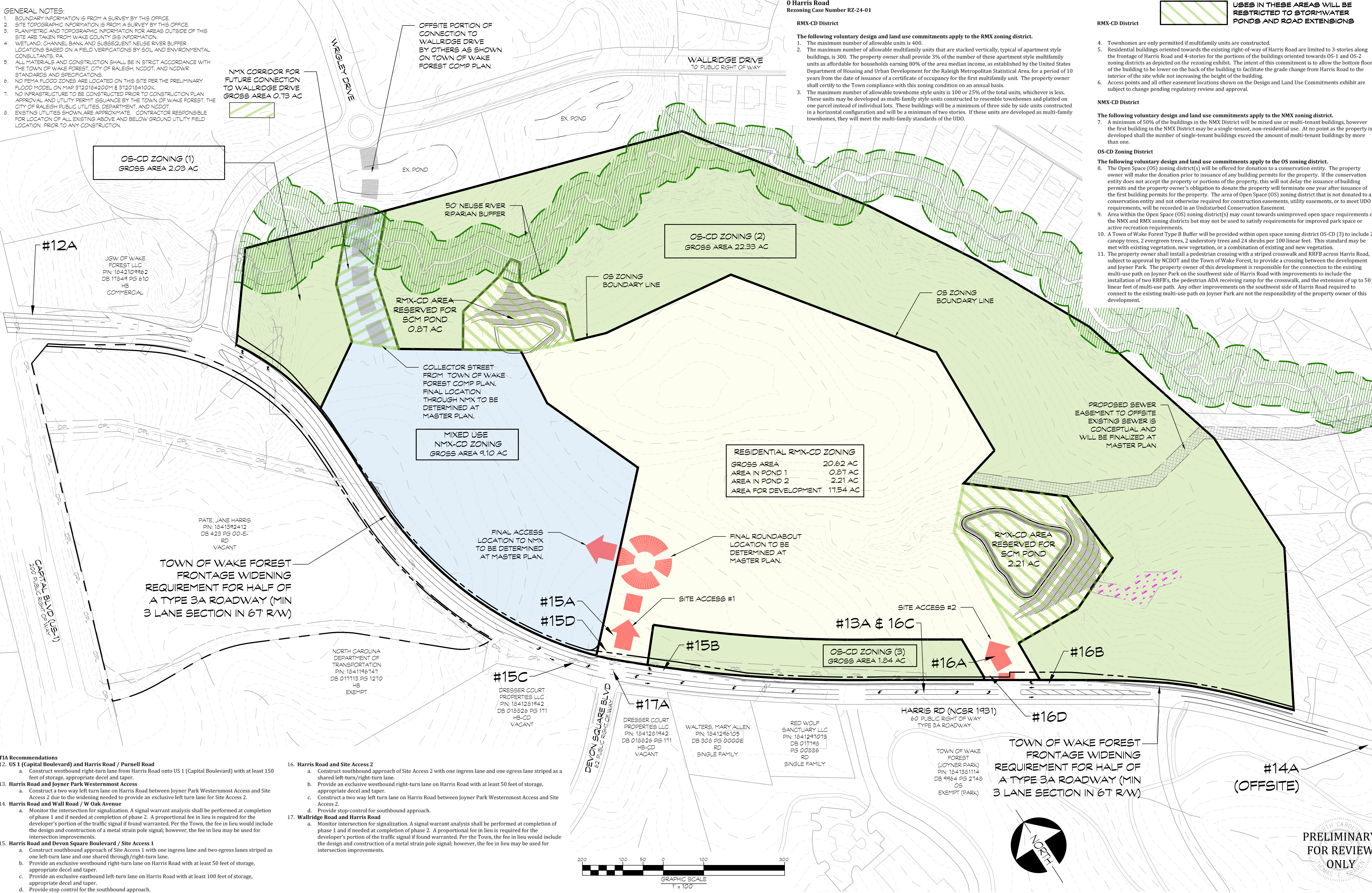
The following voluntary design and land use commitments apply to the NMX zoning district.

7. A minimum of 50% of the buildings in the NMX District will be mixed use or multi-tenant buildings, however the first building in the NMX District may be a single-tenant, non-residential use. At no point as the property is developed shall the number of single-tenant buildings exceed the amount of multi-tenant buildings by more than one.

OS-CD Zoning District

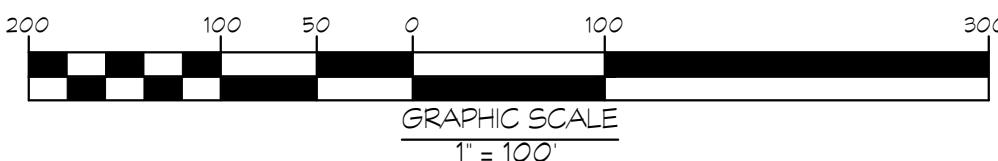
The following voluntary design and land use commitments apply to the OS zoning district.

8. The Open Space (OS) zoning district(s) will be offered for donation to a conservation entity. The property owner will make the donation prior to issuance of any building permits for the property. If the conservation entity does not accept the property or portions of the property, this will not delay the issuance of building permits and the property owner's obligation to donate the property will terminate one year after issuance of the first building permits for the property. The area of Open Space (OS) zoning district that is not donated to a conservation entity and not otherwise required for construction easements, utility easements, or to meet UDO requirements, will be recorded in an Undisturbed Conservation Easement.
9. Area within the Open Space (OS) zoning district(s) may count towards unimproved open space requirements of the NMX and RMX zoning districts but may not be used to satisfy requirements for improved park space or active recreation requirements.
10. A Town of Wake Forest Type B Buffer will be provided within open space zoning district OS-CD (3) to include 2 canopy trees, 2 evergreen trees, 2 understory trees and 24 shrubs per 100 linear feet. This standard may be met with existing vegetation, new vegetation, or a combination of existing and new vegetation.
11. The property owner shall install a pedestrian crossing with a striped crosswalk and RFB across Harris Road, subject to approval by NCDOT and the Town of Wake Forest, to provide a crossing between the development and Joyner Park. The property owner of this development is responsible for the connection to the existing multi-use path on Joyner Park on the southwest side of Harris Road with improvements to include the installation of two RFB's, the pedestrian ADA receiving ramp for the crosswalk, and the extension of up to 50 linear feet of multi-use path. Any other improvements on the southwest side of Harris Road required to connect to the existing multi-use path on Joyner Park are not the responsibility of the property owner of this development.



TIA Recommendations

12. US 1 (Capital Boulevard) and Harris Road / Purnell Road
 - a. Construct westbound right-turn lane from Harris Road onto US 1 (Capital Boulevard) with at least 150 feet of storage, appropriate decel and taper.
13. Harris Road and Joyner Park Westernmost Access
 - a. Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2 due to the widening needed to provide an exclusive left turn lane for Site Access 2.
14. Harris Road and Wall Road / W Oak Avenue
 - a. Monitor the intersection for signalization. A signal warrant analysis shall be performed at completion of phase 1 and if needed at completion of phase 2. A proportional fee in lieu is required for the developer's portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements.
15. Harris Road and Devon Square Boulevard / Site Access 1
 - a. Construct southbound approach of Site Access 1 with one ingress lane and two egress lanes striped as one left-turn lane and one shared through/right-turn lane.
 - b. Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper.
 - c. Provide an exclusive eastbound left-turn lane on Harris Road with at least 100 feet of storage, appropriate decel and taper.
 - d. Provide stop control for the southbound approach.
16. Harris Road and Site Access 2
 - a. Construct southbound approach of Site Access 2 with one ingress lane and one egress lane striped as a shared left-turn/right-turn lane.
 - b. Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper.
 - c. Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2.
 - d. Provide stop-control for southbound approach.
17. Wallridge Road and Harris Road
 - a. Monitor intersection for signalization. A signal warrant analysis shall be performed at completion of phase 1 and if needed at completion of phase 2. A proportional fee in lieu is required for the developer's portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements.



PRELIMINARY FOR REVIEW ONLY

HARRIS ROAD REZONING LAND USE EXHIBIT		DESIGN AND LAND USE COMMITMENTS		<table><tr><td>01/17/24</td><td>TOWN STAFF REVIEW</td></tr><tr><td>04/19/24</td><td>TOWN STAFF REVIEW</td></tr><tr><td>10/21/24</td><td>TOWN STAFF REVIEW</td></tr><tr><td>01/09/25</td><td>ZONING DISTRICTS UPDATE TO -CD</td></tr><tr><td>02/12/25</td><td>UPDATED COMMITMENTS</td></tr><tr><td colspan="2">RELEASED FOR CONSTRUCTION DATE: (SEE COVER) ☒ YES ☐ NO</td></tr></table>		01/17/24	TOWN STAFF REVIEW	04/19/24	TOWN STAFF REVIEW	10/21/24	TOWN STAFF REVIEW	01/09/25	ZONING DISTRICTS UPDATE TO -CD	02/12/25	UPDATED COMMITMENTS	RELEASED FOR CONSTRUCTION DATE: (SEE COVER) ☒ YES ☐ NO		PRIEST, CRAVEN & ASSOCIATES, INC. LAND USE CONSULTANTS / PLANNERS / LANDSCAPE DESIGNERS / SURVEYORS / ENGINEERS 3803 - B Computer Drive, Suite 104 Raleigh, NC 27609 . Phone 919 / 781-0300 . Fax 919 / 782-1288 . Email PCA@PriestCraven.com / Firm #: C-0488		<table><tr><td>SHEET #</td><td>DLC-1</td></tr></table>		SHEET #	DLC-1
01/17/24	TOWN STAFF REVIEW																						
04/19/24	TOWN STAFF REVIEW																						
10/21/24	TOWN STAFF REVIEW																						
01/09/25	ZONING DISTRICTS UPDATE TO -CD																						
02/12/25	UPDATED COMMITMENTS																						
RELEASED FOR CONSTRUCTION DATE: (SEE COVER) ☒ YES ☐ NO																							
SHEET #	DLC-1																						
TOWN OF WAKE FOREST		WAKE CO, NORTH CAROLINA																					

F:\SHARED\ENGINEERING\2021-02-01\HARRIS RD - WAKE FOREST\DRAWINGS\SH-REZONING\LAND USE EXHIBIT-FOR ZONING-REV 4 - 2.DWG - Feb 12, 2025 - 12:00 PM - JWB

CHURCH STREET COMPANY

VIA EMAIL

Patrick Reidy
Town of Wake Forest Planning Department
301 S. Brooks Street
Wake Forest, NC 27587

Re: RZ-24-01

Dear Patrick:

With respect to our current rezoning request, here are the proposed allowable uses:

RMX-CD

1. The following uses shall be allowed in the RMX-CD Zoning District:

Residential	
Dwelling-Multifamily	Dwelling-Townhome
Residential Care Facility (more than 6 residents) <i>("Senior Housing" within multifamily structures intended to encompass lifestyle options for ageing persons adapted to the challenges associated with ageing and limited to 55 years and older)</i>	

NMX-CD

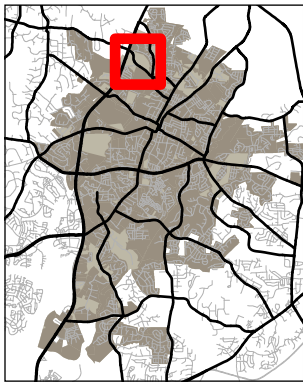
2. The following uses shall be allowed in the NMX-CD Zoning District:

Residential			
Dwelling-Multifamily (restricted to upper floors unless the use is Residential Care Facility)	Live-Work Unit	Residential Care Facility (more than 6 residents) (“Senior Housing” within multifamily structures intended to encompass lifestyle options for ageing persons adapted to the challenges associated with ageing and limited to 55 years and older)	
Office / Service			
ATM (standalone prohibited)	Bank, Credit Union, Financial Services	Business Support Services	Dry Cleaning & Laundry Services
Medical Clinic	Personal Services	Post Office	Professional Services
Veterinary Services			
Commercial / Entertainment			
Alcoholic Beverage Sales Store	Amusement, Indoor	Bar / Tavern	General Commercial
Outdoor Seating	Restaurant	Theater, Indoor Movie or Live Performance	
Civic			
Civic Meeting Facility	Community or Cultural Facility	Public Safety Station	Recreation Facility, Indoor
Recreation Facility, Outdoor	Religious Institution (only within Mixed Use Buildings)		
Educational / Institutional			
Child/Adult Day Care Center (More than 8 persons)	School – Vocational/Technical	Studio – Art, dance, martial arts, music	

Respectfully,



George DeLoache, President



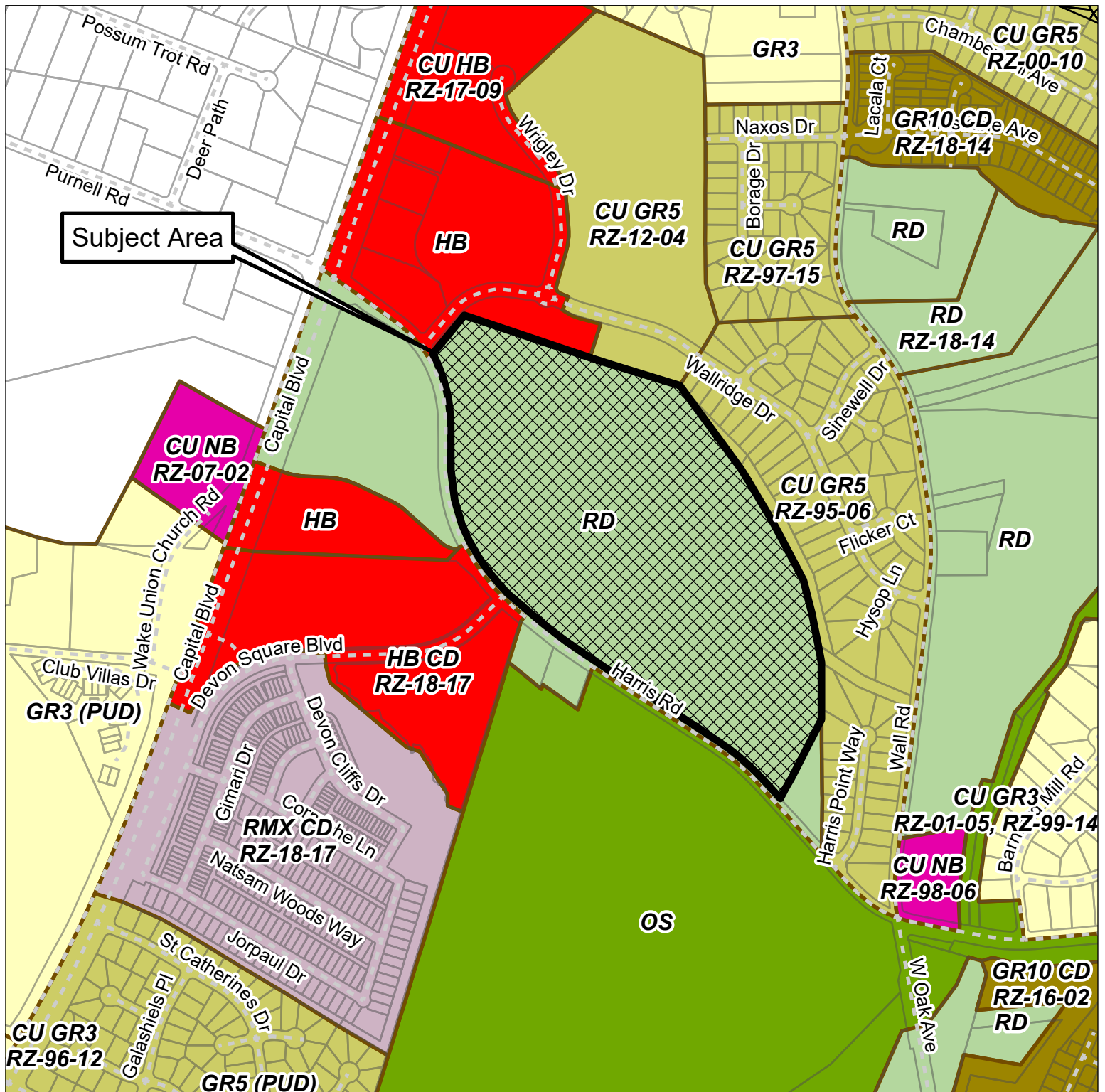
Zoning

RZ-24-01

Harris Tract Map Amendment (Rezoning)

Wake County PIN: 1841392412 (Portion)

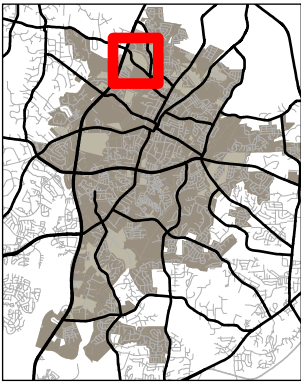
12/3/2024



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 1,000 1,500 2,000 Feet





Aerial

RZ-24-01

Harris Tract Map Amendment (Rezoning)

Wake County PIN: 1841392412 (Portion)

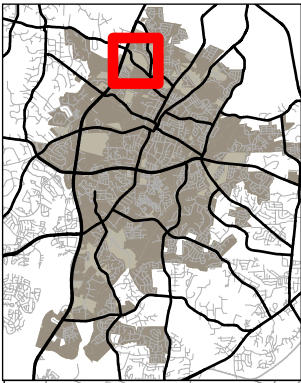
12/3/2024



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 1,000 1,500 2,000 2,500
Feet





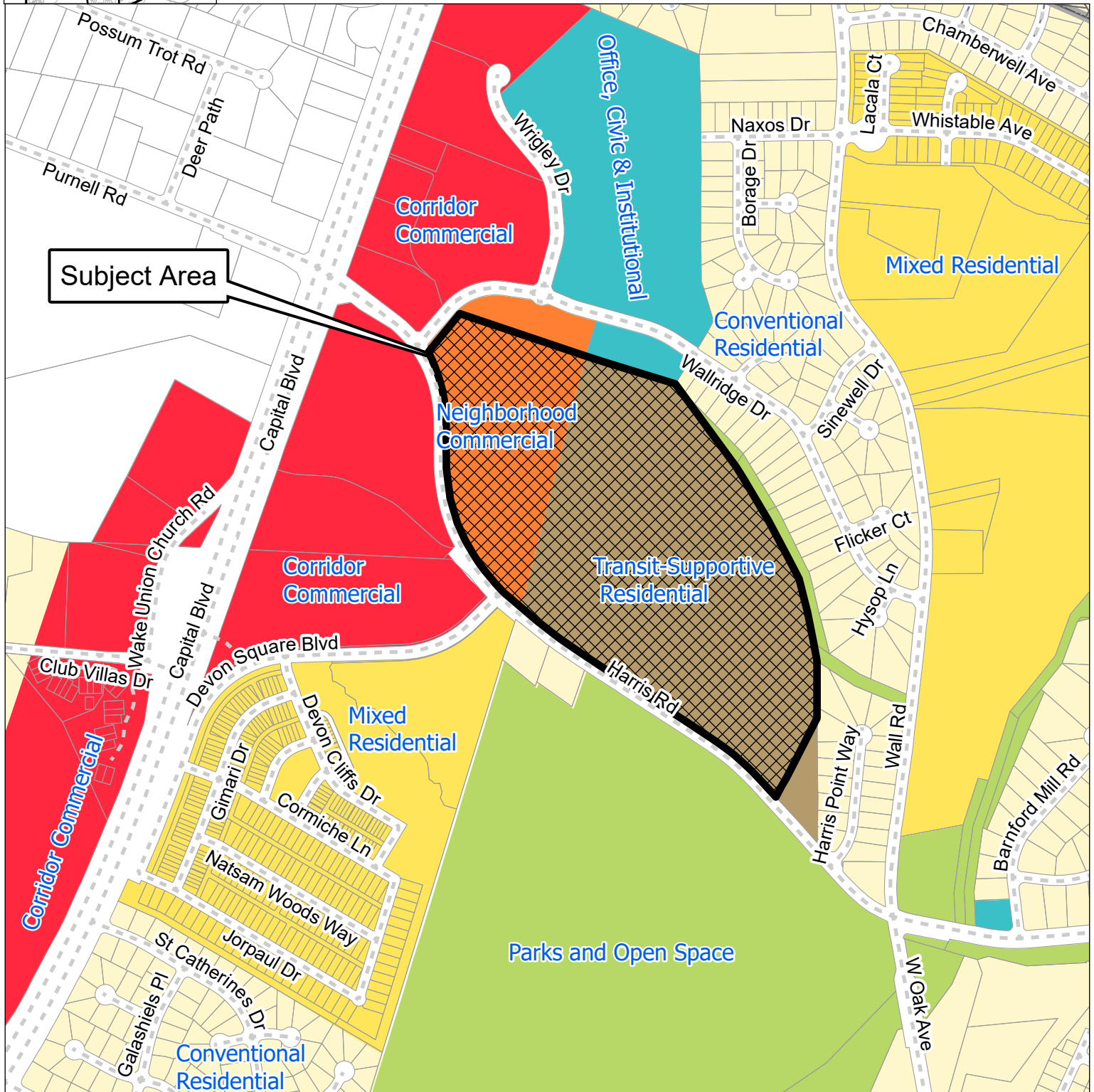
Land Use Plan

RZ-24-01

Harris Tract Map Amendment (Rezoning)

