



**Wake Forest Board of Commissioners
Meeting Agenda
June 17, 2025 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

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

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given three minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed three minutes each to express his/her comments, ideas, concerns, expressions, and desires. Only comments on a Public Hearing will be allowed during this time.

Public Comment

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

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

- 2.A Draft May 6, 2025 BOC Work Session Minutes Draft May 20, 2025 BOC Regular Meeting Minutes
[Final DRAFTBOCMinutes_MAY202520.pdf](#)
[Final DRAFTBOCWSEMinutes_May62025.pdf](#)

3. Presentations

- 3.A Resolution recognizing Reginald A. Forte, Sr. on his retirement from the Town of Wake Forest
- 3.B Sculpture Replacement at the Center for Active Aging
[CAA SCulpture to BOC.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.

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 authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with Engineered Construction to remodel the Town Hall Annex (formerly CID Building) Renovation Project for \$588,900.00.
[Summary.docx](#)
[Attachment_A_Town_Hall_Annex_Remodel_Resolution.docx](#)
[Attachment B Engineered Construction Submittal.pdf](#)
[Attachment C Full Bid Tab.pdf](#)

- 5.B Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2025-2026 for the Town of Wake Forest
[Wake County Rev Collection_summary.pdf](#)
[Resolution 2025-xx authorizing wake co tax admin to levy and collect taxes 2025-2026.docx](#)
- 5.C Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2025-2026 for the Town of Wake Forest
[Franklin County Rev Collection_summary.pdf](#)
[Resolution 2025-xx authorizing franklin co tax admin to levy and collect taxes 2025-2026.docx](#)
- 5.D Approval of Budget Ordinance Amendment # 3 for fiscal year 2024-2025
[Final Budget Ordinance Amendment_summary.pdf](#)
- 5.E Approval of Stormwater Capital Reserve Fund
[Stormwater Capital Reserve Fund_summary.pdf](#)
[2025 - xx Stormwater Capital Reserve Fund \(650\).docx](#)
- 5.F Resolution to accept streets into the Town of Wake Forest street system for maintenance.
[Attachment_A_summary_06.2025_Accept_Streets.docx](#)
[Attachment_B_Resolution_Accept_Streets.docx](#)
[Attachment_C_Powell_Bill_2025.pdf](#)
- 5.G Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue being Wake County PIN 1850-08-1417 being approximately 2.58 acres.
[06172025 Agenda Summary.pdf](#)
[Attachment A Legal Description AN-25-03.pdf](#)
[Attachment B Annexation Map AN-25-03.pdf](#)
[Attachment C Contiguous Annexation Petition AN-25-03.pdf](#)
[CERTIFICATE OF SUFFICIENCY .docx](#)
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

6. Legislative Items

7. Planning Items

8. Administration and Financial Items

- 8.A Consideration of approval of FY 2025-2026 Budget Ordinance
[FY 2025-2026 Budget Ordinance approval_summary.pdf](#)
[2025-xx budget ordinance 2025-2026.docx](#)
[2025-2026 Pay Plan - Effective 07.01.25.pdf](#)
[Fee Schedule_Final Submitted FY26.pdf](#)
[Other Fee Amendments_FY 2526.pdf](#)

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A CIP Project Quarterly Update (Q3)

[CIP Project Tracker Q3_FY2024-2025 \(updated\).pdf](#)

12.B Department Monthly Reports

[May 2025 Monthly Report Draft \(5\).pdf](#)

12.C Commissioner Reports

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

13.Adjournment



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-492-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: June 17, 2025

Subject

Draft May 6, 2025 BOC Work Session Minutes
Draft May 20, 2025 BOC Regular Meeting Minutes

Recommendation:

item Summary:

ATTACHMENTS:

- [Final DRAFTBOCMinutes_MAY202520.pdf](#)
- [Final DRAFTBOCWSEMinutes_May62025.pdf](#)



DRAFT Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, May 20, 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 Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager/CFO Aileen Staples
Town Attorney Sam Slater
Town Clerk Evelyn Wright
Engineering Director Tim Watson
Fire Chief Ron Early
Interim Police Chief Julius Jefferson
Budget and Performance
Manager Michelle Daniels
Parks and Recreation Director
Ruben Wall

Budget and Performance Analyst
Ben Blevins
Finance Director Samantha Sanchez
Senior Planner Patrick Reidy
Sr. Civil Engineer Emily Hennessy
Facilities Director Mickey Rochelle
Athletics and Aquatic Manager Ed Austin
Planning Director Jennifer Currin
Police Captain Brandon High
Police Captain Matt Perkinson
Town Attorney Nathan McKinney

1. Approval of Agenda

Mayor Jones advised there will be a 12.B added to the agenda for discussion on tolling US-1 and 12.C for Commissioner reports.

ACTION:

Mover: Commissioner Sliwinski moved to approve the agenda with amended.

Second: Commissioner Wright

Vote: Motion carried 5-0

2. Approval of Minutes

2.A. Approval of Minutes:

- April 1, 2025, Work Session
- April 15, 2025, Regular Meeting

ACTION:

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

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

3. Presentations

3.A. Resolution Recognizing Sergeant Larry Neal Collie on his Retirement

3.B. Proclamation Recognizing Tourette Syndrome Awareness Day

Commissioner Wright read and presented the proclamation to Yesenia. Yesenia gave a brief presentation on what the proclamation means to her.

3.C. Proclamation Recognizing Older Americans Month

3.D. Proclamation Recognizing May as Mental Health Month

4. Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the proposed FY 2025-2026 Budget

No comments. Mayor Jones declared the public comments closed.

- 4.B. Evidentiary Hearing on QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf of Town of Wake Forest, for the establishment of a Public Safety Station and Training Facility on 4.48± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.

Town Attorney Nathan McKinney provided background instructions on the proceedings.

Town Attorney McKinney asked if any members of the Board had any conflicts of interest in this matter and if any Board member had any undisclosed ex-parte communications regarding this matter.

Town Attorney McKinney asked the Board members if there were any site visits or any ex-parte communications to disclose. Town Attorney McKinney did advise there was a site visit on Friday, October 25, 2024. Mr. McKinney asked if there was anything about that site visit that you recall, or any conversations about the property or project, or any thoughts related to the site visit that you need to disclose? Mayor Jones advised they were advised it was the site of the new fire station, however, there is nothing about that visit that would prevent an impartial decision. No conflicts of interest nor ex-parte communications were disclosed.

Town Attorney McKinney asked if anyone has any additional site visits or ex-parte communication to disclose. Commissioner Cross advised she asked Chief Early questions regarding the burn exercises that he answered.

Town Attorney McKinney asked if there was anyone who had standing to please come forward at this time. If not, they will begin with the staff report. No one came forward with standing.

Senior Planner Tim Riedy was sworn in by Town Attorney McKinney.

Senior Planner Tim Riedy presented the staff report and provided an overview of Quasi-Judicial Case SUP-24-02, Wake Forest Fire Station #6.

Mayor Jones asked the Board if they had any questions. No questions were asked by the Board.

Attorney Sam Slater was sworn in on behalf of the applicant. Mr. Slater identified each witness and explained the testimony that is forthcoming.

Chief Ron Early, fire department Chief for 17 years, was sworn in by Town Attorney McKinney and explained the project, the importance of the fire department, and a high-level overview of what the new station means to the fire department.

Gina Moore, applicant's Architect, was sworn in by Town Attorney McKinney and presented on the findings of the neighborhood as it relates to requirements set out in the UDO. Ms. Moore found that Fire Station #6 fits with the character of the surrounding area and gives the desired civic presence.

Attorney Slater requested that the staff report be included as an exhibit. Attorney McKinney asked if there were any objections to the evidence. There was none. The staff report was entered into the record.

Cliff Lawson was sworn in by Town Attorney McKinney and tendered as a traffic engineering expert. Mr. Lawson presented on the findings related to traffic associated with Fire Station #6. Mr. Lawson found there are no foreseeable traffic issues presented by the proposed development and the site will have adequate parking. Commissioner Cross inquired about a traffic light being present where the fire trucks exit the station. Mr. Lawson advised that they consulted with NCDOT and it was determined that emergency vehicle preemption would be added to the adjacent signal.

Blake Hall was sworn in by Town Attorney McKinney and tendered as a civil engineering and landscape architecture expert. Mr. Hall presented on the findings of adequate utilities, conformity with the neighborhood, and consistency with the plans. Mr. Hall found that everything conforms to the UDO, variances will not be requested for anything onsite, and the proposed use does not impede any future development of the surrounding property. Commissioner Sliwinski inquired about concern that the landscaping across the frontage may block the view of traffic either from the road to the fire station or from the fire station to the street. Mr. Hall advised that the plan complies with the requirements of the UDO.

Greg Grayson was sworn in by Town Attorney McKinney and tendered as an expert in fire station design and safety. Mr. Grayson presented the findings of the training facility, smoke use in training, and noise associated with a fire department. Mr. Grayson advised that if the fire department follows the industry's best practices, has the necessary policies and procedures in place, and the facility is constructed as designed, it would not present any concern of being noxious or offensive because of noise, smoke

vibrations, odor, dust, or gas. Also, Mr. Grayson found that the fire station will improve public safety, health, and general welfare and will not be a detriment to the Town of Wake Forest. Commissioner Cross inquired about the recommendation to install 12-foot earthen berms or thick Cypress or any fast-growing trees, around the training facility. Mr. Grayson advised the key is heavy vegetation around the training facility. However, earthen berm can assist with the dissipation of smoke and noise. Commissioner Sliwinski inquired about the current response time to emergencies in this area of Wake Forest and what it will be with the new fire station. Mr. Grayson advised it is dependent upon the location of the emergency.

Attorney Sam Slater requested that the construction drawing, exterior renderings, site plan, and Mr. Early's report be entered as evidence. Town Attorney McKinney asked if there were any objections. There were none. The materials were entered into the record.

Frank Leatherman was sworn in by Town Attorney McKinney and tendered as a real estate appraisal expert. Mr. Leatherman found that the use will not negatively affect any adjoining properties.

Town Attorney McKinney asked if there was anyone present that would like to be sworn in and speak to the matter. There being none, Attorney Sam Slater concluded his case for SUP-24-02 and contends that, with the materials presented, witnesses, testimony, and staff reports, the applicant has presented competent materials and substantial evidence required to be entitled to the permit. Attorney Slater respectfully asks the Board to agree.

Finding of Fact #1: The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.

Staff Analysis:

- The proposed public safety station is located along Wait Avenue and is surrounded by one- and two-story single-family detached dwellings and vacant land. The proposed building varies in height from 17'4" to 34'.
- The UDO requires a Type B buffer where civic uses are proposed adjacent to single-family detached dwellings and vacant residentially zoned properties. There are two options for providing a Type B buffer. Option 1 is a 25' wide buffer with no fence required and Option 2 is a 15' wide buffer with a minimum 4' tall fence required. The SUP proposes an Option 1 buffer along the northern and western property lines using existing vegetation and supplemental plantings as needed. An additional 5' tall opaque fence is

proposed along the northern buffer. The SUP also proposes an Option 2 buffer along the eastern property line with a 5' opaque fence being proposed.

- The UDO also requires a 20' wide Type B, Option 1 street yard buffer along Wait Avenue. The SUP proposed a 25' Type B Option 1 buffer to satisfy this requirement.
- Street trees and parking lot landscaping are also being provided in conformance with the UDO requirements.

Finding of Fact #2: The proposed use will not cause undue traffic congestion or create a traffic hazard.

Staff Analysis:

- Section 9.4.C of the UDO requires that public safety stations provide a parking study to be used by the Administrator to determine the number of parking spaces that should be required.
- The applicant has provided an engineer's traffic memorandum evaluating parking needs for the site (see Exhibit 6).
- On a typical day, five firefighters will be on duty for each shift. Training will be conducted on approximately three days a month, where an additional 23 people will be on site, creating a total of 28 people.
- 36 parking spaces are being proposed for the site.
- Using the 11th Edition of the Institute of Transportation Engineer's (ITE) Trip Generation Manual, the fire station is expected to generate a total of 33 peak hour trips on training days.

Finding of Fact #3: Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use.

Staff Analysis:

- Access to water and sewer utilities is in the vicinity of the proposed fire station. Water will be extended across the property frontage, and sewer will also be extended to the site. Stormwater infrastructure serving the site has been preliminarily reviewed as part of the SUP request and Construction Plans review will be conducted to ensure it complies with UDO standards. Electricity, gas, and fiber internet are available on the site.

Finding of Fact #4: The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.

Staff Analysis:

- The application states that no noxious or offensive smoke, noise and dust beyond what would be anticipated for a typical fire station and training

facility is anticipated and that no vibration, odor or gas is anticipated based on the following information.

- The application states that there are two categories in which smoke, noise and dust is expected to be generated.
 - The first category is daily activities with hand tools, chainsaws, ladders, and truck noise. These activities would take place on each shift, on each day.
 - The second category is related to training. This facility would provide training opportunities for live fire with the goal of putting the fire, and therefore smoke and odor, out as quickly as possible. These activities would vary in nature due to schedules and needs of the department.
- If approved, this facility would provide the required facility training for the fire department and regional partners as needed, but no specifics were provided on the frequency of all trainings.
- The application states that to minimize smoke, noise, dust and fire during and after training exercises, the town follows National Fire Protection Association guidelines 1402 & 1403, which make recommendations for safe fire training and provide standards for live fire training to include training clean up.
- The application states that adhering to the NFPA and ISO guidelines ensures activities are not noxious or offensive in nature.
- In addition, development will be required to conform to all applicable local, state and federal environmental regulations.
- Additional stormwater runoff mitigation is provided.
- The application states that sirens for late night calls are rarely used unless traffic conditions make them necessary.

Finding of Fact #5: The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property.

Staff Analysis:

- The proposed fire station would be self-contained within the property and have direct access to Wait Avenue.
- Wait Avenue is being widened, and a multi-use path is being installed per the Town's Comprehensive Transportation Plan.
- Surrounding properties would still have the ability to be developed or re-developed in accordance with the Town of Wake Forest or Wake County development regulations.
- The required buffers are proposed to be met with a combination of existing vegetation, supplemental plantings, and fencing. In some instances, more buffering than required is provided.

Finding of Fact #6: The establishment, maintenance, or operation of the proposed use

shall not be detrimental to or endanger the public health, safety, or general welfare.

Staff Analysis:

- This use is proposed to increase the protection of public health, safety, and general welfare by adding a new fire station in an area of town that is experiencing slower than desired response times for fires and medical emergencies.
- Over the last several years, the Town of Wake Forest has been experiencing development grown in the northeastern part of the town with new developments like the Tryon, Rosedale, Averette Woods, and Austin Creek subdivisions.
- The applicant has provided a map showing 4-minute response times (see Exhibit 7) and a map showing 6-minute response times (see Exhibit 8). These maps show that the northeast part of town is not receiving adequate response times, which is the purpose of the request to build a new fire station to cover that area of town.

Finding of Fact#7: The proposed use will not substantially injure the value of adjoining or abutting property.

Staff Analysis:

- The application includes an appraiser's impact study (see Exhibit 9) from a licensed appraiser that reviews the sales of properties around other Wake Forest fire stations before and after the fire station was built.
- The report concludes that the fire stations have not had a measurable negative impact on adjoining or surrounding property values and appear to be unaffected by those uses.

Finding of Fact #8: The proposed use is consistent with the officially adopted plans and policies of the town.

Staff Analysis:

- The Wake Forest Community Plan places this site within a Mixed Residential area, with the following description:
 - "Mixed Residential areas consist of planned developments that contain a wide mix of housing types, ranging from single-family homes to multifamily development. Such diversity in housing types provides opportunities to expand housing choices within the Town in a neighborhood environment. This land use category typically features smaller lot sizes and taller building heights than Conventional Residential areas. Where possible, Mixed Residential areas should serve as a transition from more intense development such as Transit-

Supportive Residential and Neighborhood Commercial centers to Conventional Residential neighborhoods. Like Conventional Residential areas, Mixed Residential areas should incorporate pocket and neighborhood-scale parks, public gathering spaces, community gardens, and trails that serve surrounding residents. Mixed Residential areas may incorporate commercial corner stores located at key entry points and intersections.” (page 38)

- The Community Facilities section of the Community Plan states that “as Wake Forest continues to grow, so too will the demand for community services and facilities, including infrastructure, libraries, schools, recreational amenities, and public safety services. As the needs and desires of residents change over time, the Town should plan ahead for increases in service demands and need for new amenities. Long-term planning and coordination with respective service providers will be key to ensuring the efficient and equitable distribution of new and expanded facilities and services.” It further recommends to “expand town facilities concurrently with new growth” and “coordinate with the Police and Fire Departments to ensure response times are sufficient for all areas of town with grown” (page 72).

Commissioner Wright commended the applicant on conducting a thorough investigation and advised he is completely satisfied with the evidence presented. Commissioner Wright is satisfied that all eight findings of fact have been met.

Commissioner Shackleford agreed with Commissioner Wright noting there was no evidence or testimony to rebut the findings.

Commissioner Cross agrees noting that between the staff report and presentations all the findings of fact have been met.

Commissioner Clapsaddle agreed that the findings of facts have been met noting that there were good presentations and questions.

Commissioner Sliwinski agreed with the Board noting being very satisfied that the permitted use will not be noxious or offensive and will not negatively affect adjoining property.

Town Attorney McKinney called for a vote.

ACTION:

To approve SUP-24-02 for Fire Station #6 with the eight findings of fact.

Vote: 5-0 permit approved

Town Attorney McKinney declared the quasi-judicial hearing closed.

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

Mayor Jones opened the floor for general comments.

Public Comment

Glenn Roettger – 2612 Elmwood View Dr 106 – Raleigh, NC 27614

Will Arterbum – 4901 Granite Lake Dr. – Wake Forest, NC, 27587

Joe Milazzo – 800 S. Salisbury St. – Raleigh, NC, 27601

Mayor Jones declared the public comments closed.

5. Consent Agenda

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

5.A. Approval of Budget Ordinance Amendment # 2 - FY 2024-2025.

5.B. Resolution to support NCDOT Abandonment of the old alignment of Rogers Branch Rd and assume maintenance, into the Town of Wake Forest Street System for Maintenance.

5.C. Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Larry Neal Collie

5.D. Approval of a contract to remodel the Town Hall Third Floor to add additional meeting rooms and workstations for \$803,500.00

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Seconded: Commissioner Sliwinski

Vote: Motion carried 5-0

6. Legislative Items

No Legislative Items presented.

7. Planning Items

- 7.A. Consideration of QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf of Town of Wake Forest, for the establishment of a Public Safety Station and Training Facility on 4.48± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.

8. Administration and Financial Items

- 8.A. Consideration of approval of Resolution Authorizing an Internal Loan from the General Fund to Wake Forest Power for the purchase of Generation Systems

Commissioner Cross clarified that when this was done previously the loan was paid off faster. Aileen Staples, Assistant Town Manager and CFO, confirmed noting that this will be a balance sheet transaction.

ACTION:

Mover: Commissioner Wright

Seconded: Commissioner Sliwinski

Vote: Motion carried 5-0

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

10.A. Consideration to Authorize Contract for Flaherty Park Tennis Construction Management

ACTION:

Mover: Commissioner Wright

Seconder: Commissioner Sliwinski

Vote: Motion carried 5-0

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Reports

Received.

12.B. US-1 Tolling Discussion

Mayor Jones advised she attended a meeting with CAMPO and NCDOT about the STIP and reminded the Board that U-5307 is on the STIP. NCDOT is changing the right of way schedule on sections A and B to start two years earlier in 2026, which is different from what was presented on the draft STIP. The start date for sections C and D will start in 2028.

Commissioner Sliwinski inquired if funding would affect the plan as set forth by the STIP. Mayor Jones advised it could.

Commissioner Sliwinski requested clarity on the express lane options for the tolling road. Planning Director Jennifer Currin confirmed that the express lane of the tolling road option would require additional right of way acquisition than what is currently shown. Ms. Currin also advised that this is the reason that the express lane options were the more expensive options presented for the tolling road. However, the express lane would be the only tolled lane.

Mayor Jones asked the Board how they would like her to vote. Commissioner Sliwinski commented that he is unhappy that the Town has been put into this

position noting the public has been vocal in opposition. Commissioner Sliwinski suggested considering a resolution encouraging the legislature and NCDOT to get U-5307 funded without tolling.

Commissioner Wright agreed with Commissioner Sliwinski that the legislature and NCDOT should fund this project. Commissioner Wright advised that, if there has to be a toll, it should be the express lane option.

Commissioner Sliwinski requested clarity on the CAMPO vote. Mayor Jones advised the vote will be for a specific option. Commissioner Sliwinski reiterated his desire for a resolution but if they have to go with an option, it would be option two or option four.

Commissioner Cross inquired about the toll being indefinite or having an endpoint. Planning Director, Jennifer Currin, advised once the project is paid off the toll would stop, however, she was not certain of the timeline. Mayor Jones advised that the time is usually 20 to 30 years. Mayor Jones noted that even after the financing is paid off the roads will still need to be maintained with funds from the Tolling Authority.

Commissioner Clapsaddle requested clarity on whether the North Carolina General Assemble (NCGA) will need to approve the option. Ms. Currin advised that there is some legislation that will have to change. Commissioner Clapsaddle advises that he does not believe the NCGA will approve the options.

Commissioner Cross mentioned numerous comments opposing the tolling road option and she referenced the survey that asked what the concerns were with having a tolled road. Commissioner Cross stated there are many factors affecting the opposition like having to move farther out and avoiding the tolled road causing it to take longer to pay it off. Commissioner Cross would like a different approach than a tolling road and is against tolling.

Commissioner Shackleford supports option two and four because there is no way to avoid the issue. Something has to be done.

Mayor Jones summarized that the Board does not want tolls, however, if there must be tolls, the Board supports option two or four.

12.C. Commissioner Reports

Commissioner Wright advised FNOW was a successful and great event. The

Wake Forest Social District will launch June 5th at 12 p.m. Commissioner Wright will be introducing the band at the Six Sundays in Spring at Joyner Park on May 25th. Commissioner Wright attended the Elected Official Reception at the North WakeMed Facility last Thursday.

Commissioner Shackleford attended the Six Sundays in Spring and really enjoyed it. Commissioner Shackleford acknowledged Mental Health Awareness Month and the bravery it takes to address it.

Commissioner Cross participated with the guest from Moldova and attended the WakeMed North Elected Officials Reception. Commissioner Cross reminded everyone of the next Memorial Flag Raising Ceremony on June 2nd. Commissioner Cross commended the finance staff on the work with the budget and investments.

Commissioner Clapsaddle was invited to attend the American Asian Pacific Islander Advocacy Day. There were high school students there advocating for House Bill 378- Leon's Law that affects students duly enrolled in high school and college. Commissioner Clapsaddle also hosted Six Sundays in Spring on Mother's Day. Commissioner Clapsaddle wished everyone a safe Memorial Day and requested that they take a moment to remember an American Hero.

Commissioner Sliwinski advised he will be hosting the final Six Sundays in Spring on June 1st. Commissioner Sliwinski also advised registration is open for National Trails Day 5k on June 7th at Joyner Park. The Fungo Opener is at Flaherty Park on May 24th at 6:30 p.m. Commissioner Sliwinski extended appreciation to Representative Schietzelt and Senator Everitt for listening and representing the Town well. Commissioner Sliwinski also extended appreciation to Commissioner Shackleford and Clapsaddle for acknowledging mental health.

Mayor Jones announced that the Town had three linemen participate in the 2025 NC Association of Municipal Electric Systems Lineman's Rodeo: Hugo Mier, Joe Shearin, and Corey Puccio. Hugo Mier won first place overall winner for the second year in a row. In addition to finishing first overall, Mier earned first place honors in the hurtman rescue, tie and untie, and obstacle course and second place honors in the crossarm changeout. Shearin placed second in the hurtman rescue. Hugo is eligible to compete in the 2026 American Public Power Association Lineman's Rodeo in Huntsville, Alabama. Mayor Jones also advised that former Wake Forest Public Works Director Mike Barton and Wake Forest Power Lineman Chad Champion were inducted into the NCAMES Lineworkers Hall of Fame. They were formally recognized for their

contributions to NCAMES, including their work on various safety committees, the annual lineman's rodeo, and national lineworkers rodeo.

Mayor Jones recognized it being Public Works week and acknowledged the great work they do in Wake Forest.

Mayor Jones was invited and attended Wake Forest Elementary presentations last week. The fifth graders were studying hurricanes and other disasters, how they occur, and how to protect against them. Mayor Jones shared the Town's Safety Plan with the fifth graders.

Mayor Jones attended CAMPO's Blueprint for Safety regarding road safety and is encouraging the Town's Planning Staff to do a Blueprint for Safety for Wake Forest.

Mayor Jones advised the Town had guests from Moldova visiting Town Hall.

Mayor Jones advised that Drew Brown's interview on the Mobile Food Market was great.

Town Manager Kip Padgett advised that the FNOW was the largest one to date with approximately fourteen thousand attendees.

13. Adjournment

Mayor Jones adjourned the meeting at 8:18 pm.

Duly approved in open session this 17th day of June 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



Staff Report

Case SUP-24-02: Wake Forest Fire Station #6

Meeting Date May 20, 2025

Requested Action Evidentiary Hearing on QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf of Town of Wake Forest, for the establishment of a Public Safety Station on 4.48± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.

Case Manager Patrick Reidy, Senior Planner - Development Services

PUBLIC MEETINGS

Neighborhood Meeting	Evidentiary Hearing
January 29, 2025 (See Exhibit 1)	May 20, 2025

CASE INFORMATION

Applicant	Chief Ron Early Town of Wake Forest 301 Brooks Street Wake Forest, N 27587
Developer	Town of Wake Forest 301 Brooks Street Wake Forest, NC 27587
Property Owner	Town of Wake Forest 301 Brooks Street Wake Forest, NC 27587
Location	Fronting on the North side of Wait Avenue, just East of the intersection of Wait Avenue and Middlegame Way.
Address	1621 and 1701 Wait Avenue
Wake County Tax PIN(s)	1850578617 and 1850670578
Acreage	4.48 acres
Zoning	Rural Holding District (RD) (RZ-24-06)
Land Use	Vacant parcel

Corporate Limits	This application is located in the Town's corporate limits.
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See Exhibit 2 for a copy of the application, Exhibit 3 for Aerial and Zoning Maps and Exhibit 4 for an annotated oblique aerial photograph obtained February 1, 2024.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Dwelling – Single-Family (non-subdivision parcel)	Wake County: Highway District (HD)
South	Dwelling – Single-Family (Bowling Green and non-subdivision parcels); Vacant; Right-of-Way (Wait Avenue)	Wake County: Highway District (HD) Wake Forest: Conditional Use General Residential 3 (CU GR3)
East	Dwelling – Single-Family (non-subdivision parcel)	Wake County: Highway District (HD)
West	Dwelling – Single-Family (non-subdivision parcel)	Wake County: Highway District (HD)

FINDINGS OF FACT REQUIRED TO GRANT SPECIAL USE PERMIT

In order to grant the requested Special Use Permit, the Board of Commissioners must have a concurring vote of a majority of its members in accordance with Section 15.10.2 of the UDO (see Exhibit 10) and N.C.G.S. § 160D-406. The board shall grant the Special Use Permit only if the board makes all of the following findings (see Section 15.10.2.C of the UDO).

15.10.2.C.1	Required Finding:	<i>The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.</i>
	Staff Analysis:	- The proposed public safety station is located along Wait Avenue and is surrounded by one- and two-story single-family detached dwellings and vacant land. The proposed building varies in height from 17'4" to 34'. - The UDO requires a Type B buffer where civic uses are proposed adjacent to single-family detached dwellings and vacant residentially zoned properties. There are two options for providing a Type B buffer. Option 1 is a 25' wide buffer with no fence required and Option 2 is a 15' wide buffer with a minimum 4' tall fence required. The SUP proposes an Option 1 buffer along the northern and western property lines using existing vegetation and supplemental plantings as needed. An additional 5' tall opaque fence is proposed along the northern buffer. The SUP also proposes an Option 2 buffer along the eastern property line with a 5' opaque fence being proposed.

		• The UDO also requires a 20' wide Type B, Option 1 street yard buffer along Wait Avenue. The SUP proposed a 25' Type B Option 1 buffer to satisfy this requirement. • Street trees and parking lot landscaping are also being provided in conformance with the UDO requirements.
15.10.2.C.2	Required Finding:	<i>The proposed use will not cause undue traffic congestion or create a traffic hazard.</i>
	Staff Analysis:	• Section 9.4.C of the UDO requires that public safety stations provide a parking study to be used by the Administrator to determine the number of parking spaces that should be required. • The applicant has provided an engineer's traffic memorandum evaluating parking needs for the site (<i>see Exhibit 6</i>). • On a typical day, five firefighters will be on duty for each shift. Training will be conducted on approximately three days a month, where an additional 23 people will be on site, creating a total of 28 people. • 36 parking spaces are being proposed for the site. • Using the 11th Edition of the Institute of Transportation Engineer's (ITE) Trip Generation Manual, the fire station is expected to generate a total of 33 peak hour trips on training days.
15.10.2.C.3	Required Finding:	<i>Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use.</i>
	Staff Analysis:	• Access to water and sewer utilities is in the vicinity of the proposed fire station. Water will be extended across the property frontage, and sewer will also be extended to the site. Stormwater infrastructure serving the site has been preliminarily reviewed as part of the SUP request and Construction Plans review will be conducted to ensure it complies with UDO standards. Electricity, gas, and fiber internet are available on the site.
15.10.2.C.4	Required Finding:	<i>The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.</i>
	Staff Analysis:	• The application states that no noxious or offensive smoke, noise and dust beyond what would be anticipated for a typical fire station and training facility is anticipated and that no vibration, odor or gas is anticipated based on the following information. • The application states that there are two categories in which smoke, noise and dust is expected to be generated. ○ The first category is daily activities with hand tools, chainsaws, ladders, and truck noise. These activities would take place on each shift, on each day. ○ The second category is related to training. This facility would provide training opportunities for live fire with the

		goal of putting the fire, and therefore smoke and odor, out as quickly as possible. These activities would vary in nature due to schedules and needs of the department. • If approved, this facility would provide the required facility training for the fire department and regional partners as needed, but no specifics were provided on the frequency of all trainings. • The application states that to minimize smoke, noise, dust and fire during and after training exercises, the town follows National Fire Protection Association guidelines 1402 & 1403, which make recommendations for safe fire training and provide standards for live fire training to include training clean up. • The application states that adhering to the NFPA and ISO guidelines ensures activities are not noxious or offensive in nature. • In addition, development will be required to conform to all applicable local, state and federal environmental regulations. • Additional stormwater runoff mitigation is provided. • The application states that sirens for late night calls are rarely used unless traffic conditions make them necessary.
15.10.2.C.5	Required Finding:	<i>The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property.</i>
	Staff Analysis:	• The proposed fire station would be self-contained within the property and have direct access to Wait Avenue. • Wait Avenue is being widened, and a multi-use path is being installed per the Town's Comprehensive Transportation Plan. • Surrounding properties would still have the ability to be developed or re-developed in accordance with the Town of Wake Forest or Wake County development regulations. • The required buffers are proposed to be met with a combination of existing vegetation, supplemental plantings, and fencing. In some instances, more buffering than required is provided.
15.10.2.C.6	Required Finding:	<i>The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, or general welfare.</i>
	Staff Analysis:	• This use is proposed to increase the protection of public health, safety, and general welfare by adding a new fire station in an area of town that is experiencing slower than desired response times for fires and medical emergencies. • Over the last several years, the Town of Wake Forest has been experiencing development grown in the northeastern part of the town with new developments like the Tryon, Rosedale, Averette Woods, and Austin Creek subdivisions. • The applicant has provided a map showing 4-minute response times (<i>see Exhibit 7</i>) and a map showing 6-minute response

		times (see Exhibit 8). These maps show that the northeast part of town is not receiving adequate response times, which is the purpose of the request to build a new fire station to cover that area of town.
15.10.2.C.7	Required Finding:	<i>The proposed use will not substantially injure the value of adjoining or abutting property.</i>
	Staff Analysis:	• The application includes an appraiser’s impact study (see Exhibit 9) from a licensed appraiser that reviews the sales of properties around other Wake Forest fire stations before and after the fire station was built. • The report concludes that the fire stations have not had a measurable negative impact on adjoining or surrounding property values and appear to be unaffected by those uses.
15.10.2.C.8	Required Finding:	<i>The proposed use is consistent with the officially adopted plans and policies of the town.</i>
	Staff Analysis:	• The Wake Forest Community Plan places this site within a Mixed Residential area, with the following description: ○ “Mixed Residential areas consist of planned developments that contain a wide mix of housing types, ranging from single-family homes to multifamily development. Such diversity in housing types provides opportunities to expand housing choices within the Town in a neighborhood environment. This land use category typically features smaller lot sizes and taller building heights than Conventional Residential areas. Where possible, Mixed Residential areas should serve as a transition from more intense development such as Transit-Supportive Residential and Neighborhood Commercial centers to Conventional Residential neighborhoods. Like Conventional Residential areas, Mixed Residential areas should incorporate pocket and neighborhood-scale parks, public gathering spaces, community gardens, and trails that serve surrounding residents. Mixed Residential areas may incorporate commercial corner stores located at key entry points and intersections.” (page 38) • The Community Facilities section of the Community Plan states that “as Wake Forest continues to grow, so too will the demand for community services and facilities, including infrastructure, libraries, schools, recreational amenities, and public safety services. As the needs and desires of residents change over time, the Town should plan ahead for increases in service demands and need for new amenities. Long-term planning and coordination with respective service providers will be key to ensuring the efficient and equitable distribution of new and expanded facilities and services.” It further recommends to “expand town facilities concurrently with new growth” and “coordinate with the Police and Fire Departments to ensure

		response times are sufficient for all areas of town with grown” (page 72)
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STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners conduct an evidentiary hearing in accordance with Section 15.10.2 of the UDO (see Exhibit 10) and applicable statutory requirements. The Board of Commissioners should make a determination on each required finding and approve the Special Use Permit if all findings are in the affirmative. The board may include conditions of approval in accordance with N.C.G.S. § 160D-705(c). If any of the findings of fact are not in the affirmative, the board should deny the request. If the board denies the request, the motion shall state the specific finding(s) that were not met.

EXHIBITS

- Exhibit 1: Neighborhood Meeting Information
- Exhibit 2: Application
- Exhibit 3: Maps
- Exhibit 4: Annotated Oblique Aerial Photograph
- Exhibit 5: Proposed Wake Forest Fire Station SUP Master Plan
- Exhibit 6: Wake Forest Fire Station #6 Traffic Memorandum
- Exhibit 7: Travel 4 minutes from Station Analysis Results
- Exhibit 8: Travel 6 minutes from Station Analysis Results
- Exhibit 9: Appraiser Impact Study
- Exhibit 10: UDO Section 15-10



WAKE FOREST FIRE STATION No. 6

CONSTRUCTION DOCUMENTS | MAY 2025

WAKE FOREST, NC



TOWN of
WAKE FOREST

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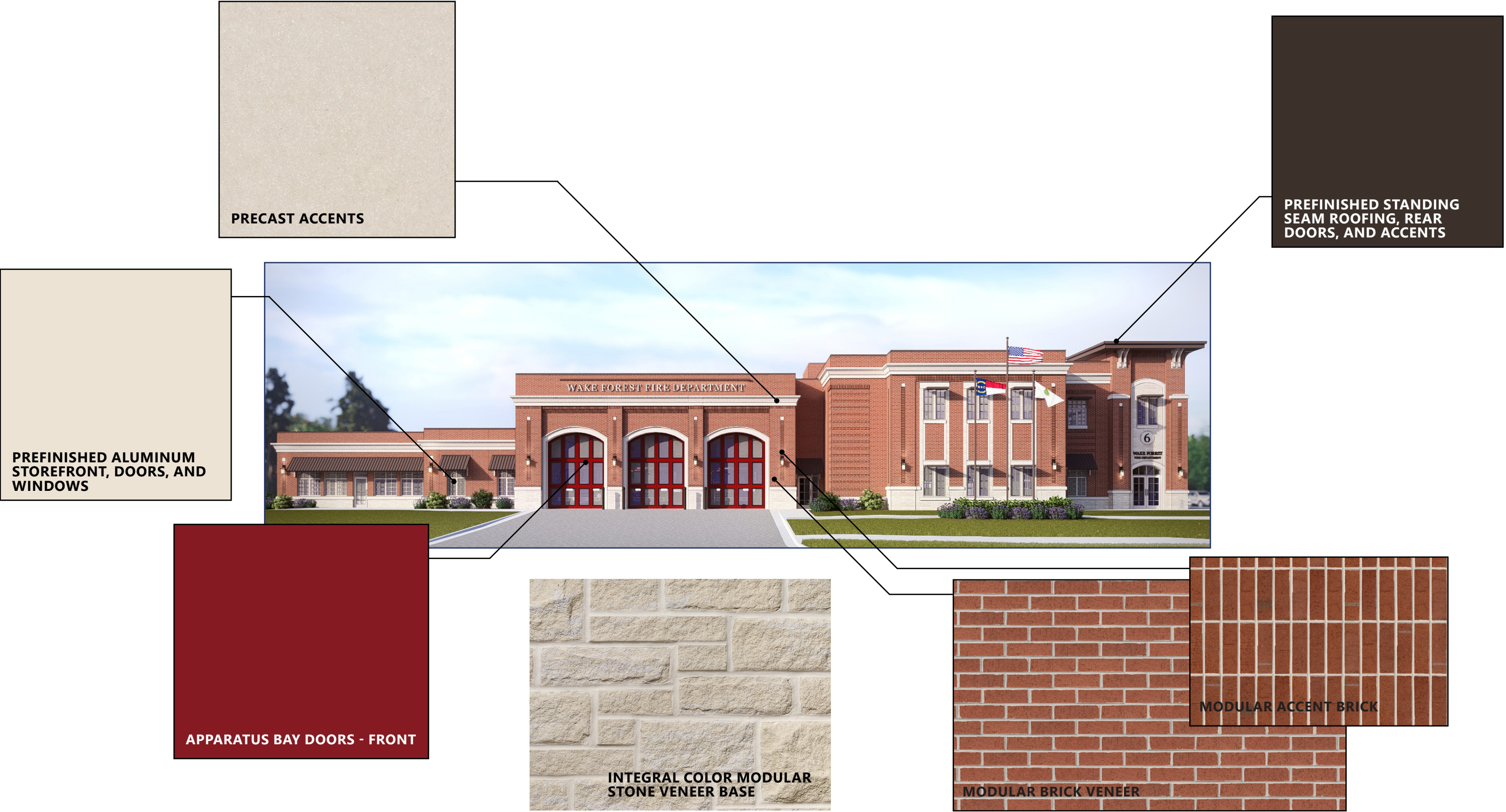








Exterior Material Board



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February 11, 2025

Wake Forest FS6- Neighborhood Meeting Notes for Special Use Permit (1-29-25)

Attendees

- Will Altman- Timmons Group
- Chief Ron Early- Town of Wake Forest Fire Department
- Mickey Rochelle- Town of Wake Forest
- Hugh Nourse (1620 Wait Ave, Wake Forest, NC 27587)
- Robert Cooper (1800 Wait Ave, Wake Forest, NC 27587)
- Dean and Becky Parsons (6736 Old Murray Dr, Wake Forest, NC 27587)
- Tony Gordon (1704 Wait Ave, Wake Forest, NC 27587)

The neighborhood meeting took place on January 29th, 2025 at the Town of Wake Forest building from 6:00 PM – 7:00 PM. This meeting was for the purpose of the Special Use Permit regarding the properties listed below:

- PIN # 1850578617
- PIN # 1850670578

A brief overview of the location of the property and layout was given. The discussion was then open for questions that were answered by myself (Will Altman) and Chief Early. See below for the questions/concerns the neighbors voiced during the meeting:

1. How many trucks will be at the station?
There will be 3 trucks.
2. How many people will this accommodate overnight?
There will be 11 staff on duty that will stay overnight.
3. How often do sirens/lights occur for calls? When do you turn on the sirens?
The answer from the Neighborhood Meeting was reviewed: It is based on the calls that come in, but Wait Ave is currently already a main pathway for the fire department. There shouldn't be much of a difference from now and when the fire station is constructed. The sirens will be turned on when in traffic/ when cars are present.
4. There were concerns of getting onto Wait Ave. There were suggestions to place the exit driveway at the crest of the hill.
The current layout is showing the exit driveway for the trucks at the existing driveway. This is right at the crest of the hill which should meet the neighbor's safety concerns. It was mentioned that we can coordinate with NCDOT about potentially reducing speed in this area to help with the traffic and safety concerns.
5. Is there access to Old Murray?
Yes the fire department gets back there currently.

6. Can you utilize permeable pavers in the parking areas?
Yes, we can take a look at that. Based on the geotechnical report and the budget will help determine if that is feasible for this project.
7. What is going to happen with the road widening drainage? There are concerns with existing stormwater and flooding to the properties south of Wait Ave.
We need to design and release stormwater per Town of Wake Forest and NCDOT standards. We will take a look at the predevelopment flows and try to match or release the stormwater at a slower rate in the post development conditions.
8. There is an existing berm currently at the front of the site, will you keep that?
At this time, we will not be able to utilize a berm based on existing and proposed grades. There will be a landscape buffer that will be required for the site.
9. Does the fire department only respond to people within City Limits?
There is a partnership with Wake County that the Town of Wake Forest Fire Department responds to. This ensures that all parts of Wake County are covered.
10. What will happen in the training areas? What burning materials will be used and will the smoke effect the neighboring properties? How frequent will the training exercises take place?
This question was asked again and we went through the same response below from the Rezoning Neighborhood Meeting: There will be a burn building and a tower. Wood and hay will be burned in these training exercises. We currently have a rating of ISO 1 which is the best you can get. In order to keep these ratings, we have to meet training requirements. The closest training location currently is Bunn. With Wake Forest growth we have determined it is beneficial for us to provide a similar training system for our Department. Training exercises will be once a month (3 days in a row due to 3 cohorts). We have will conduct the trainings during specific weather conditions (barometric pressures) that will push the smoke up and not out towards neighboring properties. There will also be training exercises that simulate forceable entries.

Overall the feedback was good for the overall layout of the site. The concerns of existing flooding and how the new development will effect this was talked about mostly. There was discussion about sediment and ensuring that it doesn't leave the site. Based on NCDEQ standards we will be required to abide by, this should not be an issue. It was mentioned that if there are still questions and concerns, to reach out to the Town of Wake Forest. It was also relayed that there is an opportunity to share concerns at the public Town meetings as well.

SUP

DATE: ~~11/13/2024~~ 1/29/2025

36

January 17, 2025

RE: Special Use Permit
Wake County Parcel Identification Numbers – [1850578617, 1850670578]

Dear Property Owner,

We are writing to advise you that Timmons Group, Inc is preparing to submit to the Town of Wake Forest a Special Use Permit application for 2 parcels totaling approximately 4.48 acres at 1621 Wait Avenue, Wake Forest, NC.

- PIN # 1850578617
- PIN # 1850670578

This application is to show the proposed fire station which will be annexed into the Town of Wake Forest municipal limits.

You are receiving this notice as a property owner within close proximity 500' of this site so that we may invite you to an informational meeting, where we will present the details of the request. We will have an open discussion with you and your neighbors to address any questions or concerns you may have.

The neighborhood meeting will be held at Wake Forest Town Hall in Ground Floor Rooms A & B at 6:00 p.m. on January 29, 2025.

Respectfully,

William Altman
Timmons Group
william.altman@timmons.com



Special Use Permit Application

(Special Use Permit 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

#1501325

Project Title: Wake Forest Fire Station Special Use Permit

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Special Use Permit

State: NC

Workflow: Special Use Permit

County: Wake

Checklist - Special Use Permit

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

[VIEW SPECIAL USE PERMIT SUBMITTAL CHECKLIST](#)

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

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: 10/01/2024

Staff Member Met With: Patrick Reidy

Pre-application Conference Project Number: 1483449

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:

- 1621 Wait Ave (1850578617)
- 1701 Wait Ave (1850670578)

Tax PIN:

- 1850578617
- 1850670578

Acreage: 4.48

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

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

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

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

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

Parcel Area: GIS Acreage

- 1621 Wait Ave: 3
- 1701 Wait Ave: 1.48

Current Use:

Wake Forest (WF):

Base District:

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

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

Ron Early
Town of Wake Forest- Fire Chief
301 BROOKS ST
Wake Forest, NC 27587
P:919-569-2201
REarly@wakeforestnc.gov

Project Contact - Developer

Ron Early
Town of Wake Forest- Fire Chief
301 BROOKS ST
Wake Forest, NC 27587
P:919-569-2201
REarly@wakeforestnc.gov

Project Contact - Property Owner

Kip Padgett

301 Brooks St
Wake Forest, NC 27587
P:919-435-9411
kipadgett@wakeforestnc.gov

Project Contact - Engineer

Will Altman

5410 Trinity Road
Raleigh, NC 27607
P:919-866-4938
william.altman@timmons.com

Special Use Amendment

Is this an amendment to a current special use permit?: No

Related Town of Wake Forest Case Numbers: SUP-24-02

Proposed Use: Public Safety Station

Description of Request:

Fire Station #6 is proposed to be built on parcels 1850578617 & 1850670578 with associated parking, utilities, and stormwater conveyance measures.

Special Use Permit Findings

In addition to determining that the application meets all other requirements of this ordinance (no variances are permitted) the Board of Commissioners must find the following in order to grant approval of a Special Use Permit. **Please address compliance with the following findings of fact.**

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

Existing on-site vegetation will be preserved to the extent possible. Perimeter landscape buffers will be provided, and supplemental vegetation will be installed to help screen the facility from neighboring properties. The proposed building varies in height from 17'-4" to 34'-0". While Meeting the Town of Wake Forest UDO Requirements for a Civic Building, there are design elements that lend themselves to more of a human scale (ie. Watertable, Awnings, Brick Detailing), allowing the project to fit within the rural neighborhood character of the site.

The proposed use will not cause undue traffic congestion or create a traffic hazard:

Traffic flow to and from the new facility will be minimal. A traffic memo will be included within the submittal package and be presented as evidence. The facility will provide a preemptive device located at the traffic signal located at the intersection of Wait Avenue and Bowling Forest Drive to be approved by NCDOT. Egress and ingress are shown on the included conceptual site plan from Wait Avenue.

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

The project will extend the existing waterline across the property frontage to provide water for domestic and fire suppression. Gravity sewer will connect to an existing manhole at the intersection of Frog Hollow Way and Bowling Forest Drive southwest of the property. Power, gas and fiber are located along the property frontage, Wait Avenue.

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

No noxious or offensive smoke, noise and dust beyond what would be anticipated for a typical fire station and training facility is anticipated. No vibration, odor or gas is anticipated. For the purposes of this finding, noxious smoke, noise and dust is defined as physically harmful or destructive to living beings. Offensive smoke, noise and dust is defined (Webster) as painful or unpleasant sensations.

There are two categories in which smoke, noise and dust would be generated. The first related to daily activities with hand tools, chainsaws, ladders, and truck noise. These activities would take place on each shift, on each day. The frequency would not be harmful or offensive and therefore not noxious.

The second category is related to training. This facility provides a training opportunity for live fire with the goal of putting the fire and therefore smoke and odor out as quick as possible. These activities would vary in nature due to schedules and needs of the department. Each member of the fire department is required by ISO standards to have 18 hours of facility training per year. Facility training usually requires smoke, heat and fire. Currently there are four days twice a year where scheduled facility-based training occurs for our current staffing levels. If approved, this facility would provide the required facility training for the fire department and regional partners as needed.

To minimize smoke, noise, dust and fire during and after training exercises, the town follows National Fire Protection Association guidelines 1402 & 1403 which make recommendations for safe fire training and associated props and provide standards for live fire trainings to include training clean up. Adhering to NFPA and ISO guidelines ensures activities are not noxious or offensive in nature.

In addition, development will be required to conform to all applicable local, state and federal environmental regulations. Additional stormwater mitigation and water supply will be nearby for attenuation. Sirens for late night calls are rarely used unless traffic conditions make them necessary.

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

The proposed facility will not impede development of the surrounding properties. Road widening and installation of a multiuse path will help with connectivity to the surrounding properties. The surrounding properties consist of mostly residential uses. The property has direct access to Wait Avenue and no shared access is needed.

The application will not substantially injure the value of adjoining or abutting property:

The Town has hired an appraiser who has evaluated the property and project and does not find this to impact the values of the surrounding property. While the appraisal found no harm and has been uploaded into the portal, the appraiser will be sworn in during the hearing and present the findings as part of evidence.

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

The facility is being proposed to protect the public health, safety, and welfare of the community. A fire station at this location improves public health, safety and general welfare by reducing response times for fires and medical emergencies in the northeast quadrant of Town. As required by ISO, the Town, in coordination with Wake/Franklin County, map response times to service addresses. The current service times have been provided with this submittal as the 4 and 6 minute response time maps. New response times will be mapped following construction completion of this project which will show increased public safety. The proposed development is subject to all the requirements of the Unified Development Ordinance.

The proposed use is consistent with the officially adopted plans and policies of the town:

The proposed use shall comply with all section of the UDO, conditions of approval, and any other applicable local, state and Federal regulations. It is understood that unless relived of a requirement, in writing, all UDO requirements must be met. The frontage improvements conform to CTP specifications.

Supplemental Standards

Section 3 of the [Unified Development Ordinance](#) includes Supplemental Use Standards for specific uses.

Does the UDO include Supplemental Use Standards for your proposed use?: No

Please confirm how your project intends to comply with these standards:

Wake Forest Fire Station #6 - Findings of Fact for SUP

1. 5.10.2.C.1- The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site:

Existing on-site vegetation will be preserved to the extent possible. Perimeter landscape buffers will be provided, and supplemental vegetation will be installed to help screen the facility from neighboring properties. The proposed building varies in height from 17'-4" to 34'-0". While meeting the Town of Wake Forest UDO Requirements for a Civic Building, there are design elements that lend themselves to more of a human scale (ie. Watertable, Awnings, Brick Detailing), allowing the project to fit within the rural neighborhood character of the site.

2. 15.10.2.C.2 - The proposed use will not cause undue traffic congestion or create a traffic hazard:

Traffic flow to and from the new facility will be minimal. A traffic memo "Wake Forest Fire Station Parking Study 2025-03-05" prepared by Cliff Lawson of Timmons Group on March 5, 2025, will be included within the submittal package and be presented as evidence. The facility will provide a preemptive device located at the traffic signal located at the intersection of Wait Avenue and Bowling Forest Drive to be approved by NCDOT. Egress and ingress are shown on the included conceptual site plan from Wait Avenue.

3. 15.10.2.C.3 - Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use:

The project will extend the existing waterline across the property frontage to provide water for domestic and fire suppression. Gravity sewer will connect to an existing manhole at the intersection of Frog Hollow Way and Bowling Forest Drive southwest of the property. Power, gas and fiber are located along the property frontage, Wait Avenue.

4. 15.10.2.C.4 - The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas:

No noxious or offensive smoke, noise and dust beyond what would be anticipated for a typical fire station and training facility is anticipated. No vibration, odor or gas is anticipated. For the purposes of this finding, noxious smoke, noise and dust is

defined as physically harmful or destructive to living beings. Offensive smoke, noise and dust is defined (Webster) as painful or unpleasant sensations.

There are two categories in which smoke, noise and dust would be generated. The first related to daily activities with hand tools, chainsaws, ladders, and truck noise. These activities would take place on each shift, on each day. The frequency would not be harmful or offensive and therefore not noxious.