Wake County PIN: 1841392412 (Portion)

12/3/2024



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 1,000 1,500 2,000 2,500 Feet



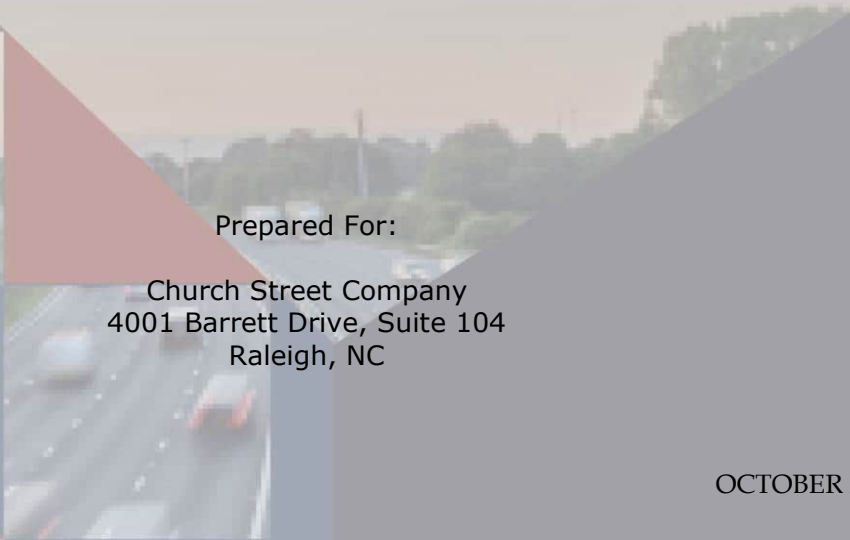


UPDATED TRAFFIC IMPACT ANALYSIS

FOR

HARRIS ROAD DEVELOPMENT

LOCATED
IN
WAKE FOREST, NORTH CAROLINA



Prepared For:

Church Street Company
4001 Barrett Drive, Suite 104
Raleigh, NC

OCTOBER 24, 2024

DRMP Project No. 22076

Prepared By: MW

Reviewed By: RS

**UPDATED TRAFFIC IMPACT
ANALYSIS**

FOR

HARRIS ROAD DEVELOPMENT

LOCATED IN

WAKE FOREST, NORTH CAROLINA

Prepared For:

Church Street Company
4001 Barrett Drive, Suite 104
Raleigh, NC

Prepared By:

DRMP, Inc.
License #F-1524



10/24/24
Ry G. Stephenson

UPDATED TRAFFIC IMPACT ANALYSIS HARRIS ROAD DEVELOPMENT

Wake Forest, North Carolina

EXECUTIVE SUMMARY

1. Development Overview

A Traffic Impact Analysis (TIA) was conducted for the proposed Harris Road development in accordance with the Wake Forest (Town) Unified Development Ordinance (UDO) and North Carolina Department of Transportation (NCDOT) capacity analysis guidelines. The proposed Harris Road development is located along the north side of Harris Road in Wake Forest, North Carolina. This updated TIA removes the commercial property on the south side of Harris Road and the associated driveway access. The proposed development, anticipated to be completed in 2028, is assumed to consist of 100 townhomes and 300 multifamily housing units. Site access is proposed via two (2) full movement driveways along the north side of Harris Road.

2. Existing Traffic Conditions

The study area for the TIA was determined through coordination with the North Carolina Department of Transportation (NCDOT) and the Town of Wake Forest (Town) and consists of the following existing intersections:

- US 1 (Capital Boulevard) and Harris Road / Purnell Road
- Harris Road and Wallridge Road
- Harris Road and Joyner Park Westernmost Access
- Harris Road and Joyner Park Easternmost Access
- Harris Road and Wall Road / W Oak Avenue
- Harris Road and Devon Square Boulevard

Existing peak hour traffic volumes were determined based on traffic counts conducted at the study intersection listed above, in April of 2024 during a typical weekday AM (7:00 AM – 9:00 AM) and PM (4:00 PM – 6:00 PM) peak periods. Traffic volumes were balanced between study intersections, where appropriate.

3. Future Traffic Conditions

Through coordination with the NCDOT and the Town, it was determined that an annual growth rate of 3% would be used to generate 2028 projected weekday AM and PM peak hour traffic volumes. the following adjacent developments were identified to be included as an approved adjacent development in this study:

- Horse Creek Mixed-Use Development
- Wake Union Mixed-Use Development
- Kinsley Residential Development
- Stadium Drive Mixed-Use Development

To estimate traffic conditions with build out, site trips were added to the 2028 no-build traffic volumes to determine the 2028 build traffic volumes. To estimate traffic conditions with the site fully built-out, the total site trips were added to the 2028 no-build traffic volumes to determine the 2028 full build traffic volumes.

4. Site Trip Generation

Average weekday daily, AM peak hour, and PM peak hour trips for the proposed development were estimated using methodology contained within the ITE Trip Generation Manual, 11th Edition. Table E-1 provides a summary of the trip generation potential for the site.

Table E-1: Trip Generation

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Townhomes (215)	100 D.U.	712	12	34	33	23
Multifamily Housing (Low-Rise) (220)	300 D.U.	1,998	28	88	94	56
Total Trips		2,710	40	122	127	79

5. Capacity Analysis Summary

Refer to Section 7 of the TIA for the capacity analysis summary performed at each study intersection.

6. Recommendations

Based on the findings of this study, specific geometric and traffic control improvements have been identified at study intersections. The improvements are summarized below and are illustrated in Figure E-1.

Recommended Improvements by Developer

US 1 (Capital Boulevard) and Harris Road / Purnell Road

- Construct westbound right-turn lane from Harris Road onto US 1 (Capital Boulevard) with at least 150 feet of storage, appropriate decel and taper.

Harris Road and Joyner Park Westernmost Access

- Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2 due to the widening needed to provide an exclusive left turn lane for Site Access 2.

Harris Road and Wall Road / W Oak Avenue

- Monitor the intersection for signalization. A signal warrant analysis shall be performed prior to completion of build out. A proportional fee in lieu is recommended for the developer's portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements.

Harris Road and Devon Square Boulevard / Site Access 1

- Construct southbound approach of Site Access 1 with one ingress lane and two egress lanes striped as one left-turn lane and one shared through/right-turn lane.

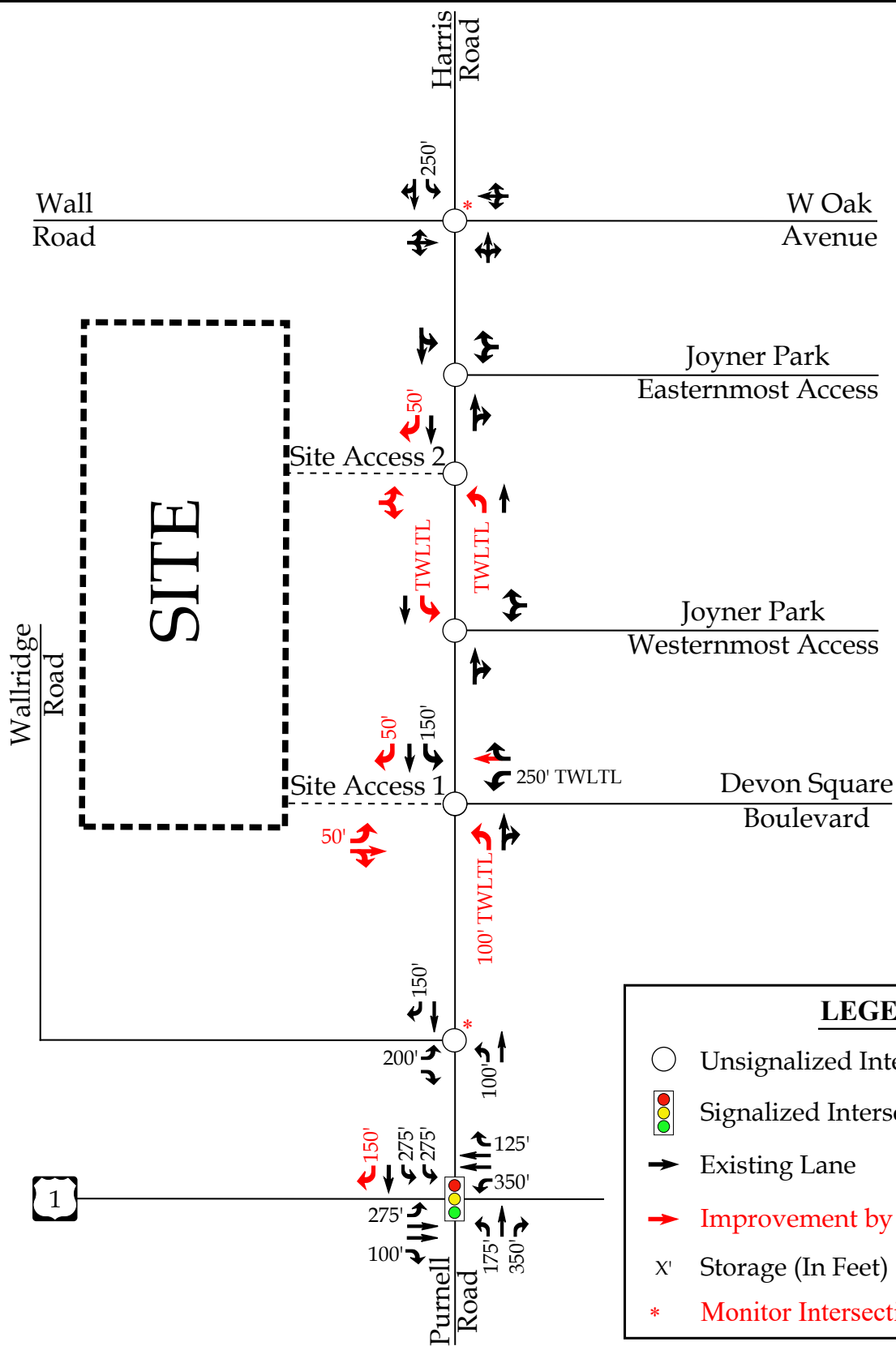
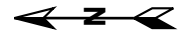
- Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper.
- Provide an exclusive eastbound left-turn lane on Harris Road with at least 100 feet of storage, appropriate decel and taper.
- Provide stop control for the southbound approach.

Harris Road and Site Access 2

- Construct southbound approach of Site Access 2 with one ingress lane and one egress lane striped as a shared left-turn/right-turn lane.
- Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper.
- Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2.
- Provide stop-control for southbound approach.

Wallridge Road and Harris Road

- Monitor intersection for signalization. A signal warrant analysis shall be performed prior to completion of build out. A proportional fee in lieu is recommended for the developer's portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements.



	Harris Road Residential Wake Forest, NC	Recommended Lane Configurations	
		Scale: Not to Scale	Figure E-1



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

June 24, 2024

Harris Road Mixed-Use Development

Traffic Impact Analysis Review Report Congestion Management Section

TIA Project: SC-2022-228R2
Division: 5
County: Wake



Nicholas C. Lineberger, P.E. Regional Engineer
Madonna Saleh, Design Engineer

Harris Road Mixed-Use Development

SC-2022-228R2

Wake Forest

Wake County

Per your request, the Congestion Management Section (CMS) of the Transportation Mobility and Safety Division has completed a review of the subject site. The comments and recommendations contained in this review are based on data for background conditions presented in the Traffic Impact Analysis (TIA) and are subject to the approval of the local District Engineer's Office and appropriate local authorities.

Date Initially Received by CMS	05/24/24	Date of Site Plan	08/03/23
Date of Complete Information	05/24/24	Date of Sealed TIA	05/24/24

Proposed Development

The TIA assumes the development is completed by 2028 and consists of the following:

Land Use	Land Use Code	Size
Single-Family Attached Housing	215	100 d.u.
Multifamily Housing (Low-Rise)	220	300 d.u.
Medical-Dental Office Building - Stand Alone	720	20,000 sq.ft.
Strip Retail Plaza (<40k)	822	34,000 sq.ft.

Trip Generation - Unadjusted Volumes During a Typical Weekday

	IN	OUT	TOTAL
AM Peak Hour	124	160	284
PM Peak Hour	243	227	470
Daily Trips			5,126

General Reference

For reference to various documents applicable to this review please reference the following link: <https://connect.ncdot.gov/resources/safety/Pages/Congestion-Management.aspx>

Once the driveway permit has been approved and issued, a copy of the final driveway permit requirements should be forwarded to this office. If we can provide further assistance, please contact the Congestion Management Section.

Site Access 3

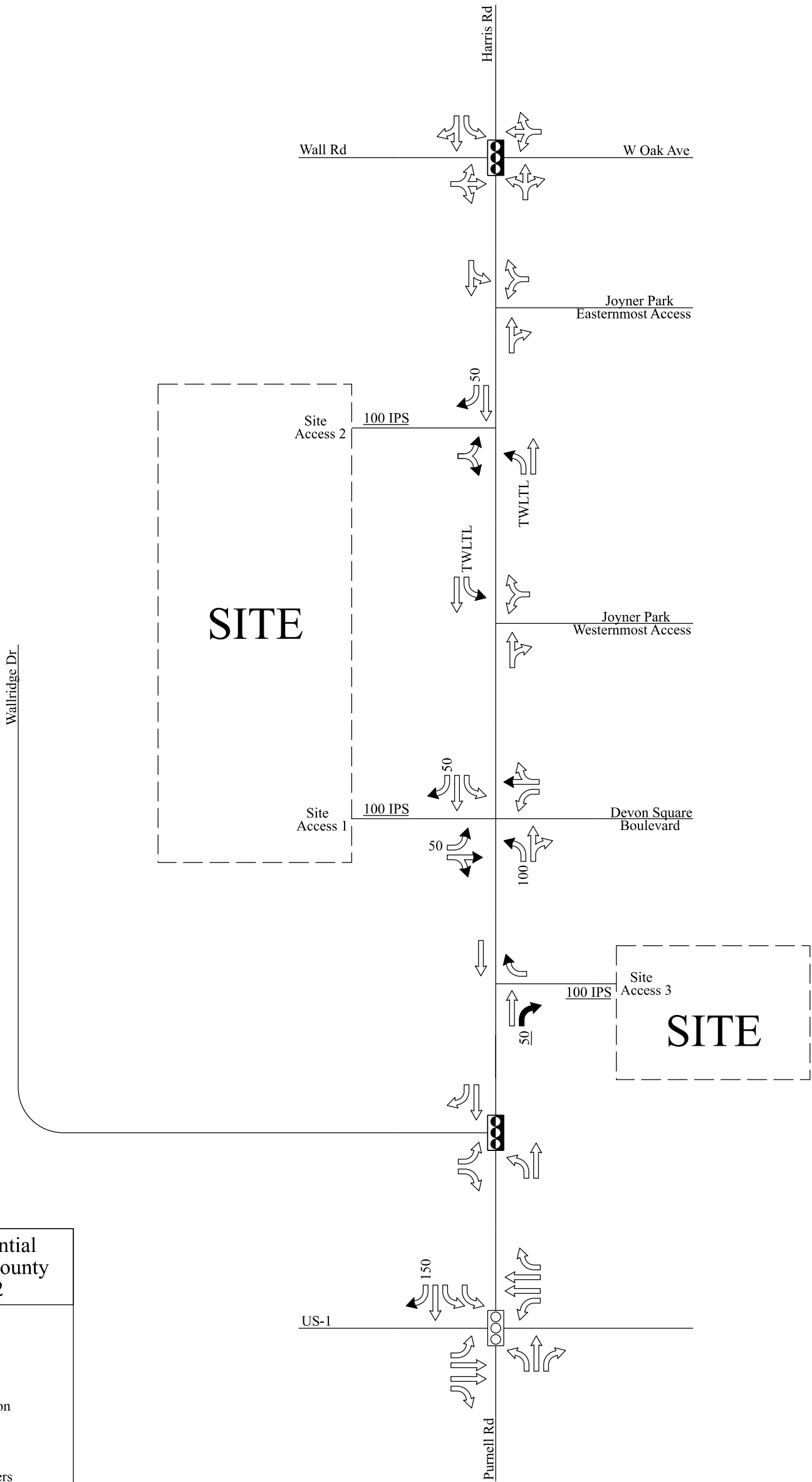
Future TIP improvements associated with TIP U-5307 includes Control of Access along Harris Road in the vicinity of the future US-1 interchange. Site Access 3 is in close proximity to the location the Control of Access terminates. Coordination with the U-5307 project team should acknowledge and address any potential conflicts with this site access.

Trip Generation

Internal Capture was assumed across a public roadway. Traffic was not applied to the roadway. Care should be taken to avoid this in future studies. The amount of traffic in this instance was not significant enough to warrant revising the analysis.

Signalization

We defer to the District Engineer, the Division Traffic Engineer, and the Regional Traffic Engineer for final decisions regarding signalization.



Harris Road Residential
Wake Forest, Wake County
SC-2022-228R2

Existing Laneage

Recommended Laneage

Laneage Built By Others

NCDOT Recommendation

Existing Signal

Signal Proposed By Others

Developer Proposed Signal

Monitor for Signal

XXX

Storage

XXX

NCDOT Recommended Storage

<XXX>

Distance Between Intersections

IPS

Internal Protected Stem

All Distances in Feet

Drawing Not to Scale

From: [Sparrow, Montel V](#)
To: [Rynal Stephenson](#); [Boulware, Daniel](#); [Nicholson, Jacob P](#); [Bunting, Clarence B](#)
Cc: [Reidy, Patrick](#); [Palermo, Elisabeth](#); [Hennessy, Emily](#); [Matthew West](#); [Ben Williams](#); [George DeLoache](#); [Lineberger, Nicholas C](#); [Darnell, Trevor S](#); [Zhang, Joshua P](#)
Subject: RE: [External] FW: Harris Tract Map Amendment TIA
Date: Friday, December 20, 2024 3:15:31 PM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the **Phish Alert Button** to submit any suspicious emails for review.