The second category is related to training. This facility provides a training opportunity for live fire with the goal of putting the fire and therefore smoke and odor out as quick as possible. These activities would vary in nature due to schedules and needs of the department. Each member of the fire department is required by ISO standards to have 18 hours of facility training per year. Facility training usually requires smoke, heat and fire. Currently there are four days twice a year where scheduled facility-based training occurs for our current staffing levels. If approved, this facility would provide the required facility training for the fire department and regional partners as needed.

To minimize smoke, noise, dust and fire during and after training exercises, the town follows National Fire Protection Association guidelines 1402 & 1403 which make recommendations for safe fire training and associated props and provide standards for live fire trainings to include training clean up. Adhering to NFPA and ISO guidelines ensures activities are not noxious or offensive in nature.

In addition, development will be required to conform to all applicable local, state and federal environmental regulations. Additional stormwater mitigation and water supply will be nearby for attenuation. Sirens for late night calls are rarely used unless traffic conditions make them necessary.

5. 15.10.2.C.5 - The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property:

The proposed facility will not impede development of the surrounding properties. Road widening and installation of a multiuse path will help with connectivity to the surrounding properties. The surrounding properties consist of mostly residential uses. The property has direct access to Wait Avenue and no shared access is needed.

6. 15.10.2.C.6 - The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare:

The facility is being proposed to protect the public health, safety, and welfare of the community. A fire station at this location improves public health, safety and general welfare by reducing response times for fires and medical emergencies in the

northeast quadrant of Town. As required by ISO, the Town in coordination with Wake/Franklin County map response times to service addresses. New response times will be mapped following construction completion of this project which will show increased public safety. The proposed development is subject to all the requirements of the Unified Development Ordinance.

7. 15.10.2.C.7 - The application will not substantially injure the value of adjoining or abutting property:

The Town has hired an appraiser who has evaluated the property and project and does not find this to impact the values of the surrounding property. While the appraisal found no harm and has been uploaded into the portal, the appraiser will be sworn in during the hearing and present the findings as part of evidence.

8. 15.10.2.C.8 - The proposed use is consistent with the officially adopted plans and policies of the town:

The proposed use shall comply with all section of the UDO, conditions of approval, and any other applicable local, state and Federal regulations. It is understood that unless relived of a requirement, in writing, all UDO requirements must be met. The frontage improvements conform to CTP specifications.

Agent Authorization Form



TOWN of
WAKE FOREST

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

Address(es) and Tax PIN(s) for which authorization is granted: 1621 Wait Avenue (1850578617) & 1701 Wait Avenue (1850670578)

Landowner's name*: Town of Wake Forest

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

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

Landowner's Signature: _____

Date: _____

11/5/24

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

Name: Kip Padgett

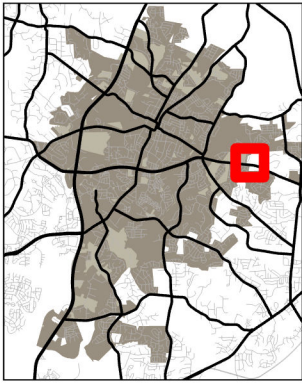
Address: 301 Brooks St, Wake Forest, NC 27587

Telephone number: 919-435-9411

Email address: kpadgett@wakeforestnc.gov

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

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



Aerial



TOWN of
WAKE FOREST

SUP-24-02

Wake Forest Fire Station Special Use Permit

PIN: 1850578617 & 18506700578

4/22/2025

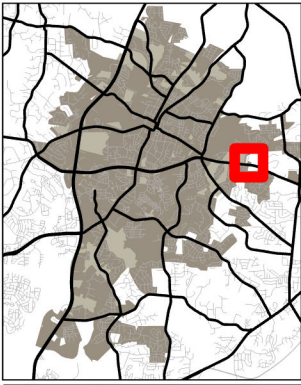


Please note that this map is intended for illustrative purposes only.
For specific inquiries regarding zoning boundaries, contact the
Town Wake Forest Planning Department at 919-435-9510.

0 500 1,000 1,500
Feet



48



Zoning



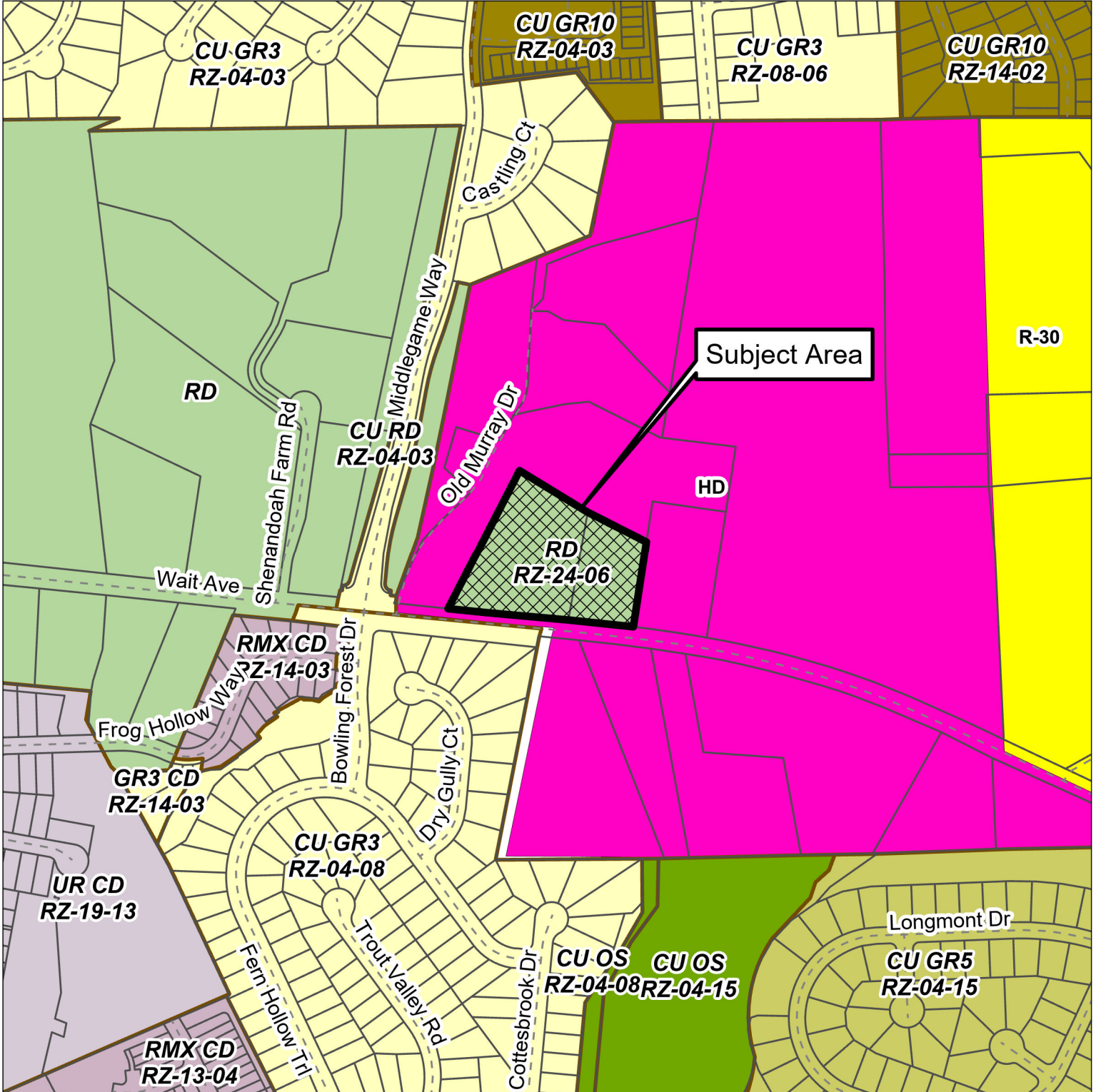
TOWN of
WAKE FOREST

SUP-24-02

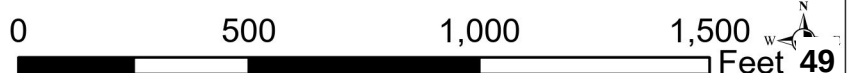
Wake Forest Fire Station Special Use Permit

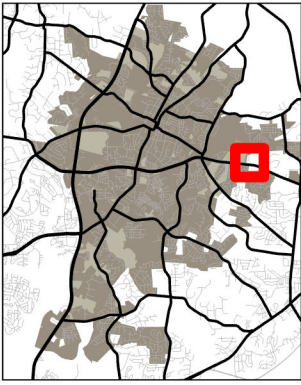
PIN: 1850578617 & 18506700578

5/9/2025



Please note that this map is intended for illustrative purposes only.
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Land Use Plan



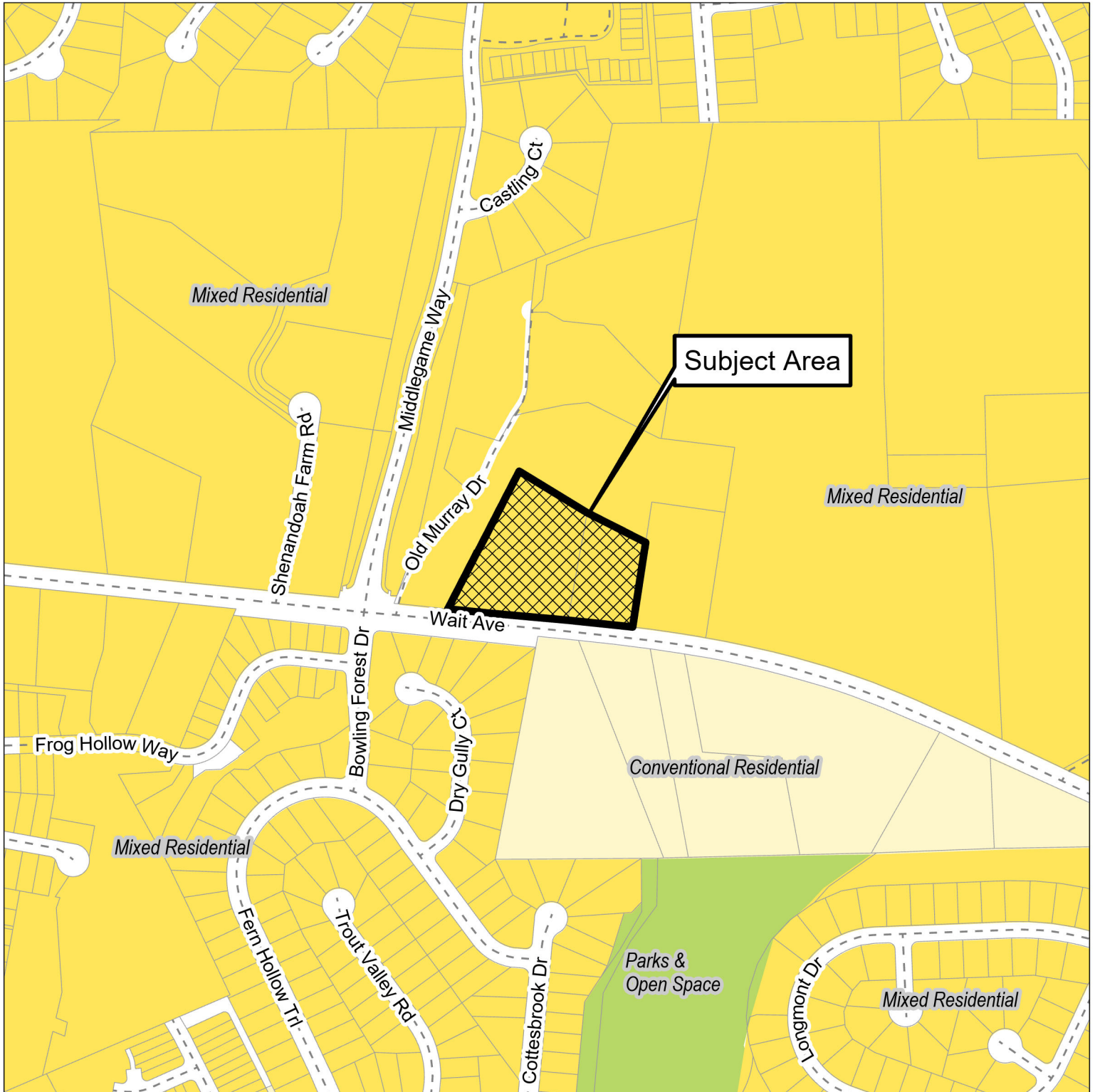
TOWN of
WAKE FOREST

SUP-24-02

Wake Forest Fire Station Special Use Permit

PIN: 1850578617 & 18506700578

4/22/2025



Please note that this map is intended for illustrative purposes only.
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0 690 1,380
Feet





Oblique

< Fri Feb 7 2025 >



100% DESIGN DOCUMENT DRAWINGS FOR:

SUP-24-02

WAKE FOREST FIRE STATION

1621 WAIT AVENUE, WAKE FOREST, NC 27587

PROJECT TEAM

OWNER

WAKE FOREST
CONTACT: RON EARLY, FIRE CHIEF
PHONE: 919-569-2201
420 ELM AVENUE
WAKE FOREST, NC 27587
EMAIL: REARLY@WAKEFORESTNC.GOV
FAX: 919-556-9274

ARCHITECT

ADW ARCHITECTS CONTACT: MS. GINA
MOORE, R.A., NCARB, CCS
PHONE: (704) 749-5564
510 GLENWOOD AVE SUITE 313
RALEIGH, NC 27603
EMAIL:
GMOORE@ADWARCHITECTS.COM
FAX: 704-379-1920

CIVIL ENGINEER

TIMMONS GROUP
CONTACT: WILL ALTMAN, PE
PHONE: (919) 866-4938
5410 TRINITY ROAD, SUITE 102
RALEIGH, NC 27607
EMAIL: WILLIAM.ALTMAN@TIMMONS.COM
FAX: 919-859-5663

SITE DATA TABLE	
PIN:	1850578617, 1850670578
TOTAL SITE AREA:	4.48 AC PIN 1850578617: 3.00 AC, PIN 1850670578: 1.48 AC
DISTURBED AREA	3.81 AC
ZONING:	RURAL HOLDING DISTRICT (RZ-24-06)
ANNEXATION ORDINANCE NUMBERS	2025-04-CONTIGUOUS 2025-05-NON-CONTIGUOUS (AN-24-04)
FUTURE LAND USE MAP DESIGNATION	MIXED RESIDENTIAL
IS SITE IN A WATER SUPPLY WATERSHED PROTECTION OVERLAY DISTRICT	NO
DOES SITE CONTAIN SPECIAL FLOOD HAZARD AREAS	NO
MEANS AND PERCENTAGE OF NEIGHBORHOOD PARKS AND OPEN SPACE	N/A
NUMBER OF LOTS PER PHASE	N/A
WATERSHED:	SMITH CREEK
RIVER BASIN	NEUSE
PROPOSED IMPERVIOUS	ONSITE: 1.53 AC
MAXIMUM BUILDING HEIGHT:	35'
PROPOSED BUILDING HEIGHT	30' - 8"
BUILDING SETBACKS	FRONT: 20' SIDE (STREET): 20' SIDE (INTERIOR): 10' REAR: 25'
MINIMUM LANDSCAPE BUFFERS	TYPE B BUFFER: 15' WITH FENCE, 25' WITHOUT
TOTAL BUILDING FOOTPRINT AREA	21,776 SQFT

PARKING REQUIREMENTS

TOTAL REQUIRED PARKING	36 PARKING SPACES
TOTAL PARKING SPACES PROVIDED	36 PARKING SPACES (REFER TO PARKING MEMO ATTACHED)
REQUIRED BICYCLE PARKING	2 PER 40 AUTO SPACES
BICYCLE PARKING PROVIDED	2 SPACES
REQUIRED ADA PARKING	2 SPACES FOR PARKING FACILITIES WITH 26 TO 50 SPACES
ADA SPACES PROVIDED	2 SPACES



VICINITY MAP
1" = 500'

Sheet List Table

Sheet Number	Sheet Title
C0.0	COVERSHEET
C0.1	EXISTING CONDITIONS PLAN
C0.2	KEY PLAN
C1.0	DEMOLITION PLAN
C2.0	SITE PLAN
C2.1	STRIPING PLAN
C3.0	GRADING & DRAINAGE PLAN
C4.0	UTILITY PLAN
C4.1	UTILITY PLAN
C4.2	FIRE APPARATUS PLAN
L1.0	PLANTING PLAN
L2.0	TREE MITIGATION PLAN
L2.1	TREE MITIGATION TABLES & NOTES
E101	SITE LIGHTING

Wake Forest Fire Station #6 - Findings of Fact for SUP

1. 5.10.2.C.1 - The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site:
- Existing on-site vegetation will be preserved to the extent possible. Perimeter landscape buffers will be provided, and supplemental vegetation will be installed to help screen the facility from neighboring properties. The proposed building varies in height from 17'-4" to 34'-0". While meeting the Town of Wake Forest UDO Requirements for a Civic Building, there are design elements that lend themselves to more of a human scale (ie. Waterfalls, Awnings, Brick Detailing), allowing the project to fit within the rural neighborhood character of the site.
2. 15.10.2.C.2 - The proposed use will not cause undue traffic congestion or create a traffic hazard:
- Traffic flow to and from the new facility will be minimal. A traffic memo "Wake Forest Fire Station Parking Study 2025-03-05" prepared by Cliff Lawson of Timmons Group on March 5, 2025, will be included within the submittal package and be presented as evidence. The facility will provide a preemptions device located at the traffic signal located at the intersection of Wait Avenue and Bowling Forest Drive to be approved by NCDOT. Egress and ingress are shown on the included conceptual site plan from Wait Avenue.
3. 15.10.2.C.3 - Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use:
- The project will extend the existing waterline across the property frontage to provide water for domestic and fire suppression. Gravity sewer will connect to an existing manhole at the intersection of Frog Hollow Way and Bowling Forest Drive southwest of the property. Power, gas and fiber are located along the property frontage, Wait Avenue.
4. 15.10.2.C.4 - The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas:
- No noxious or offensive smoke, noise and dust beyond what would be anticipated for a typical fire station and training facility is anticipated. No vibration, odor or gas is anticipated. For the purposes of this finding, noxious smoke, noise and dust is

defined as physically harmful or destructive to living beings. Offensive smoke, noise and dust is defined (Webster) as painful or unpleasant sensations. There are two categories in which smoke, noise and dust would be generated. The first related to daily activities with hand tools, chainaws, loaders, and truck noise. These activities would take place on each shift, on each day. The frequency would not be harmful or offensive and therefore not noxious. The second category is related to training. This facility provides a training opportunity for live fire with the goal of putting the fire and therefore smoke and odor out as quick as possible. These activities would vary in nature due to schedules and needs of the department. Each member of the fire department is required by ISO standards to have 18 hours of facility training per year. Facility training usually requires smoke, heat and fire. Currently there are four days twice a year where scheduled facility based training occurs for our current staffing levels. If approved, this facility would provide the required facility training for the fire department and regional partners as needed. To minimize smoke, noise, dust and fire during and after training exercises, the town follows National Fire Protection Association guidelines 1402 & 1403 which make recommendations for safe fire training and associated props and provide standards for live fire trainings to include training clean up. Adhering to NFPA and ISO guidelines ensures activities are not noxious or offensive in nature. In addition, development will be required to conform to all applicable local, state and federal environmental regulations. Additional stormwater mitigation and water supply will be nearby for attenuation. Sirens for late night calls are rarely used unless traffic conditions make them necessary.

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APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS
DATE: _____

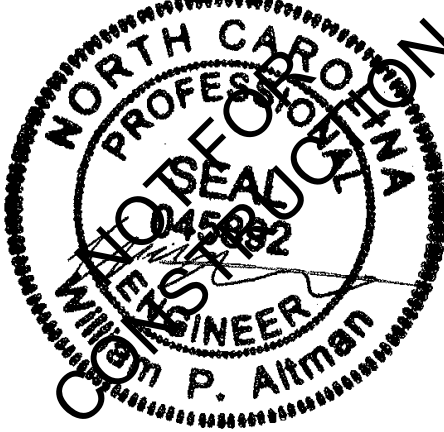
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environments for life

architecture planning interiors
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CHARLOTTE, NORTH CAROLINA 28217
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www.adwarchitects.com

TIMMONS GROUP
ENGINEERING | DESIGN | TECHNOLOGY
NC LICENSE NUMBER 045892

EDIFICE
GENERAL CONTRACTORS

TOWN of
WAKE FOREST



WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

COVERSHEET

DATE: 10/30/24
PROJECT NO: 69776
CITY PROJECT #

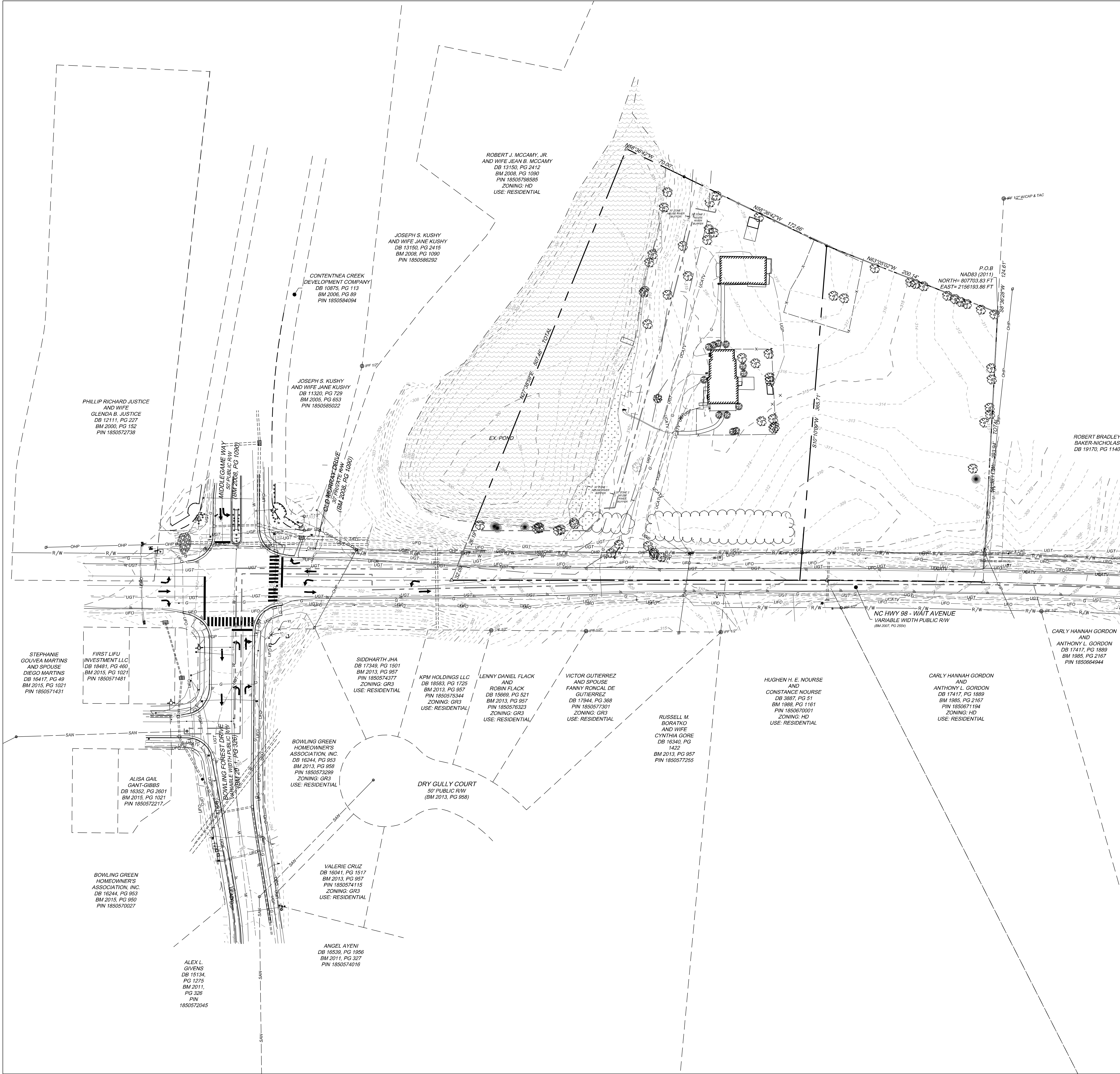
REVISIONS

NO:	DATE:	DESCRIPTION:
2	2025-01-29	2ND SUP SUBMITTAL
3	2025-03-05	3RD SUP SUBMITTAL
4	2025-03-05	4TH SUP SUBMITTAL

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SHEET NUMBER

C0.0



EXISTING CONDITIONS LEGEND

EX. CONSTRUCTION LIMITS	---
EX. STORM PIPE	---
EX. FENCE	---
EX. GAS LINE	---
EX. POWER LINE	---
EX. TELEPHONE LINE	---
EX. WATER LINE	---
EX. SANITARY SEWER FORCE MAIN	---
EX. SANITARY SEWER LINE	---
EX. CABLE TV LINE	---
EX. FIBER OPTIC LINE	---
EX. TREE LINE	---
LIGHT POLE	---
SITE BOLLARD	---
UTILITY POLE	---
SANITARY SEWER MANHOLE	---
STORM SEWER MANHOLE	---
CLEANOUT (SANITARY OR STORM)	---
DROP INLET	---
FIRE HYDRANT	---
WATER VALVE	---
TELECOM BOX	---
GROUND MOUNTED SIGN	---
REMOVE TREE	---
RIGHT OF WAY DEDICATION	---

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE: _____

SCALE 1"=40'

80'

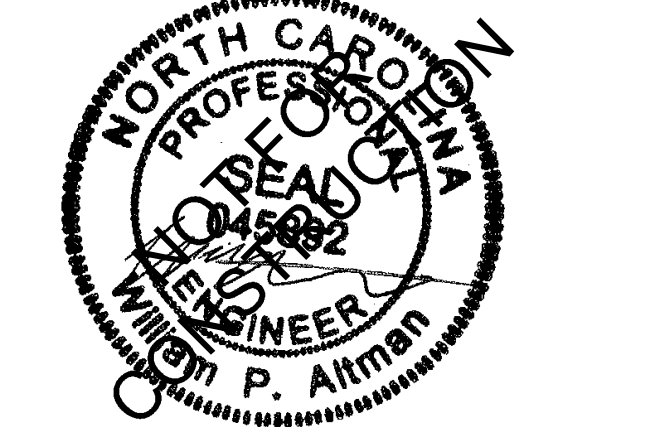
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TOWN of
WAKE FOREST



WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

EXISTING
CONDITIONS
PLAN

DATE: 10/30/24
PROJECT NO: 69776

CITY PROJECT #

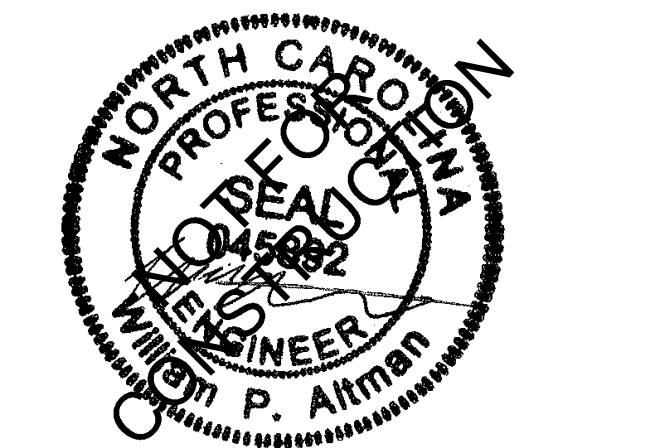
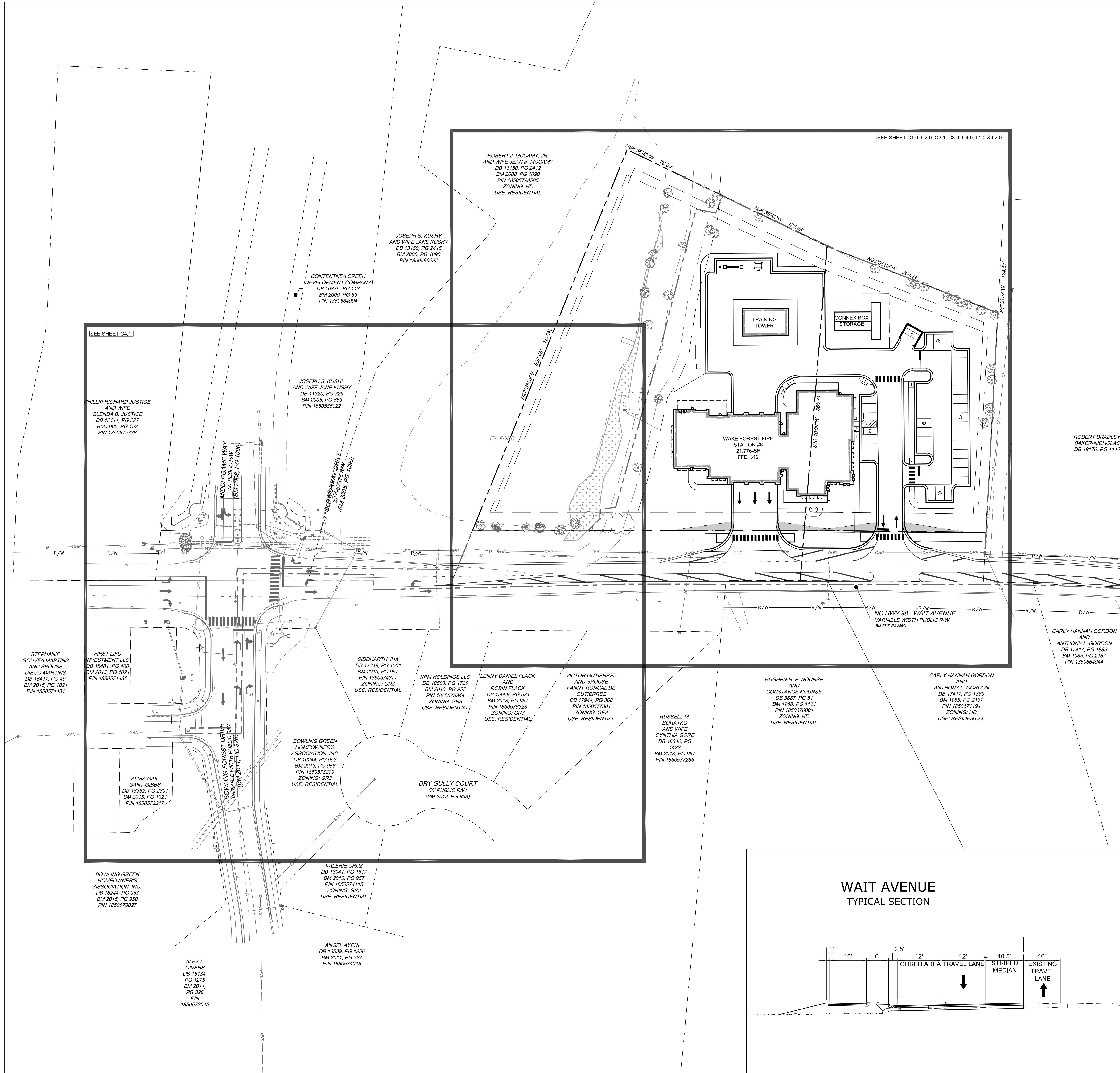
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SHEET NUMBER

C0.1



WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

KEY PLAN

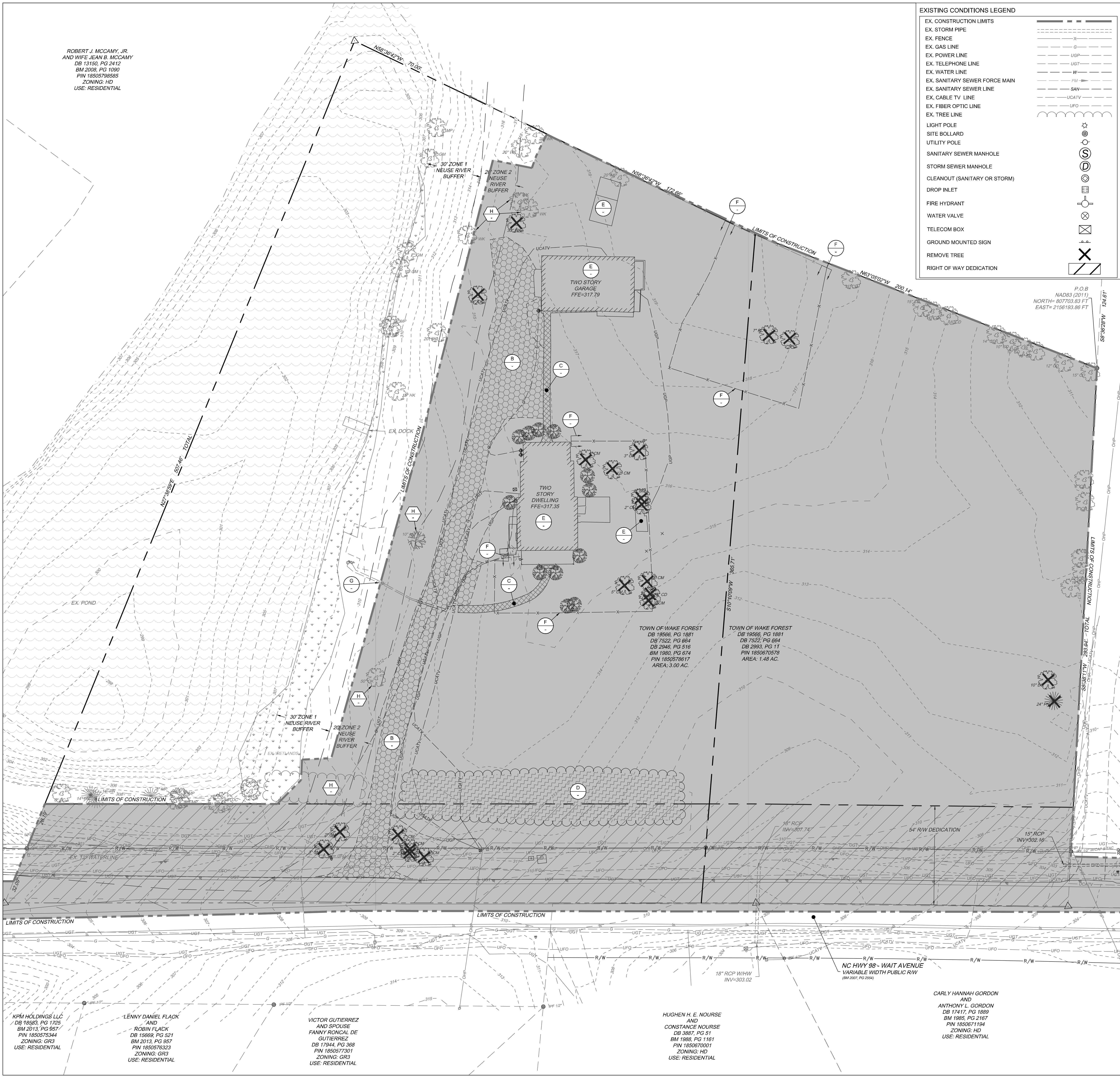
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ROBERT J. MCCAMY, JR.
AND WIFE JEAN B. MCCAMY
DB 13160, PG 2412
BM 2008, PG 1090
PIN 18505798585
ZONING: HD
USE: RESIDENTIAL

KPM HOLDINGS LLC
DB 18883, PG 1255
BM 2013, PG 957
PIN 1850575344
ZONING: GR3
USE: RESIDENTIAL

LÉNNY DANIEL FLACK
AND
ROBIN FLACK
DB 15669, PG 521
BM 2013, PG 957
PIN 1850576323
ZONING: GR3
USE: RESIDENTIAL

VICTOR GUTIERREZ
AND SPOUSE
FANNY RONCAL DE
GUTIERREZ
DB 17944, PG 368
PIN 1850577301
ZONING: GR3
USE: RESIDENTIAL

HUGHEN H. E. NOURSE
AND
CONSTANCE NOURSE
DB 3887, PG 51
BM 1988, PG 1161
PIN 1850670001
ZONING: HD
USE: RESIDENTIAL

CARLY HANNAH GORDON
AND
ANTHONY L. GORDON
DB 17417, PG 1889
BM 1985, PG 2167
PIN 1850671194
ZONING: HD
USE: RESIDENTIAL

EXISTING CONDITIONS LEGEND

EX. CONSTRUCTION LIMITS	---
EX. STORM PIPE	---
EX. FENCE	---
EX. GAS LINE	---
EX. POWER LINE	---
EX. TELEPHONE LINE	---
EX. WATER LINE	---
EX. SANITARY SEWER FORCE MAIN	---
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DROP INLET	---
FIRE HYDRANT	---
WATER VALVE	---
TELECOM BOX	---
GROUND MOUNTED SIGN	---
REMOVE TREE	---
RIGHT OF WAY DEDICATION	---

DEMOLITION NOTES

- ALL UTILITIES OR STRUCTURES NOT INDICATED FOR REMOVAL OR MODIFICATION ARE TO REMAIN AND BE PROTECTED FROM DAMAGE.
- ALL WASTE MATERIAL GENERATED FROM CLEARING AND DEMOLITION ACTIVITIES SHALL BE DISPOSED OF OFF-SITE IN ACCORDANCE WITH ALL APPLICABLE RULES AND REGULATIONS. CONTRACTOR SHALL SALVAGE ALL SIGNAGE, METERS, ETC. TO OWNER. COORDINATE WITH OWNER PRIOR TO DEMOLITION.
- CLEAR AND GRUB AS NEEDED WITHIN CONSTRUCTION LIMITS PER SPECIFICATIONS AND DRAWINGS. EXISTING TREES, SHRUBS OR OTHER LANDSCAPE MATERIAL WHICH WILL CONFLICT WITH NEW CONSTRUCTION SHALL BE REMOVED (WHETHER OR NOT SHOWN ON THE DRAWINGS) FOLLOWING APPROVAL OF ENGINEER. BY SUBMITTING A BID, CONTRACTOR ACKNOWLEDGES THAT THE SITE HAS BEEN INVESTIGATED TO DETERMINE TYPE, SIZE AND QUANTITY OF CLEARING REQUIRED FOR CONSTRUCTION.
- ALL PAVEMENT OR CONCRETE TO BE REMOVED SHALL BE SAW CUT TO PROVIDE A STRAIGHT AND UNIFORM JOINT WITH NEW CONSTRUCTION. ANY EXISTING PAVEMENT, SIDEWALK, CURB & GUTTER, ETC. THAT MUST BE REMOVED TO ALLOW NEW CONSTRUCTION SHALL BE REMOVED AND REPAIRED PER THE SPECIFICATIONS AND DETAILS OR TO MATCH EXISTING CONDITIONS (WHETHER OR NOT SHOWN ON THE DRAWINGS TO BE REMOVED). UTILITY INSTALLATIONS MAY UTILIZE OPEN CUT OF PAVEMENTS UNLESS INDICATED OTHERWISE. TRENCH IN EXISTING ASPHALT SHALL BE PATCHED PER PAVEMENT REPAIR DETAIL. PROTECT ALL ADJACENT PROPERTIES, THE GENERAL PUBLIC AND ALL OF THE OWNER'S FACILITIES. SHOULD DAMAGES OCCUR, NOTIFY ENGINEER IMMEDIATELY.
- THE CONTRACTOR SHALL EMPLOY A QUALIFIED UTILITY LOCATOR SERVICE TO LOCATE ALL UNDERGROUND UTILITIES (INCLUDING BUT NOT LIMITED TO ELECTRICAL, TELEPHONE, GAS, CABLE, FIBER OPTIC) WITHIN THE LIMITS OF CONSTRUCTION.
- VERIFY ALL ILLUSTRATED KNOWN UNDERGROUND ELEMENTS. EXERCISE REASONABLE EFFORTS TO PROTECT ANY UNKNOWN UNDERGROUND ELEMENTS. NOTIFY THE ENGINEER IMMEDIATELY IF UNKNOWN ELEMENTS ARE DISCOVERED THAT WOULD NECESSITATE MODIFICATION TO THE PROPOSED DESIGN.
- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE LOCAL, STATE AND OSHA REGULATIONS.
- EXISTING MANHOLES, VALVE BOXES, VAULTS, CLEANOUTS, UTILITY POLES ETC. TO REMAIN WITHIN THE GRADING LIMITS SHALL BE ADJUSTED AS NEEDED TO FUNCTION PROPERTY WITH THE PROPOSED FINISHED GRADES (WETHER OR NOT INDICATED TO BE MODIFIED).
- ANY AND ALL LANDSCAPING AND EXISTING TREES & SHRUBS TO REMAIN WHICH ARE DAMAGED DURING DEMOLITION OR CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR UTILIZING A LICENSED LANDSCAPE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
- PROTECT EXISTING SITE FURNISHINGS AND PLAYGROUNDS DURING CONSTRUCTION. REPLACE AT NO COST TO THE OWNER IF DAMAGED.
- THE PROJECT SITE IS NOT LOCATED IN ANY SPECIAL FLOOD HAZARD AREAS, AS SHOWN ON FIRM MAP NUMBER 3720185000K DATED 07/19/2022.
- CONTRACTOR TO LOCATE AND REMOVE SEPTIC SYSTEM BY TOWN STANDARDS

KEYNOTES - ITEMS TO REMOVE

A	REMOVE ALL WITHIN SHADED AREA UNLESS OTHERWISE NOTED ON THIS DRAWING.
B	REMOVE GRAVEL PAVEMENT
C	REMOVE CONCRETE
D	TREE CLEARING
E	REMOVE EXISTING STRUCTURE
F	REMOVE FENCE
G	ABANDON UTILITIES

KEYNOTES - ITEMS TO REMAIN

H	EXISTING TREES
---	----------------

TREE DISTURBANCE LEGEND

CM	GRAPE MYRTLE
CR	CEDAR
MP	MAPLE
HL	HOLLY
PN	PINE
DC	DECIDUOUS
PL	POPLAR
OK	OAK
HK	HICKORY
BK	BLACK OAK
WK	WHITE OAK
GM	GUM

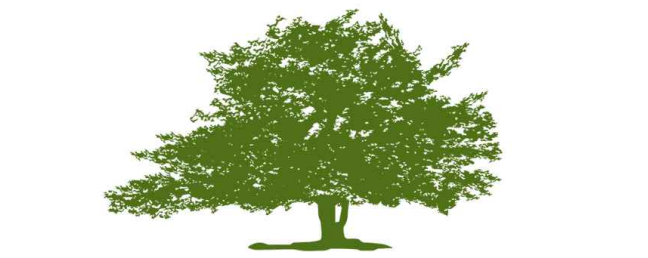
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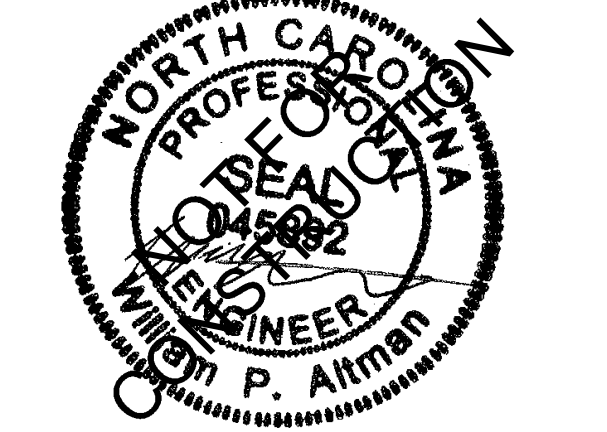
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TOWN OF
WAKE FOREST



WAKE FOREST
FIRE STATION

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SCHEMATIC DESIGN

DEMOLITION PLAN

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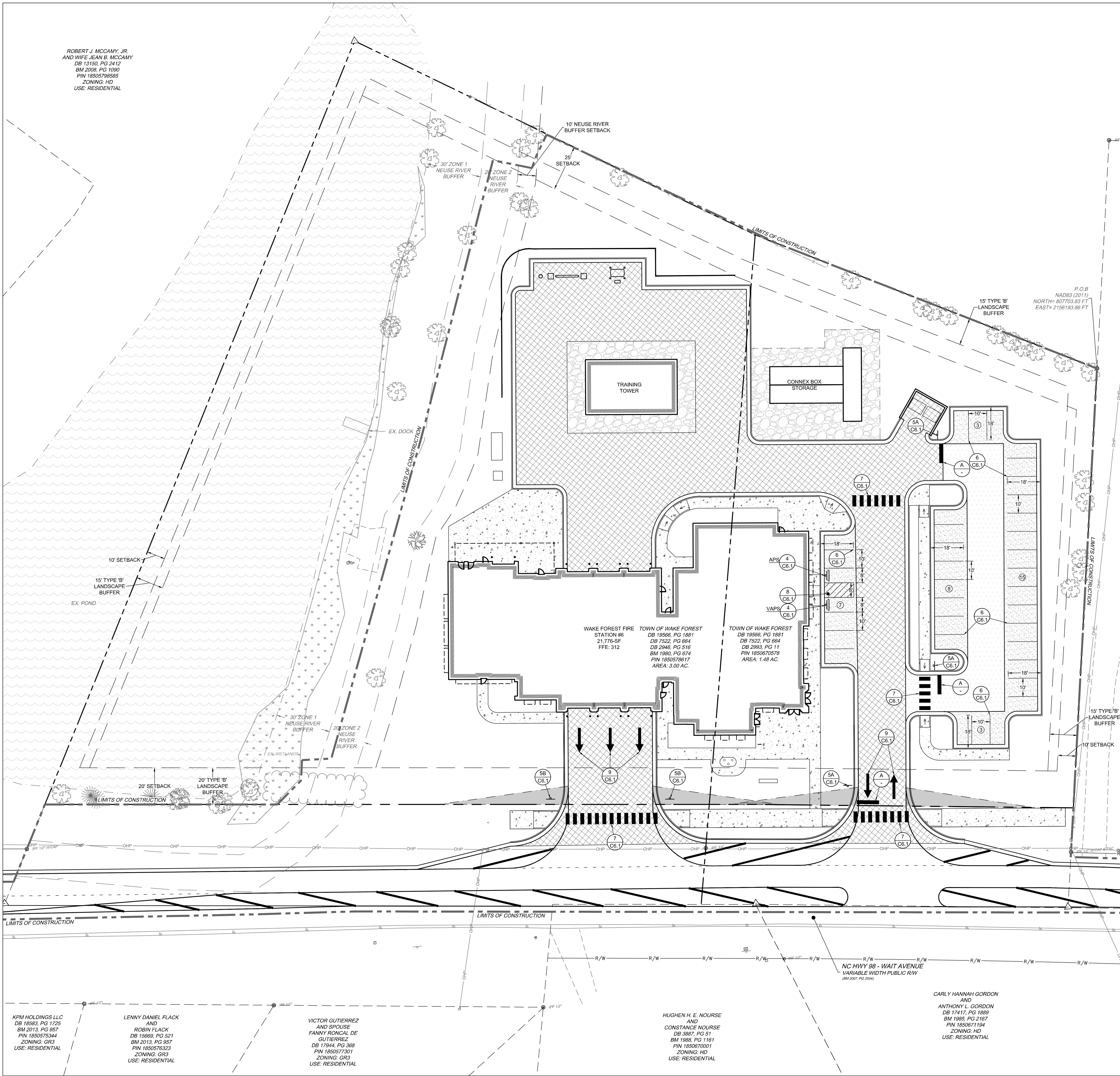
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SHEET NUMBER

C1.0

C2.0



TRAFFIC CONTROL NOTES

1. ALL SITE SIGNAGE SHALL BE IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND NCDOT STANDARDS.
2. ALL PAVEMENT MARKINGS SHALL BE THERMOPLASTIC.
3. ALL PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH NCDOT STANDARDS AND THE PROJECT SPECIFICATIONS, WHICHEVER IS MORE STRINGENT.
4. ALL SIGNAGE SHALL HAVE HIGH INTENSITY PRISMATIC SHEETING.
5. SIGNS SHALL BE FABRICATED FROM ALUMINUM ALLOY SHEETS.
6. ALL MOUNTING HARDWARE SHALL BE GALVANIZED.
7. "VAPS" ON PLANS DENOTES VAN ACCESSIBLE PARKING SIGN. INSTALL R7-8A, R7-8D, & R7-8P.
8. "APS" ON PLANS DENOTES ACCESSIBLE PARKING SIGN. INSTALL R7-8A & R7-8D ONLY.

STRIPING KEY NOTES

	NCDOT STD.	WIDTH	COLOR
6 C6.1 PARKING STALL AND TRAFFIC STRIPE	1205.07 (STD)	4-IN	WHITE
7 C6.1 HIGH-VISIBILITY CROSSWALK	1205.07 (STD)	24-IN	WHITE
8 C6.1 ACCESSIBLE PARKING LAYOUT			
9 C6.1 STRAIGHT ARROW	-	-	WHITE
A C6.1 STOP BAR	-	24-IN	WHITE

SIGNAGE KEY NOTES

	MUTCD
4 C6.1 ACCESSIBLE PARKING SIGN	R7-8P, R7-8A, R7-8D (PER PLAN & DETAIL)
5A C6.1 STOP SIGN	R1-1 (PER PLAN & DETAIL)
5B C6.1 DO NOT ENTER SIGN	R5-1 (PER PLAN & DETAIL)

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NC LICENSE NUMBER 045892

EDIFICE
GENERAL CONTRACTORS

TOWN of WAKE FOREST

WAKE FOREST FIRE DEPARTMENT
EST. 1921
N.C.