All,

We have reviewed the TIA and concur with all the proposed improvements since the trips for this development were reduced while the improvements are the same as the original recommendations.

Sincerely,

Montel Sparrow
Senior Assistant District Engineer
Wake County District Office (Division 5 District 1)
North Carolina Department of Transportation

mvsparrow@ncdot.gov
(919)814-6115(office)

1575 Mail Service Center (Mail)
Raleigh, NC 27699-1575
4009 District Drive (Physical)
Raleigh, NC 27607



Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

From: Rynal Stephenson <rstephenson@drmp.com>
Sent: Thursday, October 24, 2024 5:18 PM
To: Boulware, Daniel <dboulware@ncdot.gov>; Nicholson, Jacob P <jpnicholson@ncdot.gov>; Sparrow, Montel V <mvsparrow@ncdot.gov>; Bunting, Clarence B <cbunting@ncdot.gov>

Cc: preidy <preidy@wakeforestnc.gov>; Palermo, Elisabeth <epalermo@wakeforestnc.gov>; ehennesy@wakeforestnc.gov; Matthew West <mwest@drmp.com>; Ben Williams <bwilliams@priestcraven.com>; George DeLoache <deloache@churchstreetco.com>
Subject: [External] FW: Harris Tract Map Amendment TIA

CAUTION: External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

NCDOT Team:

I have attached a copy of the Updated TIA for the Harris Road development rezoning in Wake Forest. This TIA removed the commercial property and commercial driveway (Site Access 3) that was in the previous TIA but all other development and access points remained the same. Without the commercial development, the recommendations are the same at the intersections as was worked out for the last TIA review. You all had reviewed the previous TIA and I don't think there would be any reason to do a deep dive review of this update since the trips go down, the commercial driveway is removed, and the recommendations stay the same.

Let me know if we need to discuss more. Thanks!

Rynal Stephenson, PE
Chief Traffic Analysis Engineer
Transportation
Main: 919.872.5115 | Direct: [919.987.1282](tel:919.987.1282) | Cell: [919.602.8030](tel:919.602.8030)
rstephenson@drmp.com

5808 Faringdon Place, Raleigh, NC 27609

____ _

From: Rynal Stephenson <rstephenson@drmp.com>
Sent: Thursday, October 24, 2024 4:42 PM
To: Reidy, Patrick <preidy@wakeforestnc.gov>; epalermo <epalermo@wakeforestnc.gov>; Hennessy, Emily <ehennesy@wakeforestnc.gov>
Cc: Ben Williams <bwilliams@priestcraven.com>; Tommy Craven <tcraven@priestcraven.com>; George <deloache@churchstreetco.com>; Matthew West <mwest@drmp.com>
Subject: Harris Tract Map Amendment TIA

Town of Wake Forest Team:

Attached is an updated TIA report, TIA Appendix, and Synchro files for the Harris Road rezoning project. The TIA was updated to remove the commercial property on the south side of Harris Road. The recommendations and conclusions at other

intersections remained the same in this Updated TIA but any reference to the Commercial Site Driveway was removed.

I attempted to upload this through the portal, but the case status is showing as under review, so I was not able to upload. I am happy to do so if needed.

I will send this to NCDOT as well and let them know. Thanks!

Rynal Stephenson, PE
Chief Traffic Analysis Engineer
Transportation

Main: 919.872.5115 | Direct: [919.987.1282](tel:919.987.1282) | Cell: [919.602.8030](tel:919.602.8030)
rstephenson@drmp.com

5808 Faringdon Place, Raleigh, NC 27609

____ _

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.



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: Church Street Company

Owner: Jane Pate

Requested Action: Rezone 55.93 acres on the Town of Wake Forest Zoning Map from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD)

Existing Zoning: Rural Holding District (RD)

Location: 0 Harris Road (portion)

Size: 55.93 acres

Tax PINs: 1841392412 (portion)

Existing Land Use: Vacant

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.

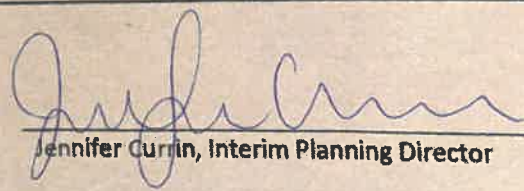
This report reflects the recommendation of the Planning Board, this the 14th day of January 2025.

Introduced by Planning Board member: Michael Almquist

Seconded by Planning Board member: Matt Davis

Attest:


Karin Kurdas, Planning Board Chair


Jennifer Currin, Interim Planning Director

Planning Board Report to Board of Commissioners

ORDINANCE 2025-XXX

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 55.93 ACRES LOCATED AT 0 HARRIS ROAD, BEING WAKE COUNTY TAX PIN 1841-39-2412 (PORTION) FROM RURAL HOLDING DISTRICT (RD) TO NEIGHBORHOOD MIXED USE CONDITIONAL DISTRICT (NMX-CD), OPEN SPACE CONDITIONAL DISTRICT (OS-CD), and RESIDENTIAL MIXED USE CONDITIONAL DISTRICT (RMX-CD).

WHEREAS, the application submitted by Church Street Company for the rezoning of land hereinafter described was duly filed with the Planning Department; and

WHEREAS, the Planning Board held public comment sessions on December 10, 2024 and January 14, 2025 and the Board of Commissioners held a public hearing on February 18, 2025; and

WHEREAS, mailed notices, property sign postings, and a newspaper notice publication were carried out for the public comment session and public hearing in accordance with 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 is 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:

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 parcel identified by the Wake County Tax Parcel Identification Number 1841392412 (portion), and described in Exhibit 1, is 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 Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD) as shown on Exhibit 1.

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 Town’s plans, policies, and ordinances, the Wake Forest Board of Commissioners finds the zoning map amendment request reasonable and consistent with the 2022 Community Plan and 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 6: The “Rezoned Lands” are subject to the following conditions, which are imposed as part of this rezoning:

RMX-CD District

The following voluntary design and land use commitments apply to the RMX zoning district.

1. The maximum number of allowable units is 400.
2. The maximum number of allowable multifamily units that are stacked vertically, typical of apartment style buildings, is 300. The property owner shall provide 3% of the number of these apartment style multifamily units as affordable for households earning 80% of the area median income, as established by the United States Department of Housing and Urban Development for the Raleigh Metropolitan Statistical Area, for a period of 10 years from the date of issuance of a certificate of occupancy for the first multifamily unit. The property owner shall certify to the Town compliance with this zoning condition on an annual basis.
3. The maximum number of allowable townhome style units is 100 or 25% of the total units, whichever is less. These units may be developed as multi-family style units constructed to resemble townhomes and platted on one parcel instead of individual lots. These buildings will be a minimum of three side by side units constructed in a horizontal configuration and will be a minimum of two stories. If these units are developed as multi-family townhomes, they will meet the multi-family standards of the UDO.
4. Townhomes are only permitted if multifamily units are constructed.
5. Residential buildings oriented towards the existing right-of-way of Harris Road are limited to 3-stories along the frontage of Harris Road and 4-stories for the portions of the buildings oriented towards OS-1 and OS-2 zoning districts as depicted on the rezoning exhibit. The intent of this commitment is to allow the bottom floor of the building to be lower on the back of the building to facilitate the

grade change from Harris Road to the interior of the site while not increasing the height of the building.

6. Access points and all other easement locations shown on the Design and Land Use Commitments Exhibit are subject to change, pending regulatory review and approval.
7. The following uses shall be allowed in the RMX District:
 - Dwelling – Multifamily
 - Dwelling Townhome
 - Residential Care Facility (more than 6 residents) (“Senior Housing” within multifamily structures intended to encompass lifestyle options for ageing persons adapted to the challenges associated with ageing and limited to 55 years and older)

NMX-CD District

The following voluntary design and land use commitments apply to the NMX zoning district.

8. A minimum of 50% of the buildings in the NMX District will be mixed use or multi-tenant buildings, however the first building in the NMX District may be a single-tenant, nonresidential use. At no point as the property is developed shall the number of single-tenant buildings exceed the amount of multi-tenant buildings by more than one.
9. The following uses shall be allowed in the RMX District:
 - Residential
 - Dwelling Multifamily (restricted to upper floors unless the use is Residential Care Facility)
 - Dwelling Townhome
 - Residential Care Facility (more than 6 residents) (“Senior Housing” within multifamily structures intended to encompass lifestyle options for ageing persons adapted to the challenges associated with ageing and limited to 55 years and older)
 - Office/Service
 - ATM (standalone prohibited)
 - Bank, Credit Union, Financial Services
 - Business Support Services
 - Dry Cleaning & Laundry Services
 - Medical Clinic
 - Personal Services
 - Post Office
 - Professional Services
 - Veterinary Services
 - Commercial/Entertainment
 - Alcoholic Beverage Sales Store
 - Amusement, Indoor
 - Bar/Tavern
 - General Commercial
 - Outdoor Seating
 - Restaurant
 - Theater, Indoor Movie or Live Performance

Civic

- Civic Meeting Facility
- Community of Cultural Facility
- Public Safety Station
- Recreation Facility, Indoor
- Recreation Facility, Outdoor
- Religious Institution (only within Mixed Use buildings)

Educational/Institutional

- Child/Adult Day Care Center (more than 8 persons)
- School – Vocational/Technical
- Studio – Art, Dance, Martial Arts, Music

OS-CD District

The following voluntary design and land use commitments apply to the OS zoning district.

10. The Open Space (OS) zoning district(s) will be offered for donation to a conservation entity. The property owner will make the donation prior to issuance of any building permits for the property. If the conservation entity does not accept the property or portions of the property, this will not delay the issuance of building permits and the property owner's obligation to donate the property will terminate one year after issuance of the first building permits for the property. The area of Open Space (OS) zoning district that is not donated to a conservation entity and not otherwise required for construction easements, utility easements, or to meet UDO requirements, will be recorded in an Undisturbed Conservation Easement.
11. Area within the Open Space (OS) zoning district(s) may count towards unimproved open space requirements of the NMX and RMX zoning districts but may not be used to satisfy requirements for improved park space or active recreation requirements.
12. A Town of Wake Forest Type B Buffer will be provided within open space zoning district OS-CD (3) to include 2 canopy trees, 2 evergreen trees, 2 understory trees and 24 shrubs per 100 linear feet. This standard may be met with existing vegetation, new vegetation, or a combination of existing and new vegetation.
13. The property owner shall install a pedestrian crossing with a striped crosswalk and RRFB across Harris Road, subject to approval by NCDOT and the Town of Wake Forest, to provide a crossing between the development and Joyner Park. The property owner of this development is responsible for the connection to the existing multi-use path on Joyner Park on the southwest side of Harris Road with improvements to include the installation of two RRFB's, the pedestrian ADA receiving ramp for the crosswalk, and the extension of up to 50 linear feet of multi-use path. Any other improvements on the southwest side of Harris Road required to connect to the existing multi-use path on Joyner Park are not the responsibility of the property owner of this development.

TIA Recommendations

14. US 1 (Capital Boulevard) and Harris Road / Purnell Road
 - a. Construct westbound right-turn lane from Harris Road onto US 1 (Capital Boulevard) with at least 150 feet of storage, appropriate decel and taper.

15. Harris Road and Joyner Park Westernmost Access
 - a. Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2 due to the widening needed to provide an exclusive left turn lane for Site Access 2.
16. Harris Road and Wall Road / W Oak Avenue
 - a. Monitor the intersection for signalization. A signal warrant analysis shall be performed at completion of phase 1 and if needed at completion of phase 2. A proportional fee in lieu is required for the developer's portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements.
17. Harris Road and Devon Square Boulevard / Site Access 1
 - a. Construct southbound approach of Site Access 1 with one ingress lane and two egress lanes striped as one left-turn lane and one shared through/right-turn lane.
 - b. Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper.
 - c. Provide an exclusive eastbound left-turn lane on Harris Road with at least 100 feet of storage, appropriate decel and taper.
 - d. Provide stop control for the southbound approach.
18. Harris Road and Site Access 2
 - a. Construct southbound approach of Site Access 2 with one ingress lane and one egress lane striped as a shared left-turn/right-turn lane.
 - b. Provide an exclusive westbound right-turn lane on Harris Road with at least 50 feet of storage, appropriate decel and taper.
 - c. Construct a two way left turn lane on Harris Road between Joyner Park Westernmost Access and Site Access 2.
 - d. Provide stop-control for southbound approach.
19. Wallridge Road and Harris Road
 - a. Monitor intersection for signalization. A signal warrant analysis shall be performed at completion of phase 1 and if needed at completion of phase 2. A proportional fee in lieu is required for the developer's portion of the traffic signal if found warranted. Per the Town, the fee in lieu would include the design and construction of a metal strain pole signal; however, the fee in lieu may be used for intersection improvements.

Adopted and effective this 18th day of February 2025.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Ella Dowtin
Deputy Town Clerk

Eric Vernon
Town Attorney

Legal Description
NMX Zoning District
0 Harris Road – PIN 1841-39-2412

Legal Description for NMX Zoning District

Being a 9.11-acre area of land located on the east side of Harris Road (NCSR 1931) and south side of Wallridge Drive in the Township of Wake Forest in Wake County North Carolina, and more particularly described as follows:

COMMENCING at an unnamed *CONCRETE MONUMENT* having coordinates of **N:820842.01, E:2141764.13**; thence with a bearing of **S 26°36'05" E** a distance of **1515.04** feet to a *COMPUTED POINT*; which is the **POINT OF BEGINNING**.

Beginning at a *COMPUTED POINT* having coordinates of **N:819487.35, E:2142442.54**; thence in a northwesterly direction with a non-tangent curve turning to the right with a radius of 924.95 feet, having a chord bearing of **N 22°49'57" W** and a chord distance of **613.57**, having a central angle of 38°44'29" and an arc length of 625.42 to a *COMPUTED POINT*; thence in a northerly direction with a non-tangent curve turning to the right with a radius of 4018.65 feet, having a chord bearing of **N 00°25'39" W** and a chord distance of **148.22**, having a central angle of 02°06'48" and an arc length of 148.23 to a *COMPUTED POINT*; thence with a bearing of **N 01°04'11" E** a distance of **7.35** feet to a *COMPUTED POINT*; thence in a northerly direction with a non-tangent curve turning to the left with a radius of 1586.94 feet, having a chord bearing of **N 01°22'48" W** and a chord distance of **153.25**, having a central angle of 05°32'07" and an arc length of 153.31 to a *COMPUTED POINT*; thence in a northerly direction with a non-tangent curve turning to the left with a radius of 617.65 feet, having a chord bearing of **N 06°31'57" W** and a chord distance of **7.36**, having a central angle of 00°40'59" and an arc length of 7.36 to a *COMPUTED POINT*; thence with a bearing of **N 58°06'54" E** a distance of **186.33** feet to a *COMPUTED POINT*; thence with a bearing of **N 17°44'06" E** a distance of **147.15** feet to a *COMPUTED POINT*; thence with a bearing of **N 42°38'49" E** a distance of **158.54** feet to a *COMPUTED POINT*; thence with a bearing of **S 72°03'50" E** a distance of **99.07** feet to a *COMPUTED POINT*; thence with a bearing of **S 42°38'49" W** a distance of **158.82** feet to a *COMPUTED POINT*; thence with a bearing of **S 15°18'38" W** a distance of **194.51** feet to a *COMPUTED POINT*; thence with a bearing of **S 56°30'55" E** a distance of **158.64** feet to a *COMPUTED POINT*; thence with a bearing of **S 56°30'55" E** a distance of **142.29** feet to a *COMPUTED POINT*; thence with a bearing of **S 06°13'57" W** a distance of **146.41** feet to a *COMPUTED POINT*; thence with a bearing of **S 21°39'59" E** a distance of **275.68** feet to a *COMPUTED POINT*; thence with a bearing of **S 45°25'19" W** a distance of **475.98** feet to *the point of beginning*; containing **396,610.96** square feet or **9.105** acres, as shown on a rezoning exhibit entitled "Harris Tract Boundary Exhibit for the Town of Wake Forest" by Daniel J. Burud, Professional Land Surveyor of Priest Craven and Associates, Inc. dated December 11, 2023.

Legal Description

OS (1) Zoning District

0 Harris Road – PIN 1841-39-2412

Legal Description for OS (1) Zoning District

Being a 2.03-acre area of land located on the east side of Harris Road (NCSR 1931) and south side of Wallridge Drive in the Township of Wake Forest in Wake County North Carolina, and more particularly described as follows:

COMMENCING at an unnamed *CONCRETE MONUMENT* having coordinates of **N:820842.01, E:2141764.13**; thence with a bearing of **S 85°40'12" E** a distance of **498.88** feet to a *COMPUTED POINT (CONTROL CORNER)*; which is the **POINT OF BEGINNING**.

Beginning at a *COMPUTED POINT (CONTROL CORNER)* having coordinates of **N:820804.35, E:2142261.59**; thence with a bearing of **S 72°03'50" E** a distance of **260.48** feet to a *COMPUTED POINT*; thence with a bearing of **S 42°38'49" W** a distance of **158.54** feet to a *COMPUTED POINT*; thence with a bearing of **S 17°44'06" W** a distance of **147.15** feet to a *COMPUTED POINT*; thence with a bearing of **S 58°06'54" W** a distance of **186.33** feet to a *COMPUTED POINT*; thence in a northerly direction with a non-tangent curve turning to the left with a radius of 617.65 feet, having a chord bearing of **N 19°06'23" W** and a chord distance of **261.73**, having a central angle of 24°27'53" and an arc length of 263.73 to a *COMPUTED POINT*; thence with a bearing of **N 38°15'11" E** a distance of **13.83** feet to a *COMPUTED POINT*; thence with a bearing of **N 38°15'11" E** a distance of **225.71** feet to a *POINT OF BEGINNING*; containing **88,315.13** square feet or **2.027** acres, , as shown on a rezoning exhibit entitled "Harris Tract Boundary Exhibit for the Town of Wake Forest" by Daniel J. Burud, Professional Land Surveyor of Priest Craven and Associates, Inc. dated December 11, 2023.

Legal Description

OS (2) Zoning District

0 Harris Road – PIN 1841-39-2412

Legal Description for OS (2) Zoning District

Being a 22.33-acre area of land located on the east side of Harris Road (NCSR 1931) and south side of Wallridge Drive in the Township of Wake Forest in Wake County North Carolina, and more particularly described as follows:

Beginning at a *COMPUTED POINT* having coordinates of **N:820693.62, E:2142603.66**; thence with a bearing of **S 72°03'50" E** a distance of **291.61** feet to a *COMPUTED POINT*; thence with a bearing of **S 72°05'29" E** a distance of **467.26** feet to a *COMPUTED POINT*; thence with a bearing of **S 35°11'47" E** a distance of **497.91** feet to a *COMPUTED POINT*; thence with a bearing of **S 30°27'52" E** a distance of **303.60** feet to a *COMPUTED POINT*; thence with a bearing of **S 26°21'13" E** a distance of **317.93** feet to a *COMPUTED POINT*; thence with a bearing of **S 15°17'30" E** a distance of **413.00** feet to a *COMPUTED POINT*; thence with a bearing of **S 00°18'11" W** a distance of **227.42** feet to a *COMPUTED POINT*; thence with a bearing of **S 00°06'28" W** a distance of **95.14** feet to a *COMPUTED POINT*; thence with a bearing of **S 29°40'11" W** a distance of **401.80** feet to a *COMPUTED POINT*; thence with a bearing of **N 42°02'47" W** a distance of **7.39** feet to a *COMPUTED POINT*; thence with a bearing of **N 41°50'00" W** a distance of **50.56** feet to a *COMPUTED POINT*; thence with a bearing of **N 42°22'12" W** a distance of **50.57** feet to a *COMPUTED POINT*; thence with a bearing of **N 42°58'50" W** a distance of **51.03** feet to a *COMPUTED POINT*; thence with a bearing of **N 44°55'19" W** a distance of **50.88** feet to a *COMPUTED POINT*; thence with a bearing of **N 47°05'32" W** a distance of **52.33** feet to a *COMPUTED POINT*; thence with a bearing of **N 49°42'43" W** a distance of **54.38** feet to a *COMPUTED POINT*; thence with a bearing of **N 53°07'24" W** a distance of **49.73** feet to a *COMPUTED POINT*; thence with a bearing of **N 54°20'27" W** a distance of **51.57** feet to a *COMPUTED POINT*; thence with a bearing of **N 55°49'20" W** a distance of **50.12** feet to a *COMPUTED POINT*; thence with a bearing of **N 56°41'53" W** a distance of **50.24** feet to a *COMPUTED POINT*; thence with a bearing of **N 57°12'43" W** a distance of **50.43** feet to a *COMPUTED POINT*; thence with a bearing of **N 57°02'35" W** a distance of **49.92** feet to a *COMPUTED POINT*; thence with a bearing of **N 56°49'27" W** a distance of **15.85** feet to a *COMPUTED POINT*; thence with a bearing of **N 02°49'51" E** a distance of **105.78** feet to a *COMPUTED POINT*; thence with a bearing of **S 87°10'09" E** a distance of **169.17** feet to a *COMPUTED POINT*; thence with a bearing of **N 67°13'56" E** a distance of **152.12** feet to a *COMPUTED POINT*; thence with a bearing of **N 03°26'21" W** a distance of **188.60** feet to a *COMPUTED POINT*; thence with a bearing of **N 49°49'34" W** a distance of **257.97** feet to a *COMPUTED POINT*; thence with a bearing of **N 76°08'58" E** a distance of **111.26** feet to a *COMPUTED POINT*; thence with a bearing of **N 02°18'42" E** a distance of **282.19** feet to a *COMPUTED POINT*; thence with a bearing of **N 36°21'00" W** a distance of **543.18** feet to a *COMPUTED POINT*; thence with a bearing of **N 82°09'07" W** a distance of **341.44** feet to a *COMPUTED POINT*; thence with a bearing of **N 70°44'59" W** a distance of **81.02** feet to a *COMPUTED POINT*; thence with a bearing of **N 19°15'01" E** a distance of **93.05** feet to a *COMPUTED POINT*; thence with a bearing of **N 41°43'15" W** a distance of **83.90** feet to a *COMPUTED POINT*; thence with a bearing of **N 12°27'36" W** a distance of **44.85** feet to a *COMPUTED POINT*; thence with a bearing of **N 33°25'04" E** a distance of **49.61** feet to a *COMPUTED POINT*; thence with a bearing of **N 34°04'58" W** a distance of **22.63** feet to a *COMPUTED POINT*; thence with a bearing of **S 67°58'10" W** a distance of **55.39** feet to a *COMPUTED POINT*; thence with a bearing of **S 78°55'35" W** a distance of **120.51** feet to a *COMPUTED POINT*; thence with a bearing of **S 33°29'05" W** a distance of **94.91** feet to a *COMPUTED POINT*; thence with a bearing of **N 56°30'55" W** a distance of **158.64** feet to a *COMPUTED POINT*; thence with a bearing of **N 15°18'38" E** a distance of **194.51** feet to a *COMPUTED POINT*; thence with a bearing of **N 42°38'49" E** a distance of **158.82** feet to the *POINT OF BEGINNING*; containing **972,716.96** square feet or **22.331** acres, as shown on a rezoning exhibit entitled "Harris Tract Boundary Exhibit for the Town of Wake Forest" by Daniel J. Burud, Professional Land Surveyor of Priest Craven and Associates, Inc. dated December 11, 2023.

Legal Description

OS (3) Zoning District

0 Harris Road – PIN 1841-39-2412

Legal Description for OS (3) Zoning District

Being a 1.84-acre area of land located on the east side of Harris Road (NCSR 1931) and south side of Wallridge Drive in the Township of Wake Forest in Wake County North Carolina, and more particularly described as follows:

COMMENCING at a *COMPUTED POINT (CONTROL CORNER)* having coordinates of **N:820842.01, E:2141764.13**; thence with a bearing of **S 31°29'59" E** a distance of **1603.91** feet to a *COMPUTED POINT*; which is the **POINT OF BEGINNING**.

Beginning at a *COMPUTED POINT* having coordinates of **N:819133.79, E:2143061.75**; thence with a bearing of **S 57°02'08" E** a distance of **151.09** feet to a *COMPUTED POINT*; thence with a bearing of **S 57°00'31" E** a distance of **40.68** feet to a *COMPUTED POINT*; thence with a bearing of **S 02°11'17" W** a distance of **116.45** feet to a *COMPUTED POINT*; thence with a bearing of **N 56°54'56" W** a distance of **49.97** feet to a *COMPUTED POINT*; thence with a bearing of **N 57°04'17" W** a distance of **50.35** feet to a *COMPUTED POINT*; thence with a bearing of **N 57°02'08" W** a distance of **150.02** feet to a *COMPUTED POINT*; thence in a northwesterly direction with a non-tangent curve turning to the right with a radius of 3544.60 feet, having a chord bearing of **N 53°26'40" W** and a chord distance of **587.64**, having a central angle of 09°30'35" and an arc length of 588.32 to a *COMPUTED POINT*; thence with a bearing of **N 41°18'38" E** a distance of **100.00** feet to a *COMPUTED POINT*; thence in a southeasterly direction with a non-tangent curve turning to the left with a radius of 3444.60 feet, having a chord bearing of **S 53°27'10" E** and a chord distance of **572.07**, having a central angle of 09°31'35" and an arc length of 572.73 to *the POINT OF BEGINNING*; containing **80154.93** square feet or **1.840** acres, as shown on a rezoning exhibit entitled "Harris Tract Boundary Exhibit for the Town of Wake Forest" by Daniel J. Burud, Professional Land Surveyor of Priest Craven and Associates, Inc. dated December 11, 2023.

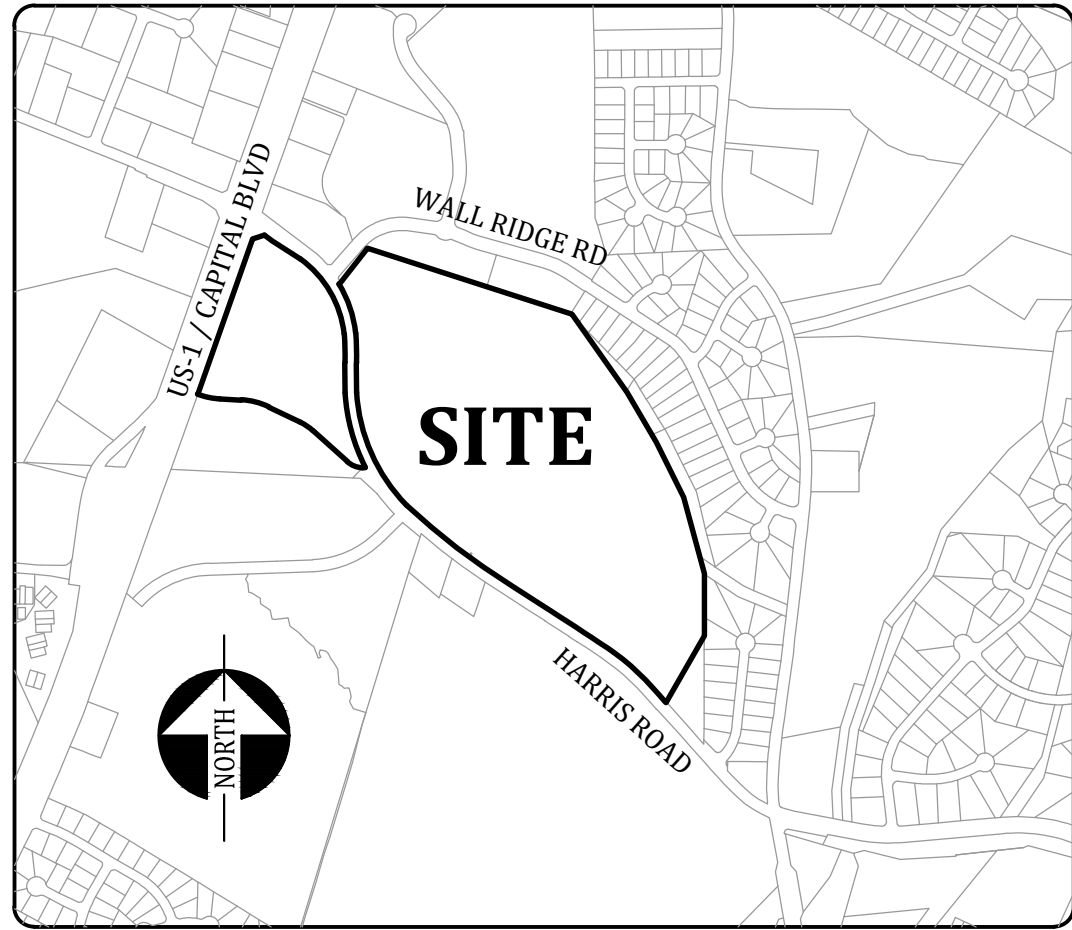
Legal Description
RMX Zoning District
0 Harris Road – PIN 1841-39-2412

Legal Description for RMX Zoning District

Being a 20.62-acre area of land located on the east side of Harris Road (NCSR 1931) and south side of Wallridge Drive in the Township of Wake Forest in Wake County North Carolina, and more particularly described as follows:

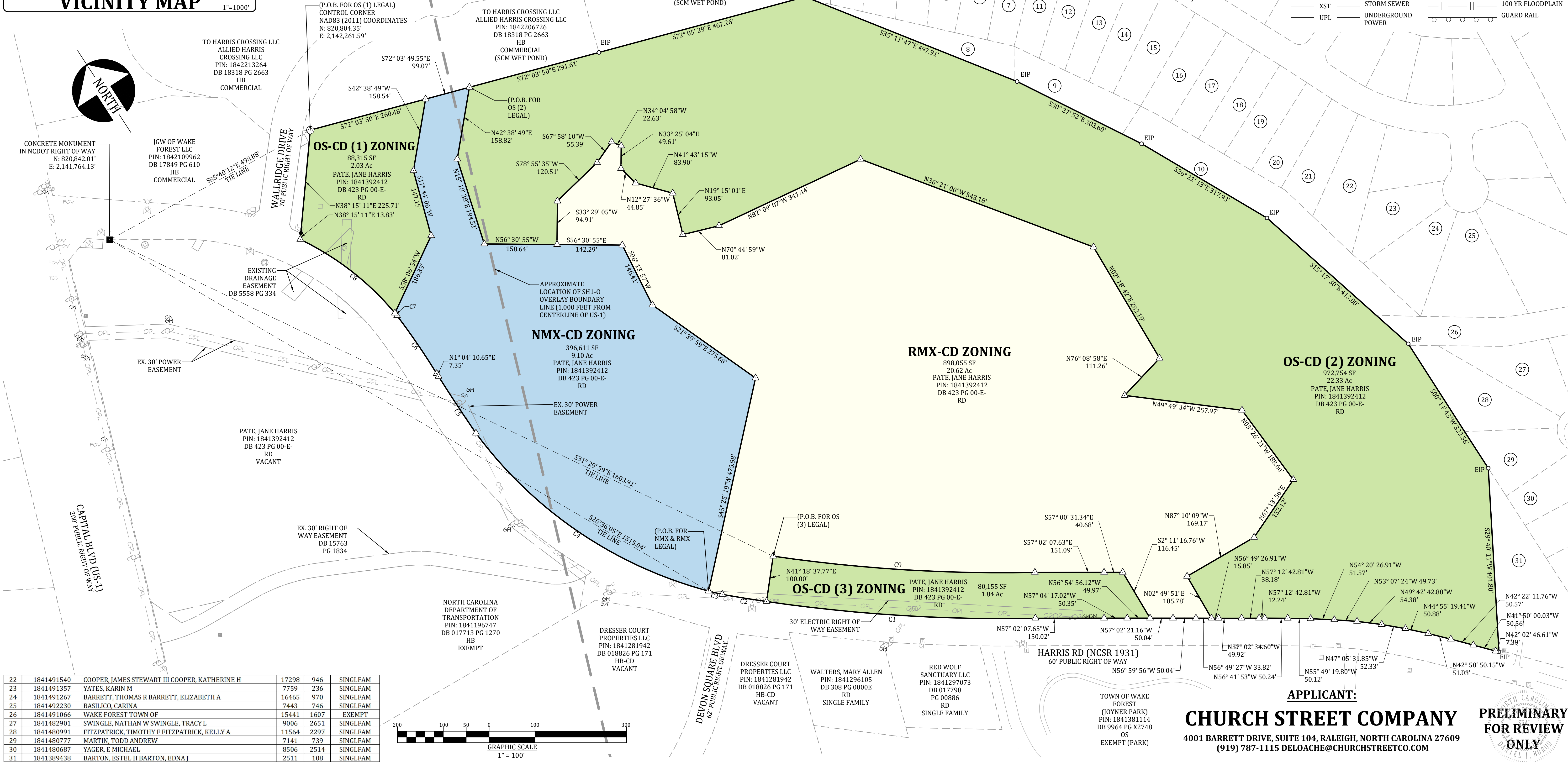
Commencing at an unnamed *CONCRETE MONUMENT* in the right-of-way of Harris Road, having coordinates of **N:820,842.01', E:2,141,764.13'**; thence with a bearing of **S 26°36'05" E** a distance of **1515.04** feet to a *COMPUTED POINT*; which is *POINT OF BEGINNING*.

Beginning at a *COMPUTED POINT* having coordinates of **N:819487.35, E:2142442.54**; thence with a bearing of **N 45°25'19" E** a distance of **475.98** feet to a *COMPUTED POINT*; thence with a bearing of **N 21°39'59" W** a distance of **275.68** feet to a *COMPUTED POINT*; thence with a bearing of **N 06°13'57" E** a distance of **146.41** feet to a *COMPUTED POINT*; thence with a bearing of **N 56°30'55" W** a distance of **142.29** feet to a *COMPUTED POINT*; thence with a bearing of **N 33°29'05" E** a distance of **94.91** feet to a *COMPUTED POINT*; thence with a bearing of **N 78°55'35" E** a distance of **120.51** feet to a *COMPUTED POINT*; thence with a bearing of **N 67°58'10" E** a distance of **55.39** feet to a *COMPUTED POINT*; thence with a bearing of **S 34°04'58" E** a distance of **22.63** feet to a *COMPUTED POINT*; thence with a bearing of **S 33°25'04" W** a distance of **49.61** feet to a *COMPUTED POINT*; thence with a bearing of **S 12°27'36" E** a distance of **44.85** feet to a *COMPUTED POINT*; thence with a bearing of **S 41°43'15" E** a distance of **83.90** feet to a *COMPUTED POINT*; thence with a bearing of **S 19°15'01" W** a distance of **93.05** feet to a *COMPUTED POINT*; thence with a bearing of **S 70°44'59" E** a distance of **81.02** feet to a *COMPUTED POINT*; thence with a bearing of **S 82°09'07" E** a distance of **341.44** feet to a *COMPUTED POINT*; thence with a bearing of **S 36°21'00" E** a distance of **543.18** feet to a *COMPUTED POINT*; thence with a bearing of **S 02°18'42" W** a distance of **282.19** feet to a *COMPUTED POINT*; thence with a bearing of **S 76°08'58" W** a distance of **111.26** feet to a *COMPUTED POINT*; thence with a bearing of **S 49°49'34" E** a distance of **257.97** feet to a *COMPUTED POINT*; thence with a bearing of **S 03°26'21" E** a distance of **188.60** feet to a *COMPUTED POINT*; thence with a bearing of **S 67°13'56" W** a distance of **152.12** feet to a *COMPUTED POINT*; thence with a bearing of **N 87°10'09" W** a distance of **169.17** feet to a *COMPUTED POINT*; thence with a bearing of **S 02°49'51" W** a distance of **105.78** feet to a *COMPUTED POINT*; thence with a bearing of **N 56°49'27" W** a distance of **33.82** feet to a *COMPUTED POINT*; thence with a bearing of **N 56°59'56" W** a distance of **50.04** feet to a *COMPUTED POINT*; thence with a bearing of **N 57°02'21" W** a distance of **50.04** feet to a *COMPUTED POINT*; thence with a bearing of **N 02°11'17" E** a distance of **116.45** feet to a *COMPUTED POINT*; thence with a bearing of **N 57°00'31" W** a distance of **40.68** feet to a *COMPUTED POINT*; thence with a bearing of **N 57°02'08" W** a distance of **151.09** feet to a *COMPUTED POINT*; thence in a northwesterly direction with a non-tangent curve turning to the right with a radius of 3444.60 feet, having a chord bearing of **N 53°27'10" W** and a chord distance of **572.07**, having a central angle of 09°31'35" and an arc length of 572.73 to a *COMPUTED POINT*; thence with a bearing of **S 41°18'38" W** a distance of **100.00** feet to a *COMPUTED POINT*; thence in a northwesterly direction with a non-tangent curve turning to the right with a radius of 3544.60 feet, having a chord bearing of **N 47°53'55" W** and a chord distance of **97.86**, having a central angle of 01°34'55" and an arc length of 97.86 to a *COMPUTED POINT*; thence in a northwesterly direction with a non-tangent curve turning to the right with a radius of 924.95 feet, having a chord bearing of **N 43°09'16" W** and a chord distance of **30.71**, having a central angle of 01°54'09" and an arc length of 30.71 to the *POINT OF BEGINNING*; containing **898,054.64** square feet or **20.616** acres, , as shown on a rezoning exhibit entitled "Harris Tract Boundary Exhibit for the Town of Wake Forest" by Daniel J. Burud, Professional Land Surveyor of Priest Craven and Associates, Inc. dated December 11, 2023.