NORTH CAROLINA PROFESSIONAL ENGINEER
WILLIAM P. ALTMAN

WAKE FOREST FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

STRIPING PLAN

DATE: 10/30/24
PROJECT NO: 69776
CITY PROJECT #

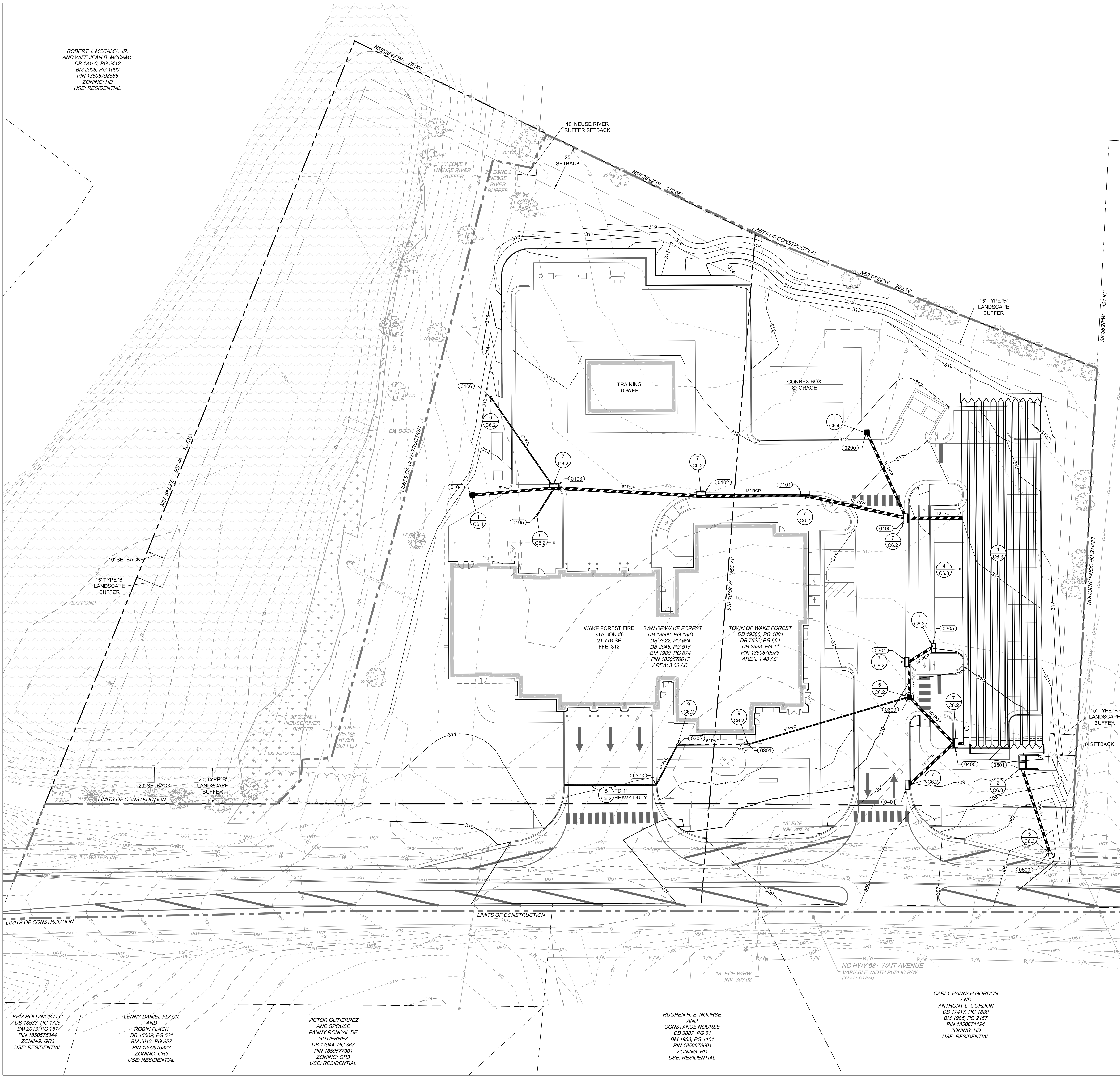
REVISIONS

NO.	DATE	DESCRIPTION
2	2025-01-29	2ND SUP SUBMITTAL
3	2025-03-05	3RD SUP SUBMITTAL
4	2025-03-05	4TH SUP SUBMITTAL

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SHEET NUMBER

C2.1



GRADING & DRAINAGE NOTES

- ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE WAKE COUNTY, TOWN OF WAKE FOREST, NCDOT AND OSHA STANDARDS.
- COORDINATE THE PROJECT SCHEDULE WITH THE OWNER, AND ADJACENT USERS OF THE PROPERTY. MAINTAIN TRAFFIC FLOW AND DO NOT INTERRUPT UTILITIES AROUND THE SITE. DO NOT DISTURB OPERATIONS OF ADJACENT SITES AND FACILITIES AND/OR THEIR OWNER'S ONGOING OPERATIONS.
- ALL EXISTING VAULTS, MANHOLES, STORM DRAIN STRUCTURES, VALVE BOXES, CLEANOUTS, ETC. SHALL BE ADJUSTED AS NEEDED TO MATCH FINISHED GRADE.
- ALL BACKFILL, COMPACTION, SOILS TESTING, ETC. SHALL BE PERFORMED BY THE OWNER'S INDEPENDENT TESTING LABORATORY.
- ALL SPOT ELEVATIONS INDICATED ARE AT TOP OF CURB UNLESS NOTED OTHERWISE.
- SPOT GRADE ABBREVIATIONS:
 - TC: TOP OF CURB
 - BC: BOTTOM OF CURB
 - EP: EDGE OF PAVEMENT
 - EX GND: MATCH EXISTING
 - SWK: SIDEWALK
 - FFE: FINISHED FLOOR ELEVATION
 - TW: TOP OF WALL
 - BW: BOTTOM OF WALL
- SPOT ELEVATIONS ARE GIVEN AT THE MAJORITY OF THE MAJOR BREAK POINTS BUT IT SHOULD NOT BE ASSUMED THAT ALL NECESSARY SPOT ELEVATIONS ARE SHOWN. DUE TO SPACE LIMITATIONS, THERE MAY BE OTHER CRITICAL SPOTS NOT LABELED THAT SHOULD BE TAKEN INTO CONSIDERATION. THE CONTRACTOR SHALL REVIEW THE GRADING PLAN IN DETAIL AND SHALL ENSURE THAT ALL CRITICAL GRADE POINTS ARE STAKED AND FOLLOWED TO PROVIDE POSITIVE DRAINAGE.
- ALL ELEVATIONS ARE BASED ON NC GRID NORTH (NAD 83).
- THE CONTRACTOR SHALL USE NC ONE CALL (811) TO LOCATE ALL UNDERGROUND UTILITIES. PRIVATE UTILITIES SHALL BE LOCATED BY A PRIVATE LOCATE SERVICE AT THE EXPENSE OF THE CONTRACTOR.
- INSTALL ALL STORM SEWERS TO PROVIDE REQUIRED CLEARANCES TO CROSSING UTILITIES AS INDICATED IN THE DRAWINGS AND SPECIFICATIONS.
- ALL ROOF DRAINS SHALL BE 6" PVC (SCH 40) @ 1.04% MIN. SLOPE UNLESS INDICATED OTHERWISE. USE DUCTILE IRON WHEN COVER IS LESS THAN 24-IN.
- PVC ROOF DRAIN PIPING UNDER PAVEMENT SHALL HAVE A 24-IN MINIMUM COVER. IF ROOF DRAIN PIPING UNDER PAVEMENT HAS LESS THAN 24-IN COVER, ROOF DRAIN PIPING SHALL BE 8" DIP (IN LIEU OF PVC).
- JOINT FILL AND CAULK EACH CONCRETE EXPANSION JOINT AND WHERE CONCRETE PAVEMENT ABUTS OTHER PAVEMENTS, SIDEWALKS, OR HARD SURFACES.
- MAINTAIN ALL EROSION CONTROL DEVICES AFTER EACH RAINFALL EVENT IN ACCORDANCE WITH NCDOT LAND QUALITY REQUIREMENTS AND AS DIRECTED BY THE NCDOT AND CIVIL ENGINEER.
- FLUSH ALL SEDIMENT OUT OF STORM DRAINAGE PIPES AND STRUCTURES FOLLOWING SITE STABILIZATION AND AT THE END OF CONSTRUCTION. FLUSH OUT PIPES AS NEEDED THROUGHOUT CONSTRUCTION TO MAINTAIN PROPER FUNCTIONING OF THE DRAINAGE SYSTEM.
- IN DISTURBED AREAS, AMEND THE TOP 6 INCHES OF LAWN AREAS WITH TOPSOIL FROM THE SITE.
- ALL SIDEWALKS ARE TO HAVE NO MORE THAN A 1.20 (5.0%) SLOPE FOR THE LENGTH OF THE SIDEWALK AND NO MORE THAN A 1.50 (2.0%) SLOPE FOR THE WIDTH OF THE SIDEWALK.
- IF CONTRACTOR NOTICES ANY DISCREPANCIES IN ANY OF THESE SLOPE REQUIREMENTS, IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE OWNER & ENGINEER PRIOR TO POURING ANY CONCRETE.
- PRIOR TO FINAL PROJECT ACCEPTANCE, PROVIDE AN AS-BUILT SURVEY OF ALL UTILITY SYSTEMS AND STORM SEWERS.
- ANY AND ALL LANDSCAPING AND EXISTING TREES & SHRUBS TO REMAIN WHICH ARE DAMAGED DURING DEMOLITION OR CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR USING A LICENSED LANDSCAPE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.

KEY NOTES

5 C6.2	TRENCH DRAIN
6 C6.2	STORMWATER MANHOLE
7 C6.2	STANDARD CLEANOUT
8 C6.2	CONCRETE CATCH BASIN
9 C6.2	YARD INLET
1 C6.3	UNDERGROUND DETENTION SYSTEM
2 C6.3	8' X 11' FILTER UNIT (BASIS OF DESIGN)
3 C6.3	MAHOLE CAP DETAIL, CONSTRUCTION LOADS DIAGRAM & MATERIAL SPECIFICATION
4 C6.3	TYPICAL BACKFILL DETAIL
5 C6.3	CONCRETE FLARED END SECTION
1 C6.4	CONCRETE DROP INLET
2 C6.4	STANDARD SEWER CLEANOUT
A -	PROVIDE SMOOTH PAVING TRANSITION

SCALE 1"=20'
0 20' 40'

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE: _____

CARLY HANNAH GORDON
AND
ANTHONY L. GORDON
DB 17417, PG 1889
BM 1985, PG 2167
PIN 1850671194
ZONING: HD
USE: RESIDENTIAL

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SCHEMATIC DESIGN

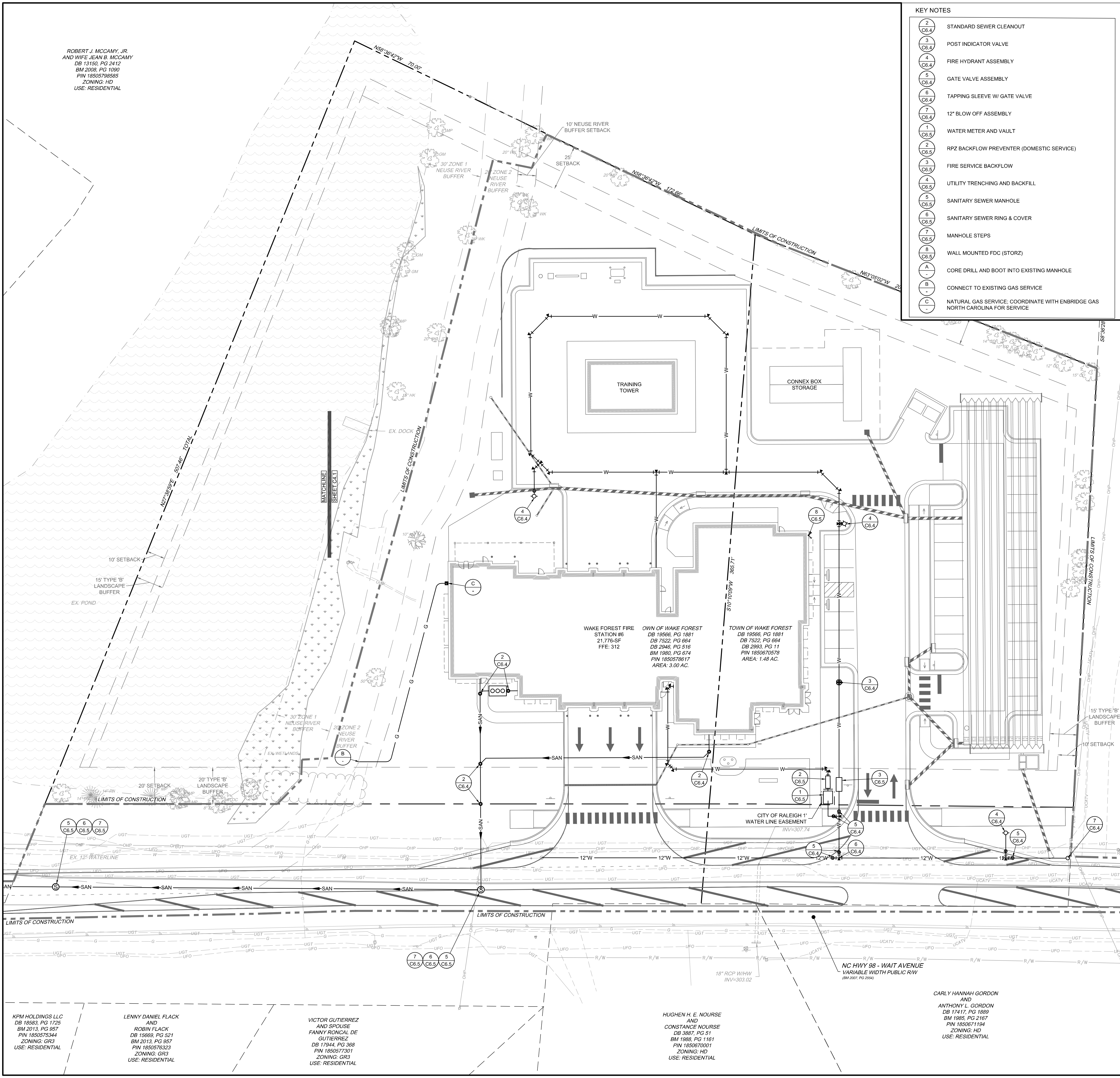
GRADING & DRAINAGE PLAN

DATE: 10/30/24
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REVISIONS

NO:	DATE:	DESCRIPTION:
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SHEET NUMBER

C3.0



CITY OF RALEIGH UTILITY NOTES

1. ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUD HANDBOOK, CURRENT EDITION)

2. UTILITY SEPARATION REQUIREMENTS:

a) A DISTANCE OF 100' SHALL BE MAINTAINED BETWEEN SANITARY SEWER & ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED RESERVOIR USED AS A SOURCE OF DRINKING WATER. IF ADEQUATE LATERAL SEPARATION CANNOT BE ACHIEVED, FERROUS SANITARY SEWER PIPE SHALL BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS, HOWEVER, THE MINIMUM SEPARATION SHALL NOT BE LESS THAN 25' FROM A PRIVATE WELL OR 50' FROM A PUBLIC WELL.

b) WHEN INSTALLING WATER &/OR SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10' IF THIS SEPARATION CANNOT BE MAINTAINED DUE TO EXISTING CONDITIONS, THE VARIATION ALLOWED IS THE WATER MAIN IN A SEPARATE TRENCH WITH THE ELEVATION OF THE WATER MAIN AT LEAST 18" ABOVE THE TOP OF THE SEWER & MUST BE APPROVED BY THE PUBLIC UTILITIES DIRECTOR. ALL DISTANCES ARE MEASURED FROM OUTSIDE DIAMETER TO OUTSIDE DIAMETER.

c) WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS.

d) 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM DRAIN FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER.

e) MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS; MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS. WHERE ADEQUATE SEPARATIONS CANNOT BE ACHIEVED, SPECIFY DIP MATERIALS & A CONCRETE CRADLE HAVING 6" MIN. CLEARANCE (PER CORPUD DETAILS W-41 & S-49).

f) ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED.

3. ANY NECESSARY FIELD REVISIONS ARE SUBJECT TO REVIEW & APPROVAL OF AN AMENDED PLAN &/OR PROFILE BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION.

4. DEVELOPER SHALL PROVIDE 30 DAYS ADVANCE WRITTEN NOTICE TO OWNER FOR ANY WORK REQUIRED WITHIN AN EXISTING CITY OF RALEIGH UTILITY EASEMENT TRAVERSING PRIVATE PROPERTY.

5. CONTRACTOR SHALL MAINTAIN CONTINUOUS WATER & SEWER SERVICE TO EXISTING RESIDENCES & BUSINESSES THROUGHOUT CONSTRUCTION OF PROJECT. ANY NECESSARY SERVICE INTERRUPTIONS SHALL BE PRECEDED BY A 24 HOUR ADVANCE NOTICE TO THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT.

6. 3.0' MINIMUM COVER IS REQUIRED ON ALL WATER MAINS & SEWER FORCEMAINS. 4.0' MINIMUM COVER IS REQUIRED ON ALL REUSE MAINS.

7. IT IS THE DEVELOPER'S RESPONSIBILITY TO ABANDON OR REMOVE EXISTING WATER & SEWER SERVICES NOT BEING USED IN REDEVELOPMENT OF A SITE UNLESS OTHERWISE DIRECTED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT. THIS INCLUDES ABANDONING TAP AT MAIN & REMOVAL OF SERVICE FROM ROW OR EASEMENT PER CORPUD HANDBOOK PROCEDURE.

8. INSTALL 1.5" PVC WATER SERVICES WITH METERS LOCATED AT ROW OR WITHIN A 2'X2' WATERLINE EASEMENT IMMEDIATELY ADJACENT. NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO PROPERLY SIZE THE WATER SERVICE FOR EACH CONNECTION TO PROVIDE ADEQUATE FLOW & PRESSURE.

9. INSTALL 4" PVC SEWER SERVICES @ 1.0% MINIMUM GRADE WITH CLEANOUTS LOCATED AT ROW OR EASEMENT LINE & SPACED EVERY 75 LINEAR FEET MAXIMUM.

10. PRESSURE REDUCING VALVES ARE REQUIRED ON ALL WATER SERVICES EXCEEDING 80 PSI; BACKWATER VALVES ARE REQUIRED ON ALL SANITARY SEWER SERVICES HAVING BUILDING DRAINS LOWER THAN 1.0' ABOVE THE NEXT UPSTREAM MANHOLE.

11. ALL ENVIRONMENTAL PERMITS APPLICABLE TO THE PROJECT MUST BE OBTAINED FROM NCDWQ, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION.

12. NCDOT / RAILROAD ENCROACHMENT AGREEMENTS ARE REQUIRED FOR ANY UTILITY WORK (INCLUDING MAIN EXTENSIONS & SERVICE TAPS) WITHIN STATE OR RAILROAD ROW PRIOR TO CONSTRUCTION.

13. GREASE INTERCEPTOR / OIL WATER SEPARATOR SIZING CALCULATIONS & INSTALLATION SPECIFICATIONS SHALL BE APPROVED BY THE RW FOG PROGRAM COORDINATOR PRIOR TO ISSUANCE OF A UC / BLDG PERMIT. CONTACT (919) 986-4516 OR FOG@RALEIGHNC.GOV FOR MORE INFORMATION.

14. CROSS-CONNECTION CONTROL PROTECTION DEVICES ARE REQUIRED BASED ON DEGREE OF HEALTH HAZARD INVOLVED AS LISTED IN APPENDIX-B OF THE RULES GOVERNING PUBLIC WATER SYSTEMS IN NORTH CAROLINA. THESE GUIDELINES ARE THE MINIMUM REQUIREMENTS. THE DEVICES SHALL MEET AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE) STANDARDS OR BE ON THE UNIVERSITY OF SOUTHERN CALIFORNIA APPROVAL LIST. THE DEVICES SHALL BE INSTALLED AND TESTED (BOTH INITIAL AND PERIODIC TESTING THEREAFTER) IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE LOCAL CROSS-CONNECTION CONTROL PROGRAM, WHICHEVER IS MORE STRINGENT. A CERTIFICATE OF COMPLIANCE SHALL ALSO BE OBTAINED FROM THE RW CROSS-CONNECTION COORDINATOR FOR EACH DEVICE PRIOR TO ISSUANCE OF A UC / BLDG PERMIT. CONTACT (919) 996-5923 OR CROSS.CONNECTION@RALEIGHNC.GOV FOR MORE INFORMATION.

15. NOTIFY WAKE COUNTY PARCELS 1850613161 (SCHOOL), 1850611627 (DAYCARE), 1850616622 (TASHONDA BROOKS), AND 1850614731 (STEPHANIE CANNON) OF SEWER SHUT DOWN 2 WEEKS PRIOR TO STARTING WORK. WORK SHALL BE PERFORMED OVER A WEEKEND OR UTILIZING BYPASS PUMPING AS COORDINATED AND APPROVED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT.

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SCHEMATIC DESIGN

UTILITY PLAN

DATE: 10/30/24

PROJECT NO: 69776

CITY PROJECT #

REVISIONS

NO.	DATE:	DESCRIPTION:
2	2025-01-29	2ND SUP SUBMITTAL
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SHEET NUMBER

C4.0

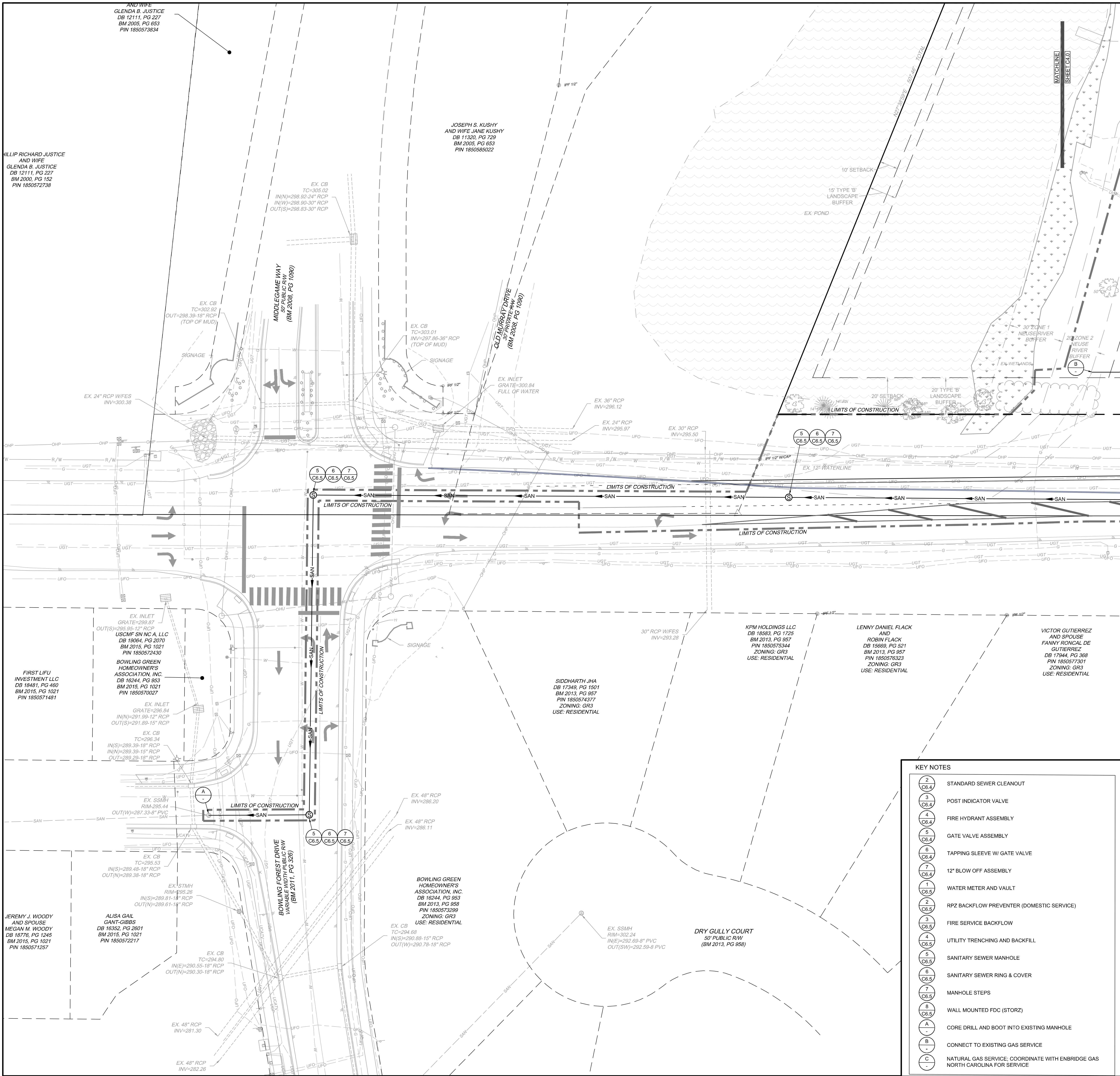
KPM HOLDINGS LLC
DB 18833, PG 1725
BM 2013, PG 957
PIN 1850575344
ZONING: GR3
USE: RESIDENTIAL

LENNY DANIEL FLACK
AND
ROBIN FLACK
DB 15669, PG 521
BM 2013, PG 957
PIN 1850576323
ZONING: GR3
USE: RESIDENTIAL

VICTOR GUTIERREZ
AND SPOUSE
FANNY RONCAL DE
GUTIERREZ
DB 17944, PG 368
PIN 1850577301
ZONING: GR3
USE: RESIDENTIAL

HUGHEN H. E. NOURSE
AND
CONSTANCE NOURSE
DB 3887, PG 51
BM 1988, PG 1161
PIN 1850670001
ZONING: HD
USE: RESIDENTIAL

CARLY HANNAH GORDON
AND
ANTHONY L. GORDON
DB 17417, PG 1889
BM 1985, PG 2167
PIN 1850671194
ZONING: HD
USE: RESIDENTIAL



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- INSTALL 4" PVC SEWER SERVICES @ 1.0% MINIMUM GRADE WITH CLEANOUTS LOCATED AT ROW OR EASEMENT LINE & SPACED EVERY 75 LINEAR FEET MAXIMUM.
- PRESSURE REDUCING VALVES ARE REQUIRED ON ALL WATER SERVICES EXCEEDING 80 PSI; BACKWATER VALVES ARE REQUIRED ON ALL SANITARY SEWER SERVICES HAVING BUILDING DRAINS LOWER THAN 1.0' ABOVE THE NEXT UPSTREAM MANHOLE.
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- CROSS-CONNECTION CONTROL PROTECTION DEVICES ARE REQUIRED BASED ON DEGREE OF HEALTH HAZARD INVOLVED AS LISTED IN APPENDIX-B OF THE RULES GOVERNING PUBLIC WATER SYSTEMS IN NORTH CAROLINA. THESE GUIDELINES ARE THE MINIMUM REQUIREMENTS. THE DEVICES SHALL MEET AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE) STANDARDS OR BE ON THE UNIVERSITY OF SOUTHERN CALIFORNIA APPROVAL LIST. THE DEVICES SHALL BE INSTALLED AND TESTED (BOTH INITIAL AND PERIODIC TESTING THEREAFTER) IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE LOCAL CROSS-CONNECTION CONTROL PROGRAM, WHICHEVER IS MORE STRINGENT. A CERTIFICATE OF COMPLIANCE SHALL ALSO BE OBTAINED FROM THE RW CROSS-CONNECTION COORDINATOR FOR EACH DEVICE PRIOR TO ISSUANCE OF A UC / BLDG PERMIT. CONTACT (919) 986-9923 OR CROSS.CONNECTION@RALEIGHNC.GOV FOR MORE INFORMATION.
- NOTIFY WAKE COUNTY PARCELS 1850613161 (SCHOOL), 1850611627 (DAYCARE), 1850616622 (TASHONDA BROOKS), AND 1850614731 (STEPHANIE CANNON) OF SEWER SHUT DOWN 2 WEEKS PRIOR TO STARTING WORK. WORK SHALL BE PERFORMED OVER A WEEKEND OR UTILIZING BYPASS PUMPING AS COORDINATED AND APPROVED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT.

KEY NOTES

- | | |
|-----------|--|
| 2
C6.4 | STANDARD SEWER CLEANOUT |
| 3
C6.4 | POST INDICATOR VALVE |
| 4
C6.4 | FIRE HYDRANT ASSEMBLY |
| 5
C6.4 | GATE VALVE ASSEMBLY |
| 6
C6.4 | TAPPING SLEEVE W/ GATE VALVE |
| 7
C6.4 | 12" BLOW OFF ASSEMBLY |
| 1
C6.5 | WATER METER AND VAULT |
| 2
C6.5 | RPZ BACKFLOW PREVENTER (DOMESTIC SERVICE) |
| 3
C6.5 | FIRE SERVICE BACKFLOW |
| 4
C6.5 | UTILITY TRENCHING AND BACKFILL |
| 5
C6.5 | SANITARY SEWER MANHOLE |
| 6
C6.5 | SANITARY SEWER RING & COVER |
| 7
C6.5 | MANHOLE STEPS |
| 8
C6.5 | WALL MOUNTED FDC (STORZ) |
| A
C6.5 | CORE DRILL AND BOOT INTO EXISTING MANHOLE |
| B
C6.5 | CONNECT TO EXISTING GAS SERVICE |
| C
C6.5 | NATURAL GAS SERVICE; COORDINATE WITH ENBRIDGE GAS NORTH CAROLINA FOR SERVICE |



SCALE 1"=20'
0 20' 40'

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS

DATE:

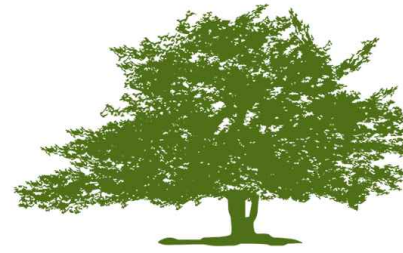
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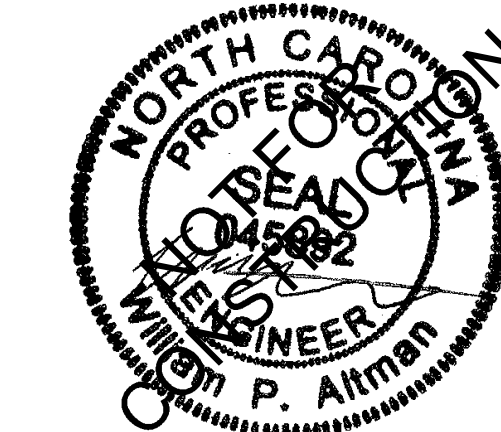
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TOWN of
WAKE FOREST



WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

UTILITY PLAN

DATE: 10/30/24

PROJECT NO: 69776

CITY PROJECT #

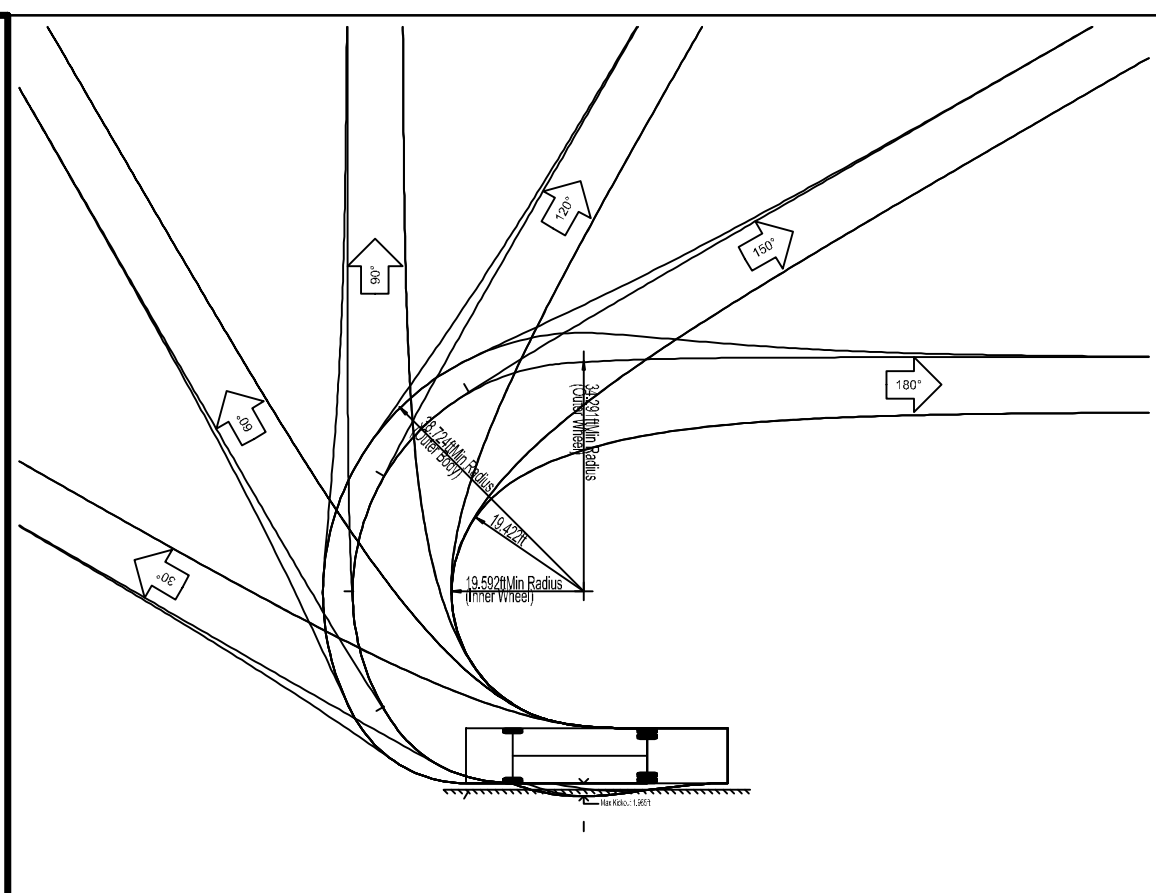
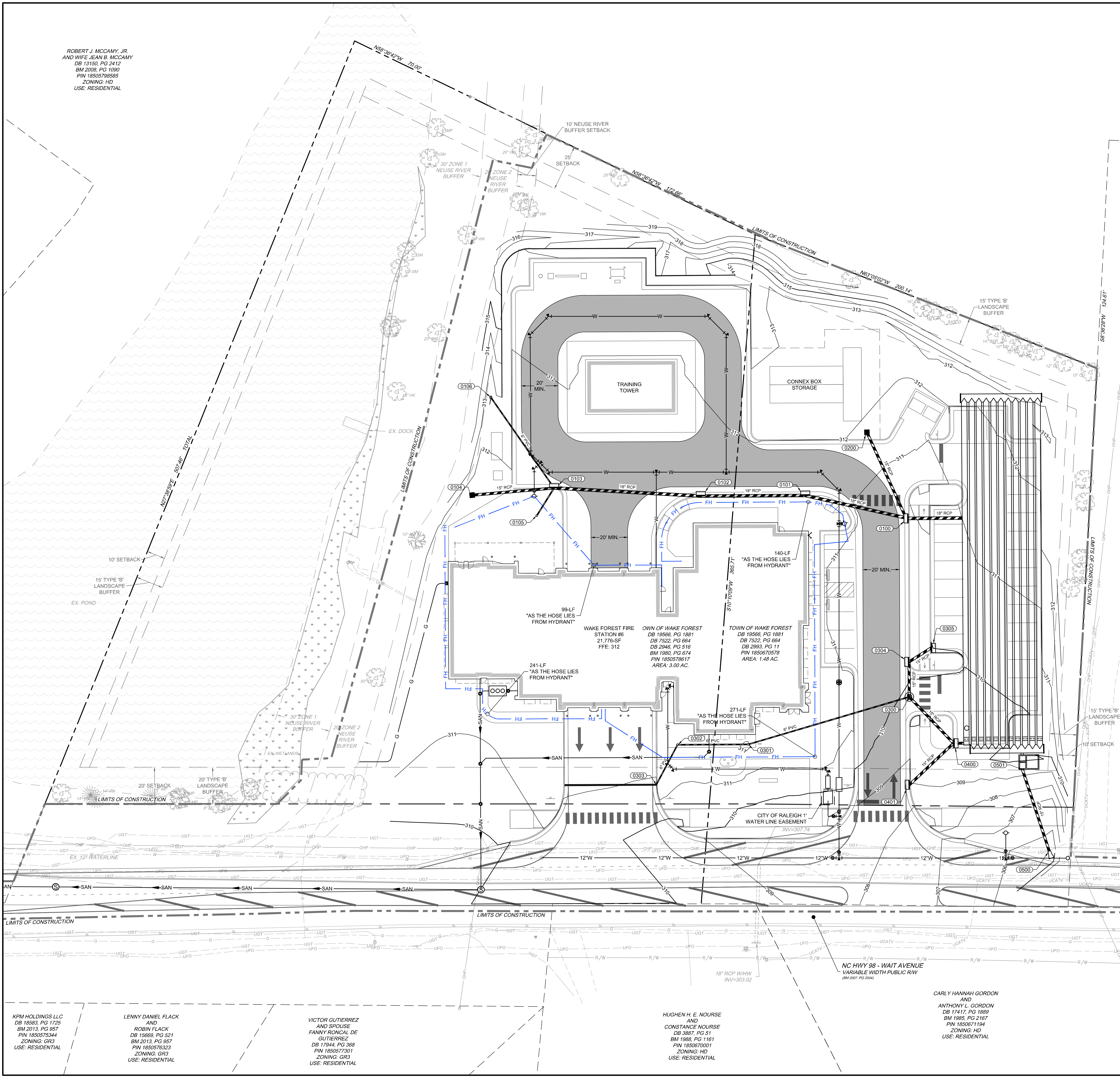
REVISIONS

NO:	DATE:	DESCRIPTION:
2	2025-01-29	2ND SUP SUBMITTAL
3	2025-03-05	3RD SUP SUBMITTAL
4	2025-03-05	4TH SUP SUBMITTAL

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SHEET NUMBER

C4.1



AERIAL FIRE TRUCK PROFILE (NTS)

Aerial Fire Truck	39,000ft
Overall Length	8.167ft
Overall Width	7.500ft
Min Body Ground Clearance	0.750ft
Track Width	8.167ft
Lock-to-lock time	5.00s
Max Wheel Angle	45.00°

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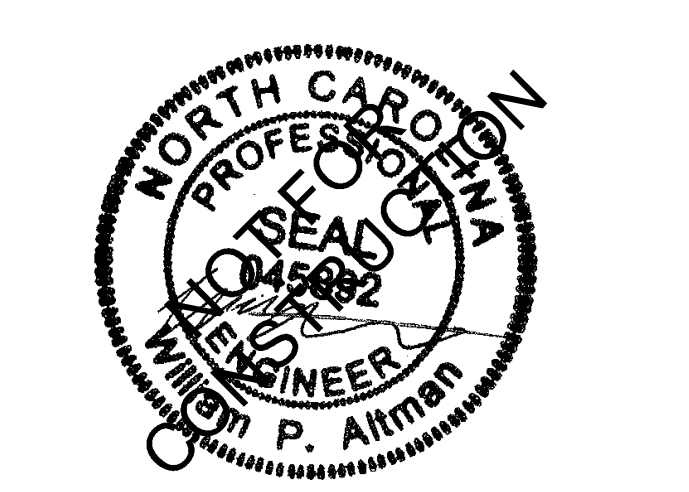
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**TOWN of
WAKE FOREST**



**WAKE FOREST
FIRE STATION**

1621 WAIT AVENUE,
WAKE FOREST, NC
27587

SCHEMATIC DESIGN

**FIRE APPARATUS
PLAN**

DATE: 10/30/24
PROJECT NO: 69776
CITY PROJECT #

REVISIONS

NO:	DATE:	DESCRIPTION:
2	2025-01-29	2ND SUP SUBMITTAL
3	2025-03-05	3RD SUP SUBMITTAL
4	2025-03-05	4TH SUP SUBMITTAL

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SHEET NUMBER

C4.2

KPM HOLDINGS LLC
DB 18833, PG 1725
BM 2013, PG 957
PIN 1850575344
ZONING: GR3
USE: RESIDENTIAL

LENNY DANIEL FLACK
AND
ROBIN FLACK
DB 15669, PG 521
BM 2013, PG 957
PIN 1850576323
ZONING: GR3
USE: RESIDENTIAL

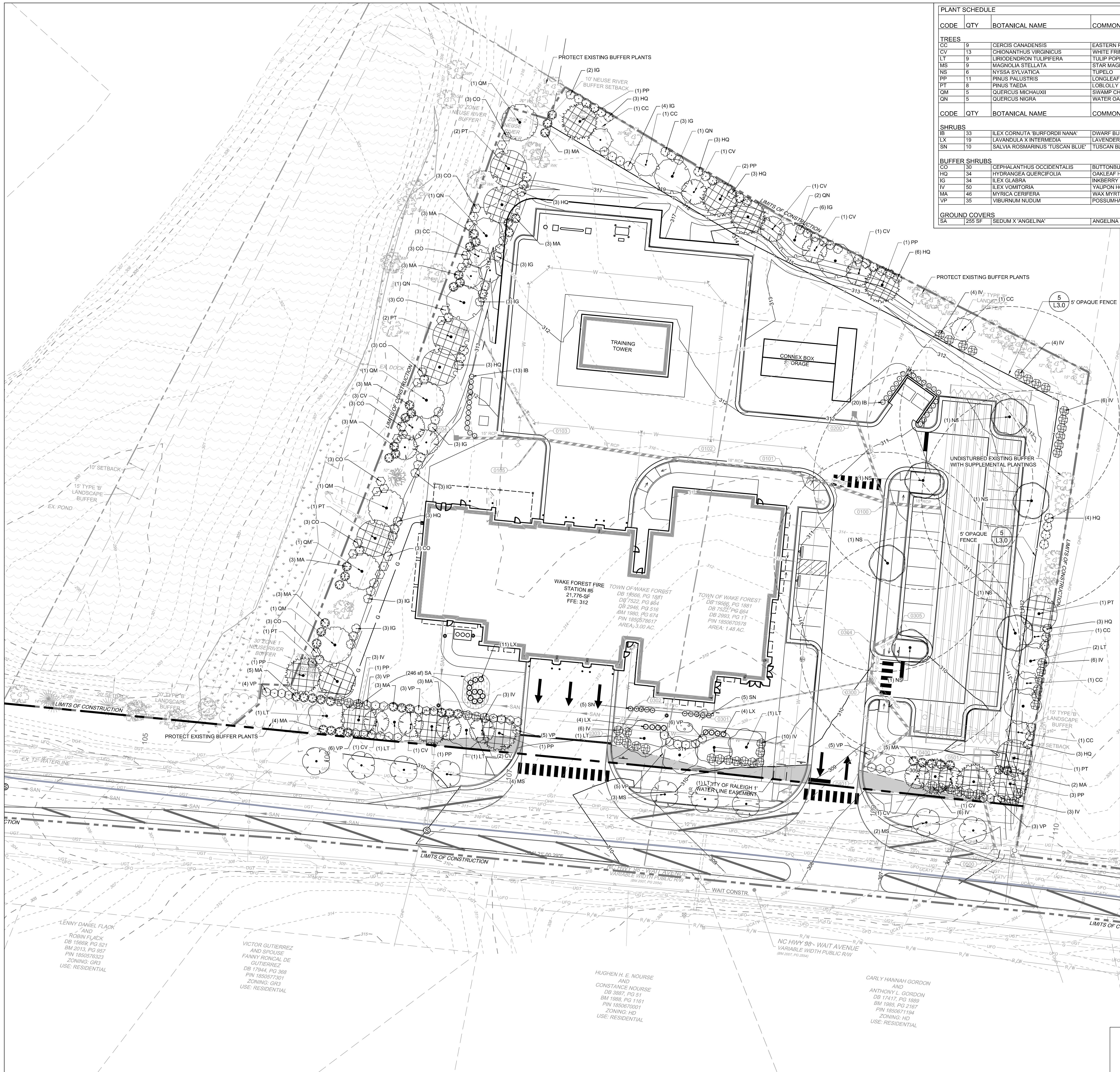
VICTOR GUTIERREZ
AND SPOUSE
FANNY RONCAL DE
GUTIERREZ
DB 17944, PG 368
PIN 1850577301
ZONING: GR3
USE: RESIDENTIAL

HUGHEN H. E. NOURSE
AND
CONSTANCE NOURSE
DB 3887, PG 51
BM 1988, PG 1161
PIN 1850670001
ZONING: HD
USE: RESIDENTIAL

CARLY HANNAH GORDON
AND
ANTHONY L. GORDON
DB 17417, PG 1889
BM 1985, PG 2167
PIN 1850671194
ZONING: HD
USE: RESIDENTIAL

NC HWY 98 - WAIT AVENUE
VARIABLE WIDTH PUBLIC ROW
(BM 2001, PG 2554)

APPROVAL BY THE WAKE FOREST BOARD OF COMMISSIONERS
DATE: _____



PLANT SCHEDULE					
CODE	QTY	BOTANICAL NAME	COMMON NAME	MIN. INSTALLED SIZE	TYPE
TREES					
CC	9	CERCIS CANADENSIS	EASTERN REDBUD	1" CAL. MIN.	UNDERSTORY TREE
CV	13	CHIONANTHUS VIRGINICUS	WHITE FRINGETREE	1" CAL. MIN.	UNDERSTORY TREE
LT	9	LIRIODENDRON TULIPIFERA	TULIP POPLAR	1.5" CAL. MIN.	CANOPY TREE
MS	9	MAGNOLIA STELLATA	STAR MAGNOLIA	1" CAL. MIN.	UNDERSTORY TREE
NS	5	NYSSA SYLVATICA	TOPELO	1.5" CAL. MIN.	CANOPY TREE
PP	11	PINUS PALUSTRIS	LONGLEAF PINE	1.5" CAL. MIN.	EVERGREEN
PT	8	PINUS TAEDA	LOBLOLLY PINE	1.5" CAL. MIN.	EVERGREEN
QM	5	QUERCUS MICHAUXII	SWAMP CHESTNUT OAK	1.5" CAL. MIN.	CANOPY TREE
QN	5	QUERCUS NIGRA	WATER OAK	1.5" CAL. MIN.	CANOPY TREE
CODE	QTY	BOTANICAL NAME	COMMON NAME	MIN. INSTALLED SIZE	TYPE
SHRUBS					
IB	33	ILEX CORNUTA 'BURFORDII NANA'	DWARF BURFORD HOLLY	18" HT.	EVERGREEN
LX	19	LAVANDULA X INTERMEDIA	LAVENDER	18" HT.	EVERGREEN
SN	10	SALVIA ROSMARINUS 'TUSCAN BLUE'	TUSCAN BLUE ROSEMARY	18" HT.	EVERGREEN
BUFFER SHRUBS					
CO	30	CEPHALANTHUS OCCIDENTALIS	BUTTONBUSH	36" HT./SPRD.	DECIDUOUS
HQ	34	HYDRANGEA QUERCIFOLIA	OAKLEAF HYDRANGEA	36" HT./SPRD.	DECIDUOUS
IG	34	ILEX GLABRA	INGEBERRY HOLLY	36" HT./SPRD.	EVERGREEN
IV	50	ILEX VOMITORIA	YALPON HOLLY	36" HT./SPRD.	EVERGREEN
MA	46	MYRICA CERIFERA	WAX MYRTLE	36" HT./SPRD.	EVERGREEN
VP	35	VIBURNUM NUDDUM	POSSUMHAW	36" HT./SPRD.	EVERGREEN
GROUND COVERS					
SA	255 SF	SEDUM X 'ANGELINA'	ANGELINA SEDUM	2.25" TRAYS	

PLANTING NOTES

TYPE B-1 BUFFER 25 FT
PER 100 LF:
2 Evergreen Trees
2 Canopy Trees
24 Shrubs (50% OF ALL SHRUBS MUST BE EVERGREEN)

SOUTHERN STREET YARD B-1 BUFFER: 415 LF - 75 LF (DRIVEWAYS) = 340 LF
REQUIRED PROVIDED
6 EVERGREEN TREES 6 EVERGREEN TREES
6 CANOPY TREES 6 CANOPY TREES
6 UNDERSTORY TREES 6 UNDERSTORY TREES
72 SHRUBS 72 SHRUBS

WESTERN B-1 BUFFER: 338 LINEAR FEET
REQUIRED PROVIDED
6 EVERGREEN TREES 6 EVERGREEN TREES
6 CANOPY TREES 6 CANOPY TREES
6 UNDERSTORY TREES 6 UNDERSTORY TREES
72 SHRUBS 72 SHRUBS

TYPE B-2 BUFFER 15'
fence, opaque min 4"
PER 100 LF:
2 Evergreen Trees
2 Canopy Trees
3 Understory Trees
12 Shrubs (50% OF ALL SHRUBS MUST BE EVERGREEN)

NORTHERN B-2 BUFFER: 353 LF - 130 LF (TREE SAVE) = 223 LF
REQUIRED PROVIDED
4 EVERGREEN TREES 4 EVERGREEN TREES
4 CANOPY TREES 4 CANOPY TREES
6 UNDERSTORY TREES 6 UNDERSTORY TREES
26 SHRUBS 26 SHRUBS

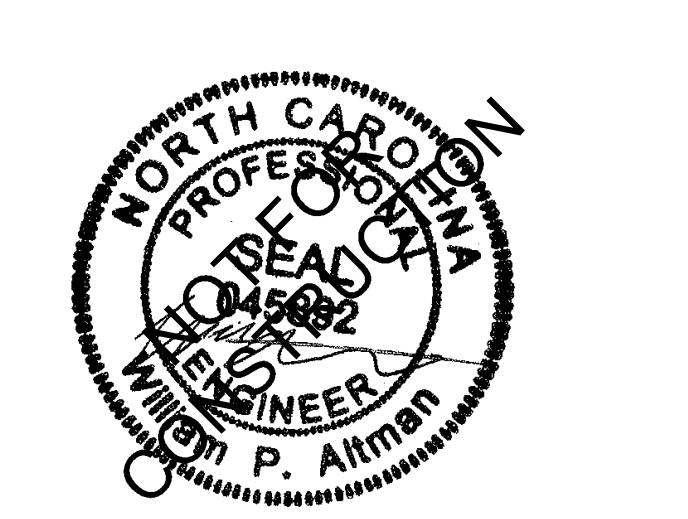
EASTERN B-2 BUFFER: 214 LF - 110 LF (TREE SAVE) = 104 LF
REQUIRED PROVIDED
2 EVERGREEN TREES 2 EVERGREEN TREES
2 CANOPY TREES 2 CANOPY TREES
3 UNDERSTORY TREES 3 UNDERSTORY TREES
12 SHRUBS 25 SHRUBS

STREET TREES : 1 UNDERSTORY TREE PER 35 FT OF FRONTAGE (UNDER OHP)
338 LF / 35 = 9 TREES REQUIRED 9 TREES PROVIDED

At the time of planting, all shrubs except for shrubs planted as part of a buffer requirement shall be a minimum of 18 inches in height or spread and reach a minimum height of 36 inches and a minimum spread of 30 inches at maturity. Shrubs required in buffers shall be a minimum of 3 feet in height at time of installation measured above grade and reach a minimum of 6 feet in height at maturity and shall be spaced a minimum of 5 feet on-center

CANOPY COVERAGE SECTION 8.3
2 CANOPY TREES PER 5,000 SQFT PARCEL AREA
195,149 SQFT = 39 TREES REQUIRED
48 TREES PROVIDED

- GENERAL PLANTING NOTES:
- ALL PLANT MATERIALS TO COMPLY WITH AMERICAN STANDARD FOR NURSERY STOCK ANSI Z60.
 - CONTRACTOR ENGAGED IN LANDSCAPE IMPLEMENTATION SHALL BE A LANDSCAPE CONTRACTOR LICENSED IN THE STATE OF NORTH CAROLINA.
 - LANDSCAPE ARCHITECT TO APPROVE BED LAYOUT IN FIELD.
 - SUBSTITUTIONS OF PLANT MATERIALS SPECIFIED CAN ONLY OCCUR WITH PRIOR APPROVAL BY LANDSCAPE ARCHITECT.
 - PREPARE PLANT BEDS PER SPECIFICATIONS.
 - INSTALL PLANTS AND MULCH BEDS WITH 3" OF TRIPLE-SHREDDED HARDWOOD MULCH.
 - ALL DISTURBED AREAS NOT NOTED FOR PLANT BEDS OR PAVING TO BE STABILIZED AT THE DIRECTION OF THE LANDSCAPE ARCHITECT AND/OR ENGINEER AND SHALL BE PERMANENTLY SEEDED WITH BERMUDA SEED TURF GRASS.
 - LANDSCAPE CONTRACTOR TO GUARANTEE PLANT MATERIALS FOR A ONE YEAR PERIOD FOLLOWING SUBSTANTIAL COMPLETION PER SPECIFICATIONS.
 - CONTRACTOR TO MAINTAIN PLANT MATERIAL PER SPECIFICATIONS.
 - AREAS DAMAGED BY LANDSCAPE CONTRACTOR TO BE REPAIRED AT NO ADDITIONAL COST TO OWNER.
 - ANY EXISTING VEGETATION, NOT INVOLVED IN NEW CONSTRUCTION, SHALL BE ISOLATED AND PROTECTED BY TREE PROTECTION FENCING.
 - CONTRACTOR SHALL INSURE THAT ALL PLANT MATERIAL IS FREE OF FIRE ANTS PRIOR TO INSTALLATION.
 - FOR NATURALIZED AREAS, CONTRACTOR TO GRADE SMOOTH AND UNIFORM, REMOVE ALL DEBRIS, STICKS, STONES, ETC., AND COVER WITH PINE STRAW MULCH.