VICINITY MAP

1"=1000'



22	1841491540	COOPER, JAMES STEWART III COOPER, KATHERINE H	17298	946	SINGLFAM
23	1841491357	YATES, KARIN M	7759	236	SINGLFAM
24	1841491267	BARRETT, THOMAS R BARRETT, ELIZABETH A	16465	970	SINGLFAM
25	1841492230	BASILICO, CARINA	7443	746	SINGLFAM
26	1841491066	WAKE FOREST TOWN OF	15441	1607	EXEMPT
27	1841482901	SWINGLE, NATHAN W SWINGLE, TRACY L	9006	2651	SINGLFAM
28	1841480991	FITZPATRICK, TIMOTHY F FITZPATRICK, KELLY A	11564	2297	SINGLFAM
29	1841480777	MARTIN, TODD ANDREW	7141	739	SINGLFAM
30	1841480687	YAGER, E MICHAEL	8506	2514	SINGLFAM
31	1841389438	BARTON, ESTEL H BARTON, EDNA J	2511	108	SINGLFAM

ID	PIN	OWNER	BOOK	PAGE	LAND CLASS
1	1842303592	MONROE, THOMAS ALLEN MONROE, LAURAE HAM	17224	1383	SINGLFAM
2	1842304448	WRENN, JEREMY B. WRENN, MARY J. PARSLEY	15845	2160	SINGLFAM
3	1842305404	URBINA, MARCOS URBINA, ANA	17153	70	SINGLFAM
4	1842305369	RIGNEY, JOHN DAVID BEVILL, DOROTHY KRISTINE	16427	1884	SINGLFAM
5	1842306325	OATMAN, DONEY	15308	2544	SINGLFAM
6	1842306381	AMH 2014-3 BORROWER LLC	15854	2286	SINGLFAM
7	1842307245	GANLEY, MICHAEL PATRICK GANLEY, JAN M	18071	796	SINGLFAM
8	1842305166	WAKE FOREST TOWN OF	15441	1607	EXEMPT
9	1841396998	WAKE FOREST TOWN OF	15441	1607	EXEMPT
10	1841399518	WAKE FOREST TOWN OF	15441	1607	EXEMPT
11	1842307281	PROGRESS RESIDENTIAL BORROWER 17 LLC	18653	2019	SINGLFAM

ID	PIN	OWNER	BOOK	PAGE	LAND CLASS
12	1842308136	CARLSON, BETHANIE J	12184	2397	SINGLFAM
13	1842308069	GATHERS, ANGELA FRANKLIN GATHERS, GEORGE E II	16702	2074	SINGLFAM
14	1842308093	POWELL, CAROLYN H	13616	1231	SINGLFAM
15	1841399927	HOLMES, JAMES W	17579	117	SINGLFAM
16	1841399970	STOVER, SUSAN H	10058	1548	SINGLFAM
17	1841490803	HUNTLEY, ROBERT H HUNTLEY, AMIE R	13261	2364	SINGLFAM
18	1841490717	JOHNSON, BRENDAN	17320	108	SINGLFAM
19	1841490740	WOLFORD, STEVEN A WOLFORD, LEANNE H	7253	615	SINGLFAM
20	1841490672	SFR IV-2 PROPERTY LLC	18777	2103	SINGLFAM
21	1841491517	BAIRD, DONALD EUGENE BAIRD, MARIA MCCOY	18527	1140	SINGLFAM

SURVEY SYMBOL LEGEND

AC UNIT	FIRE HYDRANT	OVERHANG	TREE
BACK FLOW VALVE	FENCE LINE	OVERHEAD ELECTRIC	UNDERGROUND ELECTRIC
BOLLARD	FIBER OPTIC	REINFORCED CONCRETE DRAINAGE PIPE	UNDERGROUND POWER
CABLE PEDESTAL	FIBER OPTIC VAULT	SEWER MANHOLE	UNDERGROUND TELEPHONE
CABLE VAULT	FLARED END SECTION	STORM MANHOLE	UTILITY POLE
CATCH BASIN	GUY WIRE	WATER LINE	WATER LINE HOTBOX
CLEAN OUT	GAS VALVE	STORM JUNCTION BOX	WATER LINE MANHOLE
COMMUNICATION BOX	GRATED INLET	SWAMP	WATER METER
CURB INLET	IRRIGATION VALVE	TELEPHONE PEDESTAL	WATER VALVE
ELECTRIC BOX	LIGHT POLE	TELEPHONE MANHOLE	WELL
ELECTRICAL VAULT		TEMPORARY BENCHMARK	YARD INLET

PROPERTY CORNERS

CONC MONUMENT SET
CONC MONUMENT FOUND
PROP CORNER FOUND
COMPUTED POINT
CONTROL CORNER
IRON PIPE SET
IRON PIPE FOUND

CURVE TABLE

CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C1	588.32	3544.60	9.51	587.64	S53° 26' 40"E
C2	97.86	3544.60	1.58	97.86	N47° 53' 55"W
C3	30.71	924.95	1.90	30.71	N43° 09' 16"W
C4	625.42	924.95	38.74	613.57	N22° 49' 57"W
C5	148.23	4018.65	2.11	148.22	N00° 25' 39"W
C6	153.31	1586.94	5.54	153.25	N01° 22' 48"W
C7	7.36	617.65	0.68	7.36	N06° 31' 57"W
C8	179.81	617.65	16.68	179.17	N22° 59' 56"W
C9	572.73	3444.60	9.53	572.07	S53° 27' 10"E

SURVEY LINETYPES

PROPERTY LINE	XFO	FIBER OPTIC COMMUNICATION
P/L NOT SURVEYED	TS	TRAFFIC SIGNAL
EASEMENT	XWL	WATERLINE
ADJOINER	UT	UNDERGROUND TELEPHONE
FENCE LINE	100 YR FLOODPLAIN	GUARD RAIL
XSS		
XST		
UPL		

HARRIS ROAD REZONING

REZONING EXHIBIT

TOWN OF WAKE FOREST

WAKE CO, NORTH CAROLINA

SCALE:	1"=100'
DATE:	MAY 8, 2023
PROJECT NUMBER:	2021-024.00
CLIENT:	CHURCH STREET COMPANY
PLAN TYPE:	REZONING EXHIBIT

HARRIS TRACT BOUNDARY EXHIBIT

FOR THE TOWN OF WAKE FOREST

07/17/24	TOWN STAFF REVIEW
09/13/24	TOWN STAFF REVIEW
10/21/24	TOWN STAFF REVIEW
01/08/25	ZONING DISTRICTS UPDATE TO -CD

PRIEST, CRAVEN & ASSOCIATES, INC.

LAND USE CONSULTANTS PLANNERS / LANDSCAPE DESIGNERS / SURVEYORS / ENGINEERS

3803 - B Computer Drive, Suite 104 Raleigh, N.C. 27609. Phone 919 / 781-0300. Fax 919 / 782-1288. Email PCA@PriestCraven.com / Firm #: C-0488

PRELIMINARY
FOR REVIEW
ONLY

SHEET #

REZ-1.0

CHURCH STREET COMPANY

4001 BARRETT DRIVE, SUITE 104, RALEIGH, NORTH CAROLINA 27609
(919) 787-1115 DELOACHE@CHURCHSTREETCO.COM

APPLICANT:

Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Zoning Map Amendment RZ-24-01: Harris Tract

The Wake Forest Board of Commissioners finds that RZ-24-01 is consistent with the Wake Forest Comprehensive Plan. The Wake Forest Board of Commissioners finds that approval of the rezoning request is reasonable and in the public interest for the following reasons:

1. The rezoning is consistent with the Community Plan land use designation of Neighborhood Commercial which specifies that primary uses should include residents with convenient access to day-to-day goods and services. The uses that have been proposed to be restricted as permitted in the NMX zoning district provide convenient access to day-to-day goods and services.
2. The rezoning is consistent with the Community Plan land use designation of Transit-Supportive Residential which specifies that primary uses should include higher intensity housing types like apartments and two-over-twos. The uses that have been proposed to be restricted as permitted in the RMX zoning district provides apartments.
3. The rezoning is consistent with the Community Plan land use designation of Residential Area Plan #2 which specifies that this property should be a mix of higher density residential types.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-357-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

Public Hearing to receive input for the FY 2025-2026 Annual Operating Budget

Recommendation:

Item Summary:

ATTACHMENTS

- [First Budget Public Hearing FY 2025-2026_summary.pdf](#)

Public Hearing to receive public input for the FY 2025-2026 Annual Operating Budget

Staff will be preparing the proposed FY 2025-2026 Budget over the next few months. The purpose of the hearing is to receive public comment(s) for the upcoming fiscal year beginning July 1, 2025. The budget preparation schedule is attached, and the proposed budget will be presented at the work session on May 6, 2025.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-434-

Submitted by: Brandon High

Submitting Department: Public Safety

Meeting Date: February 18, 2025

SUBJECT

Approval of a Resolution to surplus the badge and service weapon carried by Master Officer Christopher Higgins

Recommendation:

Item Summary:

ATTACHMENTS

- [Higgins Summary badge and weapon surplus.docx](#)
- [Higgins Resolution Badge and Weapon.docx](#)

Agenda: Approval of a Resolution to surplus the badge and service weapon carried by Master Officer Christopher Higgins.

Summary: Master Officer Christopher Higgins is retiring, effective March 1, 2025. North Carolina General Statute 20-187.2 authorizes governing boards of law enforcement agencies to award a retiring officer the badge worn by him, as well as his service sidearm. Also, pursuant to North Carolina General Statute 160A-266, municipalities are authorized to dispose of personal property.

RESOLUTION 2025-XX

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

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

WHEREAS, North Carolina General Statute § 20-187.2 permits the Town, upon request, to donate the badge worn by a law enforcement officer to said officer upon retirement; and

WHEREAS, North Carolina General Statute § 20-187.2 permits the Town, upon request, to sell the service sidearm to the retiring law enforcement;

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

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

Make: Glock

Model: 45

Caliber: 9mm

Serial #: CAES146

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of February 28, 2025.

Adopted this the 18th day of February 2025.

ATTEST:

Vivian A. Jones, Mayor

XXX XXX, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-392-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

Approval of Budget Ordinance Amendment # 1 for fiscal year 2024-2025

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Budget Ordinance Amendment_summary.pdf](#)
- [Budget Ordinance Amendment # 1 FY 2024-2025.pdf](#)

Agenda Item: Budget Ordinance Amendment # 1 – FY 2024-2025

Summary: North Carolina General Statutes 159-15 authorizes the governing board to amend the budget ordinance at any time after the ordinance is adopted. Amendments generally include additional revenues, appropriations from contingency for unforeseen events, transfers to/from capital reserve funds and/or fund balance and periodic modifications to capital projects funds.

Attachments: Summary worksheets

Budget Amendment # 1

General Fund

Budget Amendment Worksheet

For the fiscal year ending June 30, 2025

		Prior Budget	Current Budget	Amended
Estimated Revenues:	Dept. Budget Adopted	Amendments	Amendments	Budget
General Fund revenues	\$ 81,590,085		130,000	81,720,085
Total Revenues	81,590,085	-	130,000	81,720,085
Appropriations:				
Board of Commissioners	410	450,200		450,200
Legal Services	412	309,225		309,225
Town Manager's Office	420	965,255	65,924	1,031,179
Town Clerk	421	281,000		281,000
Organizational Performance	422	580,445		580,445
Budget Management	423	339,430		339,430
Communications	425	1,311,315		1,311,315
Human Resources	430	1,319,140		1,319,140
Risk Management	431	515,430	65,000	580,430
Downtown Development	435	545,610		545,610
Financial Services	440	1,594,445	65,000	1,659,445
Information Technology	445	2,660,440		2,660,440
Inspections	480	2,425,530		2,425,530
Planning	490	3,979,290	251,570	4,230,860
Public Facilities	500	3,974,485	1,116,509	5,090,994
Public Safety: Police	510	18,096,625		18,096,625
Public Safety: Fire	520	13,572,320		13,572,320
Public Works:				
PW Administration	530	305,630		305,630
Urban Forestry	535	632,960		632,960
Fleet Maintenance	550	701,625		701,625
Streets	560	4,374,905		4,374,905
Solid Waste	580	6,554,365		6,554,365
Engineering	540	1,819,205	23,553	1,842,758
Stormwater Management	545	-		-
Parks, Recreation & Cultural Resources	620	6,421,405	688,712	7,110,117
Transfers	999	13,195,220	250,000	13,445,220
Total Appropriations		86,925,500	2,146,268	89,451,768
Estimated revenues over total appropriations	\$ (5,335,415)	\$ (2,146,268)	\$ (250,000)	\$ (7,731,683)
Other financing sources (uses):				
Sale of assets	600,000			600,000
Installment note proceeds	1,781,000			1,781,000
Lease Financing				-
Operating transfers from other funds:				
Special Revenue Fund - DMSD	32,500			32,500
Special Revenue Fund - Police	40,500			40,500
Special Revenue Fund - Futures Fund				-
American Rescue Plan - ARPA Fund				-
Rec Capital Reserve Fund - Rec Impact Fees	90,750			90,750
Gen Capital Reserve Fund - Fire Impact Fees	255,000			255,000
Proceeds from NCCHIP Reserve	415,000			415,000
Appropriated Fund Balance	2,120,665	2,146,268	250,000	4,516,933
Total other financing sources	5,335,415	2,146,268	250,000	7,731,683
Estimated revenues and other sources over appropriations and other uses	\$ -	\$ -	\$ -	\$ -

Budget Amendment # 1
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
GENERAL FUND

[illegible][illegible]

Explanation:

1 - Allocate appropriated fund balance to set aside monies for LEO Separation Allowance and OPEB (Other Post Employment Benefits) for FY 2025. (\$130,000 - OPEB; \$120,000 - LEOSSA)

2 - Reclassify revenues and expenses to reflect actual activity projected through February 28, 2025.

Electric Fund
Budget Amendment Worksheet
For the fiscal year ending June 30, 2025

	<i>Dept./ Div.</i>	<i>Budget Adopted</i>	<i>Prior Budget Amendments</i>	<i>Current Budget Amendment</i>	<i>Amended Budget</i>
Estimated Revenues:					
Sale of Power		\$23,918,460			\$23,918,460
Other Revenue		2,057,040		185,000	2,242,040
Total revenues		<u>25,975,500</u>	<u>-</u>	<u>185,000</u>	<u>26,160,500</u>
Appropriations:					
Billing & Collections	840	898,365		2,000	900,365
Operations & Maintenance	850	24,774,985		183,000	24,957,985
Tree Trimming	860	402,150			402,150
Total appropriations		<u>26,075,500</u>	<u>-</u>	<u>185,000</u>	<u>26,260,500</u>
Estimated revenues over total appropriations		<u>(100,000)</u>	<u>-</u>	<u>-</u>	<u>(100,000)</u>
Other financing sources (uses):					
Operating transfer to other funds:					
Installment Purchase Proceeds		100,000			100,000
Tsfer from Cap Reserve		-			-
General Fund					-
Total other financing uses		<u>100,000</u>	<u>-</u>	<u>-</u>	<u>100,000</u>
Estimated revenues and other sources over appropriations and other uses		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE: Allocating funds from Contingency requires Board approval but does not affect budget totals.

Budget Amendment # 1
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2025
ELECTRIC FUND

[illegible]

Explanation:

1 Recognize additional revenues received and allocate to respective line items.

[illegible]



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-355-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

Approval of resolution authorizing installment purchase agreement (FY 25 Equipment and Vehicles)

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Equipment and vehicles IPA resolution_summary.pdf](#)
- [Analysis of proposals_vehicles and equip.pdf](#)
- [Benchmark Community Bank.pdf](#)
- [Vehicles and Equipment RFP_FY 2024-2025.pdf](#)
- [Resolution 2025 -xx Benchmark Community Bank IPA.doc](#)

Approval of resolution authorizing installment purchase agreement (FY25 Equipment and Vehicles)

Installment purchase agreements are used to enable the town to spread the costs of major purchases over multiple years. The amount borrowed will not exceed \$1,405,950 to fund the purchase of equipment and vehicles included in the FY 2024-2025 Budget.

The town received seven (7) proposals with rates ranging from 3.39% - 5.60%. Staff awarded the bid to Benchmark Community Bank who submitted a proposal with a rate of **3.39% for four (4) years**. The attached resolution authorizes staff to proceed with closing the loan and obtaining funds.

Attachments: Analysis of proposals; Proposal from Benchmark Community Bank; Request for Proposals (RFP); Resolution

Town of Wake Forest
Vehicles and Equipment - \$1,405,950
Financing Proposals

7-Feb-25

BANK	TERM	INTEREST RATE	(PER AMTZN SCHED) MAXIMUM INTEREST COST	(PER AMTZN SCHED) ANNUAL PAYMENTS
Benchmark Community Bank No fees	4	3.390%	\$109,341.05	\$378,822.76 No pre-payment penalty
JP Morgan \$1,500 Set up fee	4	3.960%	\$128,134.42	\$383,521.10 No pre-payment penalty - 30 day notice
Pinnacle Bank Cap on bank legal fees - \$6,500. \$25 wire fee per draw	4	3.990%	\$124,289.28	\$382,559.82 No pre-payment penalty - 30 day notice
PNC Public Finance Legal fees - \$9,500 estimate	4	4.060%	\$128,433.53	\$405,001.48 15 day notice - Bank's standard prepayment provision
First Citizens No fees	4	4.190%	\$135,750.62	\$385,425.16 No pre-payment penalty
Truist No fees	4	4.420%	\$143,216.31	\$387,291.63 No pre-payment penalty - Two (2) business days notice
Fidelity Bank Cap on bank legal fees - \$5,000	4	5.600%	\$185,065.61	\$397,753.90 No pre-payment penalty



January 29, 2025

Ms. Aileen Staples
Chief Financial Officer
Town of Wake Forest, North Carolina
301 South Brooks Street
Wake Forest, NC 27587

Dear Aileen:

Benchmark Community Bank is pleased to offer this commitment to make the following loan to the Town of Wake Forest, North Carolina. This letter is an outline of major points of understanding which the basis of the final loan documentation shall be and will survive the funding of this loan. These terms and conditions set forth herein are to become a binding, legal obligation, and furthermore such terms and conditions will become a part of the note and other Bank documents that will evidence this debt. Hereinafter Benchmark Community will be referred to as the Bank and the Town of Wake Forest, North Carolina will be referred to as the Borrower.

- | | |
|---------------------|--|
| 1. Borrower: | Town of Wake Forest, North Carolina |
| 2. Loan Amount: | Up to \$1,405,950 |
| 3. Loan Purpose: | To provide financing for the purchase of vehicles and equipment, as referenced in Borrower's January 22, 2025, Request for Proposal. |
| 4. Interest Rate: | 3.39%, Fixed. |
| 5. Loan Term: | 4 years. |
| 6. Repayment Terms: | Installment payments due semi-annually beginning 180 days from date of the note, unless otherwise specified by the Borrower. |
| 7. Bank Fees: | \$0.00 |
| 8. Collateral: | Unsecured |
| 9. Documents: | All documents will be prepared by the Bank |
| 10. Prepayment Fee: | No prepayment penalty on this loan |
| 11. Other: | The terms in this commitment are guaranteed for 60 days from the date of the Commitment. |

3619 Rogers Road, Wake Forest
PO Box 2089, Wake Forest, North Carolina 27587 (mailing address)
919-556-5972

No deficiency judgment will be rendered against the Town of Wake Forest, North Carolina for breach of contractual obligation under the Installment Financing Agreement, and the taxing power of the Town of Wake Forest, North Carolina will not be pledged to secure repayment thereunder. The Installment Financing Agreement will not contain a non-substitution clause and there will not be a non-appropriation clause in the Installment Financing Agreement.

This commitment shall expire if not accepted or extended in writing by the close of business on February 28, 2025. If this commitment is accepted, time being of the essence, the Credit made pursuant here to must close on or before the close of business on March 30, 2025. Borrower acknowledges that the interest rate and other terms of the Credit outlined in the Commitment are based upon acceptance of the Commitment and closing of the Credit within the time periods set forth above and that these time periods are material factors in the Bank offering this Commitment.

If this commitment is acceptable to you, please indicate your acceptance by signing in the space provided below and returning the original letter to me. We appreciate the opportunity to assist the Town of Wake Forest, North Carolina with this loan request and we look forward to your response.