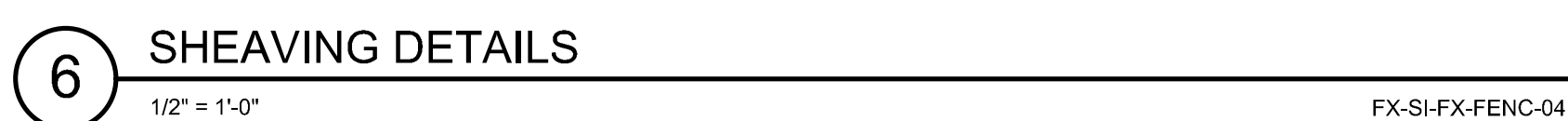
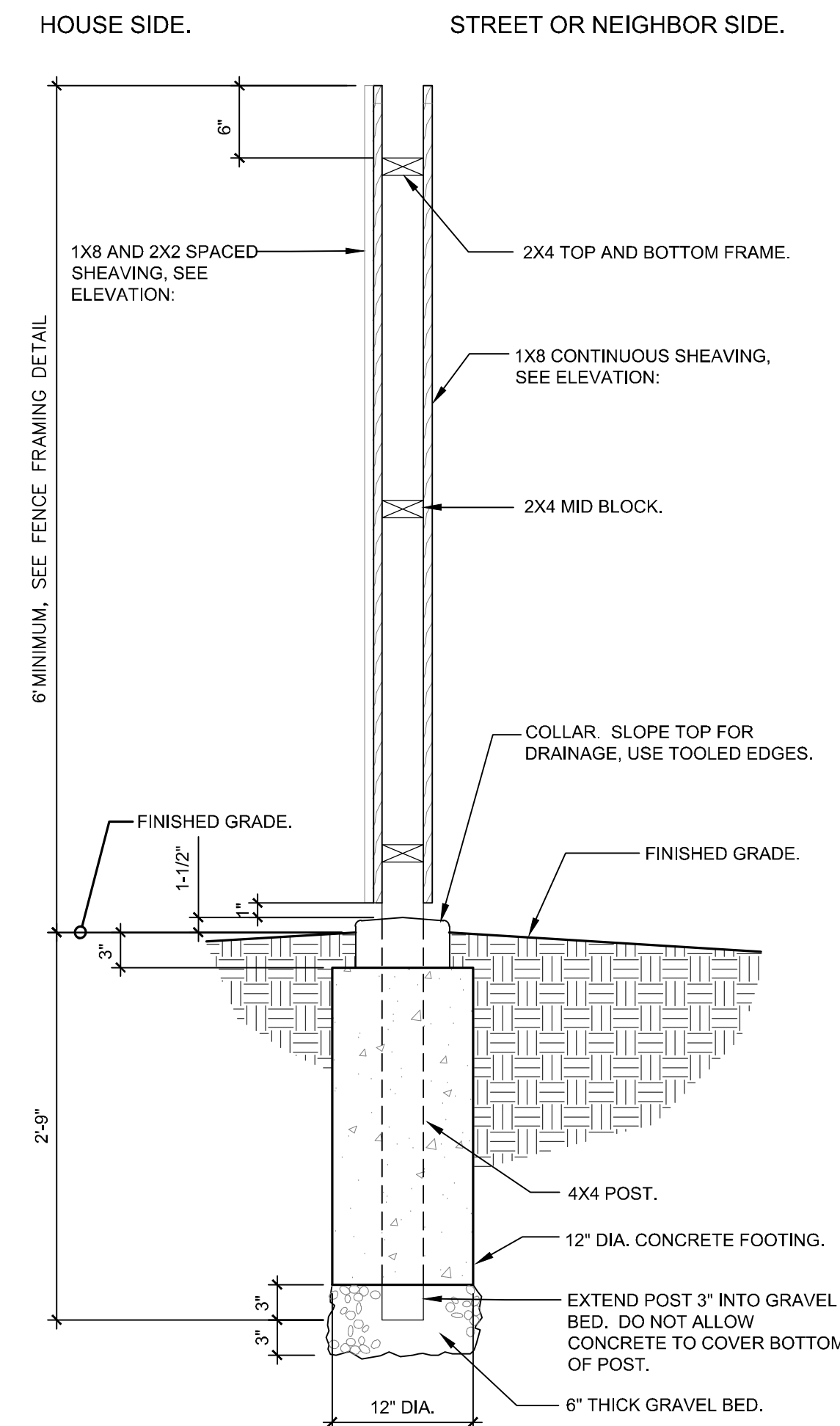
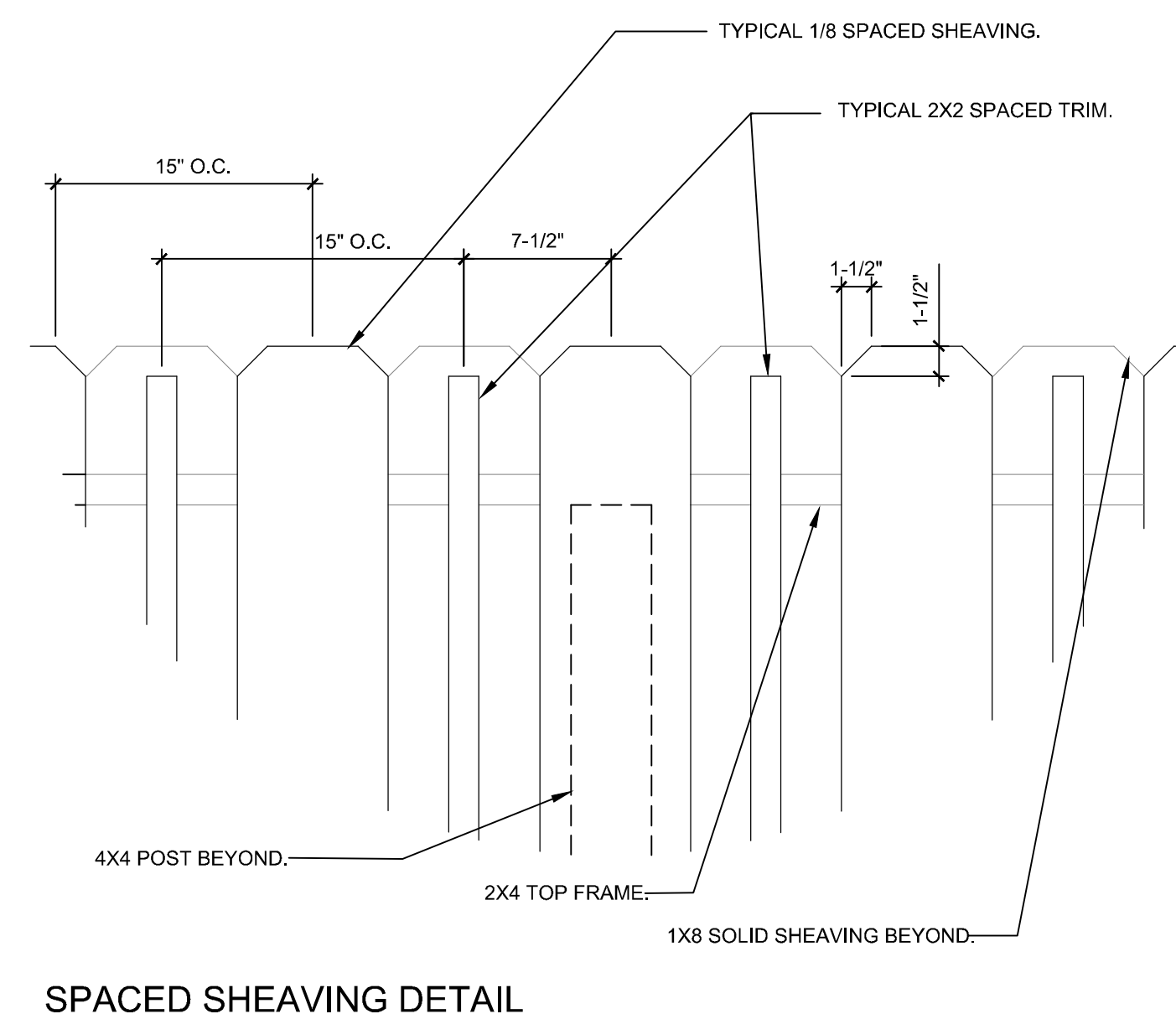
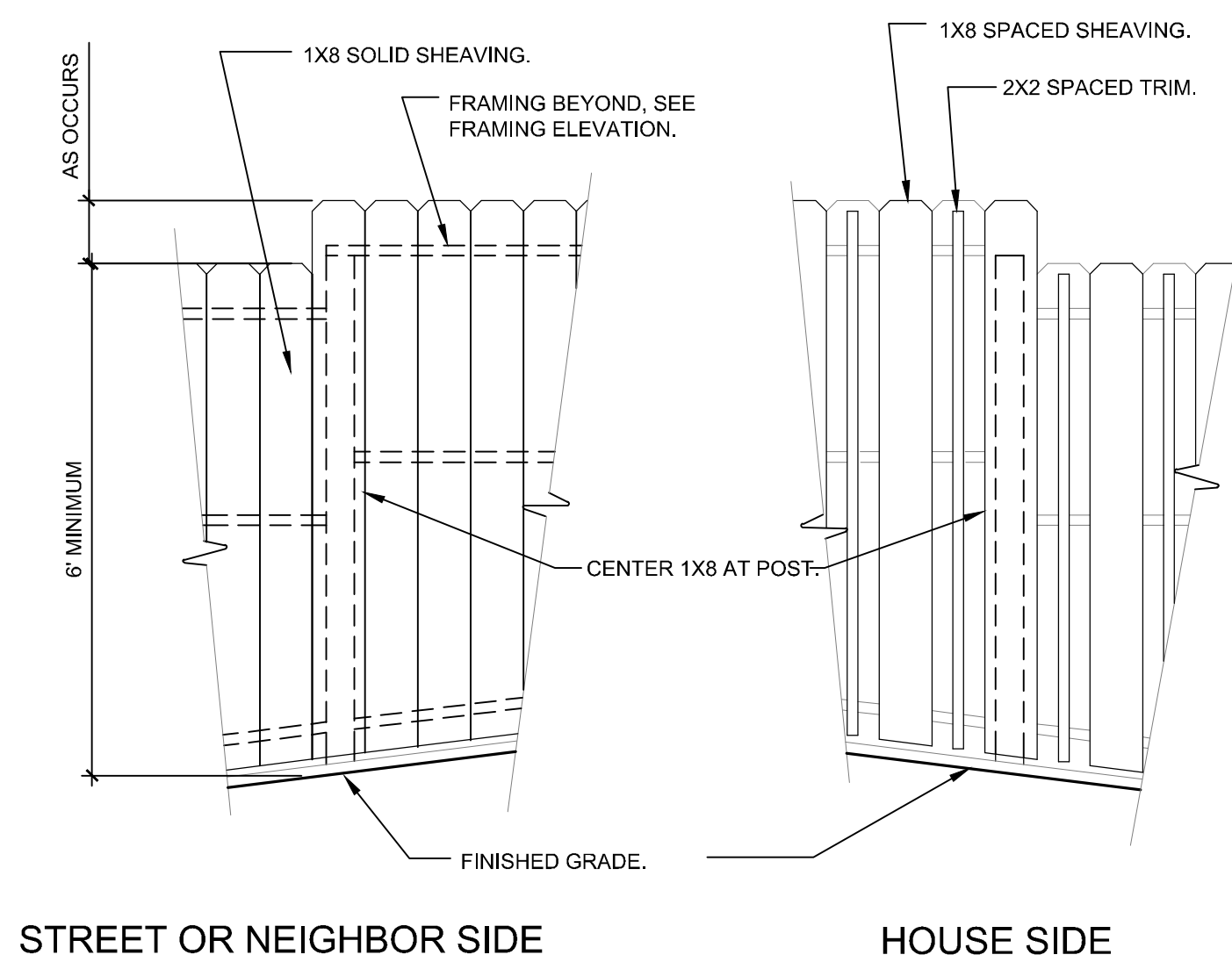
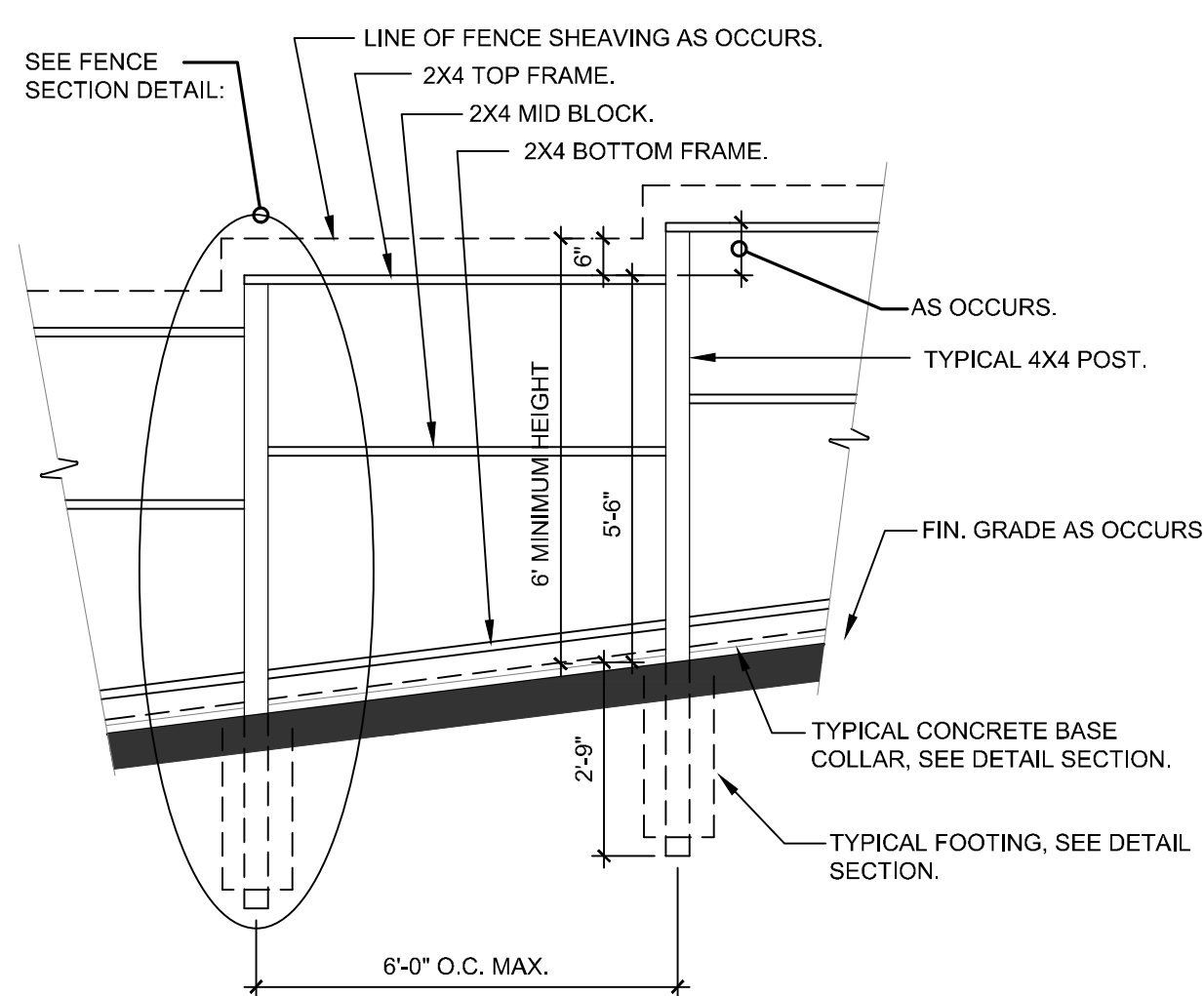
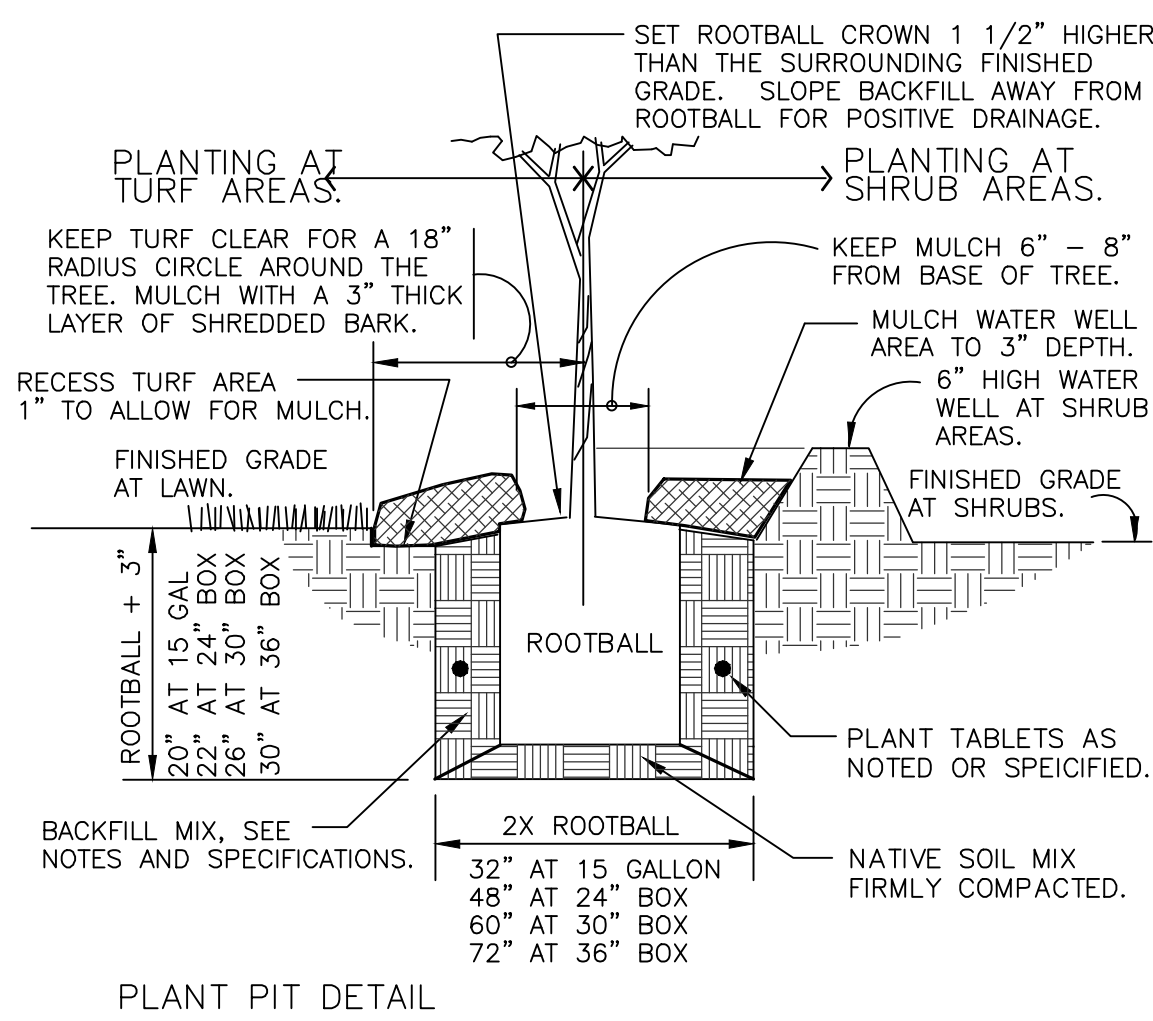
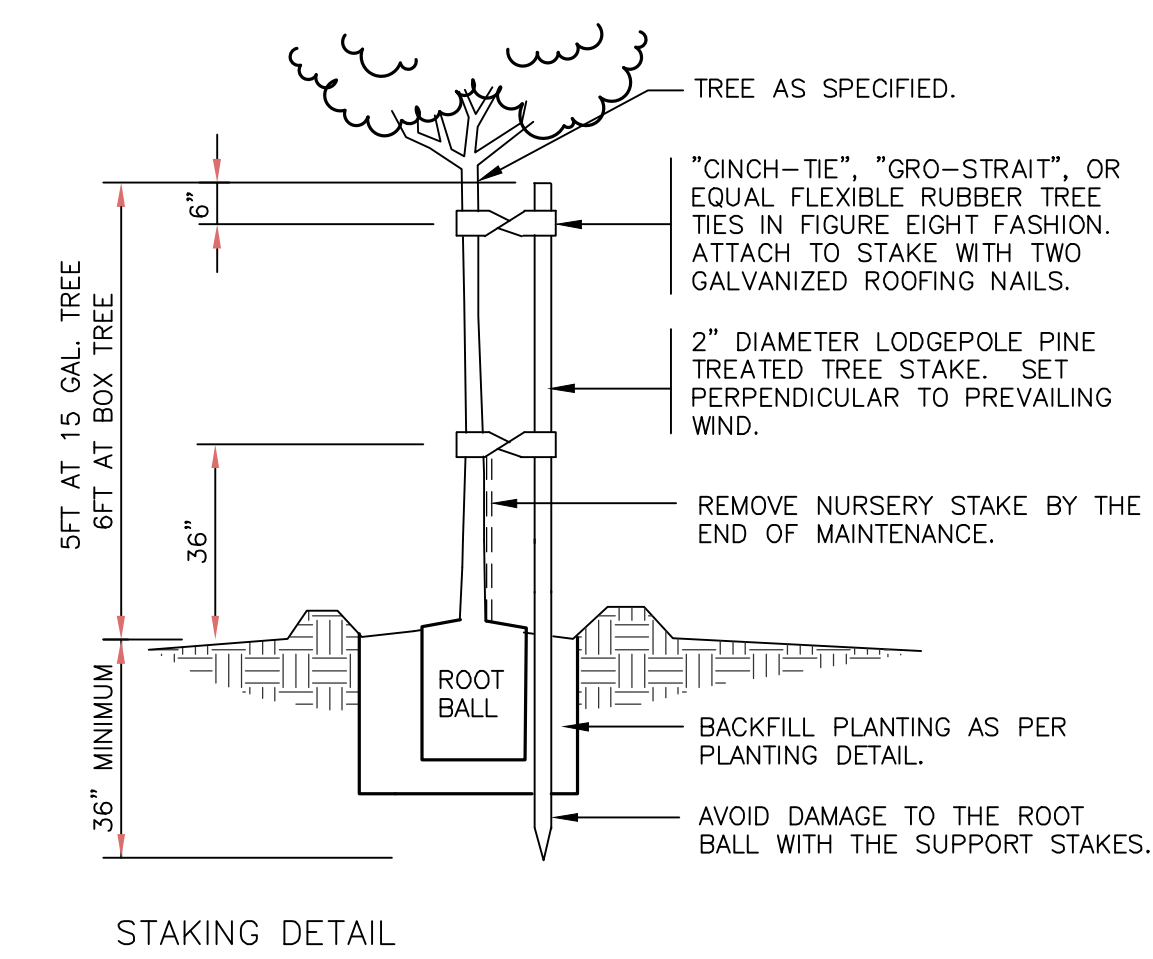
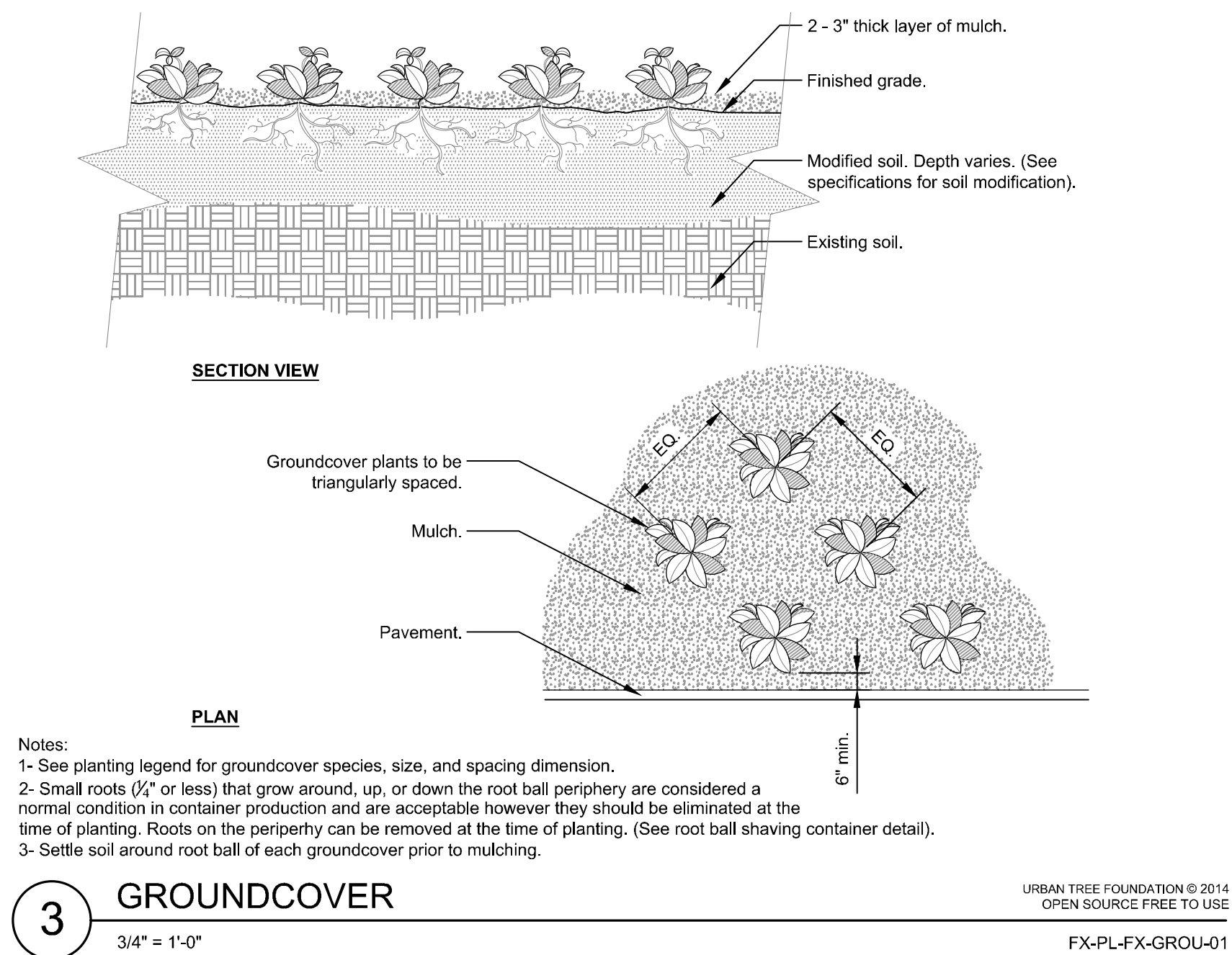
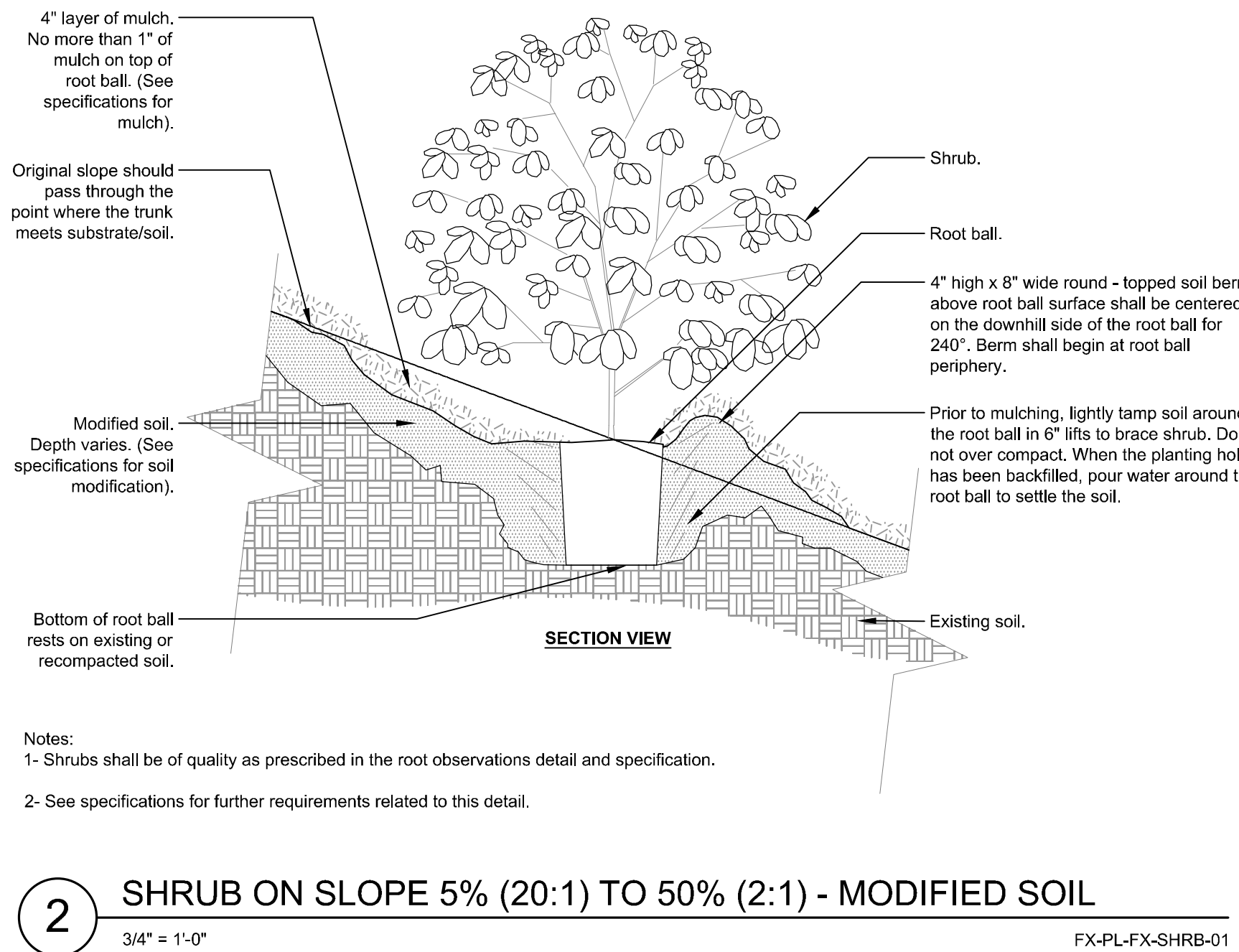
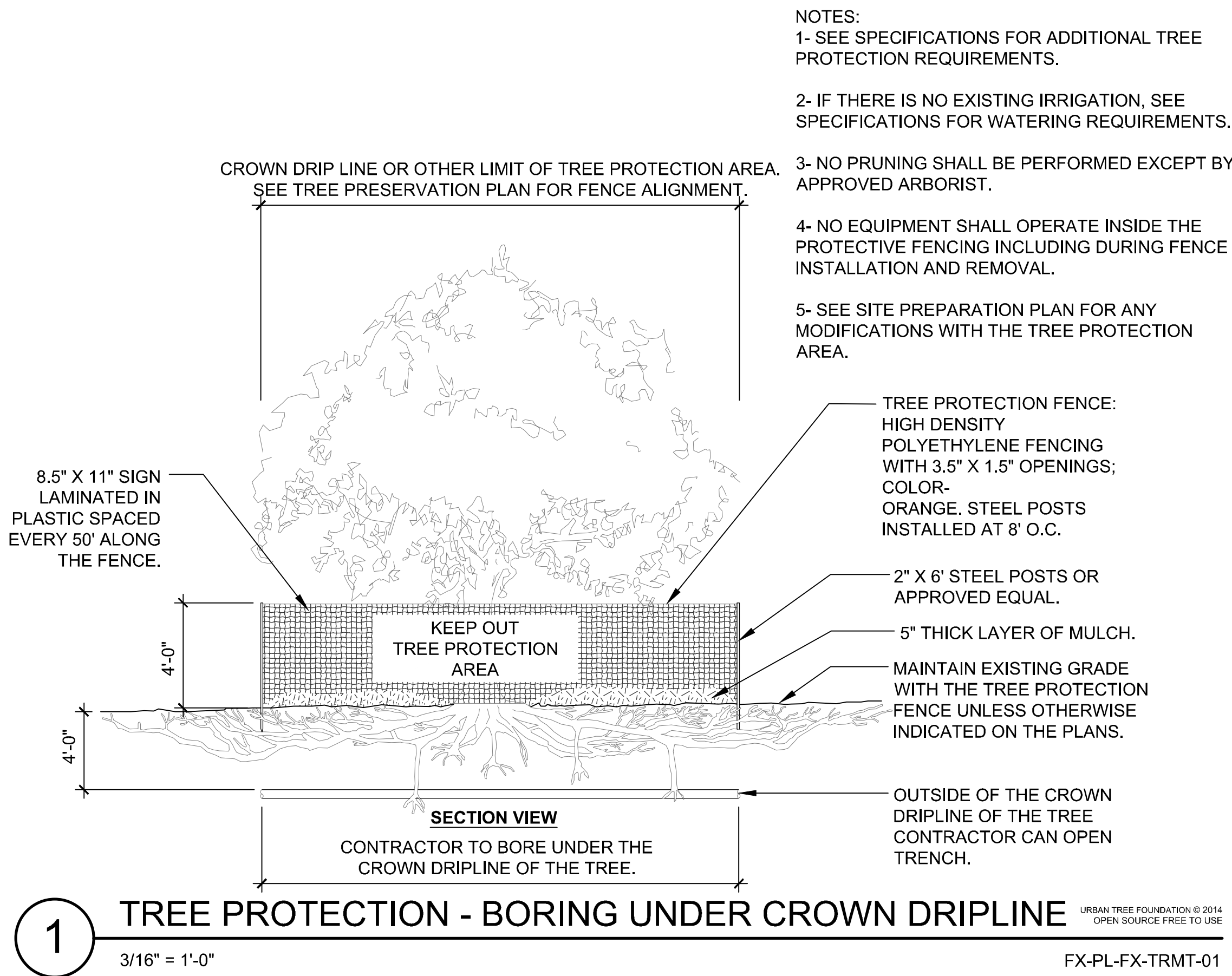
WAKE FOREST FIRE STATION

1621 WAIT AVENUE,
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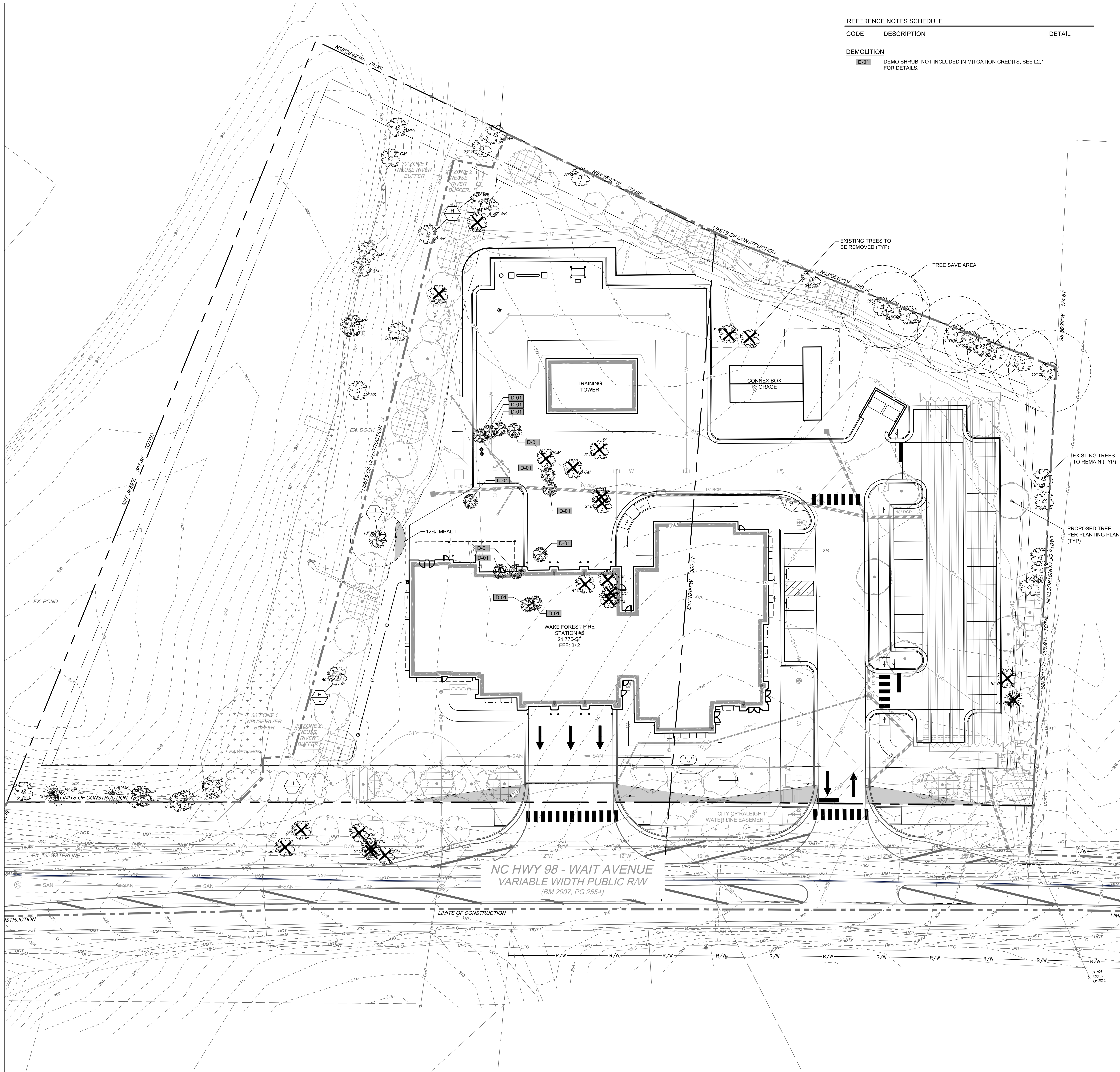
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DATE:	10/30/24
PROJECT NO:	69776
CITY PROJECT #	
REVISIONS	
NO:	DATE: DESCRIPTION:
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3	2025-03-05 3RD SUP SUBMITTAL
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PLANTING NOTES & DETAILS		
DATE:	10/30/24	
PROJECT NO:	69776	
CITY PROJECT #		
REVISIONS		
NO:	DATE:	DESCRIPTION:
2	2025-01-29	2ND SUP SUBMITTAL
2	2025-03-03	3RD SUP SUBMITTAL



REFERENCE NOTES SCHEDULE		
CODE	DESCRIPTION	DETAIL
DEMOLITION		
D-01	DEMO SHRUB, NOT INCLUDED IN MITIGATION CREDITS. SEE L2.1 FOR DETAILS.	

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WAKE FOREST
FIRE DEPARTMENT

WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
WAKE FOREST, NC
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SCHEMATIC DESIGN

TREE MITIGATION PLAN

DATE: 10/30/24
PROJECT NO: 69776
CITY PROJECT #
REVISIONS
NO: DATE: DESCRIPTION:
2 2025-01-29 2ND SUP SUBMITTAL
2 2025-03-03 3RD SUP SUBMITTAL

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SHEET NUMBER

L2.0

EX.TREES & PLANTS

Point #	DESCRIPTION
73037	6" DECIDUOUS
73034	14" PINE
73032	14" PINE
73026	10" MAPLE
73027	8" MAPLE
73024	6" DECIDUOUS
73022	7" POPLAR
20022	2" CREPE MYRTLE
72944	8" CEDAR
72945	14" CEDAR
72946	15" CEDAR
72968	20" MAPLE
72999	10" GUM
72998	7" GUM
73000	8" MAPLE
20086	SHRUB
20087	SCRUB
20073	SCRUB
20074	SHRUB
20303	SCRUB

EX.TREES & PLANTS

Point #	DESCRIPTION
20200	5" CREPE MYRTLE
20207	2" CREPE MYRTLE
20200	5" CEDAR
20205	3" CREPE MYRTLE
20204	2" CREPE MYRTLE
20203	2" CREPE MYRTLE
20288	SHRUB
20287	SHRUB
20206	4" CREPE MYRTLE
20200	3" CREPE MYRTLE
20205	12" CREPE MYRTLE
20168	SHRUB
20167	SHRUB
20166	SHRUB
20165	SHRUB
20113	SHRUB
73035	14" PINE
73028	8" MAPLE
73025	8" DECIDUOUS
73020	8" DECIDUOUS

EX.TREES & PLANTS

Point #	DESCRIPTION
20010	3" CREPE MYRTLE
20011	2" CREPE MYRTLE
20021	2" CREPE MYRTLE
20020	2" CREPE MYRTLE
20019	3" CREPE MYRTLE
70054	24" PINE
70055	10" DECIDUOUS
70060	10" DECIDUOUS
79057	8" CEDAR
79056	10" CEDAR
79058	8" CEDAR
79059	8" CEDAR
72938	15" CEDAR
72939	12" CEDAR
72940	10" CEDAR
72941	10" CEDAR
72943	14" CEDAR
72942	10" CEDAR
72947	15" CEDAR
72051	7" PEACH

EX.TREES & PLANTS

Point #	DESCRIPTION
72052	7" PEACH
72978	28" WHITE OAK
72961	20" WHITE OAK
72981	8" MAPLE
72985	8" GUM
72975	16" WHITE OAK
72070	30" WHITE OAK
72974	25" WHITE OAK
72007	36" WHITE OAK
20200	44" TWIN OAK
73003	20" BLACK OAK
73001	10" MAPLE
73006	15" HICKORY
20116	10" HOLLY
20032	50" OAK
TOTAL SPECIMEN TREES REMOVED	7
LEGEND	
	TO BE REMOVED
	SPECIMEN TREE TO BE REMOVED

PRESERVED TREE CREDITS

Point #	Description	DBH	Type	Tree Credits
20032	50" OAK	50	CANOPY	5
72940	10" CEDAR	10	UNDERSTORY	2
72941	10" CEDAR	10	UNDERSTORY	2
72942	10" CEDAR	10	UNDERSTORY	2
72939	12" CEDAR	12	UNDERSTORY	2
72943	14" CEDAR	14	UNDERSTORY	2
72945	14" CEDAR	14	UNDERSTORY	2
72938	15" CEDAR	15	UNDERSTORY	2
72947	15" CEDAR	15	UNDERSTORY	2
72946	15" CEDAR	15	UNDERSTORY	2
72968	20" MAPLE	20	CANOPY	3
72961	20" WHITE OAK	20	CANOPY	3
20116	10" HOLLY	10	CANOPY	2
73006	15" HICKORY	15	CANOPY	2
72985	8" GUM	8	UNDERSTORY	2
72999	10" GUM	10	UNDERSTORY	2
72944	8" CEDAR	8	UNDERSTORY	2
73027	8" MAPLE	8	UNDERSTORY	2
72981	8" MAPLE	8	UNDERSTORY	2
73026	10" MAPLE	10	CANOPY	2
73001	10" MAPLE	10	CANOPY	2
73034	14" PINE	14	CANOPY	2
73032	14" PINE	14	CANOPY	2
73037	6" DECIDUOUS	6	UNDERSTORY	2
73024	6" DECIDUOUS	6	UNDERSTORY	2
73022	7" POPLAR	7	CANOPY	2
73001	10" MAPLE	10	CANOPY	2
72998	7" GUM	7	CANOPY	2
73000	8" MAPLE	8	CANOPY	2
73035	14" PINE	14	CANOPY	2
73025	8" DECIDUOUS	8	UNDERSTORY	2
73020	8" DECIDUOUS	8	UNDERSTORY	2
72974	25" WHITE OAK	25	CANOPY	3
72978	28" WHITE OAK	28	CANOPY	3
72975	16" WHITE OAK	16	CANOPY	2
73003	20" BLACK OAK	16	CANOPY	2
73028	8" MAPLE	8	UNDERSTORY	2
79058	8" CEDAR	8	UNDERSTORY	2
79059	8" CEDAR	8	UNDERSTORY	2
79057	8" CEDAR	8	UNDERSTORY	2
79056	10" CEDAR	10	UNDERSTORY	2

TOTAL TREE CREDIT ALLOWANCE	90
-----------------------------	----

PLANT SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	MIN. INSTALLED SIZE	TYPE
TREES					
CC	9	CERCIS CANADENSIS	EASTERN REDBUD	1" CAL. MIN.	UNDERSTORY TREE
CV	13	CHIONANTHUS VIRGINICUS	WHITE FRINGETREE	1" CAL. MIN.	UNDERSTORY TREE
LT	9	LIRIODENDRON TULIPIFERA	TULIP POPLAR	1.5" CAL. MIN.	CANOPY TREE
MS	9	MAGNOLIA STELLATA	STAR MAGNOLIA	1" CAL. MIN.	UNDERSTORY TREE
NS	6	NYSSA SYLVATICA	TUPELO	1.5" CAL. MIN.	CANOPY TREE
PP	11	PINUS PALUSTRIS	LONGLEAF PINE	1.5" CAL. MIN.	EVERGREEN
PT	8	PINUS TAEDA	LOBLOLLY PINE	1.5" CAL. MIN.	EVERGREEN
QM	5	QUERCUS MICHAUXII	SWAMP CHESTNUT OAK	1.5" CAL. MIN.	CANOPY TREE

All parcels, regardless of land use, shall maintain a minimum tree canopy coverage according to their district classification as follows:

District	Canopy Coverage Requirement
Rural and Suburban Districts	2 canopy trees per 5,000 sq. ft. of parcel area, OR 1 canopy tree and 1 understory tree per 4,000 sq. ft. of parcel area
UR, RMX	1 canopy tree per 10,000 sq. ft. of parcel area
NMX, RA-HC, UMX, PUD	1 canopy tree per 10,000 sq. ft. of parcel area – may be waived or altered by the Administrator depending on lot coverage of proposed development and adequate street tree installation.

B. Credit for Preservation of Specimen Trees

Existing DBH of Preserved Tree(s)	Number/Type (Canopy or Understory) of Tree Credits
8" + (Understory)	2 / Understory
20" – 30"	3 / Canopy
31" – 41"	4 / Canopy
42" +	5 / Canopy

DBH shall be rounded off to the nearest inch.
Trees must be of Specimen quality. See Section 8.4.3.

TREE MITIGATION TABLE

	SPECIMEN REMOVED	TOTAL REQUIRED	TREES PROVIDED
TOTAL TREES	7	28	65

CREDIT FOR PRESERVED SPECIMEN TREES

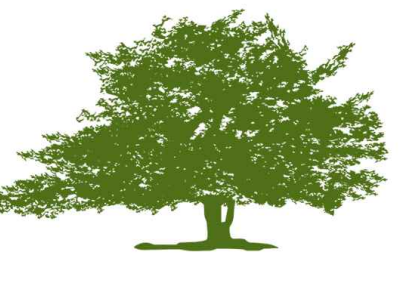
EXISTING DBH	NUMBER/TYPE OF TREE CREDITS	TOTAL TREES REMOVED	TOTAL TREES REQUIRED
8" + UNDERSTORY	2/UNDERSTORY	3	12
20" - 30"	3/CANOPY	2	8
31" - 41"	4/CANOPY	1	4
42" +	5/CANOPY	1	4

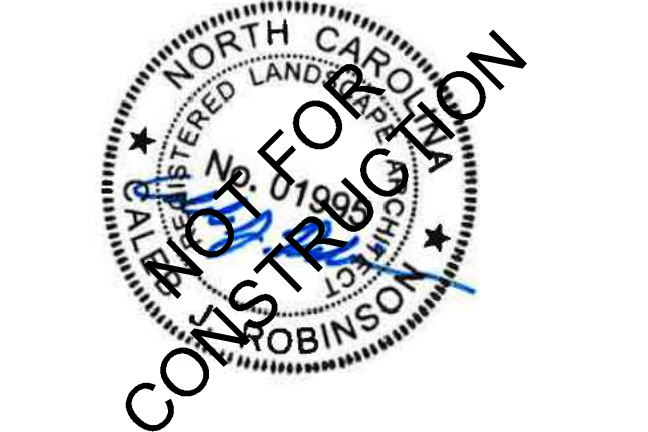
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TOWN of
WAKE FOREST



WAKE FOREST
FIRE STATION

1621 WAIT AVENUE,
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27587

SCHEMATIC DESIGN

TREE MITIGATION TABLES
& NOTES

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2 2025-01-29 2ND SUP SUBMITTAL
2 2025-03-03 3RD SUP SUBMITTAL

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SHEET NUMBER

L2.1



March 5th, 2025

Keith Carlyon, AIA, LEED AP, NCARB
adw architects
Six Coliseum Centre
2815 Coliseum Centre Drive, Suite 500
Charlotte, NC 28217
704-988-9427
kcarlyon@ADWArchitects.com

RE: Wake Forest Fire Station #6 Traffic Memorandum, Wake Forest, NC

Dear Mr. Carlyon,

Timmons Group is providing civil engineering services for the proposed Wake Forest Fire Station #6 located off NC-98 in Wake Forest, NC. Per your request, Timmons Group performed a parking analysis and trip generation assessment for the proposed development.

This memorandum summarizes Timmons Group’s calculations and findings to estimate the parking requirements and trip generation for the proposed development.

Background

The proposed Wake Forest Fire Station #6 Development will include a 21,776 square-foot (SF) fire station. The development will also include a fire training area with a training tower.

Due to its unique nature, the Town’s Unified Development Ordinance (UDO) does not provide parking rates for this development type.

Parking Demand Study

Per discussions with the Town fire chief, it was determined that the fire station would house 5 firefighters on a typical day. Additionally, the fire station will host training sessions for 3 days per month. Each training session will include approximately 3 instructors and 20 attendees. Training sessions will consist of either burn simulations or classroom learning. On those days where burn simulations will be performed, all instructors and trainees will arrive on approximately 3 – 4 fire trucks. Fire trucks will park where available (i.e., in the fire station, behind the fire station, etc.) which is typical for other training facilities. On days where there will be classroom learning, all instructors and trainees will arrive in their personal vehicles. This results in an additional 23 parking spaces required for training days. Note: Per discussions with the fire chief, burn simulations and classroom learning will not occur on the same days.

Tables 1 and 2 summarizes the parking requirements for a typical day and training day, respectively.

Table 1 – Parking Demand (Typical Day)

Source	Parking Spaces
Firefighters	5
Total	5

1201 Main Street, Suite 960 | Columbia, SC 29201
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**Table 2 – Parking Demand (Training Day)**

Source	Parking Spaces
Firefighters	5
Instructors	3
Attendees	20
Total	28

It is anticipated that 5 parking spaces will be needed for a typical day and 28 parking spaces will be needed for training days. This equates to a maximum parking demand of 28 spaces. Per the site plan, the proposed site provides approximately 36 parking spaces. Based on this, the development should have adequate parking to accommodate the projected parking demand.

Trip Generation

Table 3 provides a trip generation estimation for the subject development on a typical day based on trip generation information provided in the 11th Edition of the Institute of Transportation Engineer's (ITE) *Trip Generation Manual* and engineering judgement.

Table 3 – Trip Generation Summary (Typical Day)

ITE Land Use Code	Independent Variable	ADT*	AM Peak Hour*			PM Peak Hour		
			In	Out	Total	In	Out	Total
575 – Fire and Rescue Station	21,776 SF	-	-	-	-	3	7	10

Source: ITE *Trip Generation Manual* 11th Edition (2021)

*Not provided per ITE

On a typical day, the fire station is projected to generate 10 PM peak hour trips (3 incoming and 7 outgoing).

It is understood that trip generation will be higher on those days where training is occurring. To account for this, additional trips were estimated using the information obtained from the fire chief. For the purposes of trip generation, it was assumed that all training participants will enter and exit the site during the AM and PM peak hours, respectively. Trip generation estimation for the subject development on training days are provided in **Table 4**, below.