Sincerely,



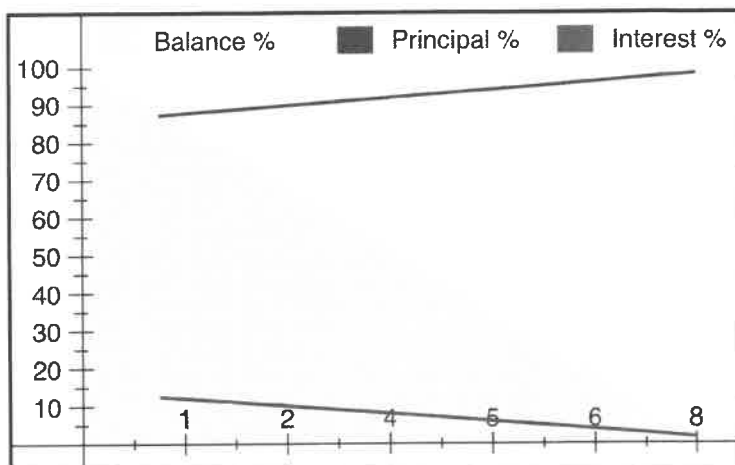
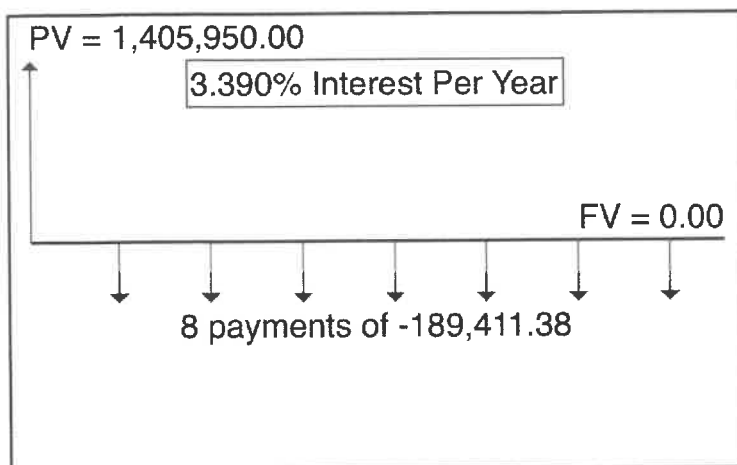
Rick L. Houser
Senior Vice President
North Carolina Market Executive

Accepted this _____ day of _____, 2025.

Town of Wake Forest, North Carolina

By: _____

3619 Rogers Road, Wake Forest
PO Box 2089, Wake Forest, North Carolina 27587 (mailing address)
919-556-5972



Number of Payments: 8

Payments Per Year: 2

Annual Interest Rate: 3.390%

Effective Interest Rate: 3.419%

Original Loan Amount: \$1,405,950.00

Final Loan Amount: \$0.00

Payment Amount: \$189,411.38

Loan Date: Feb 28, 2025

First Payment Date: Aug 28, 2025

#	Due Date	Payment	Interest	Principal	Balance
1	Aug 28, 2025	\$189,411.38	\$23,830.85	\$165,580.53	\$1,240,369.47
2	Feb 28, 2026	\$189,411.38	\$21,024.26	\$168,387.12	\$1,071,982.35
3	Aug 28, 2026	\$189,411.38	\$18,170.10	\$171,241.28	\$900,741.07
4	Feb 28, 2027	\$189,411.38	\$15,267.56	\$174,143.82	\$726,597.25
5	Aug 28, 2027	\$189,411.38	\$12,315.82	\$177,095.56	\$549,501.69
6	Feb 28, 2028	\$189,411.38	\$9,314.05	\$180,097.33	\$369,404.36
7	Aug 28, 2028	\$189,411.38	\$6,261.40	\$183,149.98	\$186,254.38
8	Feb 28, 2029	\$189,411.38	\$3,157.01	\$186,254.37	\$0.01
Cumulative Totals		\$1,515,291.04	\$109,341.05	\$1,405,949.99	

Town of Wake Forest

REQUEST FOR PROPOSAL

INSTALLMENT PURCHASE FINANCING UNDER G. S. 160A-20

January 22, 2025

The Town of Wake Forest, North Carolina (hereinafter referred to as the "Town") desires to enter into an installment financing agreement pursuant to N. C. G. S. 160A-20 in the principal amount not to exceed \$ 1,405,950. This is the financing of the vehicles and equipment described below. The Town is soliciting your proposal to provide the necessary financing, subject to the terms and conditions set forth in this Request for Proposal.

The Town of Wake Forest will be obligated to make the payments to fall due under the installment financing agreement.

VEHICLES/EQUIPMENT TO BE FINANCED:

Police	2025 Chevrolet Silverado (4)	\$ 203,945
Police	2024 Chevrolet Tahoe (7)	363,660
Police	2025 Chevrolet Tahoe (7)	379,710
Streets	Compact Wheel Loader	196,850
Streets	Mini-Excavator	115,010
Streets	Skid Steer	<u>146,775</u>
Total		<u>\$ 1,405,950</u>

The current general obligation ratings for the Town are:

AAA	Fitch Ratings
Aaa	Moody's Investors Services
AAA	Standard & Poor's Rating Services

Currently, the town does not expect to issue more than \$10,000,000 during 2025 and will be bank eligible under Section 265 of the Internal Revenue Code of 1986.

Town staff expects to award the bid to the financial institution by Monday, February 10, 2025, and the respective resolution will be considered by the Board of Commissioners at their meeting on Tuesday, February 18, 2025. The Town anticipates closing this transaction on or prior to Friday, February 28, 2025.

CONTRACT SPECIFICATIONS

1. The desired amount of the financing is not to exceed \$ 1,405,950.
2. The desired term of the financing is for a **four (4) year** period with a fixed interest rate and semi-annual payments made **in arrears**.
3. All proposals must specify the rate of interest to be charged and provide a schedule of amortization. Proposals without an amortization schedule will not be considered.
4. List all additional costs expected to be associated with this financing in your bid, including but not limited to all origination, prepayment, legal and escrow fees/penalties that the Town of Wake Forest may be required to pay. If a fee/cost is not shown in your bid, the Town will not be obligated to pay it.
5. Total funding will be placed into escrow. Interest on which will accrue to the Town of Wake Forest and be credited to the escrow account. Bids should be based on gross funding of the equipment (without consideration of investment earnings).
6. The installment financing agreement must not contain a non-substitution clause and there must be a non-appropriation clause in the agreement.
7. Both parties must agree that the State of North Carolina shall govern the installment financing agreement. Proposer will obey all state and federal statutes, rules and regulations that are applicable to the financing.

SUBMISSION OF PROPOSAL

Submit proposal to my attention by, Friday, February 7, 2025 (by 5:00 pm), via e-mail.

If you have any questions or need additional information, please call me at 435-9461 or e-mail: astaples@wakeforestnc.gov.

Thank you in advance for your consideration of this proposal.

Best regards,



Aileen J. Staples

Assistant Town Manager/CFO

RESOLUTION 2024-xx

RESOLUTION AUTHORIZING TOWN MANAGER AND CHIEF FINANCIAL
OFFICER TO EXCECUTE AN INSTALLMENT PURCHASE CONTRACT
WITH JP MORGAN CHASE BANK, N.A.

WHEREAS, the Town of Wake Forest (the “Town”) has planned in the FY 2023-2024 Budget to purchase vehicles and equipment (“collateral”) with the total amount financed not to exceed \$1,610,500.

WHEREAS the Town of Wake Forest solicited and received competitive proposals from financial institutions to purchase collateral with the total amount financed not to exceed \$1,610,500.

WHEREAS JP Morgan Chase Bank, N.A. offers the lowest fixed interest rate of 4.22% for a 4_year-term for this financing.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, that the Board of Commissioners authorizes the Town Manager and Chief Financial Officer to enter into a contract with JP Morgan Chase Bank, N.A on behalf of the Town of Wake Forest_to execute the financing documents with the total amount not to exceed \$1,610,500.

BE IT FURTHER RESOLVED that the Town intends that the adoption of this resolution will be a declaration of the Town’s official intent to reimburse expenditures for the project that is to be financed from the proceeds of the financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town’s general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

BE IT FURTHER RESOLVED that the aforesaid contracts by and between the Town of Wake Forest, various State contracts and other vendors, and JP Morgan Chase Bank, N.A., together with the amounts to be paid thereunder, be and the same are hereby designated as qualified tax-exempt obligations of the Town of Wake Forest for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BE IT FURTHER RESOLVED that the Board of Commissioners (governing body) expects that the “Town” (and any subordinate entities) *will issue more* than \$10,000,000 in qualified tax-exempt obligations pursuant to such Sections 265(b)(3)(ii) during the current calendar year.

Duly adopted this 16th day of April 2024.

Vivian A. Jones
Mayor

(ATTEST)

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-365-

Submitted by: Jennifer Herbert

Submitting Department: Downtown Development

Meeting Date: February 18, 2025

SUBJECT

Consideration of an Ordinance amending Chapter 20. Article I In General Sec. 20-2. - Public consumption, possession, etc. of alcohol

Recommendation:

To amend the current ordinance to allow for the creation of a social district in a portion of downtown Wake Forest.

Item Summary:

ATTACHMENTS

- [Item Summary - Creation of Social District .docx](#)
- [ATTACHMENT A Ordinance 2025-XX Section 11 Chapter 20 Article I In General Sec. 20-2. - Public consumption possession etc.docx](#)
- [ATTACHMENT B Map of Wake Forest Social District .png](#)

Agenda Item:

Consideration of an Ordinance amending Chapter 20. Article I In General Sec. 20-2. - Public consumption, possession, etc. of alcohol

Item Summary:

To amend the current ordinance to allow for the creation of a social district in a portion of downtown Wake Forest.

Attachments:

Attachment A: Proposed Ordinance Amendments to allow for creation of a social district

Ordinance 2025-XX – Chapter 20 Article I In General, Sec. 20-2. - Public consumption, possession, etc. of alcohol

Attachment B: Proposed Map of Wake Forest Social District

ORDINANCE NO. (2025) ____

ORDINANCE AMENDING CHAPTER 20. ARTICLE I IN GENERAL SEC. 20-2. –
PUBLIC CONSUMPTION, POSSESSION, ETC. OF ALCOHOL, TO CREATE WAKE
FOREST SOCIAL DISTRICT.

WHEREAS, the North Carolina General Assembly enacted legislation in 2021 allowing municipalities to designate social districts within their jurisdiction to allow alcoholic beverages sold by licensed premises to be consumed within the district, outside of the establishment where the beverage was purchased; and

WHEREAS, pursuant to NCGS 160A-205.4 the Town of Wake Forest proposes a social district in downtown Wake Forest; and

WHEREAS, the Town of Wake Forest believes that a social district is a valuable tool to increase economic activity and add to the vibrancy of downtown Wake Forest.

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

Section 20-2. (a) of the Town of Wake Forest Code will be amended to add section (g) and read:

a) Except as provided in subsections (b), (c), (d), (f) or (g) of this section, no person shall consume malt beverages, unfortified wine, fortified wine, spirituous beverages or mixed beverages ("alcoholic beverages") on property owned or occupied by the town, including, but not limited to, public streets, boulevards, alleys, rights-of-way, sidewalks and parks. Any person who consumes alcoholic beverages in violation of this section shall be guilty of a Class 3 misdemeanor.

A new section 20-2. (g) titled SOCIAL DISTRICTS shall be created within the Town of Wake Forest Code to read:

Sec. 20.2. (f) – SOCIAL DISTRICTS

The Town of Wake Forest may, by ordinance, designate one or more social districts within the Town in the manner allowed by State law. The social districts established by the Board of Commissioners are described herein, along with days and hours of operation. The term social district shall mean a defined outdoor area set by ordinance where alcoholic beverages sold by an establishment

licensed for the sale of alcoholic beverages for on-premises consumption may be consumed in accordance with G.S 18B-300.1 or other applicable State law.

1. Wake Forest Social District. A social district shall be established within the following boundaries: (i) beginning at the southern right-of-way line of S. White Street at the northwest corner of 301 S. White Street, (ii) continuing west to the southeast corner of Wake County PIN 1841408981, (iii) continuing along the southern, western and northern boundary of Wake County PIN 1841408981 to the southeast corner of 232 S. White Street, (iv) continuing north along western right-of-way line of S. White Street to the northeast corner of 104 S. White Street until the southern E. Roosevelt Avenue right-of-way line, (v) heading east along the southern E. Roosevelt Avenue right-of-way line until the northwest property corner of 101 S. White Street, (vi) heading south along the eastern right-of-way line of S. White Street until the northwest property corner of 301 S. White Street.
2. The days and hours of operation for this social district shall be Thursday, Friday, and Saturday each week from 12:00 p.m. to 9:00 p.m.
3. The provisions of section (a) shall not be applicable to any streets or sidewalks located within a social district during the hours of operation of the social district. The provisions of section (a) shall remain applicable for any property owned, occupied, or controlled by the Town of Wake Forest that is located within a social district unless that property has been designated by the Town of Wake Forest as eligible for the consumption of alcohol under the rules of the social district and applicable State law.
4. Any special event, except those organized by the Town of Wake Forest, not located entirely within the footprint of the social district would not be allowed to participate in the social district. Nothing in this Section 4 is intended to limit the State from issuing special event permits pursuant to 18B-300.1
5. The Town Manager, upon recommendation of the Chief of Police, may reinstate the town's alcoholic beverage ordinance and suspend the social district to disallow the public consumption of alcohol within the established social district in the occurrence of any violation which threatens the safety, public health or welfare of the community. Such action by the Town Manager shall remain in effect until ratified by the Board of Commissioners at its next scheduled voting meeting.

6. Staff are hereby directed to create management and maintenance plans for the Wake Forest Social District and to post the plans and a rendering of the boundaries of the district on the Town of Wake Forest's website.
7. Staff are directed to submit a detailed map of the Wake Forest Social District and the days and hours during which the district shall be in operation to the North Carolina Alcoholic Beverage Control Commission.
8. Any person who violates this subsection, and any person who aids, abets, encourages, assists in, or contributes to such violation, shall be guilty of a Class 3 misdemeanor.

Adopted February 18, 2025, and effective April 3, 2025.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Ella Dowtin
Deputy Town Clerk

Eric Vernon
Town Attorney

Wake Forest Downtown
SOCIAL DISTRICT

- 1 Bodega
- 2 Unwind
- 3 Tonic
- 4 White Street Brewing
- 5 Super Magnolia
- 6 Bradolins & Binos
- 7 George's Pizzeria
- 8 The Cotton Co.
- 9 Highpark Nail
- 10 Over The Falls
- 11 Page 158 Books
- 12 Strike & Barrel
- 13 Renaissance Centre
- 14 Horse Brewing
- 15 Freddy's Bottle Shop



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-409-
Submitted by: Patrick Reidy
Submitting Department: Planning
Meeting Date: February 18, 2025

SUBJECT

Consideration of LEGISLATIVE CASE RZ-24-01, Harris Tract, a rezoning filed by Church Street Company to rezone 55.93 acres located at 0 Harris Road (portion), being Wake County Tax PIN 1841392412 (portion) from Rural Holding District (RD) to Neighborhood Mixed Use Conditional District (NMX-CD), Open Space Conditional District (OS-CD), and Residential Mixed Use Conditional District (RMX-CD).

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-364-

Submitted by: Ella Dowtin

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

Departmental Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

- [January 2025 Monthly Report.pdf](#)

January 2025 | Department Monthly Report

Communications

ANNOUNCEMENTS

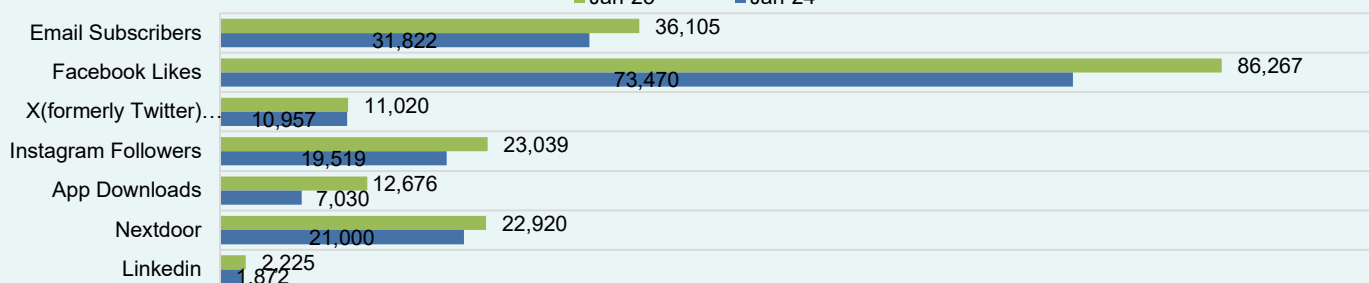
Media Releases	38
Email Announcements	26
Town-to-Resident Phone Calls	32

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Forms & Applications	15,700
2	Home	16,591
3	New Businesses Coming to WF	1,919
4	Northern Wake Senior Center	1,468
5	Jobs	1,617

SUBSCRIBERS

■ Jan-25 ■ Jan-24



Downtown Development

OCCUPANCY

	JAN – MAR 2025	JAN - MAR 2024
Occupancy Rate in Percentage	90%	93%

NEW BUSINESSES

	JANUARY 2025	FISCAL YEAR-TO-DATE
Number of New Businesses	1	5
Number of Businesses Closed	1	7

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (JAN-MAR)	ATTENDANCE IN 2025	ATTENDANCE IN 2024
	N/A	N/A

Department Director and Program Specialist attended the NC Association of Festival & Events on January 27 and 28 to stay up to date on trends and issues facing the industry.

The annual accreditation packet for Wake Forest Downtown, Inc. (WFD) was submitted. WFD is in the process of updating annual plan of work to ensure that committee actions and task align with overall goals. WFD has secured \$20,500 in annual sponsorships to date for 2025.

Planning is in progress for the 2025 Friday Night on White Concert series and band line up was announced. We are excited to welcome two new bands to the series.