Table 4 – Trip Generation Summary (Training Day)

ITE Land Use Code	Independent Variable	ADT*	AM Peak Hour*			PM Peak Hour		
			In	Out	Total	In	Out	Total
575 – Fire and Rescue Station	21,776 SF	-	-	-	-	3	7	10
Additional Trips for Training		23	23	0	23	0	23	23
Total Estimated Trips		-	23	0	23	3	30	33

Source: *Trip Generation Manual* 11th Edition (2021) (ITE)

*Not provided per ITE

The proposed development is projected to generate 23 AM peak hour trips (23 incoming and 0 outgoing) and 33 PM peak hour trips (3 incoming and 30 outgoing) during training days.

Based on the projected trips, it is not anticipated that the proposed fire station will significantly impact traffic operations in the area.



Conclusions

Timmons Group performed a parking analysis and trip generation assessment for the proposed Wake Forest Fire Station #6 Development to be located off NC-98 in Wake Forest, NC. Based on the analyses performed, it is anticipated that provided number of parking spaces (36) will adequately accommodate parking demands for the proposed development. The parking summary is detailed in **Table 5** below.

Table 5 – Parking Summary

Fire Station	Parking Spaces
Parking (Typical Day)	5
Parking (Training Days)	23
Provided Parking	36

Additionally, based on traffic projections, it is not anticipated that the proposed Fire Station will significantly impact traffic operations in the area.

Should you have any questions regarding this memorandum, please do not hesitate to contact me.

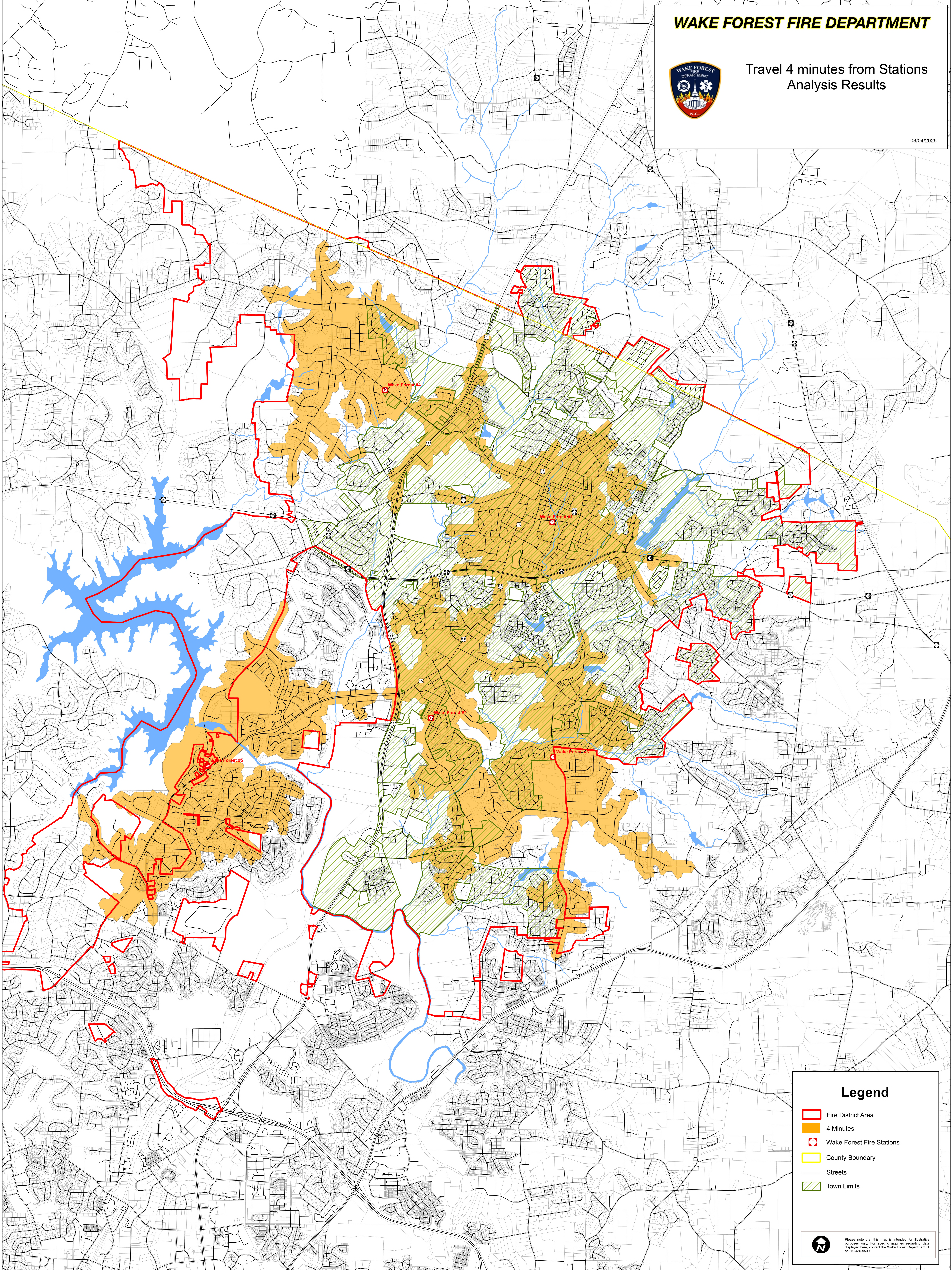
Sincerely,

DocuSigned by:
Cliff Lawson
A71C57A8A9564D71

NORTH CAROLINA
PROFESSIONAL
SEAL
043203
ENGINEER
CLIFFTON E. LAWSON

3/5/2025

Cliff Lawson, PE, PTOE
Senior Project Manager, Transportation

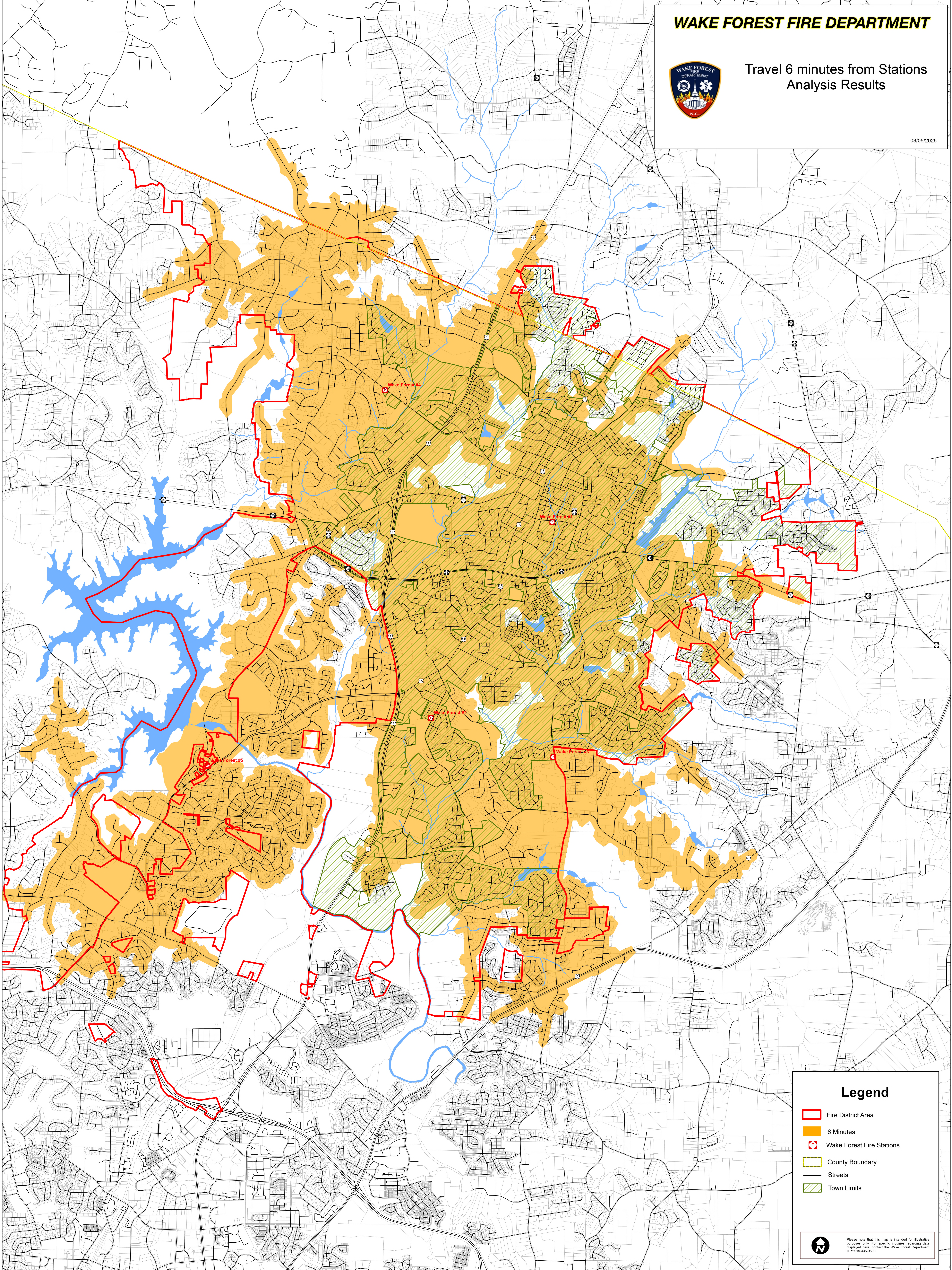


Legend

- Fire District Area
- 4 Minutes
- Wake Forest Fire Stations
- County Boundary
- Streets
- Town Limits

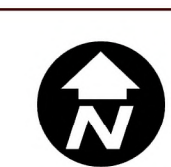


Please note that this map is intended for illustrative purposes only. For specific inquiries regarding data displayed here, contact the Wake Forest Department IT at 919-435-6500.



Legend

- Fire District Area
- 6 Minutes
- Wake Forest Fire Stations
- County Boundary
- Streets
- Town Limits



Please note that this map is intended for illustrative purposes only. For specific inquiries regarding data displayed here, contact the Wake Forest Department IT at 919-435-8600.

Leatherman Real Estate Services

Real Estate Appraisers • Consultants • Brokers

4006 BARRETT DRIVE • SUITE 201 • RALEIGH, NORTH CAROLINA 27609
(919) 571-1244 (PHONE) • (919) 571-4661 (FAX)

Frank D. Leatherman, Jr., MAI, CCIM



March 25, 2025

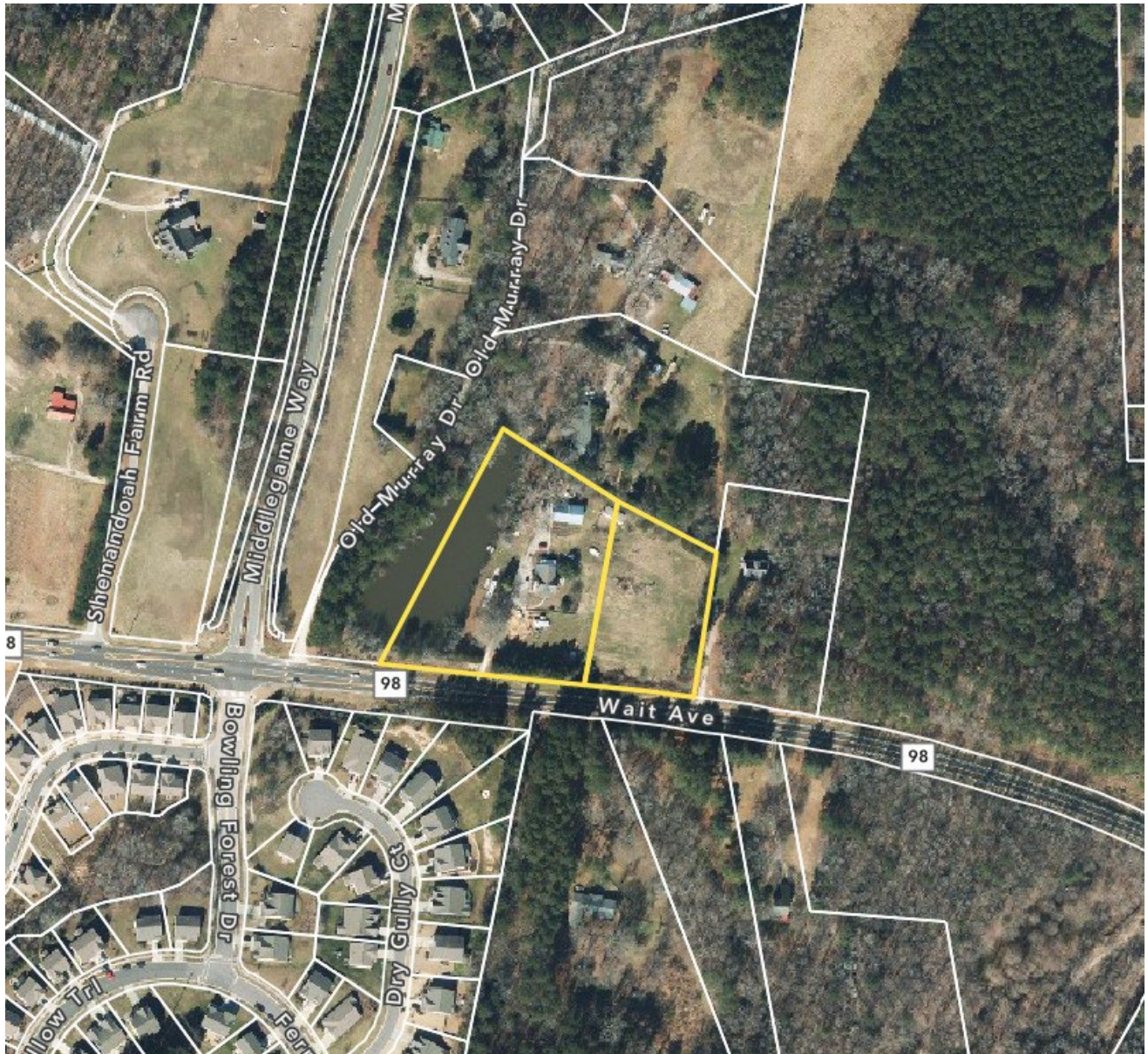
Allison Snyder
Assistant Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, NC 27293-1657

RE: 4.478 acres at 1621 Wait Avenue, Wake Forest, NC for the
proposed development of a municipal fire station facility

Dear Allison Snyder:

Per your request, I have investigated the market in and around the prospective site on Wait Avenue proposed to be developed for a municipal fire station. This investigation was to determine whether the proposed development ***“will injure or adversely affect the adjacent area or property values therein.”*** Following is a summary of my findings and conclusions regarding the proposed development.

1. A primary consideration is whether the proposed use (municipal fire station facility) is consistent with the surrounding area and other existing institutional uses in the area. The prospective use is classified as an Institutional Use under the Town of Wake Forest's Unified Development Ordinance, but has characteristics of a municipal use which is similar to other uses in the area. The surrounding uses, including Wait Avenue (NC 98) the south boundary. The west boundary is a pond and residential use. There is a single family residence on the east boundary. The north boundary has a single family use. The proposed use conforms to, and will be consistent with, the surrounding uses and the other uses in the area. All of the surrounding properties are zoned HD by Wake County as the highest and best use has changed. The proposed use would be a compatible use with the existing zoning and improve the development potential of the surrounding uses.



2. Next, I considered what, if any, impact the proposed development would have on the surrounding uses and vacant properties. The subject is located on Wait Avenue which is NC 98, the major east/west artery of The Town of Wake Forest and this portion of Wake County. The proposed municipal fire station will further improve access and support for municipal services in the area. This area is a very active and developing residential and commercial area of the east side of Wake Forest that has seen significant development over the recent past and this trend is expected to continue for the foreseeable future. The subject development would be supportive of this development as the demand for municipal services has and will continue to grow over the foreseeable future. The access on NC 98 will make this development more productive by reducing access times to the surrounding areas.

3. Another required consideration for an appraiser to evaluate is whether the proposed development (municipal fire station) would constitute a legal use of the property. Based on my conversations with the Town Planning department, the intended use would be a legal use of the property upon issuance of a special use permit. Issuance of a special use permit by the Town of Wake Forest requires findings that the proposed development will not materially endanger the public health or safety, comply with requirements of the UDO, not injure the value of adjoining property, be in harmony with existing or planned development, not cause undue traffic congestion or created a traffic hazard and not generate needs for public service that cannot be handled by available infrastructure and facilities. For many of the reasons discussed herein, I consider the proposed development to meet all of these requirements and it to be a legal use of the property.
4. Finally, an appraiser is required to evaluate the physical possibility that the property can be developed as proposed. Based on a review of the similar uses in the area in the Town of Wake Forest, and in consideration of other similar sites in the County, the property can be developed as proposed.

Values of Properties Adjoining or Similar Commercial Facilities

To further analyze whether the proposed development will substantially injure the value of adjoining property, I have studied sales of properties abutting or near these municipal fire stations located in Wake County, North Carolina. I address each of these below:

A. 1412 Forestville Road (Fire Station):



Residential area to the west and north is Thornrose. As can be seen from the aerals, the neighborhoods actually bound the property. A study of housing values over the last few years is shown below.

Sales in 2013

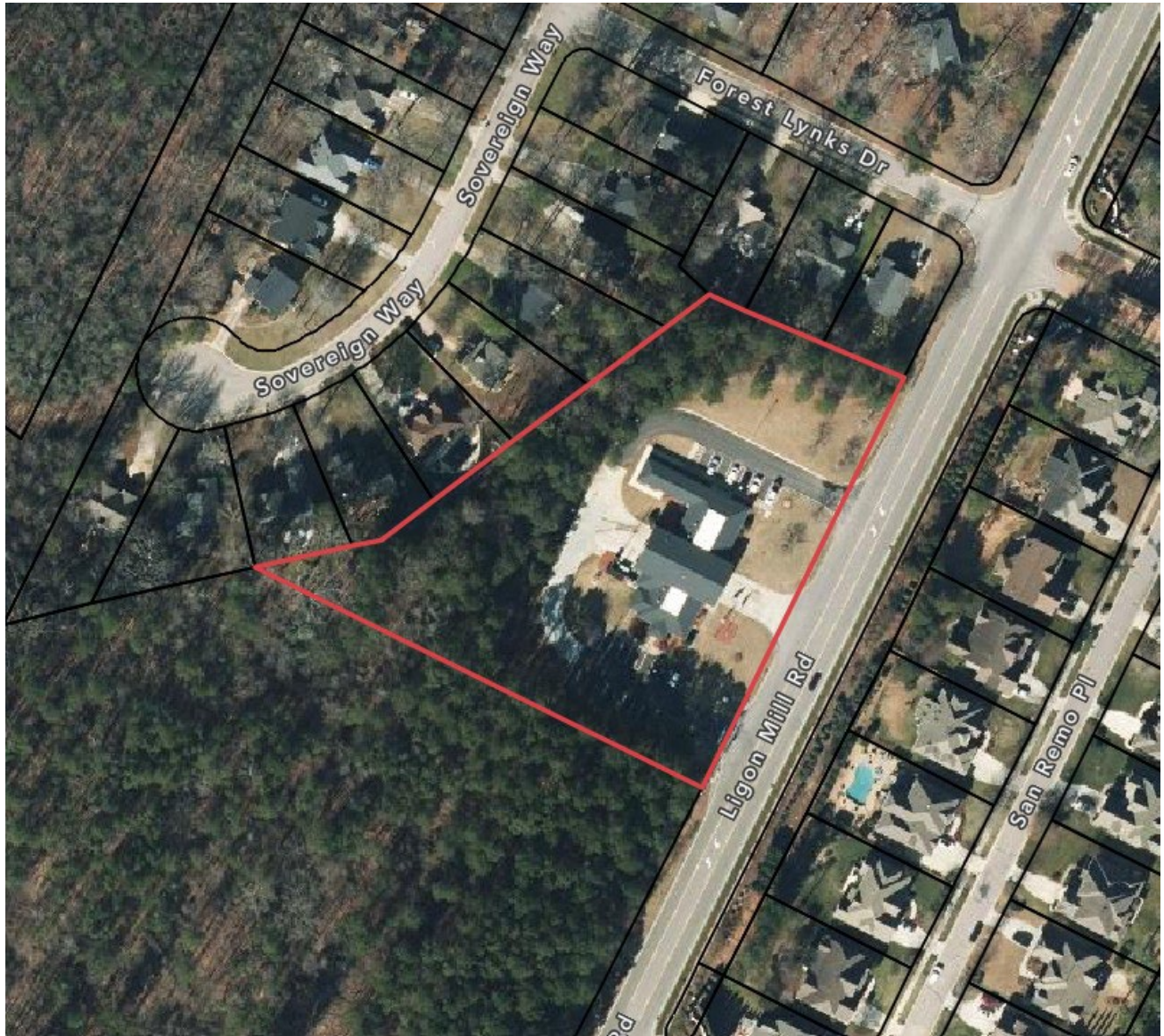
MLS#	Address	AREA	YEAR	BED	BATH	HALF	PRICE	Close Date	PRICE/SF	Lot Size Acres
1863876	4016 Song Sparrow Drive	3031	2004	5	2	1	\$220,000	5/13/2013	\$72.58	0.180
1879153	4013 Song Sparrow Drive	3016	2006	5	2	1	\$263,000	11/27/2013	\$87.20	0.180
1910698	4025 Song Sparrow Drive	2987	2006	6	2	1	\$264,000	12/27/2013	\$88.38	0.180
1876419	1316 Trailing Rose Court	3187	2005	5	2	1	\$270,000	4/1/2013	\$84.72	0.300
1915347	3901 Song Sparrow Drive	2976	2006	4	2	1	\$272,000	12/12/2013	\$91.40	0.210
1890599	1305 Lindenberg Square	2800	2005	4	3	1	\$275,000	7/3/2013	\$98.21	0.210
1918087	1501 Lindenberg Square	2976	2005	4	2	1	\$275,000	12/20/2013	\$92.41	0.260
	AVERAGES	2996	2005	4.7	2.14	1	\$262,714		\$87.84	0.217

Sales in 2022

MLS#	Address	AREA	YEAR	BEDS	BATHS	HALF	PRICE	Close Date	PRICE/SF	Lot Size Acres
2413254	3929 Song Sparrow Drive	2919	2006	4	3	1	\$480,000	1/6/2022	\$164.44	0.21
2459807	1321 Lagerfeld Way	2945	2007	4	3	1	\$485,000	8/25/2022	\$164.69	0.25
2423105	1317 Trailing Rose Court	2912	2005	4	3	1	\$488,000	1/26/2022	\$167.58	0.3
2426417	3901 Song Sparrow Drive	3059	2005	5	2	1	\$500,000	2/25/2022	\$163.45	0.21
2427289	3925 Song Sparrow Drive	3223	2006	4	3	1	\$500,000	3/7/2022	\$155.13	0.2
2417908	3817 Song Sparrow Drive	2915	2008	4	3	1	\$505,000	2/2/2022	\$173.24	0.29
2455215	1312 Lindenberg Square	2900	2005	4	3	1	\$520,000	7/25/2022	\$179.31	0.18
2447854	1412 Lindenberg Square	2912	2005	4	3	1	\$540,000	6/21/2022	\$185.44	0.17
2434883	1316 Trailing Rose Court	3187	2005	5	2	1	\$560,000	4/13/2022	\$175.71	0.3
2423738	1408 Lagerfeld Way	3388	2006	5	4	0	\$560,000	1/20/2022	\$165.29	0.26
	AVERAGES	3036	2006	4.3	2.9	0.9	\$513,800		\$169.43	0.237

The range of annual increase was 10.62% for the total price and 10.32% for the SF price. The subject comparisons were annual increases of 7.14% and 11.93%; above and below the average.

B. 9925 Ligon Mill Road (Fire Station)



There is an adjoining residential development to the northwest and northeast called Forest Mill Subdivision.

Sales in 2016

MLS#	Address	SF	YEAR	BED	BATH	HALF	PRICE	Close Date	PRICE/SF	Lot Size Acres
2053664	1601 Forest Lynks Drive	1230	1996	3	2	0	\$154,900	4/15/2016	\$125.93	0.23
2076074	1605 Forest Road	1540	1992	3	2	1	\$191,000	8/31/2016	\$124.03	0.35
2048050	9908 Sovereign Way	1812	1994	3	2	1	\$209,000	4/7/2016	\$115.34	0.26
	AVERAGES	1527	1994	3	2	0.67	\$184,967		\$121.77	0.28

Sales in 2022

MLS#	Address	SF	YEAR	BED	BATH	HALF	PRICE	Close Date	PRICE/SF	Lot Size Acres
2433018	1601 Forest Lynks Drive	1269	1996	3	2	0	\$300,000	2/23/2022	\$236.41	0.23
2442207	9830 Sovereign Way	1346	1994	3	2	0	\$330,000	5/23/2022	\$245.17	0.26
	AVERAGES	1308	1995	3	2	0	\$315,000		\$240.79	0.245

The range of annual increase was 11.72% for the total price and 16.29% for the SF price. The subject comparison which was on the corner of Forest Lynks Drive and Ligon Mill Road (which generally sell for lower prices than the overall neighborhood) had an annual increases of 15.59%; above and below the average.

The statistics show increasing pricing levels for these residential units over the term. As noted, there was no market data or information I could locate that would indicate the property values of other surrounding uses were adversely impacted by the operation of a fire station.

I did not locate any sales data or other pertinent market information that would indicate the value of the adjoining properties were impacted by the fire station or that sale of those properties were impaired by the fire station.

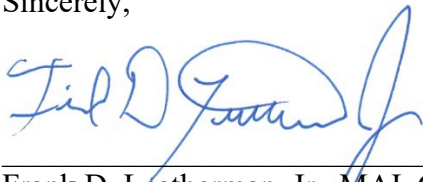
Conclusion

Based on the studies above of sales of properties abutting or near these fire stations (which is a similar use), I've identified no data or market trends that would indicate similar uses in Wake Forest have had a measurable negative impact on adjoining or surrounding property values and, in fact, the surrounding properties appear to be unaffected by these uses. I could find no evidence of "damages" or substantial injury for users that adjoin or are in close proximity to similar uses during my research. Therefore, it is my professional opinion that surrounding uses would be somewhat immune to "damages" due to the nature of the uses and the compatibility with an institutional use such as a fire station.

In summary, I consider the proposed development to be a legal use of the property consistent with the intent of the land use plan and existing zoning. It should not have any negative impacts on the surrounding uses or the value of adjoining or surrounding properties. The proposed use is physically possible, financially feasible and maximally productive use of the site. Furthermore, the proposed use will effectively enhance the overall property values for surrounding properties. Based on my experience, which has involved valuation of fire stations and other institutional uses, this location is proper for a fire station as it is located in an area with other institutional uses, has good access and should provide great service to the community. In my professional opinion as a licensed North Carolina appraiser and based on the research performed and data collected concerning other similar facilities, the proposed fire station on Wait Avenue ***"will not injure or adversely affect the adjacent area or property values therein."***

Please advise if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "Frank D. Leatherman, Jr.", is written over a horizontal line.

Frank D. Leatherman, Jr., MAI, CCIM
Certified General Real Estate Appraiser

ADDENDA

LEATHERMAN REAL ESTATE SERVICES
4006 BARRETT DRIVE
SUITE 201
RALEIGH, NORTH CAROLINA 27609

FRANK D. LEATHERMAN, JR.

MAI, CCIM

Partner; Chief Appraiser

NCAI Chapter President 2017

EDUCATION

B.S. in Business Administration (1980), University of NC at Chapel Hill

WORK EXPERIENCE

Leatherman Real Estate Services, LLC; Raleigh, NC
Partner/Chief Appraiser
1991 – Present

Wake Tech Community College, Raleigh, NC
Course Instructor
1991-1995

T.B. Harris, Jr. & Associates, Charlotte, NC
Staff Appraiser
1991

First American Savings Bank, Charlotte, NC
Asst. Vice Present
1988-1989

1981-1988
Shipleff Wilkins & Associates; Stockton, White and Company,
Greensboro, NC;
NC State Employees Credit Union, Fayetteville, NC

CONTACT

PHONE:
919-571-1244 Ext. 230

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fleathermanjr@gmail.com
Info@leathermanre.com

Relevant Course Work

Valuation of Solar; Green Buildings, Federal Land, Personal Property, Conservation Easements, Partial Interests, Eminent Domain

Client References Available Upon Request

9.4. Parking Requirements

Permanent off-street parking (including on-street parking in accordance with the requirements below) is required subject to the table below. If required, parking shall be provided at the time of erection, alteration, enlargement, establishment or change of use of any building or open use of land which require additional off-street parking. Mixed use developments or lots containing more than one use shall determine the total number of required parking spaces by adding together the required number of spaces for each of the proposed uses as if they were separate.

A. OFF-STREET PARKING SCHEDULE "A"

Use Category	Minimum Required Auto Spaces	Minimum Required Bicycle Parking Spaces ¹
Residential		
Dwelling-Single Family & Two Family	1 per unit, or 2 per unit if parking is provided in an enclosed garage	No requirement
Dwelling-Townhome & Multifamily	1.8 per unit	2 per 40 auto spaces
Dwelling-Accessory	1 per unit	No requirement
Live-Work Units	1 per 600 sf	2 per 40 auto spaces
Residential Care Facilities	1 per 2 resident rooms	2 per 40 auto spaces
All Other Residential Uses	No requirement	No requirement
Cluster Mailbox Unit	2 spaces per location, one space must meet ADA accessibility requirements	No requirement
Recreation facility, private (single-family dwellings or townhomes)	Subdivisions with 100 or more dwelling units shall provide: • 1 per 300 sf of clubhouse with interior gathering space • 1 per 100 sf of surface area of the pool (water area) • 2 per sports amenity (e.g., court, field, playground, park, etc.) Subdivisions with less than 100 dwelling units shall provide: • 1 per 300 sf of clubhouse with interior gathering space • 1 per 200 sf of surface area of the pool (water area) • 2 per sports amenity (e.g., court, field, playground, park, etc.)	4 spaces or 1 space per 30 dwelling units, whichever is greater
Recreation facility, private (multi-family)	No requirement	4 spaces or 1 space per 30 dwelling units, whichever is greater
Lodging – All Lodging Uses	1 per room	2 per 50 auto spaces
Office/Service		
Child/Adult Day Care Centers (More than 8 persons)	1 per 6-person capacity	2 per 50 auto spaces
Funeral Home	1 per 5 seats in chapel	2 per 50 auto spaces
Medical Clinic	1 per 250 sf	2 per 50 auto spaces
Office	1 per 300 sf	2 per 50 auto spaces
Veterinary Services	Schedule B	2 per 50 auto spaces

Use Category	Minimum Required Auto Spaces	Minimum Required Bicycle Parking Spaces ¹
All Other Office/Service Uses	1 per 500 sf	2 per 50 auto spaces
Commercial		
Restaurant Bar/Tavern Nightclub	1 per 200 sf (minimum of 8)	2 per 50 auto spaces
General Commercial	1 per 350 sf	2 per 40 auto spaces
General Commercial – Greater than 100,000 sf	1 per 300 sf	2 per 40 auto spaces
Shooting range, outdoor	1 space per target and 1 space for every 300 sf of office area	2 per 50 auto spaces
All Other Commercial Uses	1 per 400 sf	2 per 40 auto spaces
Automotive	Schedule B	2 per 50 auto spaces
Entertainment/Recreation		
Amusements (Indoor)	1 per 4 persons permitted	2 per 40 auto spaces
Amusements (Outdoor)	1 per 4 persons permitted	2 per 40 auto spaces
Recreational Facility (Indoor)	1 per 4 persons permitted	2 per 40 auto spaces (minimum of 4 racks)
Recreational Facility (Outdoor)	Schedule C	4 spaces or a minimum of 2 per 40 auto spaces (minimum of 4 racks)
Sports Arena/ Stadium	Schedule C	2 per 40 auto spaces
Theater (Indoor & Outdoor)	1 per 5 seats	2 per 40 auto spaces
All Other Entertainment/Recreation Uses	Schedule C	2 per 40 auto spaces
Civic/Educational/Institutional		
Civic Meeting Facilities	1 per 100 sf	2 per 50 auto spaces
Community or Cultural Facility	1 per 300 sf	
Hospital	1 per 2 beds plus 1 per employee	2 per 50 auto spaces
Religious Institution (RA-HC, NM, UMX)	No requirement	2 per 50 seats
Religious Institution (All Other Districts)	1 per 4 seats in the main assembly hall	2 per 50 seats
Schools – Elementary & Secondary	1 per 4 seats in the main assembly hall or gymnasium*	2 per 50 students
Studio – Art, dance, martial arts, music	1 per 400 sf	2 per 20 auto spaces
Vocational School/Technical	Schedule C	2 per 50 auto spaces
All Other Civic/Educational/Institutional Uses	Schedule C	2 per 40 auto spaces
Industry/Wholesale/Storage		
All Industry/Wholesale/Storage Uses	Schedule B	2 per 50 auto spaces
Agricultural		
Garden or Nursery	1 per 1,000 sf of open-air sales plus space for retail sales per Schedule B	2 per 50 auto spaces
Kennel, Outdoor	Schedule B	2 per 50 auto spaces
All Other Agricultural Uses	Schedule C	No requirement
Infrastructure – All Infrastructure Uses	Schedule C	No requirement
¹ Bicycle parking minimums are based on the number of automobile parking spaces provided on site, not the minimum number of automobile parking spaces required.		

B. OFF-STREET PARKING SCHEDULE "B"

Activity	Minimum Required Auto Spaces
Office or administrative area	1 per 300 sf
Indoor Sales Area	1 per 200 sf
Outdoor sales or display area (3,000 sf or less)	1 per 750 sf
Outdoor sales or display area (Over 3,000 sf)	
Motor vehicles/equipment sales	1 per 2,000 sf
Other sales/display	1 per 1,000 sf
Indoor Storage/warehousing	
1-50,000 sf	1 per 1,500 sf
50,001 and greater sf	1 per 2,000 sf
Vehicle Service/manufacturing area	
1-3,000 sf	1 per 250 sf
3,001-5,000 sf	1 per 500 sf
5,001-10,000 sf	1 per 750 sf
10,001-50,000 sf	1 per 1,250 sf
50,001 and greater sf	1 per 2,000 sf

C. OFF-STREET PARKING SCHEDULE "C"

Uses that are not listed in Schedule A or that reference Schedule C have widely varying parking and loading demand characteristics, making it impossible to specify a single off-street parking or loading standard. Upon receiving a development application for a use subject to Schedule C standards, the Administrator shall apply the off-street parking and loading standard specified for the listed use that is deemed most similar to the proposed use, or shall establish minimum off-street parking requirements based on a parking and loading study prepared by the applicant. Such a study must include estimates of parking demand based on recommendations of the Institute of Traffic Engineers (ITE), or other acceptable estimates as approved by the Administrator, and should include other reliable data collected from uses or combinations of uses that are the same as, or comparable with, the proposed use. Comparability will be determined by density, scale, bulk, area, type of activity, and location. The study must document the source of data used to develop the recommendations.

9.4.1. Maximum Parking

The minimum parking requirements above have intentionally been set below general market expectations as a means to mitigate against the negative aspects of paved surfaces on the environment such as excessive water runoff, water pollution, and urban heat island effect. To this end, there shall also be a maximum parking standard for large parking facilities as follows:

A. Pervious Pavement Required

1. If a parking lot exceeds 150 spaces and includes more than twice the minimum number of spaces established for a use, as outlined in Section 9.4.1 above, any parking spaces over twice the minimum required must be installed using pervious pavement systems only.
2. If there are no minimum parking requirements for the use given in Section 9.4.1 above, the maximum parking standard shall be 35% of the site area.

space or a park on a plat shall be considered to be offered for dedication, but not accepted until the Board of Commissioners has by expressed action done so.

- I. **Phasing:** Final plats for phased subdivisions shall be recorded in accordance with the schedule presented by the applicant during the Subdivision Construction Plan approval.
- J. **Permit Validity:** Final plats that have been granted approval must be recorded within 30 days following approval or the approval becomes invalid. No lots in a subdivision shall be sold prior to approval by the town and recording of the Final Plat for the subdivision.
- K. **Permit Extension:** None.

15.10. Special Use Permits (Sup)

Special uses are land uses that are generally compatible with the land uses permitted by right in a zoning district, but which require individual review of their location, design, and configuration so as to evaluate the potential for adverse impacts on adjacent property and uses. Special uses ensure the appropriateness of the use at a particular location within a given zoning district. Applications requiring a Special Use Permit are noted in Section 2.3 & Chapter 3.

15.10.1. Application Procedures

- A. **Process Type:** Quasi-Judicial (See also 15.5)
- B. **Pre-Application Meeting:** Every applicant for a Special Use Permit is required to meet with the Administrator in a pre-application conference prior to the submittal of a formal application. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.
- C. **Required Application Information:** An application for a Special Use Permit may be filed by the owner of the property or by an agent specifically authorized by the owner to file such application. Each application for a Special Use Permit shall contain, at a minimum, an Existing Conditions Map (15.4.1) (may be waived by Administrator as appropriate) and Master Plan (15.4.3). Other information necessary to show that the use or structure complies with the standards set forth in this ordinance shall also be provided.
- D. **Determination of Compliance:** The Administrator shall review the application to ensure that it is complete, prepare a report and recommendation on the application, and schedule the matter for an evidentiary public hearing before the Board of Commissioners.
- E. **Public Notification:** Level 1, 2, 4 & 5 required.

15.10.2. Consideration By Board of Commissioners

- A. **Public Hearing and Consideration by the Board of Commissioners:** The Board of Commissioners shall conduct an evidentiary public hearing on the matter. Upon reviewing all pertinent information, the Board of Commissioners may approve, deny, or approve with conditions the Special Use Permit.
- B. **Review Period:** The Board of Commissioners shall take action (approve, deny, or approve with conditions) within 65 days of the evidentiary public hearing on the matter. Should the Board of Commissioners fail to act on the Special Use Permit application within the prescribed period, the application shall be considered approved.
- C. **Findings of Fact:** In addition to determining that the application meets all other requirements of this ordinance (no variances are permitted) the Board of

Commissioners must find the following in order to grant approval of a Special Use Permit:

1. The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site.
2. The proposed use will not cause undue traffic congestion or create a traffic hazard.
3. Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use.
4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.
5. The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property.
6. The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, or general welfare.
7. The proposed use will not substantially injure the value of adjoining or abutting property.
8. The proposed use is consistent with the officially adopted plans and policies of the town.

D. Additional Standards for Special Uses in Floodplain Hazard Areas: Applications for Special Use Permits in the Special Flood Hazard Areas and Future Conditions Flood Hazard Areas shall be subject to the following additional standards of review:

1. The Board of Commissioners shall determine the specific flood or erosion hazard of the site and shall evaluate the suitability of the proposed use in relation to the flood hazard.
2. In passing upon such applications, the Board of Commissioners shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance and:
 - a. The danger that material may be swept onto other lands to the injury of others.
 - b. The danger to life and property due to flooding or erosion damage.
 - c. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions
 - d. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
 - e. The importance of the services provided by the proposed facility to the community.
 - f. The necessity to the facility of a waterfront location, where applicable.
 - g. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.
 - h. The compatibility for the proposed use with existing development anticipated in the foreseeable future.
 - i. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area.
 - j. The safety of access to the property in times of flood for ordinary and emergency vehicles.

- k. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site.
 - l. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- E. **Additional Conditions:** The Board of Commissioners may place conditions on the use as part of the approval to assure that mitigation measures are associated with the use if written consent to the conditions is obtained by the applicant or the landowner. The conditions shall become part of the Special Use Permit approval and shall be included in the final site plan application.

15.10.3. Effect of Decisions

- A. **Appeals:** An appeal from the decision of the Board of Commissioners regarding a Special Use Permit application may be made by an aggrieved party and shall be made to the Superior Court of Wake County in the nature of certiorari. Any such petition shall be filed with the clerk of the superior court within 30 days after the decision of the Board is filed with the Town Clerk, or after a written copy thereof is delivered to every aggrieved party who has filed a written request for such copy with the secretary or chair of the Board at the time of its hearing of the case, whichever is later. The decision of the Board may be delivered to the aggrieved party either by personal service or by registered mail or certified mail return receipt requested.
- B. **Permit Validity:** Special Uses that have been granted approval must begin site development within 2 years following approval or the approval becomes invalid.
- C. **Permit Extension:** The Board of Commissioners may grant 1 extension of this time period of up to one year upon submittal by the applicant of sufficient justification for the extension. Sufficient justification may include, but is not limited to, delays in other outside agency permits, financing institution delays, or other similar reasons beyond the control of the applicant.
- D. **Substantial Changes:** Any substantial change to a Special Use Permit as noted below shall be reviewed by the Board of Commissioners and approved or denied by the Board of Commissioners as an amended Special Use Permit. The following changes to a Special Use Permit shall require approval by the Board of Commissioners:
 - 1. Modification of special performance criteria, design standards, or other requirements specified by the Special Use Permit.
 - 2. A change in land use or development type beyond that permitted by the approved Special Use Permit.
 - 3. When there is introduction of a new vehicular access point to an existing street, road or thoroughfare not previously designated for access.
 - 4. When there is an increase in the total number of residential dwelling units originally authorized by the approved Special Use Permit.
 - 5. When the total floor area of a commercial or industrial classification is increased more than 10% beyond the total floor area last approved by Board of Commissioners. Changes of less than 10% may be approved by the Administrator.
 - 6. Any change which alters the basic development concept of the Special Use Permit.



North Carolina Fire Chief Consulting

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May 15, 2025

Chief Ron Early, Fire Chief
Town of Wake Forest
301 Brooks Street
Wake Forest, North Carolina 27292

VIA Email: REarly@wakeforestnc.gov

Dear Chief Early,

Thank you for asking our team for feedback and perspective related to the Wake Forest Fire Station 6 Special Use Permit.

Our team members have led the construction of multiple fire stations in North Carolina, and we have also had significant experience in constructing and operating fire training facilities. We have reviewed the proposal, the supporting materials and available information for this proposed project.

The specific areas that we were asked to address are:

- 1. The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, or general welfare.**
- 2. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.**

The attached report explores each of these items in detail. Our team members remain available to you throughout this process to help the Town of Wake Forest in any way possible.

Thank you for your diligent and dedicated public service to the people of Wake Forest.

Sincerely,

Gregory H. Grayson
Chief Officer

Town of Wake Forest – Special Use Permit for Fire Station 6 Analysis

1. General Summary:

The Town of Wake Forest plans to build a fire station at 1621 Wait Avenue in Wake Forest. This will be Wake Forest's sixth fire station as the town rapidly grows and evolves. The fire station will be composed of a traditional fire station structure as well as a training area that is planned to be located behind the fire station. The fire station is intended to be sited near developed neighborhoods.

Initially, residents who have not lived in proximity to a fire station have concerns about how the fire station will fit into the existing community. Often, there are concerns about light, noise and other aspects that could interfere with the existing neighborhood. Those concerns prompt two aspects that North Carolina Fire Chief Consulting (NCFCC) was asked to review and provide professional feedback upon. Those aspects are:

1. The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, or general welfare.
2. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.

This report will address each of these items. NCFCC's team members are highly experienced fire chiefs in North Carolina. Each member of the team who contributed to this review has many years serving as a fire chief or assistant chief and has direct experience in constructing fire stations within North Carolina communities as well as operating fire training facilities. A listing of the credentials of the team can be found in Appendix C of this report. NCFCC serves as the exclusive fire consulting team for both the North Carolina League of Municipalities as well as the North Carolina Association of County Commissioners.

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

a. Fire Stations Bring Greater Safety to Neighborhoods.

When evaluating this aspect, it becomes clear that fire stations are beneficial to the neighborhoods and do not endanger public health, safety or general welfare. Fire stations are located to enable the fire department to provide an all-hazards response within the geographic area for which the fire department is responsible for. This typically includes response to not only fire emergencies but also to rescue and medical emergencies as well.

The national standards and expectations for fire department response in urban communities in the United States provide that a minimum of 17 firefighters can respond to the report of a typical residential single-family structure fire within 8 minutes, meeting that objective 90% of the time. Response standards are articulated by the National Fire Protection Association (NFPA) in the NFPA 1710 *“Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.”* The requirements within this national consensus

standard intend to provide effective, efficient and safe protective services to help prevent fires, reduce risk to lives and property, deal with incidents that occur, and help prepare for anticipated incidents. Basically, if emergency response is to be effective for a community, like the Town of Wake Forest, it is essential that deployment systems are in place to get an adequate number of firefighters on the scene of an emergency incident in a short time frame. Flashover within a structure can occur at or before the 8-minute mark, creating a situation where fire will extend beyond the room of origin. Additionally, empirical data demonstrates that the ability to save someone who is in cardiac arrest or not breathing drops about 10% per minute and at the 8-minute mark, the person experiencing the event may not be able to be saved. The three graphical charts below will illustrate these important aspects.

Figure 1: Fire Growth and Reflex Time:

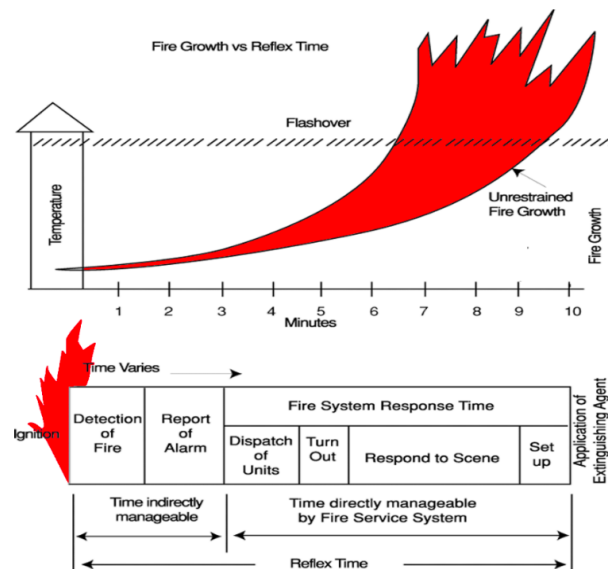


Figure 2: Cardiac Arrest Event Sequence:

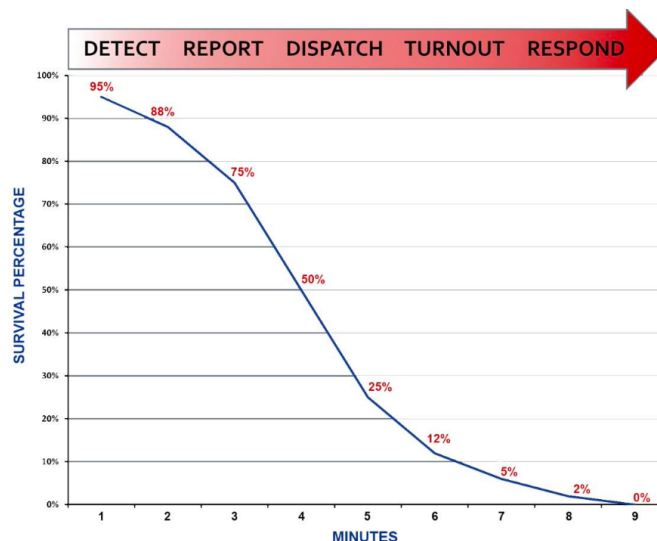


Figure 3: NFPA 1710 Initial Full Alarm Assignments:

2,000 SF Residential Structure Fire		Open-Air Shopping Center (13,000 SF to 196,000 SF)		1,200 SF Apartment (3-story garden apartment)	
Incident Commander	1	Incident Commander	2	Incident Commander	2
Water Supply Operator	1	Water Supply Operators	2	Water Supply Operators	2
2 Application Hose Lines	4	3 Application Hose Lines	6	3 Application Hose Lines	6
1 Support Member per line	2	1 Support Member per line	3	1 Support Member per line	3
Victim Search and Rescue Team	2	Victim Search and Rescue Team	4	Victim Search and Rescue Team	4
Ground Ladder Deployment	2	Ground Ladder Deployment	4	Ground Ladder Deployment	4
Aerial Device Operator	1	Aerial Device Operator	1	Aerial Device Operator	1
Rapid Intervention Crew	4	Rapid Intervention Crew	4	Rapid Intervention Crew	4
		EMS Care	2	EMS Care Crew	2
Total	17	Total	28	Total	28

b. Station 6 Is Needed for Maintaining Wake Forest's Level of Service:

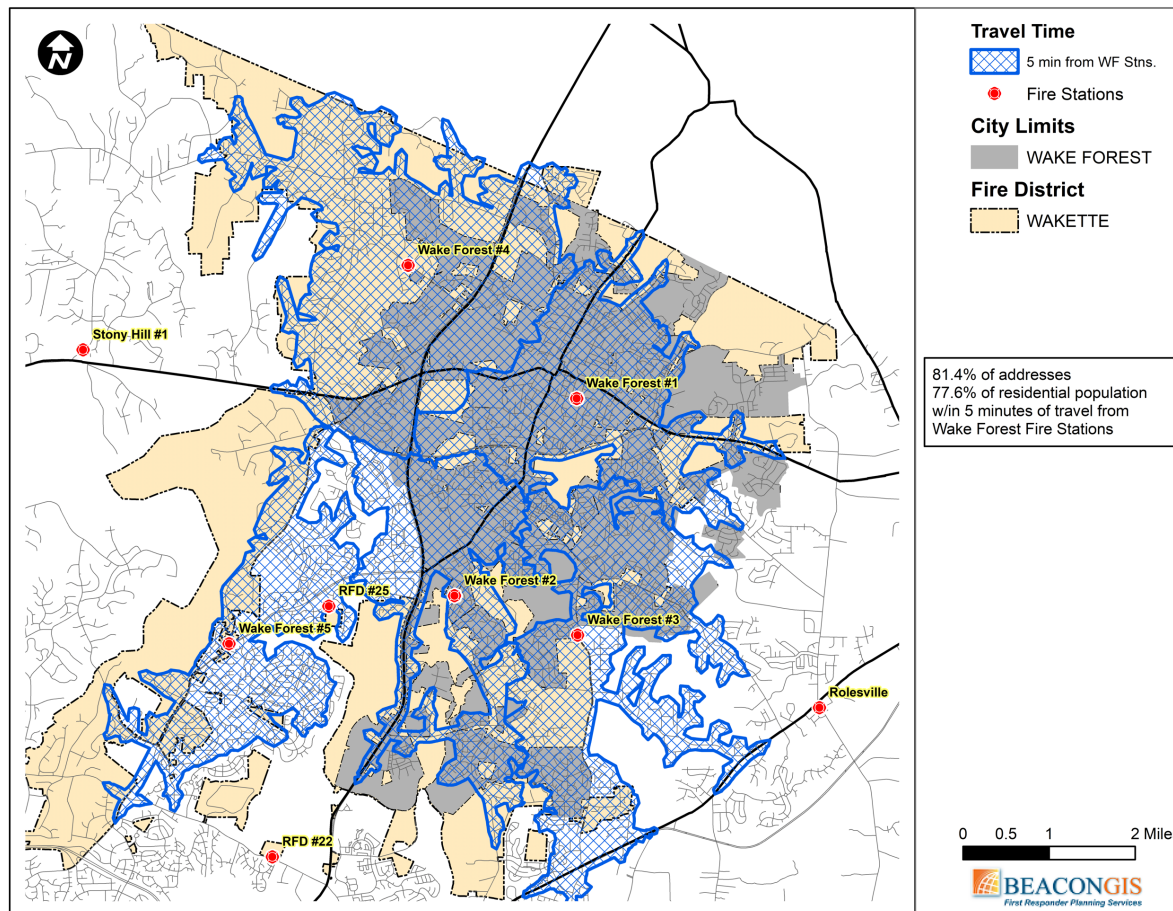
The Wake Forest Fire Department has over 100 full-time staff, 20 part-time staff and 28 volunteers, operating out of five different fire stations and staffing seven fire companies: Engine 1, Engine 2, Engine 3, Engine 4, Engine 5, Ladder 1 and Ladder 2. They protect the Town of Wake Forest and a surrounding 42 square-mile unincorporated area which includes Southeastern Baptist Theological Seminary. The department answers close to 5,000 emergencies every year consisting of fires, vehicle accidents, medical emergencies, and a variety of other calls for service. The entire Wake Forest Fire Department full-time staff is North Carolina Firefighter Level 1 and 2 certified, Hazardous Materials Operations Level technicians and EMT certified.

To achieve the necessary response in Wake Forest, the town currently operates five fire stations. However, to adequately cover the growing town and ensure continued compliance with national consensus standards, an additional fire station is needed. The site selected by the town is at 1621 Wait Avenue, which enables the fire department to provide a substantially equitable level of emergency services to all persons within the Town of Wake Forest. Population, historical emergency call volume, hazards, risks, travel times and development density are all important considerations in locating a fire station.

Fire station locations also play a key role in the town's overall public protection classification as determined by the Insurance Services Office (ISO). This ISO rating has a direct effect on the property tax premiums that property owners pay. The lower the ISO rating, the lower premiums residents pay and even more so for commercial property owners. Currently, the Town of Wake Forest holds an ISO "Class 1" rating, which is the overall best rating that the fire department can achieve. For the unincorporated area that Wake Forest Fire covers, the current ISO rating is "Class 2". Hence, both areas have excellent ISO ratings. As Wake Forest grows and expands, continued infrastructure investment is needed to maintain these excellent ratings, such as investment in fire stations and other public safety infrastructure.

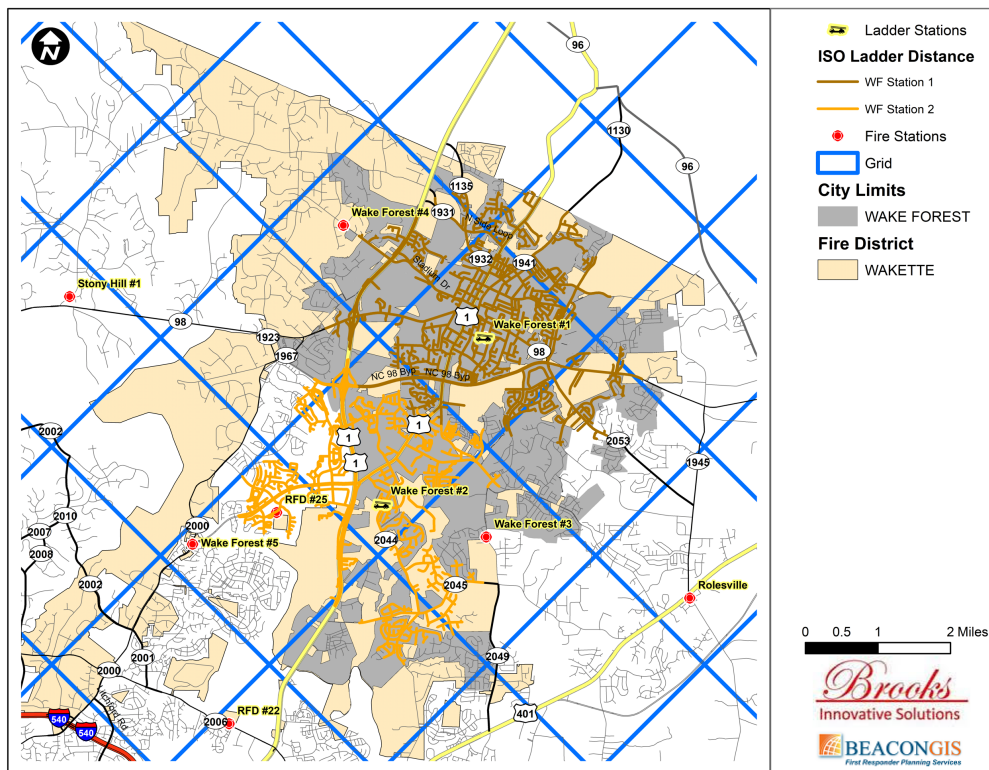
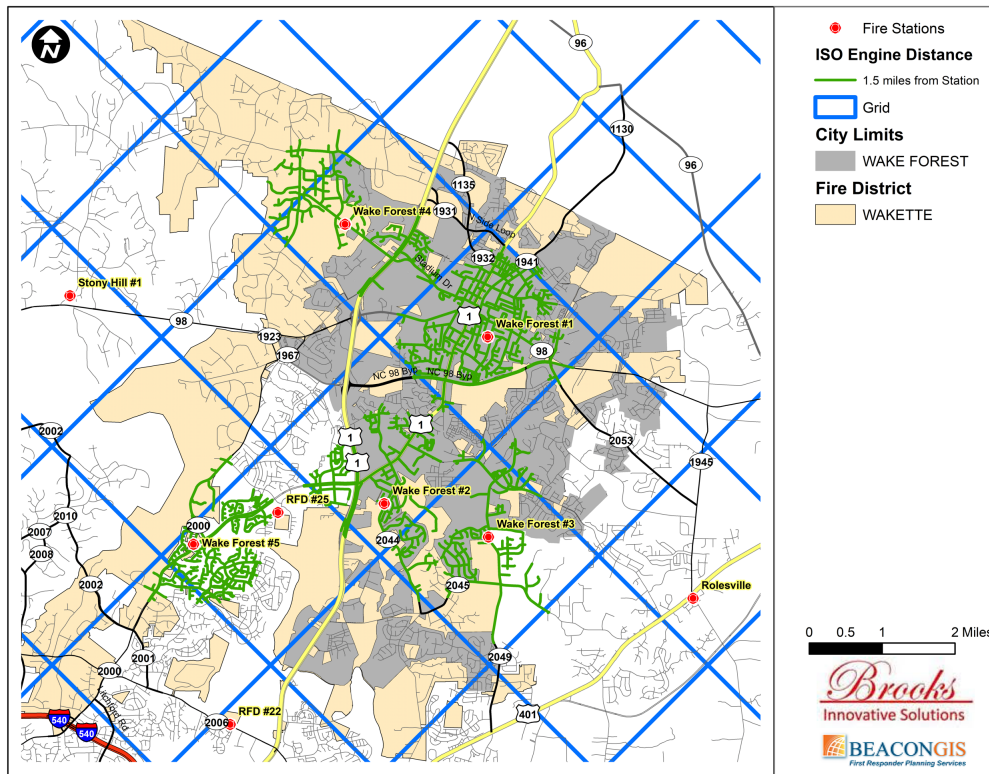
The following 2019 graphic created by the Geographic Information System (GIS) demonstrates that the Wake Forest Fire Department covers most areas of town within a five (5) minute travel time. The blue hashed area represents a five-minute travel time.

Figure 4: Travel Time from Wake Forest Fire's Current Five (5) Fire Stations:



The following graphic also generated in 2019 demonstrates the ISO fire engine coverage from the current Wake Forest Fire Stations as well as the ISO ladder company coverage. In the engine company coverage map, the green areas represent 1.5 road miles from fire stations as recognized by ISO. In the ladder company coverage map, the orange and brown lines represent 2.5 road miles from where ladder companies are located, as recognized (and credited) by ISO.

Figure 5: ISO Engine and Ladder Coverage from Wake Forest Fire's Current Fire Stations:



c. Wake Forest Demonstrated Experience with Fire Station Neighborhood Relations:

The town has recent experience in constructing fire stations, such as Wake Forest Fire Station 4 at 1505 Jenkins Road when it was built in 2015. Initially, there was concern from neighbors about this fire station being placed within their immediate community. However, the fire department utilized best practices such as establishing communication with neighbors, installing minimized, low-level lighting, buffering the fire station with vegetation, using earthen berms, and providing consistent outreach to the community. The fire department partnered with the community and once the fire station was in operation, there have been no reported issues with neighbors. In fact, our team members have personally observed neighbors bringing food to the firefighters at this station to demonstrate appreciation for their service. Similar collaborative relationships can be found at the other four Wake Forest fire stations indicating that the Wake Forest Fire Department has established a culture of being a good neighbor to persons that surround the fire stations. This situation has been affirmed in discussions with both Wake Forest firefighters and town leadership.

Wake Forest Fire Station 4 is shown below in both a forward view and a view from the back of the station demonstrate the effective use of vegetation to minimize any concerns or issues.

Figure 6: Front View of Wake Forest Fire Station 4 on Jenkins Road:



Figure 7: Back View of Wake Forest Fire Station 4:



d. Typical Resident Concerns About Fire Stations:

When placing fire stations in or near residential communities, often residents are most concerned with the noise that the fire engines will make as well as higher traffic. Residents also often express concerns about the impact on the character of the neighborhood.

Siren noise and activity around a fire station is realistic and should be expected. Often after fire stations are constructed, residents are surprised that there is not more noise that comes from fire stations. There will be daily checks of equipment outside the building when sirens are briefly tested. However, once fire engines leave the station enroute to calls, the cone of sound from the sirens will primarily focus onto the roadways. Sirens work with a "cone of sound", meaning that the sound is directional in front of the fire apparatus. A "cone of sound" refers to the area where sound from a siren is most clearly and strongly projected. Emergency vehicle sirens, like those found on police cars, ambulances, and fire trucks, often use cone-shaped speakers to maximize the audibility and directivity of their warnings.

Additionally, some residents may worry that the addition of a fire station will alter the aesthetics or feel of their neighborhood. The Town of Wake Forest has constructed past fire stations and plans to construct Fire Station 6 to well integrate into the neighborhoods they serve. They also plan to use significant vegetation and earthen berms around the fire station facility to minimize noise and provide a high-quality appearance. Also, the use of down directed, low-level light at the fire station facility would have the least impact on the community.

History in North Carolina, and specifically Wake Forest demonstrate that while noise and some changes in the dynamics occur with fire stations going into residential areas, the tradeoff of "public good" and for having emergency first responders close by to help you in your time of need is valuable and more than outweighs concerns. The Town of Wake Forest is making a major infrastructure investment in Fire Station 6 with an initial capital expenditure of approximately \$17 million, coupled with more than \$1 million annually to provide personnel and operating expenses.

e. Assessment Team's Response to the Core Concern:

The assessment team was asked to determine if the establishment, maintenance or operation of the proposed use would be detrimental to or endanger the public health, safety, or general welfare.

It is the observation of the assessment team that the Town of Wake Forest needs to add Fire Station 6 to maintain the standard of coverage within the Town of Wake Forest and the unincorporated area of Wake County that they serve.

The Town of Wake Forest has committed to follow industry best practices in constructing Fire Station 6 and the Wake Forest Fire Department has historically demonstrated a culture of being good neighbors for their fire stations.

Hence, Fire Station 6 is NOT detrimental, nor will it endanger the public health, safety or general welfare. In fact, Wake Forest Fire Station 6 will improve public health, safety and general welfare not only for the area where the fire station will be located but also within and the entire Town of Wake Forest.

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

a. Noise and Vibration are Addressed in the Previous Section:

Core noise and vibration concerns (especially from operating fire engines) were addressed in the previous section of this report.

b. Odor, Dust, Smoke or Gas Concerns:

The assessment team does not find that the fire station facility itself will generate any odor, dust, smoke or gas. Wake Forest Fire Station 6 will be a modern fire station facility and there are no known issues that fire stations create with odor, dust, smoke or gas.

However, with this fire station facility, the Town of Wake Forest intends to construct a fire training structure on the same property behind the fire station where the Wake Forest Fire Department can conduct live fire training evolutions. This training facility cannot exceed a total height of 35 feet. The training facility is planned to be constructed using a modern, modular box construction. This type of live fire training facility is found throughout North Carolina in use in a variety of municipal fire departments and community college fire training grounds. Illustrative visual examples of training facilities that the Wake Forest Fire Department is considering are found below:

Figure 8: Illustrative Example of Training Facility Component (credit to Forge Fire):



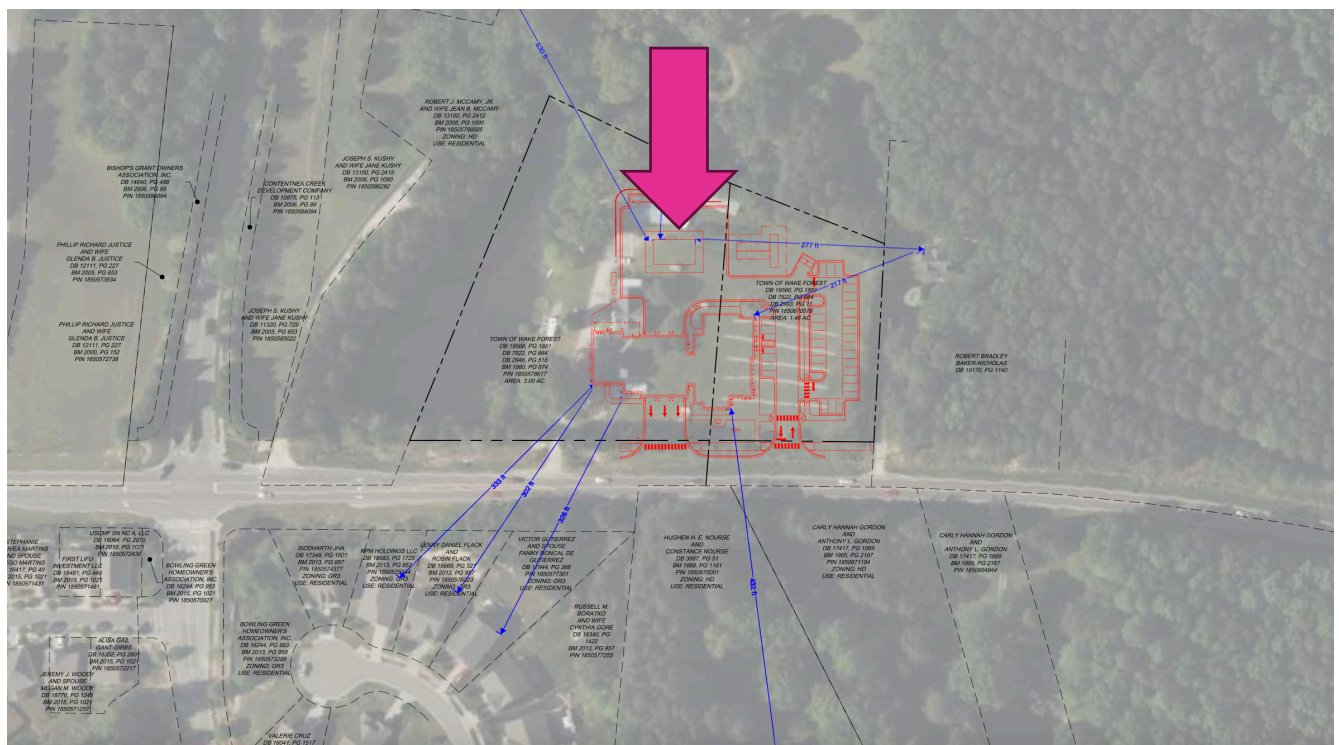
c. What Types of Material Would Wake Forest Burn in this Fire Training Facility?

Wake Forest plans to use theatrical smoke generators for approximately 70% of the time this facility is in use. Theatrical smoke is light, white, “wispy”, glycol-based smoke that poses negligible health hazards, unless someone has repeated or prolonged exposure in very close proximity to the smoke generation device. Firefighters using the training facility with the theatrical smoke will wear Self-Contained-Breathing-Apparatus (or SCBA) units. This SCBA equipment would protect the firefighters from any long-term or acute exposure issues like coughing, dry throat, headaches, dizziness, drowsiness and tiredness. Any theatrical smoke leaving the fire station property would dissipate very quickly and is not known to create any hazards or threats to other persons in that situation.

In addition to the theatrical smoke, the facility will accommodate live fire as well. The fire training facility that the Wake Forest Fire Department intends to purchase for this site will enable the fire department to train using simple “Class A” combustible material only, such as wood and straw. NO “Class B” petroleum type products will be allowed to be used in this fire training facility. The fire department will be required to follow the manufacturer’s direction on what materials and what quantity of materials are allowed to be burned in this facility. There is a maximum capacity of one bale of straw and up to three wooden pallets for this type facility. It will not be possible to burn more material than that during one training evolution.

The photo below indicates the location of the fire training facility on the site of the fire station. This diagram also provides distances from the fire training facility to adjoining properties. The large pink arrow indicates the planned site for the fire training facility on the property.

Figure 9. Site Plan for Wake Forest Fire Station 6 and the Fire Training Facility:



As noted above, Wake Forest's fire training facility will use only ordinary "Class A" materials. Underwriters Laboratories (UL) identifies all classes of fires as follows:

- **Class A** – Class A fires involve solid materials like wood, trash, and textiles. Ordinary combustibles. These fires are most familiar to us and are the most easily extinguished.
- **Class B** – Class B fires involve flammable liquids like gasoline, alcohol, diesel, or oil (not cooking oils). The volatility of the fuel source makes them more difficult.
- **Class C** – Class C fires involve electrical components and equipment as fuel sources. This includes fires started by faulty wiring in walls, circuit breakers, and appliances.
- **Class D** – Class D fires involve metals. In rare instances, metal can ignite. This is primarily a problem in lab environments, as well as certain production and other industrial processes.
- **Class K** – Class K fires involve cooking oils and fats. Sometimes they are lumped in with Class B, but they are their own beast. These fires are typically started when someone leaves a pan unattended.

d. Smoke Dispersion Analysis for the Fire Training Facility Site:

The assessment team conducted research regarding modeling for the smoke dispersion on the planned site. Data was secured on prevailing wind patterns using various environmental websites, enabling the following key findings.

Prevailing Wind Patterns:

In Wake County, North Carolina, the dominant wind directions vary seasonally, typically originating from the southwest or northwest. Wind speeds fluctuate between 4 to 15 knots (4.6 to 17.3 mph), with occasional gusts exceeding these averages.

Factors Influencing Smoke Dispersion:

The movement of smoke in the atmosphere is governed by several meteorological and environmental variables:

- *Wind Speed & Direction:* Strong winds facilitate rapid long-distance smoke transport, whereas variable winds may cause erratic dispersion patterns.

- *Temperature & Atmospheric Stability:* Rising warm air can elevate smoke, while stable atmospheric conditions may confine it near the ground, exacerbating localized pollution.
- *Humidity:* High humidity levels can cause smoke particles to absorb moisture, increasing their weight and influencing dynamic dispersion.
- *Topography:* Terrain features, including hills, valleys, and urban structures, alter airflow and may result in localized accumulation or dispersion.
- *Particle Size & Density:* Fine particulate matter (e.g., PM2.5) remains suspended longer and travels farther, whereas larger particles tend to settle more quickly.
- *Temperature Inversions:* When a layer of cooler air becomes trapped beneath warmer air, smoke may be confined near the ground, deteriorating air quality.
- *Precipitation:* Rainfall aids in removing smoke particles from the atmosphere, enhancing visibility and reducing pollution levels.

Projected Smoke Movement from 1621 Wait Avenue:

Based upon the available data, smoke originating from the fire training facility at 1621 Wait Avenue, Wake County, NC, will primarily disperse in accordance with prevailing wind directions—typically northeast (Orange) or southeast (Blue). However, additional factors such as temperature fluctuations, humidity variations, and topographical influences may further modify dispersion patterns. (See Figure 10.)

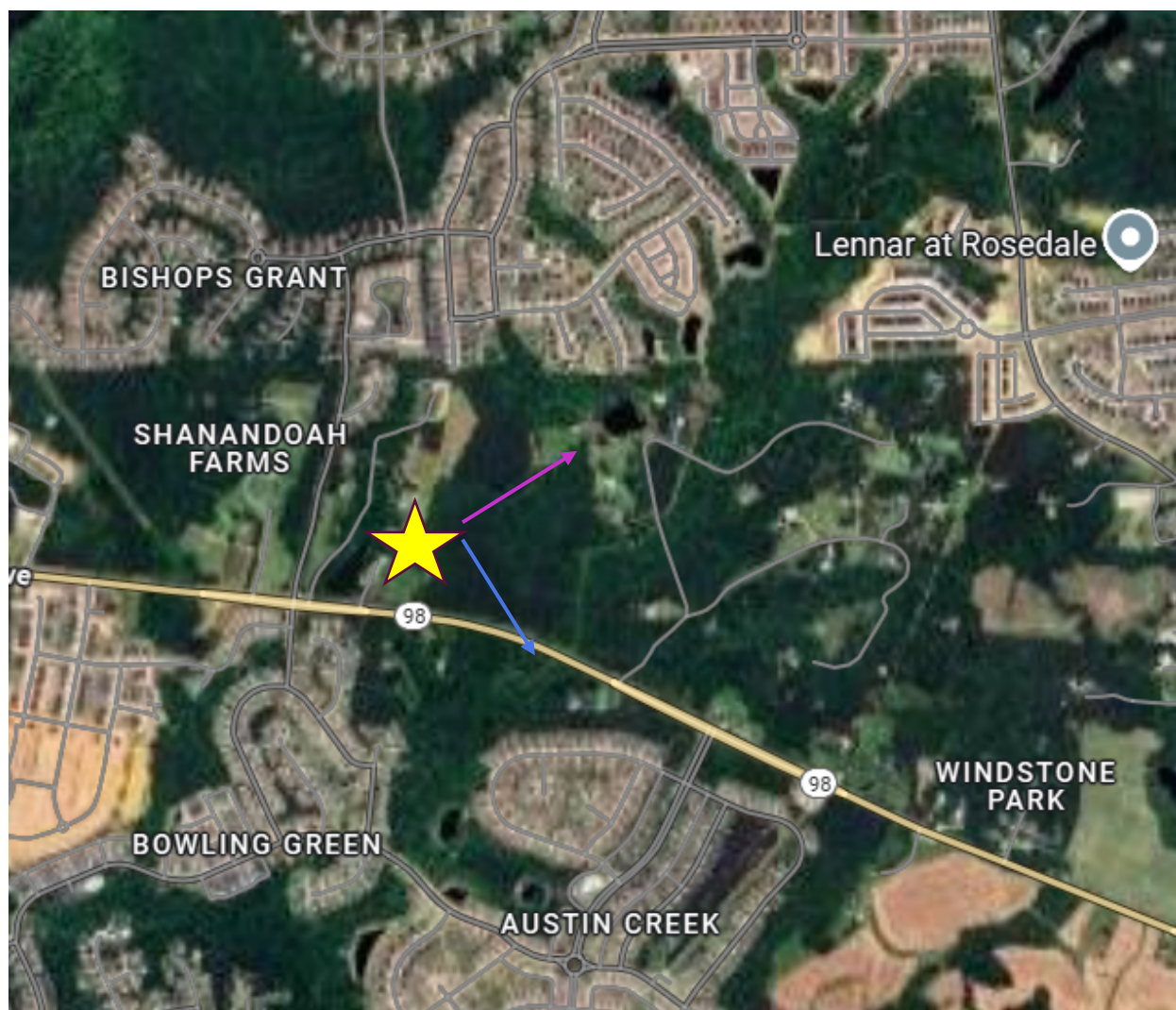
Estimated Smoke Travel Distance & Velocity:

The speed and range of smoke dispersion are subject to multiple environmental influences:

- *Velocity:* Given Wake County’s prevailing wind speeds of 4 to 15 knots (4.6 to 17.3 mph), smoke is expected to travel at a comparable velocity under stable atmospheric conditions.
- *Travel Distance:* Smoke dispersion varies significantly based on prevailing conditions. Under stable atmospheric settings, it may remain concentrated within a few miles, whereas turbulent conditions could extend dispersion over tens of miles before complete dissipation.

Figure 10 below illustrates the area as well as the prevailing wind direction, with the purple arrow indicating typical northeast wind direction/flow and the blue arrow indicating typical southeast wind direction/flow. Given the conditions of the day, smoke could go in any direction from the site. However, the predominant winds would indicate that the smoke generated on the fire training facility site is most likely to travel northeast and southeast, where distances to existing developments provide substantial time for most of the smoke to dissipate under usual conditions.

Figure 10: Predominant Wind Flow Directions at the Fire Training Facility Site:



e. Necessity of Fire Training Facility for Wake Forest:

Firefighters need live fire training in order to properly prepare them for what they will face in real life events. The ISO rating schedule emphasizes this need by placing 9% of the overall rating on fire training components. The fire training facility is one tool to be able to provide essential firefighter training. Much (70%) of the training at the proposed facility will be conducted using theatrical smoke. The remaining 30% will be using relatively small amounts of “Class A” material, such as straw and pallets.

The closest current fire training facility for the Wake Forest Fire Department to use is approximately 45 minutes to 1 hour away (traffic dependent). Using the county owned facility near New Hill is very difficult for Wake Forest because when fire companies conduct such

training, they must leave Wake Forest and they are therefore unavailable to effectively respond back into the town for emergency calls that occur. There is also a large preventable expense to this practice with fuel and at times overtime for firefighters. For these reasons, the ISO rating schedule provides the most credit when a fire department has a training facility within their own jurisdiction. Beyond the fire department itself, it is also important for the fire department to train with those fire departments that surround them and provide reciprocal automatic aid. That is almost impossible to do when traveling nearly one hour away. It is also very practical for fire departments in North Carolina to place fire training facilities at or near fire station facilities to work as effectively and efficiently as possible. The photo below shows a Town of Kernersville, NC fire station with a (much larger) fire training facility behind the fire station.

Figure 11: Town of Kernersville, NC Combination Fire Station and Fire Training Facility:



Beyond fire training, the proposed training facility for Wake Forest intends to also incorporate rescue training dynamics such as a rapel station, interior and exterior ladders, forced entry doors, pick windows and bar grated decks. Although larger than what Wake Forest is planning, the photo below shows the City of Greensboro's modern, modular fire training facility, which is located adjacent to Greensboro Fire Station 1. This facility is located in a populated area, immediately adjacent to many doctors offices, the Moses Cone Hospital and homes.

Figure 12: City of Greensboro Fire Training Facility Adjacent to Hospital and Residential:



The Wake Forest fire training facility is designed to feature three levels from the approach side of the building, with four levels on the back, to reflect a basement simulation. It will be designed to reflect the types of buildings and structures that Wake Forest Fire Department typically responds to serve.

Without the use of a modern fire training facility as Wake Forest is planning, the fire department would be required to travel significant distances and/or conduct live fire training on acquired structures in and around Wake Forest. With the growth patterns in the greater Wake County area, finding acceptable acquired structures to use for live fire training grows more difficult each day, which is just one reason that most fire departments utilize fire training facilities. Increased safety and consistency are other key reasons for live fire training facilities. As noted earlier, the ISO insurance rating system credits these type live fire training facilities for all the reasons noted.

f. Recommended Best Practices for the Town of Wake Forest:

The assessment team consulted with numerous fire departments throughout North Carolina to gather the most typical best practices related to minimizing any adverse impacts of noise, odor, dust, smoke and gas. Beyond North Carolina, the team consulted with the Executive Director of the North American Fire Training Directors. In addition, the team spoke with the Director of Indiana Fire Training, who is in the process of building 14 fire training facilities

throughout the State of Indiana that are similar in size and scope to Wake Forest's proposal. In addition, the team spoke with the Deputy State Fire Marshal in Massachusetts who has worked with these type training facilities extensively, in close proximity to housing. These national perspectives added additional depth and scope to the data that was collected across North Carolina.

The following best practices were identified for the Town of Wake Forest to utilize and operate a fire training facility on site at Wake Forest Fire Station 6:

Raise Public Awareness and Build Community Relationships:

Through public meetings (such as the current process that Wake Forest is currently going through) make the public more aware of what operations are occurring on site and invite all neighbors to the fire station and training facility to see what the department does, learn about any concerns that residents may have and develop/modify practices and protocols to be sensitive to those individual needs.

The Wake Forest Fire Department should hold at least a couple open houses at the fire station annually. This effort will go a long way to providing the public open access to see what the fire department is doing and open valuable lines of communication to raise awareness of any concerns or problems that may exist so that mitigation measures may be considered.

Vegetation and Earthen Berm Barriers:

It is recommended that Wake Forest install minimum 12' earthen berms around as much of the training facility as feasibly possible. In addition, the planting of large, thick cypress or other fast growing, wind breaking type trees and other heavy vegetation will help with any visual distraction and noise cushioning as well as help diffuse some smoke before it leaves the property.

Installation and Use of a Windsock On-Site Plus Checking Weather Conditions:

It is recommended that Wake Forest install and utilize a windsock before any live burn to determine the projected air flow and winds to make better informed judgements about conducting the live fire training exercise. In addition, the fire instructor in charge would have the responsibility of checking the weather forecast for that day to ensure that weather conditions are conducive to the live fire training before it begins. The instructor in charge must also have the authority to stop any live fire training if weather conditions deteriorate.

Air Quality Monitoring Resources:

The fire department can utilize the following resources to monitor atmospheric conditions and access real-time and historical air quality data:

- AirNow.gov: Offers up-to-date air quality reports and forecasts.
- North Carolina Department of Environmental Quality (NC DEQ): Provides AQI trends, pollutant level analyses, and custom report requests.
- IQAir: Supplies real-time and historical air pollution data, including parts per million (PPM2.5) concentration measurements for Wake Forest.
- NC DEQ Historical Data Summaries: Validated AQI data for various locations across North Carolina.

Posting of Live Fire Training Schedule:

The Wake Forest Fire Department has agreed to post all live fire training events on the Town of Wake Forest web site for any live fire training that is greater than a two-company evolution. This proactive practice would allow one or two company crews to conduct some lighter training as conditions would allow, but for the community to be more aware when there was a significant training day so that they would be more aware of when the live fire training was occurring. All live fire training exercises must have an appropriately qualified fire instructor on site when any live fire was to occur, and the web site should identify the person in charge and a contact number as well should a concern exist.

Notifications:

Making Notifications to Raleigh-Wake 9-1-1 Communications Center and Wake Forest Police Communications when live fire training was occurring at the site would add one additional layer of awareness should a resident or community member have a question and call with a concern. Also, an agreement must be articulated with Wake County Environmental Health regarding their desired notification and needed review or approval process.

Foam and PFAS:

Clear instruction and guidance must be provided that the fire training facility will not operate with foam or any material with known per- and polyfluoroalkyl substances (PFAS) due to environmental risks. PFAS are used in a wide range of products, including cleaning products, stain-resistant fabrics, non-stick cookware, food packaging, and even firefighting foams. There is to be no uncontrolled runoff from the fire training facility and the site is to be designed to contain all material used at the training facility.

Department Policies and Procedures:

Wake Forest Fire must establish policies for use at the training facility for use of the facility, protocols for instructors and procedures. These would extend to any unusual use of horns, sirens, back-up alarms or other methods that could be concerns for neighbors. All applicable safety requirements must also be followed, such as applying NFPA 1403 for all live burn activities.

NFPA 1403 includes establishing requirements for conducting live fire training in safe facilities and with proper procedures, ensuring the safety of participants and the training event by providing guidelines for facility setup, staffing ratios, and instructor qualifications. The standard also specifies the ratio of students to instructors (maximum 5 to 1) and requires a designated instructor-in-charge to oversee the operation. Additionally, the standard also allows for modifications based on the needs of the community and the department's resources, while also providing sample drills.

Additionally important is compliance with air quality regulations, obtaining permits, and having emergency response plans. Additionally, Wake Forest can further support residents by offering mitigation strategies, assistance, and post-training follow-ups to address concerns and improve future exercises.

With this new live fire training facility, Wake Forest will need to implement a specific live fire training policy/SOG/SOP. An illustrative policy for a facility very similar to Wake Forest's planned facility is provided as Appendix A of this document.

Hours of operation must be established such that any potential loud noises would occur after typical sleep hours, that should be defined by the guidance documents.

Additional Relief Measures:

If later determined necessary, the available additional measures that the Town of Wake Forest could consider are found as Appendix B of this report. The assessment team does not recommend these measures at this time with the information that has been provided at this point of the process. However, if needed, the team would defer to consider these other available industry strategies.

g. Assessment Team's Response to the Core Concern:

The assessment team was asked to determine if the proposed use would be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.

It is the observation of the assessment team that if the Town of Wake Forest utilizes all available best practices and complies with national industry consensus standards as outlined

above, that the fire training facility at Wake Forest Fire Station 6 will not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.

Many comparable sized communities across North Carolina effectively operate live fire training facilities to prepare their firefighters for the challenges that they will face. The co-existence of community and live fire training facilities can exist. With the use of a modern, pre-engineered live fire training facility, such as what Wake Forest is planning, along with the implementation of industry best practices, policies and procedures, the live fire training facility will build and enhance Wake Forest.

The Town of Wake Forest is being an innovative fire service leader in establishing this fire station, fire training facility. They are also working to maintain the best ISO rating that is available in the fire service industry. NCFCC appreciates the opportunity to review this proposed facility and reinforce industry best practices and principles.

APPENDIX A: ILLUSTRATIVE EXAMPLE OF A LIVE BURN GENERAL OPERATING GUIDELINE:

Before the fire training facility is placed into operation at Fire Station 6, the Town of Wake Forest Fire Department will need to adopt a live burn general operating guideline, or similar. Below is one illustrative example for Wake Forest to consider.



Greensboro Fire Department Live Fire Burn Building Training Procedure

I. PURPOSE

This policy is designed to create a safe instructional environment and minimize exposure to health and safety related hazards for all personnel engaged with Live Fire Suppression Training. This policy meets the National Fire Protection Association (NFPA 1403), Standard on Live Fire Training Evolutions, 2018 edition.

II. SCOPE

This document details the procedures for preparing and conducting live fire training evolutions in the Greensboro Fire Department burn buildings. All post scenario clean-up procedures will be detailed in this document as well.

- A. This policy applies to all training utilizing live fire in the GFD burn buildings.
 - 1. Fixed Facility Training Structure: A structure built of conventional building materials; or structures built of containers specifically designated for conducting live fire training evolutions (Class A) on a repetitive basis.
 - 2. Live fire conditions include the use of smoke drills utilizing live fire to produce heat/smoke within fixed facility structures. This does not include artificially generated smoke machines.
 - 3.

III. PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES

- A. Only Instructors approved by the GFD will direct and supervise the students involved in the live fire activities.
- B. The School Director through the state portal must report any live fire used in conduction with NC OSFM Certification training.

IV. INSTRUCTOR IN CHARGE SHALL:

- A. Be a Live Fire Qualified instructor, certified through the state of North Carolina.
- B. Be responsible for insuring a productive, safe learning environment during live fire evolutions, and for full compliance with these guidelines. He/she shall also be responsible to ensure that selected Assistant Instructors meet the requirements as outlined in this Section and shall utilize a nationally recognized Incident Command System (ICS).
- C. Ensure all instructors utilize the Greensboro Fire Department incident management and accountability systems during live fire evolutions.
- D. Provide for rest and rehabilitation of all participants of the training session, which includes any medical evaluation, treatment, fluid replenishment and relief from climatic conditions.

V. INSTRUCTORS SHALL:

- A. Be a level 1 or 2 certified instructor through the State of North Carolina.
- B. Chosen by the Lead Instructor, subject to the approval of a training center Battalion Chief.
 - 1. GFD Officers shall serve as instructors for their crew during departmental live fire training activities.
 - 2. Lead Instructor shall have at least one assistant instructor to help with fire sets.

VI. SAFETY OFFICER(S) SHALL BE:

- A. Approved by GFD to supervise live fire training.
- B. Responsible to ensure that the Lead Instructor has complied with all requirements of this policy.
- C. Accountable to the GFD Assistant Chief of Training / Lead Instructor for exercising his/her authority to intervene in any aspect of an evolution to stop a potential accident or dangerous situation whenever an unsafe situation arises.
- D. Responsible to provide for the safety of all persons on the scene (including instructors, students, and bystanders) from incidents likely to cause personal injury, and/or equipment damage.

VII. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

- A. Personal Protective Clothing - Prior to participating in any activity, Instructors will inspect all (student, instructors, safety officers, fire control team) clothing used for live fire training to determine if the gear is in a serviceable and safe condition.
- B. Any gear that is defective or damaged will not be used for live fire training.
- C. The Safety Officer shall inspect all participants and Instructors prior to entry into any live fire training evolution to ensure that the protective clothing/SCBA are being worn properly.

VIII. EMERGENCY MEDICAL SERVICES (EMS)

- A. The minimum requirement for emergency medical services is for Life Support (BLS) to be available on site to handle illnesses or injuries. Nothing in this document prevents a department from exceeding the minimum BLS requirement and establishing an Advance Life Support (ALS) capability.
- B. BLS/ALS functions shall be located with Rehab, and all personnel involved in the training must be aware of its location.
- C. Medical Monitoring/Rehab will be established with all live fire evolutions and the BLS/ALS personnel who will:
 - 1. Determine base line vitals for all personnel/instructors participating in live fire evolutions.
 - 2. Provide hydration, nourishment and supplemental interventions for recovery. Water is the fluid of choice for re-hydration.
 - 3. Ensure medical equipment is readily available to treat injured personnel.
 - 4. All injuries occurring during live fire training must be reported.

IX. HOSE LINE AND WATER SUPPLY REQUIREMENTS

- A. Attack Lines are those hose lines used to actively suppress fire.
- B. Backup Lines shall be provided to ensure protection for personnel on training attack lines.
 - 1. The number and size of attack and backup lines used is at the discretion of the Lead Instructor and Safety Officer.
- C. All attack or back-up line(s) will be capable of delivering a minimum of 150 gpm each.

- D. There shall be one instructor with each hose line being actively used inside a structure during the training, regardless of the number of students.
- E. Solid Stream nozzles shall be used due to the amount of steam created in the Conex training environment.
- F. Water Supply:
 - 1. The water supply for a live fire training evolution shall be reviewed and assessed by the Lead Instructor and the Safety Officer.
 - 2. The minimum water supply and delivery rates for the live fire training evolutions shall meet the criteria established in NFPA 1142.
 - 3. Separate water sources shall be utilized for the attack lines and backup (safety) lines to preclude the loss of both water sources at the same time. This may be a second pumper either using its water tank as a source or a hydrant from a different supply source.
 - a. Exception: A single source shall be sufficient at a training center facility where the water system has been engineered to provide adequate volume for the evolutions conducted.

X. FUEL MATERIALS

- A. Fixed facility structural live fire training evolution:
 - 1. No flammable/combustible liquids shall be used during any live fire training evolutions in these structures.
 - 2. Only Class “A” materials will be used during structural live fire training evolution.
 - 3. The fuels that are utilized in live fire training evolutions shall have known burning characteristics of such a nature to be controllable as possible. Acceptable fuels include:
 - a. Wooden pallets
 - b. Straw or hay
 - c. Natural wood-based products
 - 4. Fuel materials shall be used only in the amounts necessary to create the desired fire size. Fires will not be of a size that is uncontrollable as to limit conditions that could cause uncontrolled flashover or damage to the structure.

- a. The quantities of materials to be used will be reviewed with the instructional staff prior to the start of the drill to ensure the quantities match the scenario and that the fuel load is not exceeded.
 - b. No more than three pallets shall be used per fire. See the Burn Sequence Matrix Chart for details.
5. The Burn Sequence Matrix Chart outlined in this section specifies each burn area that includes the maximum fuel loading per evolution and the maximum number of sequential live fire evolutions that can be conducted per day in each burn room before the room is allowed to cool.

Burn Sequence Matrix Chart			
Burn Area*	Max Fuel Load	Number of Sequential Burns	Cooling Time
1 st Floor Burn Manger	75 lb. (3 Pallets) 1 Bale	3	Min 15 Minutes With Water Application 30 Minutes Without
2 nd Floor Burn Manger	75 lb. (3 Pallets) 1 Bale	3	Min 15 Minutes With Water Application 30 Minutes Without
4 th Floor Burn Manger	75 lb. (3 Pallets) 1 Bale	3	Min 15 Minutes With Water Application 30 Minutes without

***Note: Burn Areas are inside the Stainless-Steel wall areas only. Burning is not allowed outside these areas.**

****Note: The Maximum ceiling temperature allowed is 800 degrees.**

6. The fuel loads per evolution and the maximum number of evolutions in each burn room shall not exceeded under any circumstances.
7. No change to the Max Fuel Load is allowed at any time.

- B. Propane can only be used in the live fire training structure under the following conditions.
 - 1. A single propane tank (not to exceed 20lbs.) can be used in the building by the Ignition Officer to ignite the Fuel Load.
 - 2. The propane tank shall be removed from the building once the fire has been ignited.

XI. PRE-BURN PLAN BRIEFING

- A. A pre-burn plan briefing shall be conducted, indicating all features of the training areas and scenarios to be performed.
- B. All instructors and students will complete a walkthrough of the structure to confirm they understand the expected procedures to be performed during the evolutions and to be familiar with the layout, location of the exits and safety lines.
- C. Establish a recognized emergency "evacuation" signal that is understood by all participants and a pre-determined location for a rally point in the event an evacuation of the structure is signaled.
 - 1. Three Blasts from Air Horn is the required evacuation signal.
 - 2. "Evacuate, Evacuate, Evacuate" Announcement over the radio

XII. DURING ALL LIVE FIRE EVOLUTIONS

- A. No person(s) shall play the role of a victim inside the structure during a live fire training evolution. Manikins can be used to simulate victim(s).
- B. Live Smoke from burn barrels and Live Fire Training shall be treated the same. Safety procedures and plans shall be followed to ensure the safety of participants and instructors.

XIII. POST TRAINING ACTIVITIES

- A. Conduct a post incident review with instructors/students. This review should include:
 - 1. The need to continue hydrating.
 - 2. Any injuries or illness among the group.
 - 3. Any equipment issues or concerns.

4. Evaluate the group's performance.
5. Reinforce the training that was covered.
6. Any improvements or suggestions.
7. Complete & turn in all required paperwork.

XIV. CONDUCTING A STRUCTURAL BURN/LIVE FIRE IN FIXED FACILITY

- A. The Lead Instructor is responsible to submit to the BC of Line Training the request for live training:
 1. Request for Live Fire Training must be submitted two shift days prior to the anticipated training.
 2. Once approved by the BC of Line Training, the Lead Instructor is responsible for notifying all personnel (i.e., Instructors, Safety Officer, Students, etc.) of the date, the time and location of where to report.
- B. The Lead Instructor is responsible to ensure the facility has all necessary equipment needed according to the objectives for the burn (i.e. hand tools, SCBA, fire apparatus, etc.).

XV. ENFORCEMENT

- A. Failure to adhere to any or all of this policy will result in suspension of Instructor privileges at the GFD Live Fire training facilities.

APPENDIX B: POTENTIAL INDUSTRY FEATURES AVAILABLE FOR FUTURE CONSIDERATION IF DETERMINED NECESSARY:

- The expense of noise and pollution control technologies for fire training facilities depends on the scale of implementation and the specific solutions chosen. Noise reduction technologies such as Active Noise Cancellation (ANC) systems range from \$5,000 to \$50,000, while soundproofing materials cost \$10 to \$50 per square foot.
- Vibration isolation systems for industrial-grade mounts are priced between \$500 and \$5,000.
- On the pollution control side, HEPA and carbon air filtration systems cost \$1,000 to \$20,000, whereas electrostatic precipitators for industrial applications range between \$10,000 and \$100,000.
- Meanwhile, water mist suppression systems may cost anywhere from \$5,000 to \$50,000, depending on size and complexity.
- For implementation and monitoring, noise sensors and air quality trackers are priced at \$500 to \$5,000 per unit, while smart exhaust systems range from \$2,000 to \$15,000 for advanced mufflers and silencers.
- To obtain tailored pricing, fire training facilities can consult vendors such as Environmental Air Systems, Anua, or KB Duct, which specialize in industrial noise and pollution control solutions.

APPENDIX C: NCFCC TEAM MEMBERS CONTRIBUTING TO THIS ANALYSIS:

Gregory H. Grayson, Fire Chief (ret), City of Greensboro, NC

Greg Grayson has more than 42 years of progressive experience in the North Carolina fire and rescue service. His experience includes beginning public service as a volunteer firefighter and ascending the career ranks to become the Fire Marshal/Fire Rescue Director for Wake County, North Carolina. In the following seventeen years, he served as the fire chief for three North Carolina urban cities – Burlington, Asheville, and Greensboro. In these executive leadership capacities, he was responsible for comprehensive fire and rescue operations, prevention programs, training and career development, emergency management functions and specialized regional response teams. In Burlington, he effectively led positive organizational change and implemented an innovative reserve firefighter program. In Asheville, he commanded significant re-engineering throughout the fire department and led Asheville to become an accredited agency. In Greensboro, he led the department to maintaining both accreditation and ISO “Class1” status and navigated the department through difficult fiscal years and challenging large-scale emergencies. In 2015, his long-term, dedicated public service to the people of North Carolina was recognized by the Governor through the prestigious “Order of the Long Leaf Pine”, the state’s highest honor that can be awarded to a citizen.

Upon retiring from local government service, Chief Grayson was appointed by the State Fire Marshal in 2015 to proactively serve as the state’s first and only public fire service management consultant, providing high level technical assistance to county and municipal managers - enabling them to better strengthen their jurisdiction’s fire protection service delivery systems. He also managed statewide fire service advancement initiatives and led the Office of State Fire Marshal’s Technical Services program. Beyond extensive experience, Chief Grayson holds a Master of Public Administration, bachelor, and associate in fire protection. He holds numerous professional credentials including Chief Fire Officer (CFO), MIFireE from the Institution of Fire Protection Engineers and multiple other fire service certifications, including being North Carolina’s first Advanced Firefighter. He is one of very few, if not the only, Fire Chief in the United States to also hold the Senior Professional in Human Resources (SPHR) and SHRM-SCP credentials. He is active in the North Carolina Association of Fire Chiefs and the IAFC Metropolitan Fire Chiefs organizations and continues to serve as a volunteer firefighter in his home community.

Chief Grayson was responsible for management of the fire training facility in Wake County as well as the fire training facility in the City of Greensboro, NC.

Wes Hutchins, Fire Chief (ret), Walkertown, NC

Chief Hutchins currently serves as the Executive Director of the North Carolina Association of Fire Chiefs. Previously, he served as the Dean of Emergency Services for Forsyth Technical Community College. He also served for near 44 years as Fire Chief for Walkertown Fire Department, where he now serves as a Town Council Member. He holds a master’s in public administration degree from Grand Canyon University, a bachelor’s from Gardner-Webb University and an Associate in Fire Protection from Guilford Technical Community College. Chief Hutchins led the Forsyth Technical Community College fire training facility and was principally responsible for major expansions of the facility as well as growth of the fire training program.

Scott Burnette, Fire Chief (ret), City of Asheville, NC

Chief Burnette recently retired from Asheville Fire Department after more than 30 years of municipal fire protection experience, the last 14 as Fire Chief. Chief Burnette has also served as Fire Chief of the Mills River Fire Department in Henderson County. Chief Burnette led the Asheville Fire Department's initial accreditation effort as accreditation manager and continued to achieve accredited agency status for the department multiple times. He led the department through a tragic line-of-duty death in 2010. Chief Burnette implemented many innovative and progressive programs in his tenure in Asheville and led in the development and construction of Fire Station 13, increasing department staffing and opening a model regional fire training facility.

Chief Burnette has remained a certified and practicing North Carolina Paramedic and continues to serve with Henderson County EMS as a Paramedic responder. Chief Burnette has earned an associate degree in fire protection from Gaston College, was in the first graduating class of the University of North Carolina at Charlotte Fire Protection Engineering bachelor's degree program, graduating with honors, and received a master's degree in fire service leadership. He has held the Chief Fire Officer Designation since 2008.

Additionally Chief Burnette was instrumental in the completion of the Buncombe County Fire Training Facility, which is recognized as one of North Carolina's premiere fire training facilities.

Charles Whitworth, Assistant Chief (ret), City of Greensboro, NC

Chief Whitworth recently retired from the City of Greensboro Fire Department after over 38 years of dedicated service. Retiring as an Assistant Chief, he also served as a Battalion Chief, Captain and Firefighter. As an Assistant Chief, Chief Whitworth was responsible for Greensboro's Fire Training Center and Fire Training Program, including live fire training. He was also responsible for the department's safety programs and served as the Safety Officer for the fire department. He holds a degree from Guilford Technical Community College and completed Municipal and County Administration at UNC's School of Government. In addition, he earned his Executive Fire Officer credential from the National Fire Academy and was recognized as North Carolina Firefighter of the Year.

Barry Hendren, Assistant Chief (ret), City of Asheville, NC

Chief Hendren recently retired from Asheville Fire Department at the Assistant Chief level after more than 33 years of municipal fire protection experience. Chief Hendren was instrumental in developing and leading the department's training programs, accreditation efforts and served in a leadership capacity most of his career in Asheville. Chief Hendren was responsible for all shift operations, strategic planning, fire marshal's office and EMS program in his role.

Chief Hendren earned an associate degree in fire protection from Central Piedmont Community College and earned his Bachelor in Fire Protection Engineering Technology from UNC Charlotte. He has held the Chief Fire Officer Designation since 2008.

Additionally Chief Hendren was instrumental in the completion of the Buncombe County Fire Training Facility, which is recognized as one of North Carolina's premiere fire training facilities.

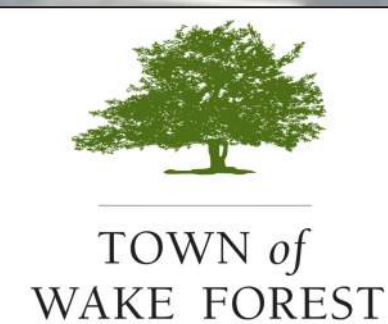
Andy Sannipoli, Assistant Chief (ret), City of Durham, NC

Chief Sannipoli recently retired from the Durham Fire Department at the Assistant Chief level after near 30 years of municipal fire protection experience. Before serving as Assistant Chief in his last 11+ years in Durham, he also served as a Battalion Chief for over 7 years and a Fire Captain for near 5 years. He holds a Master of Project Management degree from Western Carolina University. In addition, he has earned Executive Fire Officer designation from the National Fire Academy and holds a bachelor's degree in management and organizational development from the University of Mount Olive. At the time of retirement, Chief Sannipoli was responsible for Durham's fire training programs and fire training center, which includes modular facilities.

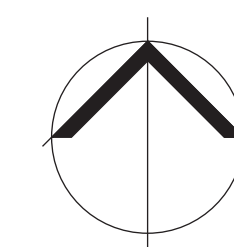


WAKE FOREST FIRESTATION 6

WAKE FOREST, NORTH CAROLINA



adwarchitects
environmentsforlife®



SCALE 1" = 20'
0 20' 40'





**DRAFT Wake Forest Board of Commissioners
Work Session Meeting Minutes**

The Wake Forest Board of Commissioners met on **Tuesday, May 6, 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 Aileen Staples
Assistant Town Manager Allison Snyder
Town Attorney Nathan McKinny
Town Clerk Evelyn Wright
Finance Director Sam Sanchez
Engineering Director Tim Watson
Director of Organizational Performance
Lisa Hayes
Planning Director Jennifer Currin
Fire Chief Ron Early

Interim Police Chief Julius Jefferson
Police Captain Brandon High
Police Captain Matt Perkinson
Planner Emma Linn
Facility Director Mickey Rochelle
Projects and Programs Manager Kari Grace
Budget and Performance Manager
Michelle Daniels

Mayor Jones advised there will be a closed session added to the agenda to discuss matters related to real estate.

Presentations

1.1. Presentation of Age-Friendly Community Survey Results

Ann Welton came before the board to discuss the survey results. Ms. Welton advised that the Town of Wake Forest became a part of the AARP Age-Friendly Community

Network in June of 2024. Ms. Welton advised that the Town received 1200 responses, which is approximately three times the responses typically received for community surveys. Data was received from all ages to determine the things that the Town is doing well and to determine what the Town can do better to make it friendly for all ages. An age-friendly community committee was established, which is comprised of volunteers from various demographics. Ms. Welton acknowledged Pat Scruggs and Diana Yelen for volunteering to analyze the data and compile the report before the Board. The report focused on six domains of livability: communication and information, health services and community support, transportation, social engagement, outdoor spaces and public buildings, and housing. Ms. Welton advised that these recommendations will be put into an action plan. The goal will be to complete two items from the action plan by next year. There has been limited funding requested for next year to cover the consulting and a few of the smaller activities that have been recommended. Ms. Welton acknowledged Lisa Hayes for her support during this project.