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)

	JANUARY 2025	JANUARY 2024
Number of Responses to RFIs	2	0

Economic Development

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

Black & White Coffee Roasters

Barker Construction

Focus Design Builders

Engineering

PROJECT UPDATES

Street Resurfacing	The pre-construction meeting for 2025 resurfacing was held on January 27th. Notice to Proceed will be issued in February. Approximately 12.9 miles will be resurfaced for this contract.
S. Franklin Street	The project is approximately 35% complete. Grading and concrete installation are ongoing. Utility relocation efforts are ongoing.
Flaherty Park Dam	The Flaherty Park Dam project is complete, except for a few remaining punch list items, which are expected to be addressed by February.
Dunn Creek Greenway Phase III	The contractor has cleared the greenway path, installed erosion control measures, and stockpiled boulders for future Town projects. The first of four stakeholder meetings has been scheduled for early March, inviting nearby residents to learn about the project, share concerns, and receive updates.
Dunn Creek Greenway Phase IV	The project is awaiting a Notice to Proceed. The expected start date is Spring 2025.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and Payment	1-10-2025
ORBIT/LGERS Report – NC State Treasurer	1-2-2025
Utility Sales Tax Return – E500 E	1-14-2025
NCESC Report	1-21-2025
ACCOUNTING/FINANCE	AMOUNT
Total \$ Accounts Payable Disbursement	\$2,884,963
Total ePayables & Payroll Disbursement	\$7,788,880
Total Number of Invoices Paid	273
Total \$ Invoices Paid with Credit Card	\$772,743

PURCHASING / WAREHOUSE

Purchase Orders Processed	40
New Vendors Set Up	12
Informal Quotes	16
\$ Received Surplus Items Sold	0
Number of Surplus Items Sold	0
HUBSCO Reports	0

Fire

KEY STATS

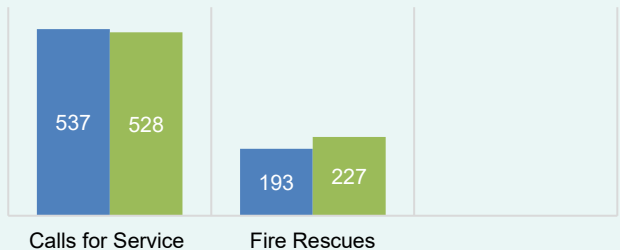
	JANUARY 2025	JANUARY 2024
Calls for Service	537	528
Average Response Time	4:34	4:37

TYPES OF CALLS

	JANUARY 2025	JANUARY 2024
Fire	193	227
Medical	320	273
Motor Vehicle Accidents (MVA)	24	28

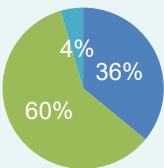
FIRE-KEY STATS

■ Jan-25 ■ JAN-24



TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT		
	JANUARY 2025	JANUARY 2024
Positions filled	423	423
Vacancies	31	17
Total Authorized Positions FY 2023–2024	454	440

PROMOTIONS/TRANSFERS			
NAME	DEPARTMENT	POSITION	DATE
Hugo Mier	Electric	Division Manager	1-06-2025
Zacharay Barclay	Electric	Powerline Crew Supervisor	1-06-2025
Karina Grace	Planning	Projects & Program Manager	1-20-2025
Jennifer Currin	Planning	Planning Director	1-20-2025

Information Technology

SERVICE STATS		
	JANUARY 2025	JANUARY 2024
Service Requests Completed	598	744
Network Uptime Percentage	100%	99.5%

Inspections & Public Facilities

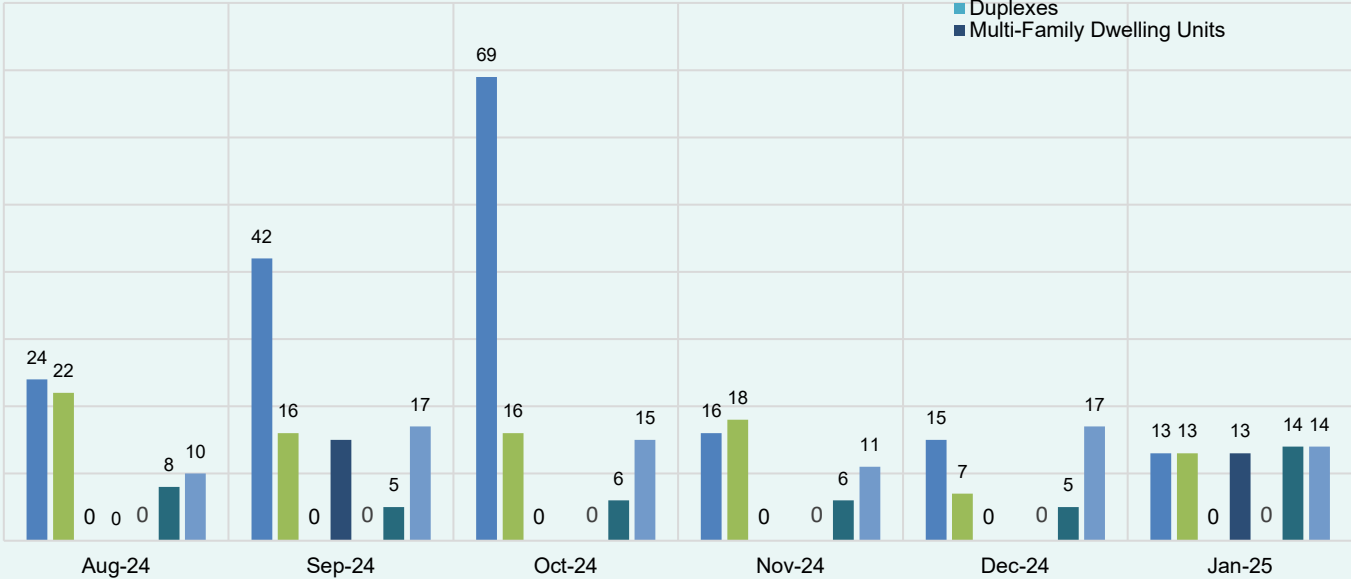
RESIDENTIAL PERMITS		
	JANUARY 2025	JANUARY 2024
Single-Family Dwelling	13	35
Townhomes	13	9
Duplexes	0	0
Multi-Family Dwelling Units	13	0
Other	132	111
Total	171	155

NON-RESIDENTIAL PERMITS		
	JANUARY 2025	JANUARY 2024
New Commercial	0	1
Fit-Ups	4	3
Other	30	26
Total	34	30

Inspections & Public Facilities

RESIDENTIAL BUILDING PERMITS (last 6 months)

- Single-Family Dwelling
- Townhomes
- Duplexes
- Multi-Family Dwelling Units

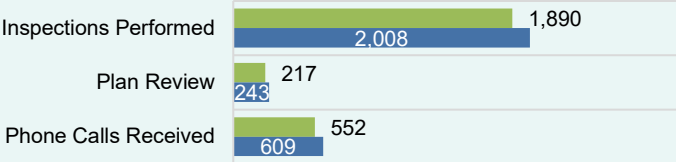


PUBLIC FACILITIES

	JANUARY 2025	JANUARY 2024
Preventative Maintenance Completed	644	573
Reactive Work Orders	209	125

DEPARTMENTAL PRODUCTIVITY

- JANUARY 2025
- JANUARY 2024



BUSINESSES

NEW COMMERCIAL BUSINESSES

None

FIT-UPS

BTC Electronics	741 Merritt Capital Dr 102
Healthcare Realty	11635 Northpark Dr 306/308
Adrift Hair Company	131 Crenshaw Corners Dr 100
Ivy Rehab Pediatrics	1628 S Main St 104

PRE-OCCUPANCIES

Novant Primary Care	Novant Primary Care 10500 Ligon Mill Rd 101
Wakefield ATV	Wakefield ATV 745 Merritt Capital Dr 123
Brightview Enterprises Inc	934 Durham Rd F
Wake Forest Driving Academy	3319 Heritage Trade Dr 102
Owner power change only	203 Capcom Ave 101
Cornerstone Counseling & Wellness	1788 Heritage Center Dr 101
Owner power change only	2808 Rogers Rd 100
Change of ownership power change	11480 Capital Blvd 135
Complete Pet Care at Heritage	941 Gateway Commons Cir 117

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)

Staff Hours	16 hrs./week
Updates	Eat Well Wake - 12 clients (8WF & 4 Rolesville) - 2X WFCT Deliveries - 4X Mobile Market - 2 very cold days and still very busy

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Active	22
Inactive	1
Onboarding	0
Hours (January)	152

Parks, Recreation & Cultural Resources

ATHLETICS

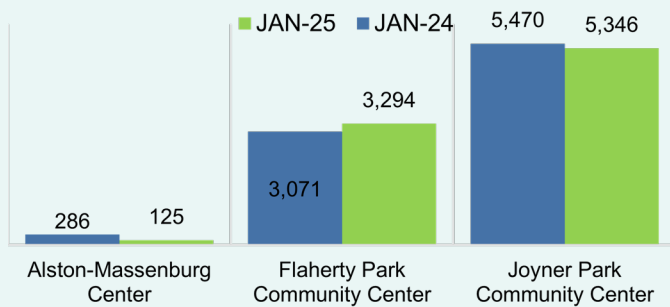
	JANUARY 2025	JANUARY 2024
Registrations Received – Youth	0	0
Registrations Received – Adult	0	0
Games Held	157	527
Revenue	\$0	\$0

[VIEW](#)

RECONNECT PROGRAM GUIDE

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

VISITORS TO COMMUNITY CENTERS



PROGRAMS

	JANUARY 2025	JANUARY 2024
Registrations Received – Youth	123	77
Registrations Received – Adult	156	194
Classes/Programs Held	28	39
Revenue	\$3,998	\$5,830

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	2
PM Inspections & Services	73
Evening & Weekend Park Services	3

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	JANUARY 2025	JANUARY 2024
Aquatic Center	0	CLOSED
Taylor Street Sprayground	0	CLOSED

FACILITY RENTALS

	JANUARY 2025	JANUARY 2024
Athletic Fields	0	2
Joyner Park Outdoor / Open Space	0	0
General Outdoor / Open Space	0	0
Picnic Shelters	0	0
Wake Forest Community House	12	5
Joyner Park Community Center	1	2
Flaherty Park Community Center	0	0
Alston-Massenburg Center	0	2

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

	JANUARY 2025	JANUARY 2024
COAs Received	1	0
COAs Approved	1	1

Police

KEY STATS

	JANUARY 2025	JANUARY 2024
Calls for Service	5,000	5,223
Vehicle Crashes	166	142

Public Works

Streets: Wake Forest Cemetery landscaping. Assisted Urban forestry with tree planting. Two winter storm events. Swept 78 miles, 15 loads of debris. Replaced 800 sq ft driveway at Cemetery. Replaced 65 ft of sidewalk, 20 yards of concrete. Litter pickup - 4 days.

Fleet: The 4 mechanics completed 8.7 hours of training in January. Weather events required staff to work a few additional hours to provide support for TOWF. Completed 307 work orders in January for a combined shop productivity average of 73% of billable hours. Brine units & salt/sand spreaders each had multiple failures - Fleet staff was able to make needed repairs in a timely manner that allowed Street crews to keep the roads clear.

Solid Waste: Compost bins have been delivered and we are working on getting them in place and set up. Leaf collection has continued throughout the month on schedule. Christmas tree pickup after the holidays has gone smoothly this month. With the snow storm this month-trash, recycle & YW routes were delayed one day, but were completed within the week.

Urban Forestry: Assisted Streets with Wake Forest Cemetery rejuvenation project. Removal/ replacement project on Traditions Grande Blvd. Initiated Urban Forestry management plan update.

Admin: Handled multiple calls concerning trash, recycle & YW with the delay of services during snow event. Scheduled multiple cemetery services.

RECYCLING

	JANUARY 2025	JANUARY 2024
Volunteer Collected Litter	0	0
Volunteer Collected Recycling	0	0
Volunteer Hours	0	0
Volunteer Miles of Streets	0	0
Sections of Roads Cleaned (not miles)	0	0
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued / Returned	0	3

SOLID WASTE

	JANUARY 2025	JANUARY 2024
New Construction Homes Added	50	38
New Cart Sets	50	38

CEMETERY

	JANUARY 2025	JANUARY 2024
Number of Plots Sold	0	0
Number of Niches Sold	0	3
Total Plots Available	0	0

Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE

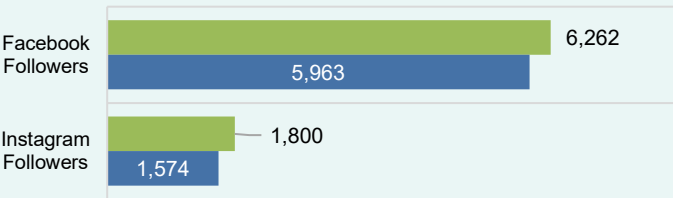
VIEW

EVENT & PROGRAM ATTENDANCE

	JANUARY 2025	JANUARY 2024
Monthly In-Person Attendance	1,096	1,175
Virtual Views	948	765
Ticketed Events Held	1	1
Free Events Held	1	1

SOCIAL ENGAGEMENT

JAN-25 JAN-24



Renaissance Plaza installed decorative lighting in the buildings. A grant from Wake Forest Downtown Development made this initiative possible. Comedian Cathy Ladman was the Renaissance Centre's ninth SOLD-OUT show for the 2024-2025 season.

The Renaissance Centre continues to promote Arts in Education through grants to area schools for their programming. Franklin Academy Middle School received a \$250 grant to assist with their production of Here Be Dragon. The performance is scheduled for May.

Wake Forest Power

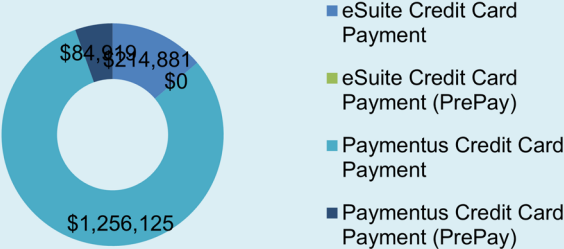
CUSTOMER SUMMARY

	JANUARY 2025	JANUARY 2024
Electric Meters/Customers	7,890	7,722
Pre-Pay Power Customers	424	473
H.O.P.E. Participants	41	44
N.C. GreenPower Participants	16	16

PAYMENTS RECEIVED

	JANUARY 2025	JANUARY 2024
eSuite Credit Card Payments	\$214,881	\$221,407
eSuite Credit Card Payments (Pre-Pay)	\$0	\$0
Paymentus CC Payments	\$1,256,125	\$1,070
Paymentus CC Payments (Pre-Pay)	\$84,919	\$75,579

PAYMENTS RECEIVED JANUARY 2025



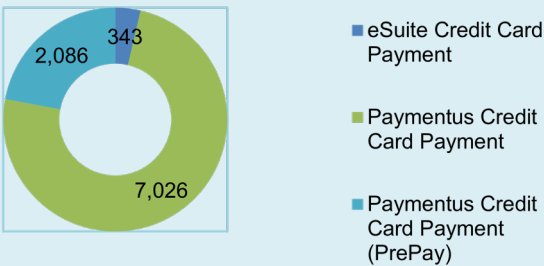
POWER OUTAGES

	JANUARY 2025	JANUARY 2024
Total Number of Customers Affected by Outages this Month	26	783
Average Number of Customers Affected per Outage	13	261

NUMBER OF TRANSACTIONS

	JANUARY 2025	JANUARY 2024
eSuite Credit Card Payments	343	322
Paymentus CC Payments	7,026	6,132
Paymentus CC Payments (Pre-Pay)	2,086	1,910

PAYMENTS RECEIVED JANUARY 2025



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 01/28/2025

Number of members in attendance: 8 out of 9

Historic Preservation Commission held a public hearing for COA 25-01 a request to repair the porch and portico of the home at 546 N. Main Street. The COA was approved. McAdams provided an update to the Ailey Young House/NE Gateway Park Project. Staff provided quasi-judicial training to the HPC and provided an overview of the updated Handbook.

Human Relations Council

MEETINGS

Most recent meeting held 01/23/2025

Number of members in attendance: 9 out of 10

HRC Members will attend the rescheduled MLK Celebration on January 30, 2025, and the State of the Town on February 17, 2025. The next HRC event is set for Saturday, February 22, 2025, from 1:00 PM to 4:00 at the Renaissance Centre where the 2nd Annual Minority & Women Owned Business Expo will occur.

Public Art Commission

MEETINGS

Most recent meeting held 01/23/2025

Number of members in attendance: 5 out of 11

Held the 2025 Visioning retreat on Saturday, January 25. Connecting plans and projects to the Art Vision Guide.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 01/27/2025

Number of members in attendance: 11 out of 12

Discussed Work Group Assignments 2025 Events: National Trails Day – June 7 Wake Forest Unplugged – Sept. 3; Art Event – Oct. 11 Reviewed 2025 Meeting Calendar Discussed Annual Planning Meeting: Sat. February 8 Received tickets for Mayors State of the Town Voted for Chair & Vice Chair

Technology Advisory

MEETINGS

Most recent meeting held 01/27/2025

Number of members in attendance: 6 out of 13

The TAB postponed the election of Chair and Vice-Chair until the February meeting. They also made progress on planning the STEM Saturday event, scheduled for April 12, 2025.

Urban Forestry Board

MEETINGS

Most recent meeting held 01/28/2025

Number of members in attendance: 5 out of 9

The board discussed the upcoming arbor day seedling giveaway.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-363-
Submitted by: Ella Dowtin
Submitting Department: Finance
Meeting Date: February 18, 2025

SUBJECT

Capital Improvement Plan Quarterly Update

Recommendation:

Item Summary:

ATTACHMENTS

- [CIP Project Tracker Q2_FY2024-2025.pdf](#)

PROJECT TITLE	PHASE	TOTAL PROJECT COST	PROJECT DESCRIPTION	DEPT & PROJECT MANAGER	COMPLETED YES / NO	EXPECTED COMPLETION	PROJECT UPDATE: Q2: October - December 2024
General Government							
Ailey Young House Rehabilitation	Construction	\$303,500	Preservation of the building Will provide an African American historical resource	Planning - Michelle Michael	No	FYE 2023	McAdams has been contracted to complete the concept plan for the Ailey Young House/NE Gateway Park. Public outreach initiatives were completed during Q2 including focus group meetings, open house, and online survey.
Information Technology							
Work Order and Asset Management Software	In Progress	\$220,000	Software Upgrades	Information Technology - Adam Oates	No	6/30/2025	We are currently on-boarding stormwater and Wake Forest Power.
Public Facilities							
Storage Shelter Warehouse		\$125,000	Construct shelter to store electrical wire out of the elements.	Public Facilities – Mickey Rochelle	No	6/30/2025	On hold indefinitely
Town Hall Upfits - (FY 23-24)		\$150,000		Public Facilities – Mickey Rochelle	No	6/30/2024	Plans in final stages to review for permits. Construction scheduled for Spring 25
Public Facilities Plan - Expansion & Upgrades		\$960,000	Expand and upgrade staffing facilities	Public Facilities – Mickey Rochelle	No	Ongoing	Searching for property at this time.
CID Building Renovation		\$240,000	Renovate building for cosmetic reasons (Carpet, Flooring, Steps, Painting)	Public Facilities – Mickey Rochelle	No	Ongoing	Design and documents in final stages for review and permits. Construction scheduled for Spring 25.
Police							
Police - No active projects this Quarter							
Fire							
Fire Logistics Facility		\$4,500,000	Warehouse space needed to store reserve equipment and supplies.	Public Facilities - Mickey Rochelle	No	Ongoing	Project was advertised on 1/6/25. Bid opening 2/5/25.
Greenway, Transportation & Pedestrian Access							

Traffic Pedestrian Signals	In Progress	\$385,000	Traffic signals design and installation at several intersections: Heritage Lake Road and Friendship Chapel Road Forestville Road and Song Sparrow Road Wait Avenue and Middlegame	Engineering - Min Htun	No	6/30/2024	Installation of traffic signal at Middlegame Way and Wait Avenue is complete. Design for traffic signal at Forestville Road at Coach Lantern Avenue and Green Drake Drive is almost complete. Construction is anticipated to start Fall 2025
Dunn Creek Greenway, Phase 3	Construction	\$5,773,000	Construction of greenway (Town property to NC 98 Business to Oak Grove Church Road) 1.9 mile trail connection to Ailey Young Park	Engineering - Nick Nolte	No	Ongoing	Project is under construction and is scheduled to be completed by Spring 2026.
Smith Creek Greenway, Phase 2	Design, Right-of-way, Construction	\$4,765,000	1.1 miles of greenway trail and trailhead with parking providing connection between existing trails. This segment will provide a connection from Ligon Mill Road to Burlington Mills Road and ultimately to Raleigh's Neuse River Greenway via the Wake Forest Connector bridge	Engineering - Nick Nolte	Yes	Ongoing	Redesign still occurring; 30% plans were just reviewed by Planning and Engineering staff.
Dunn Creek Greenway, Phase 4	Construction	\$2,285,000	0.55 miles of greenway trail within Flaherty Park. The section provides connection to the existing Del Webb section of Dunn Creek, the existing Orchards at Traditions section of Dunn Creek, and Flaherty Farms apartments for the seminary.	Engineering - Nick Nolte	Yes	Ongoing	Project construction soon to be started. Will be completed Spring 2026 along with Phase III.
Smith Creek Greenway, Phase 3	Design, Right-of-way, Construction	\$2,545,000	0.8 miles of greenway trail, Provides connection between existing trails. The section will provide a connection from the Smith/Sanford Creek Greenway junction to Ligon Mill Road.	Engineering - Nick Nolte	No	Ongoing	Redesign still occurring; 30% plans were just reviewed by Planning and Engineering staff.
Ligon Mill Road Operational Improvements	Construction	\$3,781,500	Construction of Complete Streets and Operational Improvements along Ligon Mill Road from S. Main Street to the Walmart Driveway. This project consists of widening to a 4-lane, median-divided roadway with bike lanes, extra-large sidewalks, curb and gutter and intersection improvements at S. Main Street.	Engineering- Min Htun	No	12/31/2024	No update this quarter.
Ligon Mill Road Underpass	Construction	\$325,000	Project B-5318 replaces the bridge over smith creek and realigns and widens part of Ligon Mill road. The project constructs the Smith Creek Greenway underpass.	Engineering - Steven Meyer	No	6/15/2025	Construction is ongoing, but the road closure of Ligon Mill was postponed through the holiday season. The road closure is expected in late January or early February to realign the roadway with the new bridge.
Forbes Property Improvements		\$74,700	Reimbursement Agreement (3 year) for traffic signal and roadwork improvements associated with Blue Bird Ln	Engineering - Allison Snyder	No	6/30/2025	Fee-in-lieu payment was submitted in September 2024.

S. Franklin Street Expansion	Construction	\$2,700,000	Joint Development Agreement for road widening of S. Franklin Street to increase LOS to accommodate increased traffic. The project includes widening the road from two lanes to 4 lanes with a median sidewalk on both	Engineering - Steven Meyer	No	4/1/2025	Construction underway. Expected completion summer 2025. Some delays due to subsurface utility conflicts.
Parks, Recreation and Cultural Resources							
Flaherty Field #2	Project started March 4, 2024.	\$944,000	Upgrades include: New dugouts, ADA ramp, new bleachers, entrance enhancement, backstop, signage, staircase, bullpens, some fencing and landscaping.	PRCR - Ruben Wall	No	7/30/2024	Project punch list is currently in progress. This should be completed by the end of February.
Asset Maintenance							
Flaherty Park Dam Maintenance and Repair	Construction	\$1,010,200	Remove pond dam and repair stream. (ARPA funds)	Engineering - Steven Meyer	No	4/1/2025	Construction underway. Expected completion Spring 2025.
Wake Forest Reservoir Improvements	Design	\$4,478,500	Dam upfits, Dam inspections, Spillway upfits, Lagoon Decommissioning, Park Improvements: Parking lot, boat ramp, and dock.	Engineering - Allison Snyder	No	6/30/2027	Design and documents in final stages for review and permits. 401/404 permits received. Construction scheduled for summer 25.
Sidewalk Replacement	In Progress	\$100,000	Replace deteriorated, broken and/or uneven sidewalks.	Public Works - Streets Tim Bailey	No	6/30/2025	535LF of sidewalk replaced in various locations
Street Maintenance and Resurfacing	In Progress	\$5,800,000	Staff is recommending to allocate a portion of 2022 Bond referendum for additional street resurfacing and maintenance. Contracting of planning and rehabilitation is scheduled for FY19/20, completion in FY20/21 and then work to begin in FY21/22. (Includes Procurement, installation, and data management of pedestrian and bicycle counters along Town Greenways as well as pavement markings for seven street bicycle lanes and sharrows segments in Downtown.) Phase 1 started with a 5.5 million dollar purchase agreement in FY 23-24.	Engineering - Min Htun	No	Ongoing	There was a total of 11.5 miles of roads that were resurfaced in 2024. There are an additional 12.9 miles planned for 2025.
HVAC Replacement - PRCR Maintenance		\$25,000		Public Facilities – Mickey Rochelle	No		Placed on hold to bid with other HVAC projects per A. Staples. Will bid Spring 2025
HVAC Replacement - Holding Park		\$160,000		Public Facilities – Mickey Rochelle	No		Placed on hold to bid with other HVAC projects per A. Staples. Will bid Spring of 2025.
Wake Forest Power							
Line Construction/ System Improvements	In Progress	\$1,000,000	*Extend and upgrade the Electrical Distribution System	Wake Forest Power Chris Terrell	No	Annual	reoccurring

LED Conversion	In Progress	\$125,000	Convert every light to LED over next 3-5 years	Wake Forest Power Chris Terrell	No	Annual	Did not convert any this quarter. Was not budgeted last years budget
HWY 98 Substation Wildlife Protection		\$55,000	*Extend and upgrde the Electrical Distribution System	Wake Forest Power Chris Terrell	No		Complete at 1 substation
Meter Testing Room		\$40,000	Construct a 30'x30' room to allow space for electric meter testing equipment and staff.	Public Facilities - Mickey Rochelle	No		Process of programming has started. Staff would like to look at a different configuration before final plans are designed.
Wait Avenue Underground		\$250,000		Wake Forest Power Chris Terrell	No	On going Wait Franklin completed date 4-25	Completed underground taylor to Cadell.
Public Works							
Transportation New Sidewalk Projects	In Progress	\$100,000	Streets to install missing sidewalk as identified by Town staff or through the CTP.	Public Works- Streets Joe Medlin	No	Ongoing	None this qtr.
Transportation Roadway Lighting		\$50,000	Lighting Town roadways according to NCDOT and Association of State Highways and Transportation (ASHTO) standards	Public Works- Streets Joe Medlin	No	Ongoing	Installed one street light to illuminate intersection.
Town Hall Wayfinding Designs/Signage - Phase I		\$368,665	Design and create wayfinding signs consistent with branding image of the town to facilitate direction to town-operated parks, recreation, athletic or cultural destinations	Public Works- Streets Tim Bailey/Joe Medlin	No	6/30/2025	Bids received, contract signed for phase 1 (downtown signage).
Stormwater Management							
Stormwater Infrastructure Maintenance and Funding	In Progress	\$150,000	Stormwater Infrastructure Assessment for the continual maintenance of Town owned and maintained stormwater infrastructure by the Town of Wake Forest. Work to be conducted by both Town staff and outside contractor. Specific areas will be identified as operating budget is prepared.	Engineering - Nick Nolte	No	Ongoing	No update this quarter.
Neighborhood Drainage Improvements - Home Gardens	Not Started	\$50,000	This project should address the existing drainage issue between Wake Drive and Forest Drive by rerouting storm drainage to avoid stormwater inundation of the properties and the street. Providing funds for this specific location, in addition to the annual program that addresses various deficiencies throughout Wake Forest within the municipal drainage system, assists in the safe and efficient management of stormwater	Engineering - Nick Nolte	No	6/15/2025	Study completion est. June 2025.

Neighborhood Drainage Improvements - Cardinal Hills	Not Started	\$50,000	This project should investigate the capacity of the existing stormwater system to avoid stormwater inundation of the properties and the street. Providing funds for this specific location, in addition to the annual program that addresses various deficiencies throughout Wake Forest within the municipal drainage system, assists in the safe and efficient management of stormwater.	Engineering - Nick Nolte	No	6/15/2025	Study completion est. June 2025.
Crenshaw Lots	Design	\$875,000		Engineering - Nick Nolte	No	12/31/2025	Stream Restoration Construction anticipated start Spring 2025. Anticipated Completion 12/31/2025
Downtown Stormwater Study	Design	\$200,000	Study to Support a Downtown Stormwater Plan considering the future growth expected in the Downtown WF area and areas directly surrounding it. Downtown is exempt from Stormwater Management, therefore this plan is to develop a strategy, integrating the Planning Department's Downtown Plan, ensuring the Town is protecting our downstream natural environments through green infrastructure and the potential of regional DT SCMs.	Engineering - Nick Nolte	No	12/31/2025	Study Completion anticipated 12/31/2025
Major Capital Projects							
Completed Projects							
W. Oak Avenue Pedestrian Underpass	Complete	\$168,000	*Pedestrian connections along W. Oak Ave: N. Wingate to N. Main Street	Administration Candace Davis	Yes	6/30/2016	
Rogers Road Widening & Pedestrian Underpass	Complete	\$1,755,500	*Pedestrian underpass to connect Smith Creek Greenway and sidewalk on Rogers Rd	Administration Candace Davis	Yes	11/8/2016	
Athletic Fields Lighting System Replacement/ Installation*	Complete	\$1,279,000	*Replacement plan for lighting at athletic fields	Parks, Recreation & Cultural Resources Ed Austin	Yes	1/31/2017	
Public Safety OSSI System Refresh	Complete	\$40,000	*Upgrade existing OSSI hardware and operating systems	IT Tom LaBarge	Yes	2/15/2017	
Renaissance Centre Renovations Phase 1	Complete	\$1,237,000	*upgrade and renovate areas to improve ability to satisfy the needs of different users	Public Facilities Mickey Rochelle	Yes	3/10/2017	
Hedrick Property Purchase	Complete	\$595,515	N/A	Public Works	Yes	9/5/2017	
Spray grounds/ Water Features*	Complete	\$411,268	*New spray ground water features at Smith Creek, Flaherty Park, and Future Center	Parks, Recreation & Cultural Resources Ruben Wall	Yes	9/8/2017	

Installation of Irrigation and Sod at Flaherty Park Baseball/ Softball Fields*	Complete	\$138,000	*Building sand-based grass infield *Grading of entire field *Installation of hybrid sod on Field 2	Parks, Recreation & Cultural Resources Ruben Wall	Yes	11/30/2017	
Renaissance Centre Renovations Phase 2	Complete	\$995,800	*upgrade and renovate areas to improve ability to satisfy the needs of different users	Public Facilities Mickey Rochelle	Yes	4/21/2018	
Communication Center Hardware Upgrade/ Vista 911	Complete	\$180,000	*Upgrade current hardware to receive 911 transfers and landline/cellular information, provide analytics	IT Jeff Leonard	Yes	6/30/2018	
Security systems for Flaherty Community Center, Holding Community House, and Parks and Recreation	Complete	\$137,500	*Security alarms and cameras *Install card access at remaining buildings	Public Facilities Mickey Rochelle	Yes	6/30/2018	
Equipment/Materials Storage Building	Complete	TBD	Add Storage Building at Heritage Park / Reduce Time Transporting Equipment from Maintenance Shop	Parks, Recreation & Cultural Resources Ruben Wall	Yes	6/30/2018	
Smith Creek Stream Bank Repair	Complete	\$200,000	* Repair of approximately 200 LF of stream bank due to damage from Hurricane Matthew. *Working with FEMA on 404/406 funding	Public Works - Engineering Carrie Mitchell	Yes	7/18/2018	
Athletic Court Reconstruction*	Complete	\$62,500	*Reconstruction of Tyler Run and Ailey Young basketball courts	Parks, Recreation & Cultural Resources Ruben Wall/Josh Glover	Yes	9/4/2018	
Holding Park Pool and Playground Renovation	Complete	\$2,929,000	*Renovation of Holding Park pool *Improved /more accessible playground with improved drainage system	Parks, Recreation & Cultural Resources Ruben Wall	Yes	9/15/2018	
Dunn Creek Greenway - Downtown Connector	Complete	\$1,491,500	*Construction of a 10' wide greenway (approximately .36 miles) from the NC 98 (Dr. Calvin Jones Highway) pedestrian culvert (approximately 9 feet wide, 8 feet high) north to town property and spurs to the west, connecting to existing sidewalks within Cardinal Park and Deacons Ridge subdivisions.	Administration Candace Davis	Yes	10/31/2018	
Smith and Sanford Creek Greenway	Complete	\$6,054,935	*Construction of a continuous pedestrian facility consisting of approximately 2.4 miles of greenway trail and 1.25 miles of sidewalk and multi-use path in the vicinity of Heritage Elementary, Middle, and High Schools. This project connects major activity centers in Wake Forest.	Administration Candace Davis	Yes	10/31/2018	
Road Connections	Complete	\$8,286,000	*Street Connections Project includes: Forest Rd, Royal Mill, Police Parking Lot, Curb and Gutter in SFBP, striping on Retail Dr.	Community Development	Yes	11/17/2018	

Road Connections	Complete	\$8,286,000	Roadway connections: Forest Road, Royal Mill connection in Traditions, Heritage Branch and Rogers Road	Public Works – Engineering - Jonathan Jacobs	Yes	1/31/2019	
North Main Stormwater Repair and Roadway Rehabilitation	Complete	TBD	Relocate and replace failing stormwater pipe and box between North Main St., N. College St. and N. Wingate St. Upgrade existing boxes on North Main Street (US1A) to current standards with hood and grade, re-granite curb as needed, and resurface street to minimize flooding.	Public Works – Engineering - Jonathan Jacobs	Yes	4/30/2019	
Richland Creek Stream Restoration, phase 2 (The Cottage)	Complete	\$100,000	Repair of approx. 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement	Public Works – Engineering Joe Guckavan	Yes	7/31/2019	
Joyner Park Phase 2	Complete	\$11,880,930	Master Plan for Joyner Park Community Center and other improvements to the park	Parks, Recreation & Cultural Resources Ruben Wall	Yes	8/31/2019	
Comprehensive Transportation Plan	Complete	\$199,363	*Multimodal Transportation Plan	Planning	Yes	11/30/2019	
Downtown Improvements Phase 3	Complete	\$5,600,000	Continue implementing the Renaissance Plan for the Downtown section of Wake Forest; improvements to streets and landscaping within the downtown area. Phase 3 of the project consists of street and landscape improvements along South White Street: East Holding Avenue to Elm Avenue and East Owen Avenue: South White Street to Brooks Street. There are five sections included in the overall effort: 1) S. White Street, 2a) East Owen Avenue, 2b) East Jones Avenue, 2c) Wait Avenue, 3) Brooks Street, 4) North White Street, and 5) Front Street intersection.	Administration Candace Davis	Yes	12/6/2019	
Richland Creek Stream Repair 2017	Complete	\$116,950	Repair of approximately 150 LF of stream bank and greenway undercut due to Hurricane Matthew. FEMA approved \$16,000 for reimbursement	Public Works – Engineering Joe Guckavan	Yes	1/31/2020	
Senior Center Expansion	Complete	\$4,861,300	Exercise room addition Roof replacement for existing facility Multipurpose room addition HVAC Replacement	Public Facilities Mickey Rochelle	Yes	2/3/2020	
Board Chambers A/V Camera System	Complete	TBD	Update existing audio visual, camera and sound system in the Board Chambers for televising meetings	Administration Aileen Staples	Yes	3/1/2020	
Dog Park Upgrades	Complete	\$155,000	New configuration, shade structures, fencing, water fountains, and ADA access	Parks, Recreation, & Cultural Resources Josh Glover	Yes	3/20/2020	
Installation of Irrigation and Sod Flaherty Park Field #3	Complete	\$60,000	Grading and sod installation in the outfield portion.	Parks, Recreation, & Cultural Resources Josh Glover	Yes	7/30/2020	

North White Street Landfill - Cap Construction	Complete	\$565,000	In July 2017, the town received a notice of violation (from NCDEQ - Solid Waste Section) of minimal levels of contaminants and was directed to put together a corrective action plan (CAP).	Public Works- Magda Holloway/Jeanette Johnson	Yes	7/30/2020	
Priority Pedestrian Corridors: Wait & West Oak Avenue	Complete	\$3,800,000	Construction of pedestrian connections along Wait Avenue and West Oak Avenue. This project consists of sidewalk on Wait Avenue from S. Allen Drive to east of Dunn Creek connecting to existing sidewalk, upgrading the intersection of S. Allen and Wait Ave with Pedestrian Signals, installation of sidewalk and multi-use path on West Oak Avenue, with a new connection to Joyner Park.	Public Works – Engineering Jonathan Jacobs	Yes	12/31/2020	
Stadium Drive Complete Street	Complete	\$10,643,800	Construction of Complete Streets and widening along Stadium Drive from Capital Blvd to Wingate Street. This project consists of turn lanes, curbs/gutters, wider shoulders, improved pedestrian access, new transit stops, benches, and a bus shelter.	Public Works – Engineering Jonathan Jacobs	Yes	12/31/2020	
Forestville Road Pedestrian Underpass	Complete	\$349,000	*Pedestrian underpass to connect Sanford Creek Greenway and sidewalk on Forestville Road *Bridge Replacement	Administration Candace Davis	Yes	6/30/2021	
Fiber Infrastructure Project	Complete	\$2,496,158	Interconnect Town sites with a fiber network infrastructure	IT Adam Oates	Yes	9/1/2021	
Endeavor Charter School	Complete	\$750,000	Offsite infrastructure Improvements related to the Traffic Impact Analysis submitted in June 2020 and providing safe ingress and egress to the newly expanded school. (Intersection of Burlington Mills Road and One World Way)	Engineering - Joe Guckavan	Yes	11/30/2021	
Northeast Community Plan	Complete	\$93,715	Update to the 2007 Northeast Neighborhood Plan	Planning Michelle Michael	Yes	12/7/2021	
Ailey Young Dam Removal & Stream Repair	Complete	\$817,105	Remove pond dam Repair stream	Engineering Joe Guckavan	Yes	12/31/2021	
Greenway and Park Signage, Phase 1	Complete	\$1,082,500	*Wayfinding, phase 1- Sign implementation across greenways and parks	Public Works	Yes	9/30/2022	
Community Plan	Complete	\$206,760	Update to the 2009 Community Plan	Planning Jennifer Currin	yes	Spring 2022	
Public Works Operations Center (Renovation/Upgrade)	Complete	\$16,110,000	Expansion of the Operations Center	Public Facilities Mickey Rochelle	Yes	TBD	

Rogers Branch Installment	Complete	\$759,900	Extension of Rogers Branch Road from its current dead end to the intersection of Foundation Drive and Forestville Road	Engineering - Joe Guckavan	Yes	TBD	
Downtown Underground Conversion - Wait Ave	Complete	\$250,000	Convert overhead lines to underground to keep with aesthetics and help with outages caused by wind, trees or animals.	Wake Forest Power Chris Terrell	Yes	ongoing	
Electric Building Improvements - 5301 Unicon Dr.	Complete	\$149,500	Electric Department Building including building remodel and construction retrofitting	Public Facilities- Mickey Rochelle	Yes		
Town Hall - Carpet Replacement/Renovation s/Office Upfits	Complete	\$277,300	Carpet Replacement and office upfits for Town Hall to be completed in FY 21-22	Public Facilities – Mickey Rochelle	Yes	6/30/2022	



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-375-

Submitted by: Ella Dowtin

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-362-

Submitted by: Ella Dowtin

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. "To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)"

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-366-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

Closed Session: NCGS 143-318.11(3) – To consult with the Town Attorney regarding:

Town of Wake Forest v. LaSaundra Booth – Case No.: 23CV035758-910;

Town of Wake Forest v. Brian Mears and Amanda Mears - Case No.: 23CV035783-910;

Town of Wake Forest v. Alyssa Ruth and Joshua Casto - Case No.: 23CV035777-910;

Town of Wake Forest v. Jordan Everington and Amanda Syvertsen - Case No.: 23CV035769-910; and

Town of Wake Forest v. Miriah M Yanez & Edmundo Yanez - Case No.: 23CV035768-910

SchoolDev East, LLC v. Town of Wake Forest – Superior Court Case No.: 21CVS15683; and

SchoolDev East, LLC v. Town of Wake Forest – Court of Appeals Case No.: COA 21-359

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-367-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: February 18, 2025

SUBJECT

Closed Session: NCGS 143-318.11(6) - To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Recommendation:

Item Summary:

ATTACHMENTS

-