Mayor Jones commended Ms. Welton and her team for the work done to complete the Age-Friendly Community Survey.

1.2. Presentation on Phase 3 of the 2035 Wake Transit Plan Engagement.

Emma Linn introduced Senior Wake Transit Planner, Steven Mott with the Capital Area MPO, to give an update to the Board for the Wake Transit Plan's phases 2 and 3. Mr. Mott presented the development process, the 10-year investment strategy, and the next steps. Mr. Mott advised that phase 2 focused on three questions: confirm the postponement of Commuter Rail to invest in Regional Rail, develop BRT between Raleigh and Durham to meet regional needs, and serve more people or serve more places. The survey showed that regional connections are important regardless of mode and rail projects continue to be prioritized. Transit riders expressed wanting better bus service, they are less interested in Commuter Rail and care about regional service. The phase 2 approach was also advertised through social media, four focus group meetings, and stakeholder outreach and leveraged engagement. The community is excited about the S-line and are supportive of enhancing existing service. When asked about service connecting service from Raleigh to Durham, 70% of people agreed that was a good idea. Mr. Moss gave the Board an illustration of a dedicated BRT, bus rapid transit, lane on I-40. A slight majority of people were more concerned about serving more places rather than people. Mr. Mott advised the projected revenue over the next 10 years would be \$3.3 billion. 50% of that revenue is comprised of the half cent sales tax, federal funds, bond proceedings, vehicle rental tax, state funds, and more. Mr. Mott advised the Wake

Transit Fare Box revenue fares were suspended during COVID, however, there is discussion concerning resuming fare collection. Roughly half of the \$3.3 billion is designated for existing projects, while the other half of the funds are available for new projects. Mr. Mott advised that the priorities established have been identified through speaking with the community or stakeholders and all of those involved within Wake Transit. These priorities are being used to establish a guideline for estimating costs. It is assumed that some portion of the funds will go to the Wake Transit Program. The FY26-FY35 investment priorities are comprised of the four big moves: connecting the region, connecting the Wake County communities, creating reliable urban mobility, and enhancing access to transit. Also, being considered are the community and stakeholder priorities: regional connections, comfortable bus stops, crosswalks and sidewalks, frequent bus service, and night and weekend service. Mr. Mott presented maps to illustrate the projected priorities. Mr. Mott advised that the investment strategy will focus on being rail ready. The next steps will be continued community events, presentations, and pop-ups in every community across Wake County. Mr. Mott advised a draft of the 10 Year Investment Strategy will be ready for review on June 2nd.

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

1.3. Presentation on a contract to remodel the Town Hall Third Floor to add additional meeting rooms and workstations for \$803,500.00

Mickey Rochelle, Facilities Director, presented on the remodel of the third floor at Town Hall. Mr. Rochelle advised that Barry Building Group was the lowest bidder and requested approval to proceed with the contract for renovation. The renovation will accommodate the Planning Department and Engineering Department. Mr. Rochelle advised that the renovation is to include 15 additional workspaces for additional employees.

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

1.4. Presentation on US-1 Tolling Alternatives

Planning Director, Jennifer Currin, introduced Chris Lukasina, Executive Director from Capital Area Metropolitan Planning Organization (CAMPO), and David Roy, Director of Innovative Project Financing, North Carolina Turnpike Authority (NCTA) to discuss tolling options on US-1 based on studies conducted by the Turnpike Authority and CAMPO.

Chris Lukasina gave a brief overview of the history and orientation of the project. Faced with continuing funding delays, Mr. Lukasina advised the Board of the three options that CAMPO and the Turnpike Authority came to in order to move forward: stay the current course, study options to improve the corridor with non-freeway improvements or convert the corridor to a Toll road.

David Roy gave an overview of the North Carolina Turnpike Authority and reviewed the Capital Boulevard tolling analysis. Mr. Roy reminded the Board of the four segments reviewed in the analysis. NCTA analyzed four scenarios for financial viability; all-tolled expressway (standalone), all-tolled expressway (added to the Triangle Expressway System), one express lane in each direction (standalone), and one express lane in each direction (added to the Triangle Expressway System). Mr. Roy proceeded to discuss the capital cost analysis which outlined the cost and length of time for each scenario. Mr. Roy discussed the diversion impact as it relates to the options presented. There will be those that opt to avoid tolling roads by taking alternate routes and the impact would be dependent upon the case that the alternate route is being applied to.

Mr. Lukasina advised that CAMPO will be deciding at the May 20th meeting, however, they are continuing the Public Engagement Strategy to include public comment period, pop-up events, online survey, paid advertising, and media release.

Commissioner Sliwinski inquired about the cost associated with implementing a fixed rate toll from the county line to I-540, if it were tolled at \$0.30 per mile. Mr. Lukasina advised, based on the analysis, it would be approximately \$3. Commissioner Sliwinski continued, based on the I-77 corridor in Charlotte, NC, what the cost would be per mile in an express lane scenario during peak and off-peak times. Mr. Lukasina advised, because there is no indication of congestion in the early years on US-1, there is a minimum rate established. Commissioner Sliwinski inquired about the maximum rate and Mr. Lukasina explained that there can't be a maximum rate established. Mr. Lukasina advised that US-1 is a very different corridor from I-77 and does not anticipate rates getting anywhere near what they are for I-77. To clarify, Commissioner Sliwinski requested confirmation that the project is not simply adding toll booths to an already established US-1 but is building out U-5307. Mr. Roy confirmed the project is a buildout for U-5307, adding that there will be electronic tolling and alternatives to getting on the tolling road by using access roads. Mr. Lukasina interjected advising that NC requires that there be a non-tolling facility alternative; tolling roads cannot be the only option to travel from point A to point B in the state. Commissioner Sliwinski also inquired about being able to travel from the county line to I-540 on a non-tolled road. Mr. Roy

confirmed that there will be an access road the entire length of the corridor based on pursuing a tolled corridor.

Commissioner Wright inquired about the NEPA study for U-5307 being completed. Mr. Roy confirmed that the study has been completed and that it will have to be reopened and re-evaluated based on converting it into a toll corridor. Commissioner Wright inquired about alternatives to bypass the re-opening and re-evaluating for the NEPA study with the help of legislators. Mr. Roy advised there is no way around it as it is a Federal and not State requirement. Also, Mr. Roy added that attempting to avoid it could cause further delays. Mr. Roy advised that once a decision is made to go with the toll route option, he believes they will move hastily.

Commissioner Cross inquired about the percentage of 'yes' responses versus 'no' responses. Mr. Roy advised that the data is still being collected and evaluated; however, the last check showed a 60/40 response against tolling. Commissioner Cross inquired about how the public's comments are weighed in the decision. Mr. Roy advised that the CAMPO board is made up of appointed and elected officials and they consider public comments in the same way the Board of Commissioners consider public comments in decision making. Commissioner Cross also inquired about the effect on local traffic and keeping the cost low. Mr. Roy advised there will be access roads designed with local traffic in mind which will keep local traffic off the corridor for short trips. Commissioner Cross confirmed there are only access roads and no local pass roads. Mr. Roy confirmed that is correct.

Commissioner Sliwinski inquired about the need to re-compete for funding if the decision is made to go with another option (i.e. Option B). Mr. Roy advised if the decision is made to go with a design other than the freeway or tolled road there would be a need to compete and go through the statewide prioritization process.

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

1.5. Presentation Proposed FY 2025-2026 Annual Operating Budget

Town Manager Kip Padgett presented an overview on the FY25-26 budget. Mr. Padgett highlighted the changes to the new budget. There is no recommended tax increase. The budget contains several funds, however, there are three major operating funds: general fund to include the debt service fund, the electric fund, and the stormwater utility fund. The budget is comprised of personnel costs, purchase for power, operating cost, debt

service, and capital outlay. The personnel fund continues to be the highest cost due to insurance and retirement salaries. Mr. Padgett advised the proposed budget breakdown is the general fund at \$93M, the power fund at \$27M, and the debt service fund at \$11.4M. The two largest expenditures in the general fund are public safety and general government. Mr. Padgett advised of the recommendation to hire 18 new employees, with five from the storm utility fund and 13 from the general fund to include the position of Grants Program Manager and positions for the newly acquired Wake Forest Center for Active Aging as previously presented to the Board. Mr. Padgett advised performance pay, career ladders, pay classification adjustments, and health insurance remain. There has been an annual increase to retirement costs. Mr. Padgett discussed the investment philosophy in the Treasurer's office and changes that are being discussed at the North Carolina General Assembly. Mr. Padgett advised that there will be a public hearing at the May 20th board meeting. Budget and Performance Manager Michelle Daniels will present more details of the proposed budget at the June BOC work session and approval of the budget will be at the June 17th board meeting to meet the statutory requirements to be approved before July 1st. Mr. Padgett advised there is consideration for a bond issuance in 2026 or 2028. Mr. Padgett advised that, as outlined in the budget memorandum, the new Fire Station 6 will be an impact to debt service and operations.

Mr. Padgett commended Aileen Staples, Michelle Daniels, Ben Blevins, and Department Directors for assistance with helping to balance the budget.

1.6. Proclamation Recognizing May 11-17, 2025, as National Nursing Home Week

Mayor Jones advised the proclamation will be presented to Hillside Nursing and Rehab next week.

2. Discussion of Monthly Financial Report

2.1 Discussion of March Monthly Financial Summaries

Monthly Financial Report Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda

Town Manager Kip Padgett advised a proclamation recognizing May as Mental Health Awareness Month will be added to the agenda. Also, Mr. Padgett advised, due to the quasi-judicial hearing, the Planning staff will present the overview of the rezoning request at the next meeting.

4. Other Business

4.1 WF Chamber of Commerce Funding Request

Town Manager Kip Padgett reminded the Board of the request made at the previously held meeting regarding the Wake Forest Area Chamber of Commerce funding request. The Board asked for specific guidelines and Mr. Padgett discussed the draft of the non-profit agreement between the Town and Wake Forest Area Chamber of Commerce that was presented in the agenda packet.

Commissioner Cross requested clarity for the \$40,000. Mr. Padgett advised, to simplify, the agreement includes \$20,000 for the current fiscal year and \$20,000 for next year's budget. Commissioner Cross expressed concern about the bi-annual agreement and Mr. Padgett advised this is due to the current fiscal year ending in two months.

Mayor Jones expressed agreement to maintaining the partnership with the Wake Forest Area Chamber of Commerce.

Commissioner Clapsaddle requested clarity that if the Wake Forest Area Chamber of Commerce does not like the agreement, it will be brought back to the Board to discuss. Mr. Padgett confirmed.

ACTION:

Motion to Approve the Wake Forest Area Chamber of Commerce Funding Request

1st Commissioner- Commissioner Sliwinski

2nd Commissioner- Commissioner Wright

Vote: Motion carried 5-0

4.2 Resolution Opposing Legislation that Restricts Local Government Authority in the General Assembly of North Carolina

ACTION:

Motion to Approve Resolution Opposing Legislation that Restricts Local Government Authority in the General Assembly of North Carolina

1st- Commissioner- Commissioner Sliwinski

2nd Commissioner- Commissioner Wright

Vote: Motion carried 5-0

Commissioner Sliwinski extended appreciation to Planning Director Jennifer Currin for drafting the resolution. Commissioner Sliwinski commented that bills like House Bill 765 ties the hands of local government on rezoning decisions. Last year, Bill 382 prevented the Board from adopting a UDO to implement the will of the citizens. Commissioner Sliwinski advised, based on his understanding of the bill, House Bill 765 prevents the Board from denying rezoning requests and making it easier for the Town to be sued. Commissioner Sliwinski expressed that bills like House Bill 765, ultimately, silences the citizens and he fully supports the resolution.

Mayor Jones advised CAMPO is expected to vote on asking the North Carolina Department of Transportation to move forward on the tolling of Capital Boulevard. The legislature will need to approve some changes as expressed in the presentation given by Mr. Lukasina and Mr. Roy. Mayor Jones advised she attend the public information session on May 5th and read through the entirety of 170 comments. The majority of comments were against tolling. Mayor Jones asked the Board to advise on how they want her to vote. Commissioner Sliwinski advised that something needs to be done, and he supports the decision that gets the infrastructure needed to address the issue. Commissioner Wright advised he is against the tolling road, and, at most, he favors express lanes. Commissioner Clapsaddle expressed it is time to make a commitment and build the future. Commissioner Cross requested more time to consider the decision, noting that the feedback of the citizens weighs heavily on her at, at this time, she is unable to support the tolling road. Commissioner Shackelford agreed with Commissioner Sliwinski that something must be done.

5. Commissioner Reports

Commissioner Wright advised there was a Tech Board meeting and, although there was no quorum present to hold an official meeting, they discussed the success of STEM event. Attendance has increased from last year and the Tech Board is looking at ways to improve the event for next year. Commissioner Wright also advised that Forest Fest was great.

Commissioner Shackelford advised he attended the Wake Forest Business Industry Partnership Meeting two weeks ago and there was great information shared. Commissioner Shackelford advised the groundbreaking ceremony for the Wake Forest Exchange, which has been discussed over the years, was fulfilling as he saw it come to fruition.

Commissioner Cross advised she attended Forrest Fest and hosted the Six Sundays in Spring with The Tams. Commissioner Cross read the Proclamation for the National Day of Prayer and attended the ribbon cutting for The Exchange. Commissioner Cross attended the Volunteer Appreciation Luncheon and had the opportunity to pray for the Wake Forest volunteers, which was an honor. Commissioner Cross viewed the video announcing the renaming of the Wake Forest Center for Active Aging produced by the Town and advised it was a well-done video. Commissioner Cross advised Drew Brown will be interviewed by CBS17's My Carolina for the Mobile Food Market.

Commissioner Clapsaddle attended the Daughters of the American Revolution (DAR) 250th Anniversary statute dedication at the Wake Forest Veterans' Memorial where Mayor Jones spoke. Commissioner Clapsaddle also judged the "Popsicle House" contest for the Inspection Department's kick-off. Commissioner Clapsaddle attended the Wake Forest Boys and Girls Club 14th Annual Youth of the Year Luncheon and acknowledges Dominic Cicero for the Organizational Future Division Award and Allison Mitchell for Wake Forest Boys and Girls Club Youth of the Year Award. Commissioner Clapsaddle advised that May 15th is the National Peace Officer Memorial Day.

Commissioner Sliwinski attended the Wake Forest Fire Department Award Ceremony. Commissioner Sliwinski expressed appreciation for the Town's firefighters and was honored to attend the event. Also, Commissioner Sliwinski will be hosting FNOW on May 9th.

Mayor Jones attended a meeting two weeks ago, in Youngsville, NC, to discuss the update on the mobility hub. Deputy Secretary Julie White advised that she is confident the funding will be approved and is proceeding with construction for the new infrastructure. Mayor Jones attended the CAMPO Executive Committee Annual Meeting to discuss the STIP. She spoke with the District Engineer about all of the projects in Wake Forest that have been delayed. The Engineer will compile a list of the

approved projects, and a meeting will be scheduled to discuss how to get the project going. Mayor Jones attended the Firefighter Award Dinner and the Wake Forest Boys and Girls Club 14th Annual Youth of the Year Luncheon, the DAR statute dedication at the Wake Forest Veterans' Memorial, the Popsicle Contest held by the Inspection's Department, and the JROTC Military Ball.

ACTION:

Motion for Closed Session

1st- Commissioner- Commissioner Wright

2nd Commissioner- Commissioner Sliwinski

Vote: Motion carried 5-0 at 7:54 p.m.

Reconvened at 8:02 p.m.

6. Adjournment

The Board of Commissioners adjourned the meeting at 8:02 p.m.

Duly approved in open session this 17th day of June 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-457-

Submitted by: Angela McCray, Human Resources

Submitting Department: Human Resources

Meeting Date: June 17, 2025

Subject

Resolution recognizing Reginald A. Forte, Sr. on his retirement from the Town of Wake Forest

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-485-

Submitted by: Debra Horton, Administration

Submitting Department: Administration

Meeting Date: June 17, 2025

Subject

Sculpture Replacement at the Center for Active Aging

Recommendation:

Recommendation of the Public Art Commission

item Summary:

ATTACHMENTS:

- [CAA Sculpture to BOC.docx](#)

Replacement sculpture at the Center for Active Aging



Replacement Sculpture Site

Replacement sculpture at the Center for Active Aging



Artist John Ross, Morganton, NC



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-482-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: June 17, 2025

Subject

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

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-462-

Submitted by: Allison Snyder, Public Facilities

Submitting Department: Public Facilities

Meeting Date: June 17, 2025

Subject

Approval of a resolution authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with Engineered Construction to remodel the Town Hall Annex (formerly CID Building) Renovation Project for \$588,900.00.

Recommendation:

item Summary:

ATTACHMENTS:

- [Summary.docx](#)
- [Attachment_A_Town_Hall_Annex_Remodel_Resolution.docx](#)
- [Attachment B Engineered Construction Submittal.pdf](#)
- [Attachment C Full Bid Tab.pdf](#)

Agenda Item: Presentation of resolution authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with Engineered Construction to construct the Town Hall Annex (formerly CID Building) Renovation Project for \$588,900.00

Summary: This project is listed in the Town's Capital Improvement Plan for the renovation of the Town Hall Annex. The Annex renovation will create additional workstations for staff as well as three additional conference rooms. The annex will include multiple types of workspaces and a workspace for event preparation that can be used by multiple departments. This renovation will utilize the same types of workspaces and furniture included in the Town Hall Third Floor renovation. On March 25th, the notice to bid was posted and on May 1st, the bidding closed with six total bidders. Five were found to be responsive. The lowest bidder was Engineered Construction.

The project is estimated to cost \$588,500.00

Attachments:

Attachment A: Town Hall Annex Renovation Resolution

Attachment B: Engineered Construction Submittal

Attachment C: Full Bid Tab

RESOLUTION 2025-XX

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE ON BEHALF OF THE TOWN OF WAKE FOREST, THE CONTRACT FOR TOWN HALL THIRD FLOOR RENOVATIONS, BID #0009-2024

WHEREAS, the Public Facilities Department posted a call for bids for the Town Hall Annex Renovation construction project as an opportunity to collect competitive bids for construction services as specified in the bid documents; and

WHEREAS, consistent with the Town's purchasing policy, on March 25, 2025, the Town published a Notice to Bidders inviting interested and qualified contractors to submit bids; and

WHEREAS, on May 1st, 2025 at 2:00 pm the bid opening was closed; and

WHEREAS, a bid tabulation was completed, and all six bids were reviewed to confirm receipt of required bid documentation, where five were found to be complete: and

WHEREAS, the lowest bidder was selected as the contractor to perform construction of The Town Hall Annex Renovation; and

BE IT RESOLVED by the governing body of the Town of Wake Forest hereby authorizes the Town Manager to execute a contract with Engineered Construction for Bid #0009-2024 in the amount of \$588,900.00 for the Town Hall Annex Renovation project.

Adopted and effective this the 17th day of June 2025.

Vivian A. Jones, Mayor

ATTEST:

Evelyn Wright, Town Clerk

ENGINEERED CONSTRUCTION COMPANY

900 PAVERSTONE DR.
RALEIGH, NC 27615
(919) 954-9090

To

Wake Forest Town Hall
301 South Brooks Street
Meeting Rooms A-B
Wake Forest, NC 27587

Sealed Bid

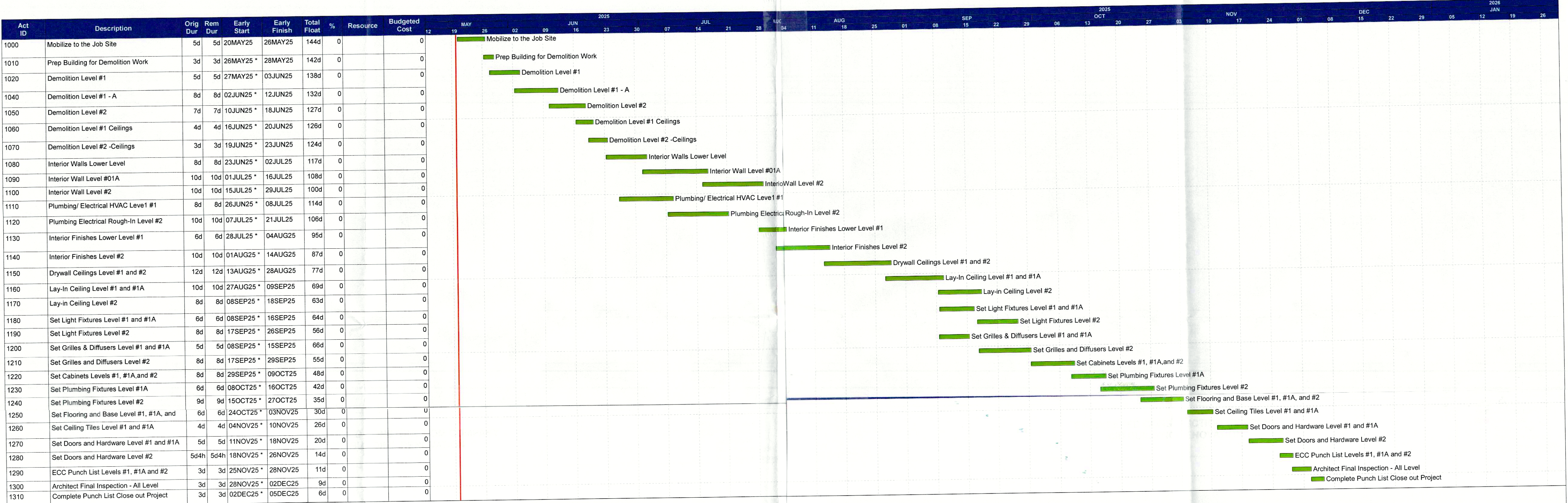
Project: Town of Wake Forest – CID Building
Renovations

Bid #: 0009-2024

Bidder: Engineered Construction Company
900 Paverstone Drive, STE 200, Raleigh, NC 27615

Firm License No.: 30010

Rec'd
1:55pm
5-1-25
Randy Durr



Start date 20MAY25
Finish date 05DEC25
Data date 20MAY25
Run date 30APR25
Page number 2A
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ENGINEERED CONSTRUCTION COMPANY
CID BUILDING RENOVATION

- Early bar
- Progress bar
- Critical bar
- Summary bar
- Start milestone point
- Finish milestone point

Start date 20MAY25
Finish date 05DEC25
Data date 20MAY25
Run date 30APR25
Page number 2B
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ENGINEERED CONSTRUCTION COMPANY
CID BUILDING RENOVATION

- Early bar
- Progress bar
- Critical bar
- Summary bar
- Start milestone point
- Finish milestone point

PROPOSAL FORM

Town of Wake Forest – CID Building Renovations

The undersigned bidder affirms and declares that he has carefully examined all bidding documents and Instructions to Bidders which are acknowledged to be a part of this proposal, and agrees to provide all labor, materials, equipment, supervision, permits; abide by all local, state and federal laws, rules, regulations, and ordinances applicable to perform the work listed in the specifications and scope of work for the following sum to wit:

TOTAL BASE BID – Lump Sum

FIVE HUNDRED EIGHTY- EIGHT THOUSAND NINE HUNDRED Dollars \$ 588,900.00

Construction Duration from NTP 199 Calendar Days

ITEM 1- Scope of Project

The complete improvements of the Town of Wake Forest CID Building Renovation, comprising approximately 5,900 square feet of office space across three levels, with significant interior improvements and minimal exterior improvements, as described in the drawings and project manual.

ITEM 2- Addendums

All addendums must be acknowledged in order for the proposal to be considered.

Addendum #1 ✓ Addendum "A" Dated 4-4-2025

Addendum #2 ✓ Addendum "B" Dated 4-23-2025

Addendum#3 _____

The Town of Wake Forest intends to award a contract to the overall lowest responsible, responsive bidder taking into consideration quality, performance, and the time specified in this bid. The Town of Wake Forest reserves the right to reject or all proposals and to make the award as deemed in the best interest of the Town of Wake Forest.

All bidders **MUST** complete and submit with their bid the enclosed Non-Collusion Affidavit of Prime Bidder.

SIGNATURE PAGE

The undersigned certifies that they have read and understood all the provided bidding documents, the project specifications, and agree to the terms and conditions stated herein.

This bid must be signed by a responsible official of the bidding organization and notarized.

May 1, 2025

(SEAL)

Date

Engineered Construction Company

Company



56-1766634

Authorized Signature

Federal Identification #

Scott D. Dawson, Sr. / President

sdawsonsr@engrconst.com

Printed Name and Title

Email Address

900 Paverstone Drive - Ste 200

Raleigh, North Carolina, 27615

Street Mailing Address

City, State, Zip Code

30010

919-954-9090

Contactor's NC License No.

Telephone Number

On this day of May 1, 2025, before me Scott D. Dawson, Sr. (name) appeared and, being duly sworn, did execute the foregoing proposal, and did so state that he/she was properly authorized by Engineered Construction Company (name of company) to execute the proposal and did so on his/her free act and deed.

Notary Public



Gina A. Romano

My Commission Expires 07-24-2027



NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

attach to bid (required)

State of North Carolina)

County of Wake)

Project: Town of Wake Forest – CID Building Renovations

Scott D. Dawson, Sr., being first duly sworn, deposes and says that:

1. He is (owner, partner, officer, representative or agent) of Engineered Construction Company, the Bidder that has submitted the attached Bid;

2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bids of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Wake Forest or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

 President
Name Scott D. Dawson, Sr. Title

Subscribed and Sworn to before me this 1st Day of May, 2025

Notary Public: 



My Commission Expires: 07-24-2027

Identification of Minority Business Participation

I, Engineered Construction Company

(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services. The Town of Wake Forest will accept both NC HUB and NC DOT certified minority vendors, unless otherwise stated in the bid documents.

Firm Name, Address and Phone #	Work Type	Minority Category	NC HUB NC DOT Certified	\$ Amount
(Y/N)				

CASTRO & SONS	DRYWALL	H	Y	\$ 15,650
AAA PAINTING	PAINT	H	Y	\$ 10,600
T&T DEMOLITION	DEMOLITION	H	Y	\$ 16,750

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I),

Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) 43,000.00.

The total percentage of minority business contracting will be (%) 7.3.

Town of Wake Forest -AFFIDAVIT A – Listing of Good Faith Efforts

County of Wake

Affidavit of Engineered Construction Company (Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☒ 1 – (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☒ 2 – (10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ 3 – (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ 4 – (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☒ 5 – (10 pts) Attended prebid meetings scheduled by the public owner.
- ☐ 6 – (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☒ 7 – (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ 8 – (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ 9 – (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☒ 10 – (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the

Identification of Minority Business Participation schedule conditional upon scope of contract to be executed

with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 5/1/2025 Name of Authorized Officer: Scott D. Dawson, Sr.



Signature: _____

Title: President

State of North Carolina, County of Wake

Subscribed and sworn to before me this 1st day of May 20 25

Notary Public

My commission expires 07-24-2027

Town of Wake Forest --AFFIDAVIT B-- Intent to Perform Contract

With Own Workforce.

County of N/A

Affidavit of N/A

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the N/A contract.

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: N/A Name of Authorized Officer: N/A



Signature: N/A

Title: N/A

State of N/A, County of N/A

Subscribed and sworn to before me this N/A day of N/A 20 N/A

Notary Public N/A

My commission expires N/A

STATE OF NORTH CAROLINA

AFFIDAVIT

TOWN OF WAKE FOREST

I, Scott D. Dawson, Sr. (the individual attesting below), being duly authorized by and on behalf of Engineered Construction Company (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES or
 - b. NO ✓
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This 1st day of May, 2025.

[Signature]
Signature of Affiant

Print or Type Name: Scott D. Dawson, Sr.

State of North Carolina County of Wake

Signed and sworn to (or affirmed) before me, this the 1st day of May, 2025.

My Commission Expires:
07-24-2027

[Signature]
Notary Public



Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Engineered Construction Company
900 Paverstone Drive
Raleigh, NC 27615

SURETY:

(Name, legal status and principal place of business)

The Gray Casualty & Surety Company
P.O. Box 6202
Metairie, LA 70009-6202

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Town of Wake Forest
301 South Brooks Street
Wake Forest, NC 27587

BOND AMOUNT: \$ 5%

Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Town of Wake Forest CID Building Renovation

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of May, 2025

(Witness)


(Witness) Audria R. Ward, Witness

Engineered Construction Company

(Principal)

(Seal)

By: 

(Title)

The Gray Casualty & Surety Company

(Surety)

(Seal)

By: 

(Title) Kevin Wojtowicz

Attorney-in-Fact

**THE GRAY INSURANCE COMPANY
THE GRAY CASUALTY & SURETY COMPANY**

GENERAL POWER OF ATTORNEY

Bond Number: BidBond **Principal:** Engineered Construction Company

Project: Town of Wake Forest CID Building Renovation

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Kevin Wojtowicz, Jessica Reno, Sabra Gambino, Edwin T. Collins, IV, Devin Phillips, and Christian Collins of St. Petersburg, Florida jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26th day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4th day of November, 2022.



By:

Michael T. Gray

Michael T. Gray
President
The Gray Insurance Company

Cullen S. Piske

Cullen S. Piske
President
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 4th day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican
Notary Public
Notary ID No. 92653
Orleans Parish, Louisiana

Leigh Anne Henican

Leigh Anne Henican
Notary Public, Parish of Orleans State of Louisiana
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 1st day of May, 2025.

Mark S. Manguno

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 1st day of May, 2025.

Leigh Anne Henican



Town of Wake Forest
 Bid Tabulation Sheet
 Bid # 0009-2024 – TOWF CID Building Renovations
 Bids Opened 5-1-2025 @ 2:00 P.M.

Company	License #	Addendums (2)	Bid Bond	Total Amount Bid	Duration
Berry Building Group	81204	Yes	Yes	\$597,500.00	120 Days
Diamond Contracting	34909	Yes	Yes	\$649,738.00	4 Months
Focus Design Builders	69753	1	Yes	\$693,000.00	150 Days
Engineered Construction	30010	Yes	Yes	\$588,900.00	199 Days
Progressive Contracting	36100	Yes	Yes	\$697,300.00	168 Days
Trend Construction	86847	Yes	Yes	\$761,000.00	150 Days



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-467-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: June 17, 2025

Subject

Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2025-2026 for the Town of Wake Forest

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Wake County Rev Collection_summary.pdf](#)
- [Resolution 2025-xx authorizing wake co tax admin to levy and collect taxes 2025-2026.docx](#)

**Approval of resolution authorizing Wake County Tax Administrator to Levy
and Collect Property Taxes and Stormwater Fees for FY 2025-2026 for the
Town of Wake Forest**

The attached resolution authorizes the Wake County Tax Administrator to levy
and collect taxes and stormwater fees for the Town of Wake Forest for the fiscal
year 2025-2026.

Attachments: Resolution

RESOLUTION 2025-xx

RESOLUTION DIRECTING THE WAKE COUNTY
TAX ADMINISTRATOR TO COLLECT TAXES AND STORMWATER FEES
FOR FISCAL YEAR 2025-2026 FOR THE
TOWN OF WAKE FOREST, NORTH CAROLINA

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

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

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

Duly adopt this the 17th day of June 2025.

Vivian A. Jones
Mayor

(ATTEST)

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-468-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: June 17, 2025

Subject

Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2025-2026 for the Town of Wake Forest

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Franklin County Rev Collection_summary.pdf](#)
- [Resolution 2025-xx authorizing franklin co tax admin to levy and collect taxes 2025-2026.docx](#)

**Approval of resolution authorizing Franklin County Tax Administrator to Levy
and Collect Property Taxes and Stormwater Fees for FY 2025-2026 for the
Town of Wake Forest**

The attached resolution authorizes the Franklin County Tax Administrator to levy and collect taxes and stormwater fees for the Town of Wake Forest for the fiscal year 2025-2026.

Attachments: Resolution

RESOLUTION 2025-xx

RESOLUTION DIRECTING THE FRANKLIN COUNTY
TAX ADMINISTRATOR TO COLLECT TAXES AND STORMWATER FEES
FOR FISCAL YEAR 2025-2026 FOR THE
TOWN OF WAKE FOREST, NORTH CAROLINA

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

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

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

Duly adopt this the 17th day of June 2025.

Vivian A. Jones
Mayor

(ATTEST)

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-470-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: June 17, 2025

Subject

Approval of Budget Ordinance Amendment # 3 for fiscal year 2024-2025

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

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

Agenda Item: Budget Ordinance Amendment # 3 – 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. **This will be the final amendment considered by the Board of Commissioners for FY 2024-2025. Staff will distribute respective worksheets via email by June 16.**

Attachments: Summary worksheets



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-473-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: June 17, 2025

Subject

Approval of Stormwater Capital Reserve Fund

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Stormwater Capital Reserve Fund_summary.pdf](#)
- [2025 - xx Stormwater Capital Reserve Fund \(650\).docx](#)

Approval of Stormwater Capital Reserve Fund Ordinance

During FY 2024-2025, the Stormwater Utility Fund was established where fees are charged to property owners that will fund ongoing management and maintenance of stormwater infrastructure and associated drainage systems. It is projected that revenues will exceed expenses for FYE June 30, 2025, by approximately \$3 million or slightly higher. In the Capital Improvements Plan (CIP), \$12.9 million in capital projects have been identified over the next five years and the intent is to accumulate funds to pay for these improvements using reserves (as opposed to utilizing debt).

A capital reserve fund is a multi-year tool established to accumulate financial resources to acquire or construct large capital facilities or assets in the future. Pursuant to NCGS 159-18 a local government may establish and maintain a capital reserve fund for any purposes for which it may issue bonds. Staff's recommendation is to set up a Stormwater Capital Reserve fund to accumulate resources for future capital expenditures identified in the Stormwater section of 2025-2030 CIP update.

Attachment: Ordinance



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-474-

Submitted by: Elisabeth Palermo, Engineering

Submitting Department: Engineering

Meeting Date: June 17, 2025

Subject

Resolution to accept streets into the Town of Wake Forest street system for maintenance.

Recommendation:

Approval of resolution to accept streets into the Town of Wake Forest street system for maintenance.

item Summary:

ATTACHMENTS:

- [Attachment_A_summary_06.2025_Accept_Streets.docx](#)
- [Attachment_B_Resolution_Accept_Streets.docx](#)
- [Attachment_C_Powell_Bill_2025.pdf](#)

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

Summary: New streets are required to be designed and built to Town of Wake Forest standards and specifications. The Board accepts streets into the Town of Wake Forest Street System quarterly. The street on this resolution will be added to the Powell Bill submission for additional maintenance funds annually. This resolution also includes the updated Powell Bill map. The streets from Resolution 2024-53 passed in September of 2024, Resolution 2024-73 passed in December of 2024 and Resolution 2025-12 passed in March of 2025 will be added to the Powell Bill submission for additional maintenance funds annually. The attached Powell Bill Map has been updated to reflect the changes from all four street acceptance resolutions mentioned above.

Attachments: Attachment_A_summary_06.2025_Accept_Streets

Attachment_B_Resolution_Accept_Streets

Attachment_C_Powell_Bill_2025

RESOLUTION 2025-XX

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

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

WHEREAS, Engineers and Construction Inspectors approved the street segments for acceptance accordingly in Resolutions 2024-53, 2024-73, and 2025-12;

WHEREAS, Engineers and Construction Inspectors approved the street segment for acceptance accordingly as described in the table below;

WHEREAS, the Powell Bill map is updated and approved once a year and is provided in Attachment C,

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

BE IT RESOLVED that the Board of Commissioners of the Town of Wake Forest accept this Powell Bill map into the Town of Wake Forest Street System.

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>BEG DESCRIPTION</u>	<u>END DESCRIPTION</u>	<u>LENGTH</u>
Palisades	Stone Monument Dr.	Stone Monument Dr.	Ligon Mill Rd.	0.14
			Total	0.14

Duly adopted this 17th day of June 2025.

Vivian A. Jones,
Mayor

ATTEST:

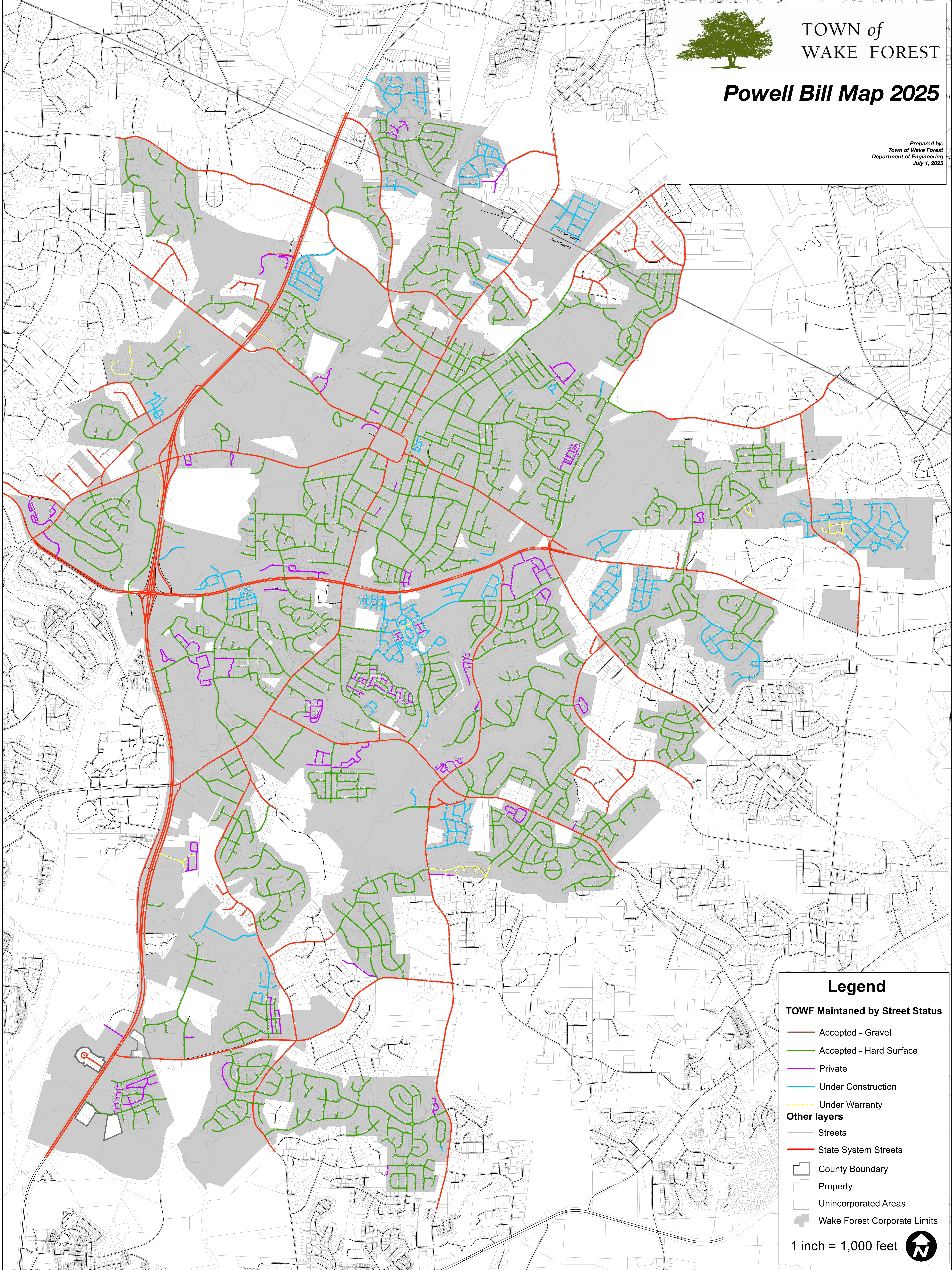
Evelyn Wright
Town Clerk



TOWN of
WAKE FOREST

Powell Bill Map 2025

Prepared by:
Town of Wake Forest
Department of Engineering
July 1, 2025



Legend

TOWF Maintained by Street Status

- Accepted - Gravel
- Accepted - Hard Surface
- Private
- Under Construction
- Under Warranty

Other layers

- Streets
- State System Streets
- County Boundary
- Property
- Unincorporated Areas
- Wake Forest Corporate Limits

1 inch = 1,000 feet





BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-487-
Submitted by: Ari Schwartz, Planning
Submitting Department: Planning
Meeting Date: June 17, 2025

Subject

Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue being Wake County PIN 1850-08-1417 being approximately 2.58 acres.

Recommendation:

item Summary:

ATTACHMENTS:

- [06172025 Agenda Summary.pdf](#)
- [Attachment A Legal Description AN-25-03.pdf](#)
- [Attachment B Annexation Map AN-25-03.pdf](#)
- [Attachment C Contiguous Annexation Petition AN-25-03.pdf](#)
- [CERTIFICATE OF SUFFICIENCY .docx](#)
- [DRAFT PUBLIC HEARING RESOLUTION.docx](#)

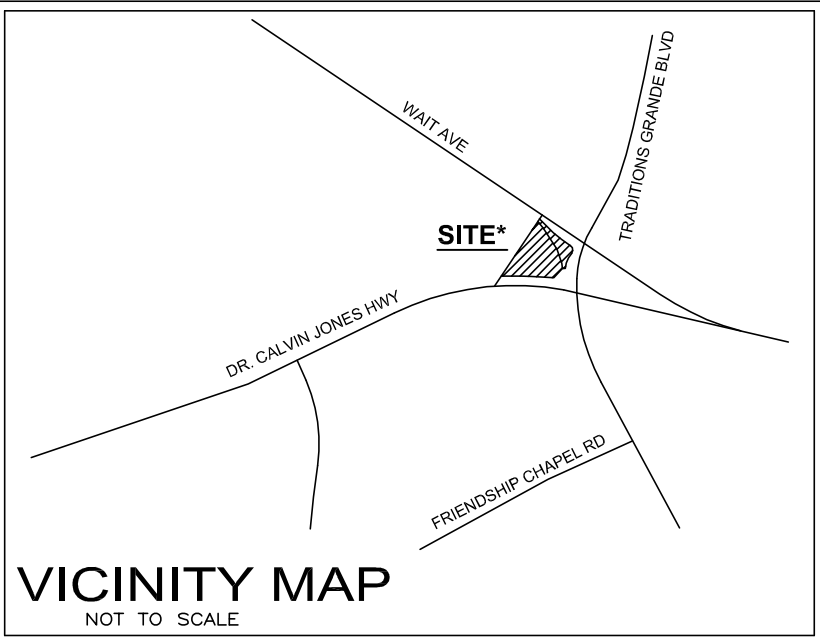
Agenda Item: Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by the property owners Wait 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-1417 being approximately 2.58 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. The proposed annexation is associated with SP-22-29, Wait Avenue Medical Office.

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

Attachments: Attachment A Legal Description AN-25-03
Attachment B Annexation Map AN-25-03
Attachment C Contiguous Annexation Petition AN-25-03
Certificate of Sufficiency
Draft Public Hearing Resolution

Beginning at a point, said point being an existing iron pipe at the westernmost corner of Tract 1 as shown on a plat recorded in Book of Maps 2001, Page 1555 in the Wake County Registry, said point also being at the southeast corner of Tract D as shown on a plat recorded in Book of Maps 1997, Page 1420 in said registry, said point also being on the northern right of way margin of NC Highway 98 Bypass and having North Carolina State Plane coordinates of N=808,356.11 and E=2,149,893.75; thence, leaving said right of way along the common line between said Tracts 1 and D N33°57'59"E, 438.65 feet to an existing iron pipe at the easternmost corner of said Tract D; thence, continuing along the line of said Tract 1 N33°57'59"E, 25.62 feet to a point in the southern right of way margin of Wait Avenue; thence, along said right of way the following courses and distances: thence, S58°47'30"E, 20.76 feet to a point; thence, along a curve to the left having a radius of 612.56 feet, an arc length of 61.93 feet and a chord of S63°38'34"E, 61.90 feet to a point; thence, along a curve to the left having a radius of 283.72 feet, an arc length of 42.48 feet and a chord of S70°13'59"E, 42.44 feet to a point; thence, along a curve to the left having a radius of 802.08 feet, an arc length of 91.17 feet and a chord of S77°46'49"E, 91.12 feet to a point; thence, along a curve to the left having a radius of 801.93 feet, an arc length of 24.36 feet and a chord of S81°54'21"E, 24.36 feet to a point; thence, along a curve to the right having a radius of 24.78 feet, an arc length of 51.27 feet and a chord of S23°04'29"E, 42.60 feet to a point, said point being where said southern right of way margin of Wait Avenue meets and intersects with the western right of way margin of Traditions Grande Boulevard; thence, leaving said right of way of Wait Avenue along said right of way of Traditions Grande Boulevard the following course and distances: thence, thence, along a curve to the left having a radius of 340.17 feet, an arc length of 118.17 feet and a chord of S28°42'39"W, 117.58 feet to a point; thence, S16°25'52"W, 77.98 feet to a point; thence, thence, along a curve to the left having a radius of 235.06 feet, an arc length of 41.32 feet and a chord of S09°27'11"W, 41.27 feet to a point; thence, N84°54'21"W, 20.46 feet to an existing concrete monument at the easternmost corner of said Tract 1; thence, S44°34'25"W, 88.57 feet to a point, said point being an existing concrete monument where said western right of way margin of Traditions Grande Boulevard meet and intersect with said northern right of way margin of NC Highway 98 Bypass; thence, leaving said right of way of Traditions Grande Boulevard along said right of way of NC Highway 98 Bypass the following courses and distances: thence, thence, along a curve to the left having a radius of 2,043.96 feet, an arc length of 289.84 feet and a chord of N86°56'30"W, 289.59 feet to an existing concrete monument; thence, S15°13'31"E, 3.88 feet to an existing concrete monument; thence, along a curve to the left having a radius of 2,039.37 feet, an arc length of 46.47 feet and a chord of S87°05'24"W, 46.47 feet to the Place and Point of Beginning, containing an area of 112,392 square feet or 2.58 acres, more or less.



LEGEND and NOMENCLATURE

SYMBOLS	LINETYPES

NOTES:

- All distances are horizontal ground distances in u.s. survey feet unless otherwise noted. Area(s) computed by coordinate geometry.
- This survey does not include nor depict any environmental evaluations by this office. No investigation into the existence of wetlands or riparian buffers performed in the preparation of this survey.
- Field survey(s) performed August 26 & 27, 2019, October 27, 2020 and last revised November 10, 2022.
- Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence or any other facts that an accurate and current title search may disclose.
- The locations of underground utilities as shown hereon are based on aboveground structures and aboveground visual evidence only. Locations of underground utilities/structures may vary from location shown hereon. Additional buried utilities/structures may be encountered. No excavations were made during the progress of this survey to locate buried utilities/structures.
- Subject properties are not located within a special flood hazard zone per FEMA Flood Insurance Rate Map (FIRM) #3720185000K, effective date July 19, 2022.
- The State Plane Coordinates for this project were produced with RTK GPS observations and processed using the North Carolina VRS network. The network positional accuracy of the derived positional information is $\pm 0.07'$.

Horizontal Datum = NAD 83/2011

POSITIONAL ACCURACY CERTIFICATION:

I, Justin L. Luther, certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:

- Class of survey: Urban Land Class (A)
- Positional accuracy: 0.07'
- Type of GPS field procedure: Real-time VRS network
- Date(s) of survey: November 10, 2022
- Datum / Epoch: NAD 83 (NSRS 2011)
- Published / Fixed-control used: NC Real-time Kinematic network
- Geoid model: Geoid 12B
- Combined grid factor(s): 0.99993864
- Units: U.S. Survey Feet

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

I, Justin L. Luther, certify that this plat was drawn under my supervision from an actual survey made under my supervision from references as noted on said plat; that the boundaries not surveyed are clearly indicated as drawn from information as indicated under references; that the ratio of precision or positional accuracy as calculated is greater than 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended.

Witness my original signature, license number and seal this day of _____, 2025.

Professional Land Surveyor (L-5107)

NEWCOMB land surveyors, pllc, 7008 Harps Mill Road, Ste. 105, Raleigh, NC 27615, (919) 847-1800, NC License #P-0203

I, Evelyn Wright, Town Clerk, Town of Wake Forest, North Carolina certify that this is a true and accurate map of annexation adopted the _____ day of _____, 20____, by the Wake Forest Board of Commissioners. I set my hand and seal of the Town of Wake Forest, _____, 20____.

Evelyn Wright

Annexation Map: AN-25-03, Wait Avenue Medical Office
2.58 Acres+/-
Town of Wake Forest
Fulfills requirements of N.C.G.S 160A-29
Ordinance #
Adopted:
Effective Date of Annexation:

TRACT D
RALEIGH RIDGEWOOD
APARTMENTS, L.P.
DB 18645, PG 2399
BM 1997, PG 1420
PIN: 1840-98-7790

TRACT #1
79,231 S.F.
1.82 AC.
PIN: 1850-08-1417
"0" WAIT AVE

CONTROL CORNER
N: 808,356.11
E: 2,149,893.75

5/8" IRON
PIPE FLUSH

CONCRETE R/W
MONUMENT

CONCRETE R/W
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REFERENCES:

DEED BOOK 17013, PAGE 1071
DEED BOOK 17690, PAGE 441
DEED BOOK 18697, PAGE 849
BOOK OF MAPS 2001, PAGE 1555
NCDOT PROJECT 8.1402504
*OTHERS SHOWN HEREON

WAIT AVENUE
(EX. PUBLIC R/W VARIES)

R/W AREA CONVEYED BY
DEED BOOK 18697, PAGE 849
33,161 S.F.
0.76 AC.

TRADITIONS GRANDE BOULEVARD
(EX. PUBLIC R/W VARIES)

NC GRID NORTH
(NAD 83/2011)

LINE TABLE		
LINE	LENGTH	BEARING
L1	20.76	S 58°47'30" E
L2	77.98	S 16°25'52" W
L3	20.46	N 84°54'21" W
L3A	88.57	S 44°34'25" W
L4	3.88	S 15°13'31" E

CURVE TABLE				
CURVE	LENGTH	RADIUS	BEARING	CHORD
C1	348.70	705.38	S 26°03'48" E	345.16
C2	61.93	612.56	S 63°38'34" E	61.90
C3	42.48	283.72	S 70°13'59" E	42.44
C4	91.17	802.08	S 77°46'49" E	91.12
C5	24.36	801.93	S 81°54'21" E	24.36
C6	51.27	24.78	S 23°04'29" E	42.60
C7	118.17	340.17	S 28°42'39" W	117.58
C8	41.32	235.06	S 09°27'11" W	41.27
C9	289.84	2043.96	N 86°56'30" W	289.59
C10	46.47	2039.37	S 87°05'24" W	46.47

ANNEXATION MAP FOR THE TOWN OF WAKE FOREST
WAIT AVENUE MEDICAL OFFICE - PIN: 1850-08-1417

PROPERTIES OF
WAIT AVE 98, LLC

WAKE FOREST T'SHIP WAKE COUNTY NORTH CAROLINA

40 20 0 40 80

SCALE: 1"=40'

JOB NO.: 197408
FILE NAME: RM-ANNEX
PLOT DATE: 6/4/25



TOWN of WAKE FOREST

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

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 5.27.2025

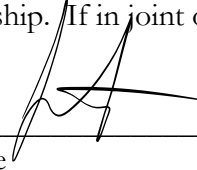
To the Board of Commissioners of the Town of Wake Forest:

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

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

SEE LEGAL DESCRIPTION WITH METES & BOUNDS AND MATCHING ANNEXATION PLAT (SURVEY MAP) ATTACHED.

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

<u>WAIT AVE 98, LLC</u>	<u>1005 EVANWOOD LN, MORRISVILLE, NC 27560</u>		<u>5/27/2025</u>
Name	Address	Signature	Date
<u>HESHAM ABDELBAKY (MANAGING MEMBER)</u>	<u>1005 EVANWOOD LN, MORRISVILLE, NC 27560</u>		<u>5/27/2025</u>
Name	Address	Signature	Date
_____ Name	_____ Address	_____ Signature	_____ Date
_____ Name	_____ Address	_____ Signature	_____ Date

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

CERTIFICATE OF SUFFICIENCY

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

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

In witness whereof, I have hereto set my hand and affixed the seal of the Town of Wake Forest, this the 17th day of June, 2025.

Town Clerk

(SEAL)

RESOLUTION 2025-

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO N.C.G.S. 160A-31, AS AMENDED (by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue being Wake County PIN 1850-08-1417 being approximately 2.58 acres.)

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

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

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

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

Section 1. That a public hearing on the question of annexation of the contiguous area described herein will be held at the Wake Forest Town Hall at 6:00 p.m. on the 15th day of July, 2025.

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

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

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

Adopted and effective this the 17th day of June, 2025.

Vivian A. Jones

Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-469-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: June 17, 2025

Subject

Consideration of approval of FY 2025-2026 Budget Ordinance

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [FY 2025-2026 Budget Ordinance approval_summary.pdf](#)
- [2025-xx budget ordinance 2025-2026.docx](#)
- [2025-2026 Pay Plan - Effective 07.01.25.pdf](#)
- [Fee Schedule_Final Submitted FY26.pdf](#)
- [Other Fee Amendments_FY 2526.pdf](#)

Consideration of approval of FY 2025-2026 Budget Ordinance

In accordance with N.C. General Statutes 159-13, a budget ordinance must be adopted prior to July 1 to levy taxes, estimate revenues, and appropriate expenditures for the coming fiscal year (2025-2026). The attached ordinance is reflective of the Town Manager's recommended budget as presented.

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

ORDINANCE 2025-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST NORTH CAROLINA FOR THE FISCAL YEAR 2025-2026

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

Section 1. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Current year's Property Tax	\$50,920,435
Prior Year's Property Tax	38,500
Penalties and Interest on Property Taxes	72,375
Local Option Sales Taxes	17,037,245
Other Taxes	115,100
Utility Franchise Tax	3,485,000
Beer and Wine Tax	252,100
Permits and Fees	2,615,000
Solid Waste Fees	4,828,320
Recreation Revenues	957,715
ABC Revenues	285,500
Wake County – Fire Cost Share/SRO	3,403,535
Go Triangle – Wake County Transit	1,112,500
Other Revenue	908,325
Sponsorship/Events Revenue	229,000
Sale of capital assets/surplus	720,000
Interest on Investments	985,500
Installment Purchase Proceeds	2,329,000
Interfund Transfers	782,850
Fund Balance Appropriated	2,522,500
Proceeds from NCHIP	375,000
Total General Fund Estimated Revenues	\$93,975,500

ORDINANCE 2025-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2025-2026

Section 2. The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town on June 17, 2025.

Board of Commissioners	\$ 409,250
Legal Services	489,630
Town Manager's Office	1,059,335
Town Clerk	299,600
Organizational Performance	745,350
Budget Management	491,600
Communications	1,450,765
Human Resources	1,290,105
Risk Management	1,205,650
Downtown Development	588,200
Financial Services	1,674,505
Information Technology	2,381,430
Building Inspections	2,367,660
Planning	5,544,775
Public Facilities	3,157,980
Police	19,363,325
Fire	13,950,725
Public Works Administration	329,535
Urban Forestry	742,995
Engineering	2,066,010
Fleet Maintenance	727,290
Streets	4,692,595
Solid Waste	6,875,705
Parks and Recreation	6,940,425
Center for Active Aging	652,755
Transfers – Other Funds	14,478,305
Total General Fund Appropriations	\$93,975,500

ORDINANCE 2025-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2025-2026

Section 3. It is estimated that the following revenues will be available in the Electric Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Sale of Power	\$ 25,601,250
Interest on Investments	15,000
Other Revenue	2,359,250
Total Electric Fund Revenues	\$ 27,975,500

Section 4. The following amounts are hereby appropriated in the Electric Fund for the operation of the electric utility for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore approved for the Town:

Billing and Collections Division	\$ 872,860
Electric Distribution Division	26,572,155
Tree Trimming Division	530,485
Total Electric Fund Appropriations	\$ 27,975,500

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

This rate is based on an estimated total valuation of \$12,308,541,952 and an estimated rate of collection of ninety-eight (98.5%).

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

- One and a half cents (\$.015) are hereby authorized for transportation initiatives - \$ 1,818,585.
- One cent (\$.01) is hereby authorized for housing initiatives - \$1,212,390.

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

ORDINANCE 2025-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2025-2026

Section 7. There is hereby levied a *solid waste fee of \$24.00* for the cost of collecting solid waste, recyclables, and yard waste.

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

Current Year's property tax	\$209,200
Investment Earnings	12,500
Total Estimated Revenues	\$ 221,700
Interfund transfers	221,700
Total Appropriations	\$ 221,700

Section 9. The following amounts are hereby appropriated in the Debt Service Fund for the payment of general fund debt service for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore approved for the Town:

Interfund Transfers – General Fund	\$ 8,789,850
Interfund Transfers – DMSD	65,000
Powell Bill Funds	1,805,715
Vehicle Fees	637,500
Investment Earnings	106,350
Total Estimated Revenues	\$ 11,404,415
Installment – Principal	\$ 4,379,940
Installment – Interest	578,080
GO Bond - Principal	3,346,935
GO Bond - Interest	1,689,420
Future Debt	1,410,040
Total Appropriations	\$ 11,404,415

ORDINANCE 2025-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2025-2026

Section 10. The following amounts are hereby appropriated in the Wake Forest Business and Industry Partnership (BIP) Special Revenue Fund for Economic Development initiatives and operations for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore approved for the Town:

Interfund Transfers – General Fund	\$ 567,355
Other Revenues	15,500
Total Estimated Revenues	\$ 582,855
WF BIP/Economic Development	\$ 582,855
Total Appropriations	\$582,855

Section 11. The following amounts are hereby appropriated in the Wake Forest Renaissance Centre Special Revenue Fund for the operation and activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore approved for the Town:

Sales and Services	\$322,700
Other Revenue	184,825
Interfund Transfers – General Fund	926,625
Interfund Transfers – Others	70,000
Total Estimated Revenues	\$ 1,504,150
Renaissance Centre	\$ 1,504,150
Total Appropriations	\$ 1,504,150

ORDINANCE 2025-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2025-2026

Section 12. The following amounts are hereby appropriated in the Stormwater Utility Fund for the operation and activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore approved for the Town:

Stormwater Fees	\$3,610,510
Investment Earnings	25,000
Total Estimated Revenues	\$ 3,635,510
Stormwater Management	3,635,510
Total Appropriations	\$ 3,635,510

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

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

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

- a) He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b) He may execute contracts for (1) purchases of apparatus, supplies and materials or equipment which are within budgeted departmental appropriations; (2) leases of personal property for a period of one year or less and within budgeted departmental appropriations; and (3) general and professional services which are within budgeted departmental appropriations.

ORDINANCE 2025-xx

BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST, NORTH CAROLINA FOR THE FISCAL YEAR 2025-2026

- c) He may execute grant agreements to or from public and non-profit organizations which are within budgeted appropriations unless a grantor organization requires execution by the Board of Commissioners.
- d) He may execute contracts, as the lessor or lessee of real property, which are of one-year duration or less if funds therefore are within budgeted appropriations.

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

Section 16. The Town's fee schedule is hereby amended by the attached summary of fee modifications and additions. Unless otherwise noted on the summary, the effective date will be July 1, 2025.

Section 17. Operating funds encumbered on the financial records as of June 30, 2025, are hereby re-appropriated (carried forward) to fiscal year 2025-2026 as determined by the Chief Financial Officer.

Section 18. The Chief Financial Officer is hereby authorized to allocate one (1%) percent of eligible capital projects or improvements in conjunction with the Town's Public Art Ordinance and establish a special fund accordingly with the provisions of such ordinance.

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

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

ORDINANCE 2025-xx

**BUDGET ORDINANCE OF THE TOWN OF WAKE FOREST,
NORTH CAROLINA FOR THE FISCAL YEAR 2025-2026**

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

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

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

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

Section 24. This ordinance is the basis of the financial plan for the Town during the 2025 - 2026 fiscal year. The Town Manager and Chief Financial Officer shall administer the Annual Operating Budget and shall provide direction and guidance in the disbursement of funds. Furthermore, the Chief Financial Officer shall establish and maintain all records, which are in accordance with this ordinance and N.C. General Statutes.

Adopted this the 17th day of June 2025.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney

Town of Wake Forest
Assignment of Classes to Grades
Effective July 1, 2025
General Plan

<u>Position Title:</u>	<u>FLSA Status:</u>	<u>Grade:</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Custodian	Non-Exempt	50	\$ 41,911	\$ 51,550	\$ 61,190
Solid Waste Collector	Non-Exempt				
Construction Worker I	Non-Exempt	51	\$ 44,007	\$ 54,128	\$ 64,250
Parks & Recreation Maintenance Specialist	Non-Exempt				
Code Enforcement Apprentice	Non-Exempt	52	\$ 46,647	\$ 57,376	\$ 68,105
Customer Service Representative	Non-Exempt				
Inventory Specialist	Non-Exempt				
Accounting Technician	Non-Exempt	53	\$ 49,446	\$ 60,819	\$ 72,191
Construction Worker II	Non-Exempt				
Customer Service Specialist	Non-Exempt				
Facilities Technician & Landscape Technician	Non-Exempt				
Parks & Recreation Maintenance Specialist II	Non-Exempt				
Police Records Technician	Non-Exempt				
Solid Waste Equipment Operator	Non-Exempt				
Construction Worker III	Non-Exempt	54	\$ 52,413	\$ 64,468	\$ 76,523
Parking Enforcement Officer	Non-Exempt				
Administrative Assistant	Non-Exempt	55	\$ 54,579	\$ 68,497	\$ 82,414
Box Office Administrative Specialist	Non-Exempt				
Community Outreach Assistant	Non-Exempt				
Downtown Development Coordinator	Non-Exempt				
Equipment Mechanic I	Non-Exempt				
Evidence Technician	Non-Exempt				
Facilities Maintenance Specialist	Non-Exempt				
Human Resources (HR) Technician	Non-Exempt				
Inspections Technician	Non-Exempt				
Parks & Recreation Maintenance Crew Supervisor	Non-Exempt				
Right of Way Supervisor	Non-Exempt				
Special Events Coordinator	Non-Exempt				
Street Crew Leader	Non-Exempt				
Telecommunicator	Non-Exempt				
Accounting Specialist	Non-Exempt	56	\$ 58,400	\$ 73,292	\$ 88,184
Arts Coordinator	Non-Exempt				
Code Enforcement Officer I	Non-Exempt				
Engineering Technician	Non-Exempt				
Equipment Mechanic II	Non-Exempt				
Paralegal	Non-Exempt				
Parts Specialist / Service Writer	Non-Exempt				
Planning Technician	Non-Exempt				
Senior Inventory Specialist	Non-Exempt				
Special Events & Accreditation Analyst	Non-Exempt				
Technical Operations Specialist	Non-Exempt				
Tree Trimming Technician I	Non-Exempt				
Urban Forestry Technician	Non-Exempt				

Town of Wake Forest
Assignment of Classes to Grades
Effective July 1, 2025
General Plan

Accountant	Non-Exempt	57	\$	62,488	\$	78,422	\$	94,357
Athletics Program Coordinator	Non-Exempt							
Code Enforcement Officer II	Non-Exempt							
Communications Resource Specialist	Non-Exempt							
Downtown Development Specialist	Exempt							
Engineering Inspector I	Non-Exempt							
Executive Assistant	Non-Exempt							
Graphic Design Specialist	Exempt							
Marketing & Business Relations Associate	Exempt							
Organizational Performance Specialist	Non-Exempt							
Police Fiscal Specialist	Non-Exempt							
Quartermaster / Crime Analyst	Non-Exempt							
Radio Technician (IT)	Exempt							
Recreation Specialist (JPCC / SIP/SP. EVENTS)	Non-Exempt							
Senior Inspections Technician	Non-Exempt							
Shop Foreman	Non-Exempt							
Telecommunications Shift Supervisor	Non-Exempt							
Tree Trimming Technician II	Non-Exempt							
Victim Advocate	Non-Exempt							
Community Center Supervisor (AMC/FPCC/WFCH)	Non-Exempt	58	\$	66,862	\$	83,912	\$	100,962
Deputy Town Clerk	Non-Exempt							
Engineering Assistant	Non-Exempt							
Engineering Inspector II	Non-Exempt							
Facilities Maintenance Supervisor	Non-Exempt							
Fire Logistics Officer	Non-Exempt							
Planner I (DS / HP / LR)	Non-Exempt							
Procurement Specialist	Non-Exempt							
Safety Coordinator	Exempt							
Solid Waste Supervisor	Non-Exempt							
Street Supervisor	Non-Exempt							
Sustainability Coordinator	Non-Exempt							
Technical Operations Manager	Non-Exempt							
Utility Accounts Supervisor	Exempt							
Zoning Enforcement Officer	Non-Exempt							
Center for Active Aging - Program Manager	Exempt	59	\$	71,543	\$	89,786	\$	108,030
Code Enforcement Officer III	Non-Exempt							
Economic Development Manager	Exempt							
Engineer	Non-Exempt							
Human Resources (HR) Consultant	Exempt							
Marketing & Business Relations Coordinator	Exempt							
Parks & Recreation Maintenance Manager	Exempt							
Planner II (DS / HP / LR)	Exempt							
Recreation Center Supervisor (JPCC)	Exempt							
Renaissance Event Centre Manager	Exempt							
Renaissance Centre Program Manager	Exempt							
Senior Accountant	Non-Exempt							
Senior Engineering Inspector	Non-Exempt							
Senior Procurement Specialist	Non-Exempt							
Stormwater Specialist	Exempt							
Town Clerk	Exempt							

Town of Wake Forest
Assignment of Classes to Grades
Effective July 1, 2025
General Plan

Athletics & Aquatics Manager	Exempt	60	\$	76,551	\$	96,071	\$	115,592
Center for Active Aging - Community Engagement Mgr.	Exempt							
Engineering Inspection Supervisor	Exempt							
Graphic Design Manager	Exempt							
Senior Code Enforcement Officer	Non-Exempt							
Budget & Performance Analyst	Exempt	61	\$	81,909	\$	102,796	\$	123,683
Civil Engineer	Exempt							
Code Enforcement Section Supervisor	Exempt							
Community Outreach Manager	Exempt							
Financial Analyst	Exempt							
GIS Analyst I / II / III	Exempt							
Grants Program Manager	Exempt							
Senior GIS Analyst	Exempt							
Senior Human Resources (HR) Consultant	Exempt							
Senior Planner (DS / HP / LR / Parks)	Exempt							
Solid Waste Manager	Exempt							
Stormwater Utility Manager	Exempt							
Telecommunications Supervisor	Exempt							
Tree Trimming Supervisor (Urban Forestry)	Non-Exempt							
Applications Analyst I / II / III	Exempt	62	\$	87,643	\$	109,992	\$	132,341
Benefits & Compensation Manager	Exempt							
Fleet Manager	Exempt							
GIS Manager	Exempt							
HRIS Administrator	Exempt							
Information Technology (IT) Analyst I / II / III	Exempt							
Purchasing Manager	Exempt							
Recreation Program Manager	Exempt							
Streets Maintenance Manager	Exempt							
Urban Forestry Manager	Exempt							
Capital Improvement Plan (CIP) Program Manager	Exempt	63	\$	93,778	\$	117,691	\$	141,605
Development Services Manager	Exempt							
Long Range Planning Manager	Exempt							
Project & Programs Manager	Exempt							
Safety & Risk Manager	Exempt							
Senior Applications Analyst	Exempt							
Senior Civil Engineer	Exempt							
Senior IT Analyst	Exempt							

Town of Wake Forest
Assignment of Classes to Grades
Effective July 1, 2025
General Plan

Applications Manager (IT)	Exempt	64	\$	100,342	\$	125,929	\$	151,516
Assistant Engineering Director	Exempt							
Assistant Finance Director	Exempt							
Assistant Human Resources Director	Exempt							
Assistant Inspections Director	Exempt							
Assistant Planning Director	Exempt							
Assistant Public Works Director	Exempt							
Center for Active Aging Director	Exempt							
Downtown Development Director	Exempt							
Information Technology Manager (IT)	Exempt							
Renaissance Centre Director	Exempt							
Assistant to the Town Manager	Exempt	65	\$	104,859	\$	134,744	\$	164,629
Budget & Performance Manager	Exempt							
Facilities Director	Exempt	66	\$	111,397	\$	143,839	\$	175,741
Budget & Performance Director	Exempt	67	\$	122,012	\$	156,785	\$	191,559
Communications & Public Affairs Director	Exempt							
Finance Director	Exempt							
Organizational Performance Director	Exempt							
Chief Technology Officer	Exempt	68	\$	130,553	\$	167,760	\$	204,968
Deputy Fire Chief	Exempt							
Deputy Police Chief	Exempt							
Economic Development Director	Exempt							
Inspections & Public Facilities Director	Exempt							
Parks & Recreation Director	Exempt							
Chief Information Officer	Exempt	69	\$	135,300	\$	176,567	\$	217,833
Electric Utility Director	Exempt							
Engineering Director	Exempt							
Planning Director	Exempt							
Public Works Director	Exempt							
Chief Financial Officer	Exempt	70	\$	142,065	\$	185,395	\$	228,725
Fire Chief	Exempt							
Human Resources Director	Exempt							
Police Chief	Exempt							
Assistant Town Manager	Exempt	71	\$	153,431	\$	200,227	\$	247,024

Town of Wake Forest
Wake Forest Police Department
Assignment of Classes to Grades (Sworn)
Effective July 1, 2025

<u>Position Title:</u>	<u>FLSA Status:</u>	<u>Grade:</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Police Recruit	Non-Exempt	P00	\$ 48,052	\$ 55,500	\$ 62,948
Police Officer I	Non-Exempt	P01	\$ 65,093	\$ 79,088	\$ 9,383
Community Resource Officer	Non-Exempt				
Police Officer II	Non-Exempt	P02	\$ 68,347	\$ 83,042	\$ 97,736
Officer First Class	Non-Exempt	P03	\$ 71,765	\$ 87,194	\$ 102,624
Master Police Officer	Non-Exempt				
Senior Officer	Non-Exempt	P04	\$ 76,071	\$ 92,426	\$ 108,782
Police Corporal	Non-Exempt	P05	\$ 81,245	\$ 100,744	\$ 120,243
Police Sergeant	Non-Exempt	P06	\$ 86,932	\$ 107,796	\$ 125,659
Traffic Unit Sergeant	Non-Exempt				
Police Lieutenant	Exempt	P07	\$ 93,367	\$ 118,576	\$ 143,785
Police Captain	Exempt	P08	\$ 102,704	\$ 130,434	\$ 158,164

Town of Wake Forest
Wake Forest Fire Department
Assignment of Classes to Grades (Sworn)
Effective July 1, 2025

<u>Position Title:</u>	<u>FLSA Status:</u>	<u>Grade:</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Fire Recruit	Non-Exempt	F00	\$ 42,189	\$ 49,150	\$ 56,111
Firefighter	Non-Exempt	F01	\$ 59,112	\$ 71,821	\$ 84,530
Firefighter First Class	Non-Exempt	F02	\$ 62,068	\$ 75,413	\$ 88,757
Master Firefighter	Non-Exempt	F03	\$ 65,172	\$ 79,184	\$ 93,196
Fire Lieutenant	Non-Exempt	F04	\$ 68,430	\$ 83,143	\$ 97,855
Fire Accreditation & Analysis Officer	Non-Exempt	F05	\$ 77,652	\$ 96,288	\$ 114,925
Fire Captain	Non-Exempt				
Fire Captain - Training Officer	Non-Exempt				
Administrative Chief	Exempt	F06	\$ 87,803	\$ 111,510	\$ 135,217
Battalion Chief	Exempt				
Fire Services Administrator	Exempt				
Fire Training Chief	Exempt				

**Town of Wake Forest
Wake Forest Power
Assignment of Classes to Grades
Effective July 1, 2025**

<u>Position Title:</u>	<u>FLSA Status:</u>	<u>Grade:</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Electric Meter Apprentice	Non-Exempt	E00	\$ 53,580	\$ 65,100	\$ 76,619
Electric Groundsman	Non-Exempt				
Electric Power Line Technician I	Non-Exempt	E01	\$ 59,073	\$ 71,774	\$ 84,474
Tree Trimming Technician I	Non-Exempt				
Electric Meter Technician	Non-Exempt	E02	\$ 63,842	\$ 79,164	\$ 94,486
Tree Trimming Technician II	Non-Exempt				
Electric Power Line Technician II	Non-Exempt	E03	\$ 70,385	\$ 87,277	\$ 104,170
Electric Power Line Technician III	Non-Exempt	E04	\$ 73,905	\$ 91,642	\$ 109,379
Senior Electric Meter Technician	Non-Exempt				
Tree Trimming Supervisor	Non-Exempt	E05	\$ 78,340	\$ 97,141	\$ 115,943
Senior Electric Power Line Technician	Non-Exempt				
Electric Power Line Crew Supervisor	Non-Exempt	E06	\$ 83,039	\$ 102,968	\$ 122,898
Electric System Meter Supervisor	Non-Exempt				
Electric System Division Manager	Exempt	E07	\$ 96,129	\$ 119,200	\$ 142,271
Electric System Meter Manager					

PLANNING FEES - July 1, 2025 to June 30, 2026

*The Town Manager can waive and refund fees.

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

		Construction Plan: Non-residential		\$500 (fourth review and each review thereafter)	
Subdivision Review	100-000-4355	Construction Plan: Revisions After Signature Set		\$50 per sheet	
Site Plan Review	100-000-4357				
Zoning Requests	100-000-4353	Development Agreement		\$1000	
Development Permit	100-000-4356	Development Name Change		\$500	
Zoning Requests	100-000-4353	Driveway Permit		\$100	
Zoning Requests	100-000-4353	Fence Permit		\$100	
Fire Prevention Plan Review	100-000-4366	Fire Prevention Plan Review		\$50	
Development Permit	100-000-4356	Floodplain Development Permit		\$100	
Development Permit	100-000-4356	Grave Removal/ Relocation		\$500	
Zoning Requests	100-000-4353	Home Occupation Permit		\$100	
Subdivision Review	100-000-4355	HOA Document Review		Actual Cost of Town Attorney Review	
Zoning Requests	100-000-4353	Interpretation (UDO)		\$400	
Zoning Requests	100-000-4353	Ordinance Amendments	General (includes the first three reviews)	\$750 + \$25/acre	
			Conditional (includes the first three reviews)	\$1,000 + \$25/acre	
			Planned Unit Development (includes the first three reviews)	\$2,000 + \$25/acre	
			Minor Modification (Non-Substantive changes per UDO Section 15.15.3.B and 15.16.4.B) (Conditional & PUD) (includes the first three reviews)	\$500	
			Text Amendment (includes the first three reviews)	\$500	

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

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

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

Application Review				
Wireless Consult- Application Review	100-2375.100	Telecommunications Facility: Small Cell Antenna/DAS	\$100 per facility (first 5)	
			\$50 per facility (each additional)	
			\$500 consultant review per application	
Zoning Requests	100-000-4353	Temporary Use Permit	\$50	
Development Permit	100-000-4356	Traffic Impact Analysis	\$750: Town Review	Updated Town review fee to match Engineering fee schedule
			Actual Cost of Consultant Review	
Development Permit	100-000-4356	Traffic Signal	\$350: Town Review	
			Actual Cost of Consultant Review	
Development Permit	100-000-4356	Tree Clearing Permit	\$100	
Development Permit	100-000-4356	Downtown Development Digital Twin Evaluation	Actual Cost of Consultant	Applies to development requests contained within the Downtown Plan Digital Twin
Zoning Requests	100-000-4353	Variance Request	\$400	
Zoning Requests	100-000-4353	Zoning Verification Letter	\$100	
Zoning Requests	100-000-4353	Noise Permit	\$100	

Documents:

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

Maps:

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

Copies:

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

Abatelements:

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

OTHER FEE AMENDMENTS - FY 2025-2026

Stormwater Utility Fees (annual):

(No Change)

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

Wake Forest Power (Electric):

Residential Energy Charge - effective September 1, 2025		
All kWh	\$	0.1434



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-480-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: June 17, 2025

Subject

CIP Project Quarterly Update (Q3)

Recommendation:

item Summary:

ATTACHMENTS:

- [CIP Project Tracker Q3_FY2024-2025 \(updated\).pdf](#)

PROJECT TITLE	PHASE	TOTAL PROJECT COST	PROJECT DESCRIPTION	DEPT & PROJECT MANAGER	COMPLETED YES / NO	EXPECTED COMPLETION	PROJECT UPDATE: Q3: January - March 2025
General Government							
Ailey Young House Rehabilitation	Complete	\$303,500	Preservation of the building Will provide an African American historical resource	Planning - Michelle Michael	No	FYE 2023	The Ailey Young House/NE Gateway Park Concept Plan is currently drafting two concepts to take to the public for feedback. Public outreach will include an Open House, Pop-Up event, and online survey. A contract extension was approved extending the contract until the end of September 2025.
Information Technology							
Work Order and Asset Management Software	In Progress	\$220,000	Software Upgrades	Information Technology - Adam Oates	No	6/30/2025	Wake Forest Power and Stormwater will go live in the next couple of weeks. Sanitation is next on the list to be moved over.
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	This has been placed on hold. This is no longer planned for the Operations Center.
Town Hall Upfits - (FY 23-24)		\$150,000		Public Facilities – Mickey Rochelle	No	6/30/2024	Third floor is out for bid with bid opening to occur 4/11/2025.
Public Facilities Plan - Expansion & Upgrades		\$960,000	Expand and upgrade staffing facilities	Public Facilities – Mickey Rochelle	No	Ongoing	The Town is currently researching best means for moving forward.
CID Building Renovation		\$240,000	Renovate building for cosmetic reasons (Carpet, Flooring, Steps, Painting)	Public Facilities – Mickey Rochelle	No	Ongoing	This is out for bid with a public opening scheduled for 5/1/2025.
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 presented to the BOC on 4/1/2025. Placed on the consent agenda for 4/21/2025. Construction to begin late May or early June.

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	Ongoing	Forestville Road and Coach Lantern Ave Traffic Signal is under design.
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	All clearing and grubbing on this alignment has been completed, along with the waterline relocation along Wait Avenue. Upcoming weeks will consist of mass grading and fill operations, as well as construction of the various Permatrak boardwalk structures on the alignment.
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	Planning - Brad West	Yes	Ongoing	Project has entered 60% design phase, which is being reviewed by Town 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	Notice to Proceed issued for April 14th, 2025.
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.	Planning - Brad West	No	Ongoing	Project has entered 60% design phase, which is being reviewed by Town 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	
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	Ligon Mill Road reopened. Per NCDOT, approximately 85% complete.
Forbes Property Improvements		\$74,700	Reimbursement Agreement (3 year) for traffic signal and roadwork improvements associated with Blue Bird Ln	Engineering - Allison Snyder	Yes	6/30/2025	Final payment was made 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 sides, and landscaping.	Engineering - Steven Meyer	No	9/1/2025	Delay due to unforeseen dry utilities needing to be relocated. Change request approved by BOC 3/18/25 for \$343,932.98. Construction restart - June 2025

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	Yes	7/30/2024	Project Completed March 2025
Asset Maintenance							
Flaherty Park Dam Maintenance and Repair	Complete	\$1,010,200	Remove pond dam and repair stream. (ARPA funds)	Engineering - Steven Meyer	Yes	4/1/2025	Completed. Under 1 year warranty. Dam completed, new outlet structure with trash racks, ADA Compliant fishing pier and greenway improvements. Final payment to F&N May 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 - Steven Meyer	No	6/30/2027	Submitted design and environmental documents for review. Received Erosion control approvals. Actively pursuing Dam Safety approvals. Paid Dam Safety fees NCEM legal is working on the draft grant agreement. POP Extension submitted May 2025.
Sidewalk Replacement	In Progress	\$100,000	Replace deteriorated, broken and/or uneven sidewalks.	Public Works - Streets Tim Bailey	No	6/30/2025	Replaced 571 LF of hazardous sidewalk 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 sharrow segments in Downtown.) Phase 1 started with a 5.5 million dollar purchase agreement in FY 23-24.	Engineering - Min Htun	No	Ongoing	Under construction. Anticipated completion December 31, 2025.
HVAC Replacement - PRCR Maintenance		\$25,000		Public Facilities – Mickey Rochelle	No		Ask to put on hold and bid this with the Town Hall Chiller and Holding Community House HVAC replacement.
HVAC Replacement - Holding Park		\$160,000		Public Facilities – Mickey Rochelle	No		Ask to put on hold and bid this with the Town Hall Chiller and Holding Community House HVAC replacement.

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	Annual
LED Conversion	In Progress	\$125,000	Convert every light to LED over next 3-5 years	Wake Forest Power Chris Terrell	No	Annual	Annual
HWY 98 Substation Wildlife Protection		\$55,000	*Extend and upgrade the Electrical Distribution System	Wake Forest Power Chris Terrell	yes		Completed. .
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		On hold until next fiscal year
Wait Avenue Underground		\$250,000		Wake Forest Power Chris Terrell	No	On going Wait&Franklin completed date 4-25	On going working on Roosevelt
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	No update this quarter
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	Phase one (downtown) shop drawings have been submitted to Merje for review and approval

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	Funds being allocated to assist with historical flooding at 303 E Juniper Avenue. Study has been completed, moving to design phase for the best alternate design.
Neighborhood Drainage Improvements - Home Gardens	In Progress	\$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 - Steve Meyer	No	6/15/2025	Study underway
Neighborhood Drainage Improvements - Cardinal Hills	In Progress	\$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 - Steve Meyer	No	6/15/2025	Study underway
Crenshaw Lots	Design	\$875,000	Stormwater improvements and stream restoration project.	Engineering - Steve Meyer	No	12/31/2025	Rebid underway. 5/29/25 Bid opening.
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	Collection of existing conditions is still ongoing.
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/Renovations/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	

License Plate Reader System		\$157,500	Installation of fixed automatic license plate reader systems throughout the town.	Police - Jeff Leonard	Yes	Ongoing	
Town Hall - Lighting & Leak Repair		\$321,000	Replace Eaton Controls with Enlightened Lighting Controls: Two Floors (FY 22-23); Repair leak above north exit and Taylor Street Entrance (FY 22-23)	Public Facilities – Mickey Rochelle	yes	6/30/2023	
Fire Training Deck Rebuild		\$48,000	Remove and rebuild deck on training conex units	Public Facilities – Mickey Rochelle	yes	6/30/2023	
Phone System Refresh	In Progress	\$200,000	Upgrade existing VoIP hardware and related networking gear.	Information Technology - Adam Oates	Yes	6/31/2024	
Server Refresh	In Progress	\$400,000	Facilitate the complete lifecycle of the six hyperconverged servers located within our data centers.	Information Technology - Adam Oates	Yes	9/25/2024	



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-490-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: June 17, 2025

Subject

Department Monthly Reports

Recommendation:

item Summary:

ATTACHMENTS:

- [May 2025 Monthly Report Draft \(5\).pdf](#)

May 2025 | Department Monthly Report

Communications

ANNOUNCEMENTS

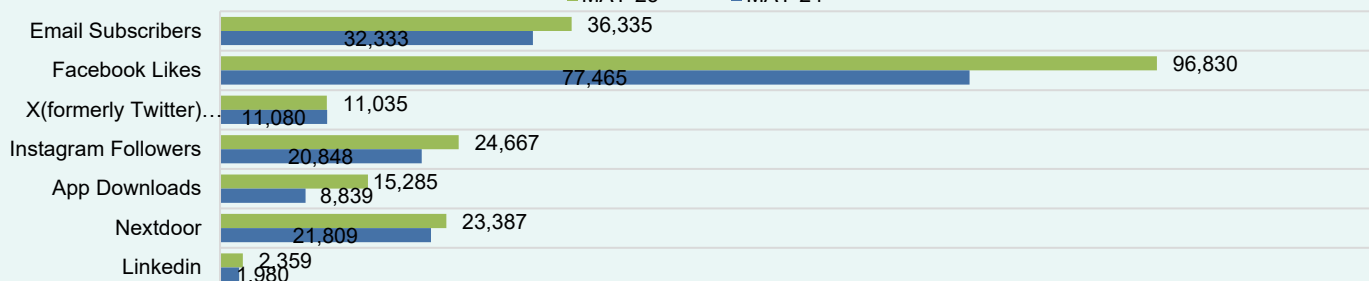
Media Releases	42
Email Announcements	20
Town-to-Resident Phone Calls	37

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Forms & Applications	13,602
2	Home	7,611
3	Friday Night on White	5,548
4	Six Sundays in Spring	3,651
5	Jobs	2,944

SUBSCRIBERS

■ MAY-25 ■ MAY-24



Downtown Development

OCCUPANCY

	APR – JUN 2025	APR - JUN 2024
Occupancy Rate in Percentage	90%	92%

NEW BUSINESSES

	MAY 2025	FISCAL YEAR-TO-DATE
Number of New Businesses	2	11
Number of Businesses Closed	0	10

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (JAN-MAR)	ATTENDANCE IN 2025	ATTENDANCE IN 2024
Friday Night on White	14,000	Canceled due to weather

May's Friday Night on White crowd was the largest attendance on record with approximately 14,000 people in attendance. Sleeping Booty Band is a crowd favorite and the additional exposure from CBS 17 has been phenomenal. The wheel stops in the Depot Parking Lot got a facelift and added some vibrancy thanks to Wake Forest Downtown, Inc. (WFD) partnering with the Public Art Commission. Students from Wakefield High School's National Art Honor Society completed the project and the school was awarded a Public Art Commission Community Art Grant for this installation. Creating art in new and different ways helps redefine how we experience our community. WFD hosted a merchant mingle at White Street Brewing on May 13 with over 20 people in attendance and eleven different businesses represented. Jennifer Herbert attended a NC Main Street Regional Meeting in Dunn, NC on May 6, where she had the opportunity to share successes and opportunities with cohorts across the North Central Region.

Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

The Wake Forest Business & Industry Partnership Quarterly Report is updated at the end of each quarter.

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

REQUESTS FOR INFORMATION (RFIs)

	MAY 2025	MAY 2024
Number of Responses to RFIs	0	1

Economic Development

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

Wells Global

Engineering

PROJECT UPDATES

Street Resurfacing	Concrete replacement work continues in various locations before the start of asphalt resurfacing. Resurfacing is anticipated to begin in June.
S. Franklin Street	Utility relocation is underway. The project is anticipated to be completed in fall of 2025.
HL Miller Park Stream Restoration & Greenway Improvements	Stream restoration efforts are approximately 75 percent complete. Grading work continues along the future greenway trail in preparation for the installations of the boardwalk and pedestrian bridge which are expected to begin in June.
Dunn Creek Culvert Replacement – Juniper Avenue	Grading and backfill of culvert. Restore water and sewer lines. Work on storm drain inlets and pipes.
Dunn Creek Greenway Phase III	Mass grading, stormwater infrastructure installation taking place. Project still on track w/ schedule. Upcoming stakeholder meeting at the Alston Massenburg center on June 12th from 6pm-7:30pm.
Dunn Creek Greenway Phase IV	Erosion control measures are in place, grading taking place. Upcoming stakeholder meeting at the Alston Massenburg center on June 12th from 6pm-7:30pm.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and Payment	5-15-2025
ORBIT/LGERS Report – NC State Treasurer	5-05-2025
Utility Sales Tax Return – E500 E	5-15-2025
NCESC Report	5-16-2025
Gross Receipts Tax Report	5-15-2025
Food & Beverage Tax Report	5-15-2025
ACCOUNTING/FINANCE	AMOUNT
Total \$ Accounts Payable Disbursement	\$4,198,599
Total ePayables & Payroll Disbursement	\$6,153,689
Total Number of Invoices Paid	399
Total \$ Invoices Paid with Credit Card	\$1,094

PURCHASING / WAREHOUSE

Purchase Orders Processed	20
New Vendors Set Up	7
Informal Quotes	7
\$ Received Surplus Items Sold	\$30,128
Number of Surplus Items Sold	2
HUBSCO Reports	0

Fire

KEY STATS

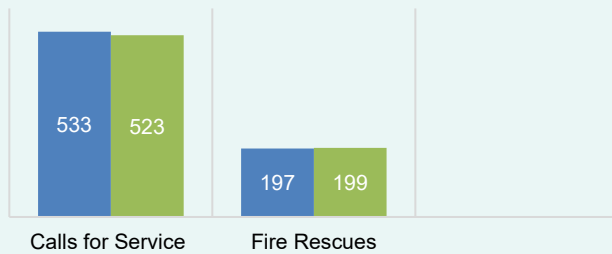
	MAY 2025	MAY 2024
Calls for Service	533	523
Average Response Time	4:27	4:31

TYPES OF CALLS

	MAY 2025	MAY 2024
Fire	197	199
Medical	303	283
Motor Vehicle Accidents (MVA)	33	41

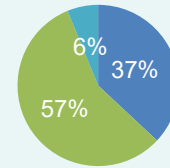
FIRE-KEY STATS

■ MAY-25 ■ MAY-24



TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT

	MAY 2025	MAY 2024
Positions filled	424	426
Vacancies	30	14
Total Authorized Positions FY 2023–2024	454	440

PROMOTIONS/TRANSFERS

NAME	DEPARTMENT	POSITION	DATE
Patrick Reidy	Planning	Development Services Manager	5-26-2025
Jacob Cannon	Police	Police Officer I	5-25-2025
Sam Coleman	Fire	Fire Lieutenant	4-13-2025
Thomas Everett	Police	Police Sergeant	5-25-2025
Jordan Cruse	Police	Police Corporal	5-25-2025

Information Technology

SERVICE STATS

	MAY 2025	MAY 2024
Service Requests Completed	774	610
Network Uptime Percentage	99%	100%

Inspections & Public Facilities

RESIDENTIAL PERMITS

	MAY 2025	MAY 2024
Single-Family Dwelling	6	40
Townhomes	17	51
Duplexes	0	0
Multi-Family Dwelling Units	22	14
Other	139	162
Total	184	267

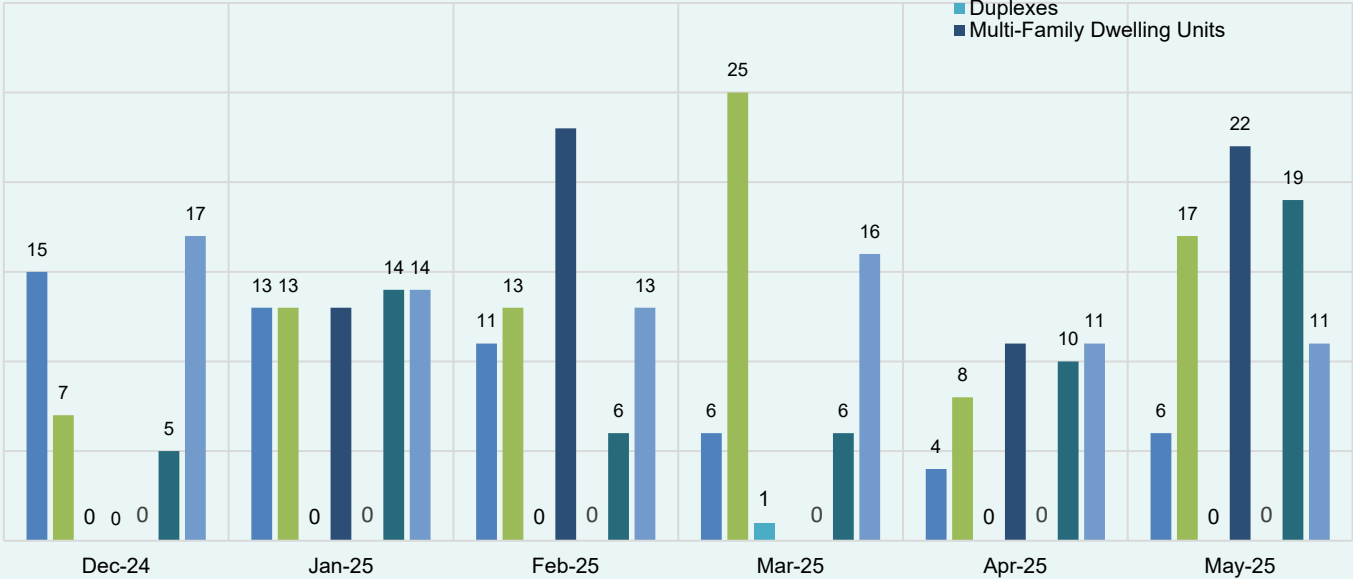
NON-RESIDENTIAL PERMITS

	MAY 2025	MAY 2024
New Commercial	0	0
Fit-Ups	0	5
Other	26	36
Total	26	41

Inspections & Public Facilities

RESIDENTIAL BUILDING PERMITS (last 6 months)

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

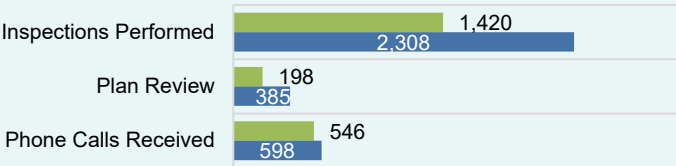


PUBLIC FACILITIES

	MAY 2025	MAY 2024
Preventative Maintenance Completed	672	668
Reactive Work Orders	163	117

DEPARTMENTAL PRODUCTIVITY

- MAY 2025
- MAY 2024



BUSINESSES

NEW COMMERCIAL BUSINESSES

None

FIT-UPS

None

PRE-OCCUPANCIES

Raleigh Partner (Keller Williams)	1744 Heritage Center Dr 201
Arby's (Ownership change)	2104 S Main St
Kinstruct LLC	152 S White St
Tropical Smoothie Café-(Ownership change)	1009 Stadium Dr 128
West Oak Condos (Ownership change)	366 W Oak Ave A/B/C/D

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)

Staff Hours	20 hrs./week
Updates	CAFN - Circle Meeting Eat Wake Well - 2x Mini Pantry Restock - 6x Mobile Markets - 2x WF Community Table - 4x WF Farmer Market - Create signs
Lunch & Learn	N/A

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Active	22
Inactive	2 (Health Issues)
Onboarding	1
Total Hours	150

Parks, Recreation & Cultural Resources

ATHLETICS

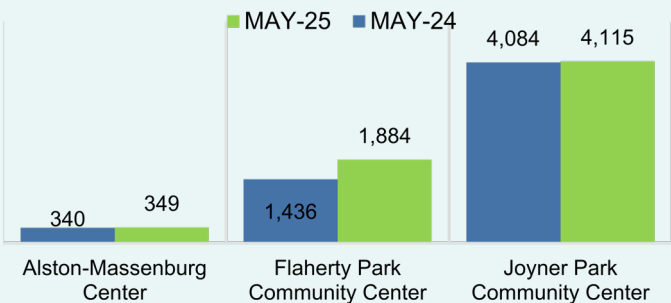
	MAY 2025	MAY 2024
Registrations Received – Youth	4	0
Registrations Received – Adult	4	5
Games Held	239	247
Revenue	\$2,450	\$2,750

VIEW

RECONNECT PROGRAM GUIDE

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

VISITORS TO COMMUNITY CENTERS



PROGRAMS

	MAY 2025	MAY 2024
Registrations Received – Youth	193	111
Registrations Received – Adult	155	136
Classes/Programs Held	39	41
Revenue	\$7,843	\$6,009.20

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	3
PM Inspections & Services	18
Evening & Weekend Park Services	14

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	MAY 2025	MAY 2024
Aquatic Center	899	1,389
Taylor Street Sprayground	814	1,283

FACILITY RENTALS

	MAY 2025	MAY 2024
Athletic Fields	2	1
Joyner Park Outdoor / Open Space	5	5
General Outdoor / Open Space	0	0
Picnic Shelters	3	1
Wake Forest Community House	10	7
Joyner Park Community Center	2	3
Flaherty Park Community Center	1	0
Alston-Massenburg Center	2	1

Planning

DEVELOPMENT SERVICES MONTHLY REPORT

VIEW

ZONING VIOLATIONS DASHBOARD

VIEW

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

CERTIFICATES OF APPROPRIATENESS

	MAY 2025	MAY 2024
COAs Received	0	0
COAs Approved	0	0

Police

KEY STATS

	MAY 2025	MAY 2024
Calls for Service	4,518	5,110
Vehicle Crashes	211	211

Public Works

Streets: • Assisted with MITS, and FNOW • Patched 5 patched, 35 tons of Asphalt • Swept 75 Miles, collected 12 loads of debris • Repaired 38 storm boxes • Trimmed 1470 Feet of tree canopy • Fixed 515 Sq ft of pavers downtown

Fleet: Fleet completed 304 work orders in May for a combined shop productivity average of 82% of billable hours. The 4 mechanics completed 2.3 combined hours of training.

Solid Waste: - Two new employees started in SW – Vinny Gravanda, Equipment Operator & Melvin Wright, Collector - Summer Public Works intern started – Natalia Best - Collections for Yard Waste continued to be quite substantial, but we stayed on schedule even through the shortened holiday week. - Jeanette hosted another successful roadside cleanup along Hwy 98 on 5/28/25. - A few trash receptacles have been moved and added around downtown in preparation of the Social District starting on 6/5/25. - Numerous litter kits went out to volunteers, and much trash was collected from public areas.

Urban Forestry: Interviewed for Tree Trimming Tech II position Completed 38 work orders

Admin: May was a very busy month. PW celebrated Public Works Week May 18-24, with a PW lunch and team building on Thursday, May 23rd. We had 1 headstone marked and 1 grave marked.

RECYCLING

	MAY 2025	MAY 2024
Volunteer Collected Litter	600	0
Volunteer Collected Recycling	50	0
Volunteer Hours	56	0
Volunteer Miles of Streets	7	0
Sections of Roads Cleaned (not miles)	1	0
Number of Creeks Cleaned	1	0
Number of Litter Kits Issued / Returned	26	0

SOLID WASTE

	MAY 2025	MAY 2024
New Construction Homes Added	30	22
New Cart Sets	30	22

CEMETERY

	MAY 2025	MAY 2024
Number of Plots Sold	0	0
Number of Niches Sold	0	1
Total Plots Available	0	0

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

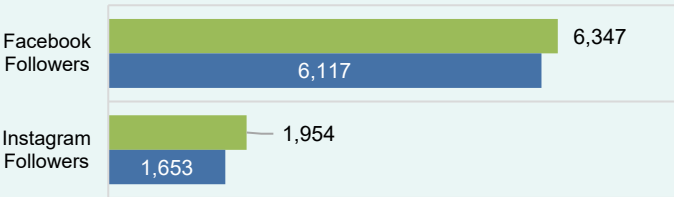
	MAY 2025	MAY 2024
Monthly In-Person Attendance	2,190	1,846
Virtual Views	5,985	1,105
Ticketed Events Held	10	0
Free Events Held	2	0

RENAISSANCE CENTRE BROCHURE

The link to the new brochure for the 25/26 Main Stage Performance series will be available in the July newsletter (which will be sent out in August).

SOCIAL ENGAGEMENT

■ MAY-25 ■ MAY-24



Highlights for May 2025 for the Renaissance Centre

- Tickets for the Summer at the Centre series were sold to the public on May 7. Three of the four shows sold out on the first day, and all performances were fully sold out within the first few weeks.
- The May art gallery exhibit, Land That I Love: A Tribute to Western NC, showcased works by over 25 artists and achieved record-breaking attendance at the opening reception.

Wake Forest Power

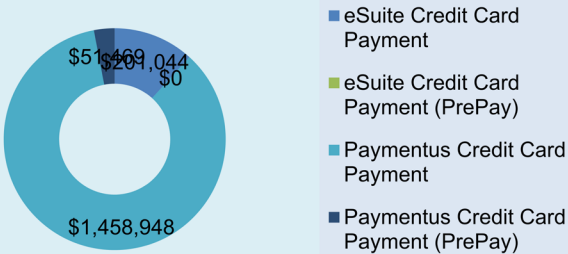
CUSTOMER SUMMARY

	MAY 2025	MAY 2024
Electric Meters/Customers	7,968	7,784
Pre-Pay Power Customers	405	463
H.O.P.E. Participants	41	44
N.C. GreenPower Participants	16	16

PAYMENTS RECEIVED

	MAY 2025	MAY 2024
eSuite Credit Card Payments	\$150,430	\$563,708
eSuite Credit Card Payments (Pre-Pay)	\$0	\$0
Paymentus CC Payments	\$1,147,443	\$1,028,685
Paymentus CC Payments (Pre-Pay)	\$52,539	\$49,280

PAYMENTS RECEIVED MAY 2025



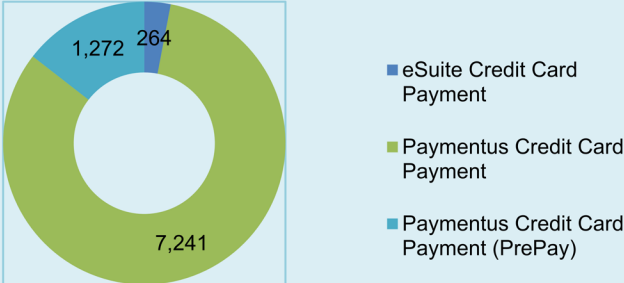
POWER OUTAGES

	MAY 2025	MAY 2024
Total Number of Customers Affected by Outages this Month	37	2
Average Number of Customers Affected per Outage	7	1

NUMBER OF TRANSACTIONS

	MAY 2025	MAY 2024
eSuite Credit Card Payments	258	494
Paymentus CC Payments	6,874	6,422
Paymentus CC Payments (Pre-Pay)	1,379	1,339

PAYMENTS RECEIVED MAY 2025



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 05/27/2025

Number of members in attendance: 7 out of 9

The HPC discussed plans for Juneteenth and for a potential event in September. They received updates from staff on the current CLG Grant to conduct GPR and workshops of two cemeteries and status of ETJ member applications.

Human Relations Council

MEETINGS

Most recent meeting held 05/22/2025

Number of members in attendance: 8 out of 10

HRC Members will attend the upcoming Juneteenth event at the DuBois Park area on Saturday, June 21, 2025. Planning has begun for 2025 Good Neighbor Day on the calendar for the 3rd Saturday in September.

Public Art Commission

MEETINGS

Most recent meeting held 05/22/2025

Number of members in attendance: 6 out of 11

The emphasis of the work now is on selecting a sculpture piece for the Center for Active Aging purchased and installed.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 05/27/2025

Number of members in attendance: 10 out of 12

Work Group Assignments 2025 and other events:

National Trails Day (5k/3K) Scheduled for June 7 @ Joyner Park. Close to 300 people registered

Juneteenth Celebration Kickoff - June 20, 5 pm-7 pm at Taylor Street Park

Employee Appreciation Luncheon - July 25, 12 noon at Wake Forest Community House

Technology Advisory

MEETINGS

Most recent meeting held 05/27/2025

Number of members in attendance: 3 out of 13

The meeting did not have a quorum.

Urban Forestry Board

MEETINGS

Most recent meeting held 05/27/2025

Number of members in attendance: 0 out of 9

The meeting was cancelled due to a lack of agenda items.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-439-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: June 17, 2025

Subject

Commissioner Reports

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-486-

Submitted by: Kip Padgett, Administration

Submitting Department: Administration

Meeting Date: June 17, 2025

Subject

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

Recommendation:

item Summary:

ATTACHMENTS: