



TOWN *of* WAKE FOREST

Planning Board Special 'Called' Work Session Meeting Agenda September 04, 2024 at 6:00 PM

Notice

In accordance with the requirements of Title II of the Americans with Disability 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 the Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Deputy Town Clerk [Ella Dowtin](#) at 919-435-9436 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Planning Board Meetings

All Planning Board meetings are broadcast live on [WFTV 10](#) beginning at 6:00 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

[Planning Board](#) meeting agendas are typically available to be viewed and downloaded by noon on the Friday prior to the second Tuesday of each month. Citizens may also receive a copy of each month's agenda via email by enrolling in the Town's free [E-Notifier](#) subscription service.

Public Comment

Those wishing to speak must first register to speak no later than 3:00 p.m. the day of the meeting. The forms to register to speak and provide written comments are available at <https://www.wakeforestnc.gov/ph>.

At the appropriate time, the Planning Board Chair will acknowledge those persons who have registered to speak. They will be called upon in the order registered. Speakers will address the Board as a whole, from the podium at the front of the room, and begin their remarks by stating their name and address. At the end of public comment, the Chair may summarize the discussion from the public comment. While not required, the Chair may ask staff or the applicant to respond. Speakers

needing additional information or questions answered will be contacted by the Deputy Town Clerk and provided contact information for the appropriate staff person.

Unless otherwise indicated by the Chair, individual comments shall be limited to three minutes. Groups are encouraged to designate a lead speaker on their behalf, and when addressing the Board, the speaker must first identify the group they are representing and will be given no more than ten minutes to give comments. Once comments have been made, speakers cannot speak again, unless specifically called upon by the Chair. The Chair may, at his/her discretion, interrupt public comment and elect to continue it to another meeting due to, among other reasons, the lateness of the hour or to allow consideration of other items on the agenda.

When public comment sessions are continued from previous meetings, previous individuals that have spoken, either representing themselves or a group, cannot speak at a continued public comment session, unless specifically called upon by the Chair. Additionally, speakers cannot both represent themselves individually and speak on behalf of a group throughout public comment periods, even if held over multiple sessions.

Call to Order

Adoption of Agenda

Work Session

Unified Development Ordinance (UDO) Comprehensive Update - Work Session #7
[Agenda Summary_PB](#)

Presentation and Public Comment Session on the Parks, Recreation and Cultural
Resources Department Master Plan Process Update

[Staff Report.pdf](#)

[Attachment A - Application.pdf](#)

Presentation of Parks & Recreation Impact Fee Update

[Agenda Summary.pdf](#)

[Attachment A - Parks and Recreation Facility Impact Fee Update Study.pdf](#)

Adjournment



Planning Board Special "Called" Work Session Agenda Item Report

Agenda Item No.: 2024-236-
Submitted by: Kari Grace
Submitting Department: Planning
Meeting Date: September 4, 2024

SUBJECT

Unified Development Ordinance (UDO) Comprehensive Update - Work Session #7

Recommendation:

Item Summary:

ATTACHMENTS

- [Agenda Summary_PB](#)

Agenda Item: Unified Development Ordinance (UDO) Comprehensive Update - Work Session #7

Summary: The Town hired Houseal Lavigne Associates as consultants for the comprehensive update of the UDO in the spring of 2022. The project kickoff and initial public engagement began at the time and included public open house sessions, an online survey, and stakeholder interviews.

The next stage of the project consisted of an analysis of the current UDO and preliminary recommendations. The findings of that phase were presented to the Planning Board in the fall of 2022.

Drafting of the UDO and MSSD sections marked the beginning of the next step. In the spring of 2023, Houseal Lavigne staff presented proposed zoning district and use regulation standards, and a public open house and online survey were conducted to collect community feedback.

In the fall of 2023, Houseal Lavigne staff presented proposed development standards related to general standards, building design, access and mobility, tree protection, landscaping, buffers, and lighting. The presentation highlighted proposed standards with emphasis on new and revised regulations stemming from Comprehensive Plan recommendations and community feedback.

At the February 2024 Planning Board meeting, Town staff presented a summary of proposed standards pertaining to Planned Unit Developments (PUDs), subdivision and lot standards, and open and community space standards.

In the spring of 2024, Houseal Lavigne staff presented proposed standards related to street design, natural resources, signage, nonconformities, and administrative processes.

This work session will include an overall summary of the revised UDO chapters and highlight revisions that have been made since presented in previous work sessions. The purpose of the work session is to gather feedback from the Planning Board in advance of the adoption process; no voting items are part of the work session. All work session presentations are published on the project webpage. The draft UDO can be viewed [online](#).

Attachments: None



Staff Report

CPA-24-01: 2024 Parks, Recreation & Cultural Resources Comprehensive Master Plan

Meeting Date	September 4, 2024
Requested Action	Consideration of the 2024 Parks, Recreation & Cultural Resources Comprehensive Master Plan
Case Manager	Ruben Wall, PRCR Director
Parks and Recreation Advisory Board	On July 22, 2024 the Parks and Recreation Advisory Board endorsed the draft Plan.

PUBLIC MEETINGS

Public Comment Session	Public Hearing
September 4, 2024	September 17, 2024

CASE INFORMATION

Applicant	Town of Wake Forest 301 S. Brooks Street Wake Forest, NC
<i>See Attachment A for a copy of the application</i>	

CASE SUMMARY

In 2023, the Town contracted with McAdams to manage the process of updating the system wide Master Plan for the Parks, Recreation and Cultural Resources Department (PRCR). McAdams is a multidisciplinary planning, design, and engineering firm. Their team of planners and consultants were charged with assessing the Town's existing parks, facilities, recreational amenities, and program offerings to determine how they could be updated, expanded, and improved to meet the community's current and future needs.

Over the past year, the Parks, Recreation and Cultural Resources Department staff, in collaboration with the Recreation Advisory Board, worked closely with McAdams to complete this process. The Master Plan was last updated in 2015, and moving forward, the Plan should be updated every five years to ensure the Town continues to meet needs of the community.

Engagement efforts for the development of the PRCR Master Plan were divided into three distinct areas: community engagement, staff engagement, and engagement with elected and appointed

officials. Community engagement was conducted through multiple methods including a scientific survey, public opinion surveys, focus groups, and open house meetings. Feedback from community engagement revealed high levels of engagement and use of the PRCR Department programs. The public also indicated high satisfaction with the PRCR Department's ongoing evaluation and relevancy of programs.

Conversations with the public revealed that the top priority for the community, as it relates to parks and recreation, is creating community connections, promoting health and wellness, and immersion in nature. The highest ranked amenity in the scientific survey was the continued addition of greenways and greenway trailheads. Focus group sessions, which were held to elicit strategic feedback from specific groups within the community, revealed a desire for additional age-focused programming that allows all age groups to experience expanded recreational offerings and educational and social program offerings.

The project team engaged with staff through a listening session where the staff were given the opportunity to express their honest opinions. The staff listening session resulted in a set of themes that captured their feedback as well as their hopes for the Department and the parks and recreation system. Staff recognized that parks and recreation is often the most tangible interaction the public has with the local government. Staff felt that the system successfully connects the community to one another and with the Town's public services, meaning there are opportunities to improve this by enhancing amenities, safety, and maintenance of parks. Staff also indicated a desire to continue providing elevated park and recreational experiences at parks across the system through provision of expanded amenities and creation of unique experiences. Staff conveyed the importance of empowering the PRCR Department staff through professional development and increased allocation of resources to the department.

Finally, the project team met with the Wake Forest PRCR Advisory Board, a board appointed by the Board of Commissioners, to understand their priorities as the primary advisory board to elected officials.

STAFF RECOMMENDATION

Staff recommends approval of the proposed PRCR Master Plan Update.

ATTACHMENTS

Attachment A: Application

Attachment B: [Draft 2024 Parks, Recreation & Cultural Resources Comprehensive Master Plan](#)



Comprehensive Plan Amendment Application

(Comprehensive Plan Amendment 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

#1431793

Project Title: Parks, Recreation and Cultural Resources Master Plan

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Comprehensive Plan Amendment

State: NC

Workflow: Comprehensive Plan Amendment

County: Wake

Confirmation Checklist Items Submitted

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

[VIEW COMPREHENSIVE PLAN AMENDMENT
SUBMITTAL CHECKLIST](#)

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

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

Pre-Application Meeting

Has a pre-application conference been held?: Yes

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

Pre-Application Conference Date: 04/03/2023

Staff Member Met With: Courtney Tanner

Pre-application Conference Project Number: N/A

Project Contact - Applicant/Owner

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

Project Contact - Property Owner

Ruben Wall
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701 Harris Road
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Project Contact - Developer

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Amendment Type

Please provide answers to the questions below. Other application materials specified in the submittal checklist must be uploaded as separate documents. You will have the opportunity to upload documents prior to finalizing and submitting this application.

Plan Being Amended: Parks, Recreation and Cultural
Resources Plan

Type of Amendment: Text

Description of Request:

Updating current Parks, Recreation and Cultural Resources Master Plan
and replacing with the proposed draft plan.



Planning Board Special "Called" Work Session Agenda Item Report

Agenda Item No.: 2024-278-

Submitted by: Ruben Wall

Submitting Department: Parks & Recreation

Meeting Date: September 4, 2024

SUBJECT

Presentation of Parks & Recreation Impact Fee Update

Recommendation:

Review and Discussion

Item Summary:

ATTACHMENTS

- [Agenda Summary.pdf](#)
- [Attachment A - Parks and Recreation Facility Impact Fee Update Study.pdf](#)

Agenda Item: Presentation of Parks & Recreation Impact Fee Update

Summary: A study was performed by Benesch to evaluate the Town's current recreation impact fees and determine if any increases were necessary as part of the 2024 Parks and Recreation Master Plan Update. The impact fees collected are used to address park and recreation needs of the community created by growth. The recreation impact fee was enacted in 1997, updated in 2003 and 2018.

In accordance with our UDO and NC General Statutes, the fee cannot be adopted or amended before giving the Planning Board an opportunity to make comments or recommendations to the Board of Commissioners.

Attachments: Attachment A - Parks and Recreation Facility Impact Fee Update Study



Wake Forest Parks and Recreation Facility Impact Fee Update Study

DRAFT REPORT
June 17, 2024

Prepared for:

Town of Wake Forest

301 S. Brooks Street
Wake Forest, NC 27587-2932
ph (919) 435-9400

Prepared by:

Benesch

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**Town of Wake Forest
Parks and Recreation Facility Impact Fee Update Study
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APPENDICES

Appendix A: Population Analysis - Supplemental Information

Appendix B: Land Value Analysis – Supplemental Information

I. Introduction and Methodology

Parks and recreation facility impact fees are used to fund acquisition and expansion of parks and recreation service-related capital assets required to address the additional parks and recreation service demand created by new growth. The Town of Wake Forest's (the Town) 1989 Enabling Act allows the Town to implement impact fees for 10 services areas, including parks and recreational facilities. The Town implemented a parks and recreation facility impact fee in 1997, which was last updated in 2018. Given the time elapsed since the last study, the Town retained Benesch to update the impact fee schedule to reflect the most recent data.

Methodology

The Town's enabling act requires that to impose impact fees, the following information needs to be prepared:

- A description of the anticipated capital cost to the Town of additional or expanded service facility generated by new construction;
- A description of relevant characteristics of construction that give rise to additional or expanded facilities; and
- A plan for providing future facilities.

The methodology used to update the Town's impact fee program is a consumption-based impact fee methodology, which fulfills the first two requirements. A consumption-based impact fee charges new development based upon the burden placed on services from each land use (demand). The demand component is measured in terms of population per unit. A consumption-based impact fee charges new growth the proportionate share of the cost of providing additional infrastructure available for use by new growth. In addition, a credit is subtracted from the total cost to account for the value of future contributions of the new development toward any capacity expansion projects. The credit component reflects estimates of future non-impact fee revenues generated by the new development that will be used toward capacity expansion projects. In other words, case law requires that the new development should not be charged twice for the same service. The final requirement is fulfilled with by the Town's Parks, Recreation, and Cultural Resources Master Plan, which is currently being updated. Moving forward, impact fees will be reviewed and updated on a five-year cycle in conjunction with the department master plan.

DRAFT

The purpose of this study is to create a technically defensible set of impact fees for the Town's parks and recreation program. It is important to note that, whenever possible, the most current and localized data was utilized. All data and support materials used in this analysis are incorporated by reference as set in this document.

There are several major elements associated with the development of the parks and recreation facility impact fee. These include:

- Inventory
- Population and Service Area
- Level of Service
- Cost Component
- Credit Component
- Net Parks and Recreation Facility Impact Cost
- Calculated Parks and Recreation Facility Impact Fee Schedule
- Parks and Recreation Facility Fee Schedule Comparison

The various elements are summarized in the remainder of this report, with the result being the calculated parks and recreation facility impact fee schedule for the Town of Wake Forest.

II. Inventory

The capital inventory used in the impact fee calculations includes parks that are owned by the Town of Wake Forest and are classified into six different categories: greenway, greenway/open space, metro, mini, and neighborhood parks. The following provides a brief description of these park classifications.

- **Greenway** – linear natural preserve available for free and unstructured recreation to the general public. This term is not meant to be inclusive of required pedestrian/bicycle connections from adjacent development to greenways. The various types of greenways as defined in the Wake Forest Open Space & Greenways Plan are as follows:
 - Type 1: Sensitive natural area with no formal greenway or trail development.
 - Type 2: Greenway corridors in a primarily natural state with gravel or dirt trails intended for use by pedestrians only.
 - Type 3: Corridors located outside floodplains with unpaved multi-use trails that are intended for use by pedestrians and bicyclists.
 - Type 4: High-capacity off-road corridors and/or corridors located within floodplains that are paved for use by a wide variety of user groups including pedestrians, bicyclists, joggers, wheelchair users, strollers and rollerbladers.
- **Open Space** – areas set aside and protected from development which may be left in a generally unimproved state.
- **Metro Parks** – intended to provide active and passive recreation and may also contain special use facilities. Metro parks are typically 100 acres or more.
- **Mini-Parks** – less than two acres in size and typically serve the neighborhoods immediately surrounding them.
- **Neighborhood Parks** – typically 5 to 20 acres in size, usually serving the immediate surrounding neighborhood, although they can provide a town-wide service.

DRAFT

Table 1 provides an inventory of all parks and recreation facilities that are owned by the Town and included in the impact fee analysis, along with the facilities that are available at each park location. The parks and recreation inventory used as the basis for the impact fee analysis includes the following:

- 5 stand-alone greenway facilities;
- 16 open space parks with greenways;
- 2 metro parks;
- 4 mini parks; and
- 4 neighborhood parks.

Table 1
Parks and Recreation Facility Inventory ⁽¹⁾

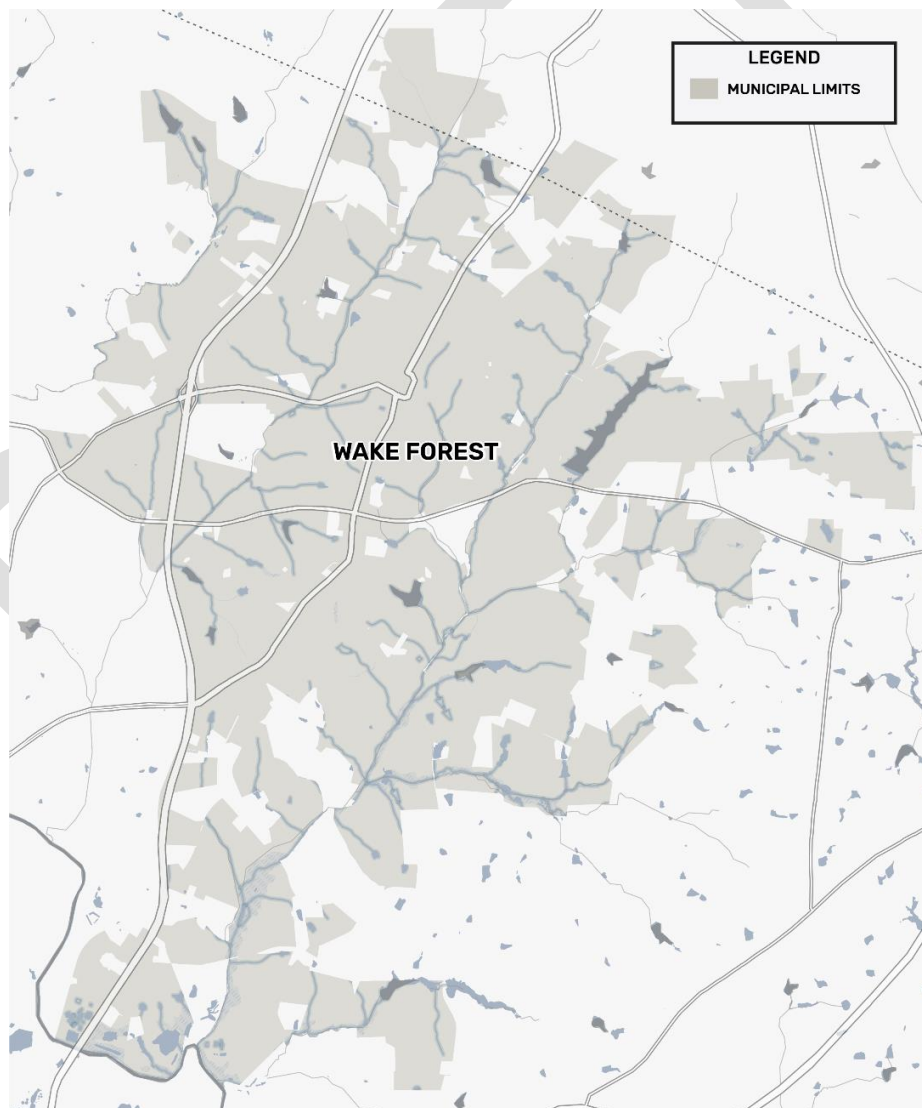
Park/Facility	Address	Park Type/Classification	Acreage	Amphitheater (Lawn)	Courts			Community Center/ Gym	Dog Park	Garden	Greenway/Trails		Historical Buildings	Field			Neighborhood Center	Performance Stage	Picnic Shelter	Playground	Pool	Restroom Facility	Stone Wall (linear feet)
					Basketball	Bocce Ball	Tennis (Lighted)				Paved (miles)	Unpaved (miles)		Baseball/ Softball	Baseball/ Softball (Lighted)	Multi-Use / Soccer							
Gateway Commons Multi-Use Path	Heritage Lake Rd/NC 98 Bypass/Friendship Chapel Rd	Greenway	7.29	-	-	-	-	-	-	-	1.20	-	-	-	-	-	-	-	-	-	-	-	-
Crenshaw/NC 98 Business Multi-Use Path	NC 98/Crenshaw Manor	Greenway	4.26	-	-	-	-	-	-	-	0.70	-	-	-	-	-	-	-	-	-	-	-	-
NC 98 Calvin Ray Highway Multi-Use Path	US 1A to Siena Drive	Greenway	3.62	-	-	-	-	-	-	-	0.60	-	-	-	-	-	-	-	-	-	-	-	-
Stadium Drive Multi-Use Path	US1 to Judson Drive	Greenway	5.19	-	-	-	-	-	-	-	0.86	-	-	-	-	-	-	-	-	-	-	-	-
Royal Mill Ave Multi-Use Path	N. White St to WF Reservoir	Greenway	7.87	-	-	-	-	-	-	-	1.30	-	-	-	-	-	-	-	-	-	-	-	-
Dunn Creek Greenway, phase 1, Smith Creek Soccer Ctr. to NC 98 Bypass	690 Heritage Lake Road	Greenway/Open Space	14.61	-	-	-	-	-	-	-	1.00	-	-	-	-	-	-	-	-	-	-	-	-
Dunn Creek Greenway, phase 2- NC 98 Bypass to Ledgerock Road and Cardinal Crest Lane	690 Heritage Lake Road	Greenway/Open Space	1.82	-	-	-	-	-	-	-	0.30	-	-	-	-	-	-	-	-	-	-	-	-
Dunn Creek Greenway, phase 3- Ledgerock to Ailey Young Park	Ledgerock to Ailey Young Park	Greenway/Open Space	11.52	-	-	-	-	-	-	-	1.90	-	-	-	-	-	-	-	-	-	-	-	-
Richland Creek Greenway- Harris Road/Barnford Mill Road to Littlehampton Ctb (plus Cottage)	901 Barnford Mill Road	Greenway/Open Space	9.13	-	-	-	-	-	-	-	0.35	-	-	-	-	-	-	-	-	-	-	-	200
Richland Creek Greenway, phase 1- Littlehampton Way to Franklin County Line	Littlehampton Way to Franklin County Line	Greenway/Open Space	7.88	-	-	-	-	-	-	-	1.30	-	-	-	-	-	-	-	-	-	-	-	-
Richland Creek Greenway, phase 2- Harris Road to Durham Road	Harris Road to Durham Road	Greenway/Open Space	6.67	-	-	-	-	-	-	-	1.10	-	-	-	-	-	-	-	-	-	-	-	-
Richland Creek Greenway, phase 3- Durham Road to US 1/Neuse River	Durham Road to US 1/Neuse River	Greenway/Open Space	13.94	-	-	-	-	-	-	-	2.30	-	-	-	-	-	-	-	-	-	-	-	-
Sanford Creek Greenway- Rolesville to Marshall Farm Road	End of Marshall Farm Road	Greenway/Open Space	51.62	-	-	-	-	-	-	-	0.85	-	-	-	-	-	-	-	-	-	-	-	-
Sanford Creek Greenway- Marshall Farm Road to Heritage HS	End of Marshall Farm Road	Greenway/Open Space	14.23	-	-	-	-	-	-	-	1.40	-	-	-	-	-	-	-	-	-	-	-	-
Smith Creek Greenway- Smith Creek Soccer Ctr. to Rogers Road	End of Marshall Farm Road	Greenway/Open Space	0.58	-	-	-	-	-	-	-	0.63	-	-	-	-	-	-	-	-	-	-	-	-
Smith Creek Greenway- Rogers Road to Heritage High School	End of Marshall Farm Road	Greenway/Open Space	26.50	-	-	-	-	-	-	-	1.00	-	-	-	-	-	-	-	-	-	-	-	-
Smith Creek Greenway- Burlington Mills Road to Neuse River	2912 Burlington Mills Rd.	Greenway/Open Space	18.12	-	-	-	-	-	-	-	1.15	-	-	-	-	-	-	-	-	-	-	-	-
Smith Creek Greenway, phase 2- Burlington Mills Road to Ligon Mill Road	-	Greenway/Open Space	6.67	-	-	-	-	-	-	-	1.10	-	-	-	-	-	-	-	-	-	-	-	-
Smith Creek Greenway, phase 3- Ligon Mill Road to Heritage High School	-	Greenway/Open Space	4.85	-	-	-	-	-	-	-	0.80	-	-	-	-	-	-	-	-	-	-	-	-
Traditions Grande Blvd Multi-Use Path	Traditions Grande Blvd. from Wait to Oak Grove Church Road/Royal Mill Ave	Greenway/Open Space	23.98	-	-	-	-	-	-	-	3.96	-	-	-	-	-	-	-	-	-	-	-	-
80 Acres and Hedrick Tract 2	Foundation Drive	Greenway/Open Space	94.16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E. Carroll Joyner Park/JP Comm. Center	701 Harris Road	Metro	117.00	1	-	-	-	1	-	1	3.00	0.50	3	-	-	-	-	1	1	1	-	1	2,000
J.B. Flaherty Park/Comm. Center	1226 N. White St.	Metro	100.00	-	-	-	8	1	1	-	0.25	-	-	-	3	-	-	-	1	1	-	1	-
H.L. Miller Park	401 Elm Ave.	Mini Park	2.00	-	-	-	-	-	-	-	0.50	-	-	-	-	-	-	-	-	-	-	-	-
Kiwanis Park	400 E. Holding Ave.	Mini Park	1.00	-	-	-	-	-	-	-	0.25	-	-	-	-	-	-	-	1	1	-	-	-
North Taylor Street Park/A. Mass	416 N. Taylor St.	Mini Park	1.50	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	1	1	-	1	-
Plummer Park	965 Jones Wynd	Mini Park	0.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-	-
Ailey Young Park	800 E. Juniper Ave.	Neighborhood	15.00	-	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	-	1	-
Holding Park/ Forrest Park/Comm. House	133 W. Owen Ave.	Neighborhood	6.00	-	1	-	-	1	-	1	-	-	-	-	1	-	1	-	-	1	1	1	-
Smith Creek Soccer Center	690 Heritage Lake Road	Neighborhood	16.77	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	1	1	-	-	-
Tyler Run Park	830 Pineview Dr.	Neighborhood	9.00	-	1	1	-	-	-	-	0.12	-	-	1	-	-	-	-	-	1	-	-	-
Total			603.28	1	3	1	8	4	1	2	27.92	0.50	3	2	4	3	1	1	6	9	1	5	2,200
Park/Facility	Address	Park Type/Classification	Acreage	Amphitheater (Lawn)	Courts			Community Center/ Gym	Dog Park	Garden	Greenway/Trails		Historical Buildings	Field			Neighborhood Center	Performance Stage	Picnic Shelter	Playground	Pool	Restroom Facility	Stone Wall (linear feet)
					Basketball	Bocce Ball	Tennis (Lighted)				Paved (miles)	Unpaved (miles)		Baseball/ Softball	Baseball/ Softball (Lighted)	Soccer							
Greenway		5	28.23	0	0	0	0	0	0	0	4.66	0.00	0	0	0	0	0	0	0	0	0	0	0
Greenway/Open Space		16	306.28	0	0	0	0	0	0	0	19.14	0.00	0	0	0	0	0	0	0	0	0	0	200
Metro		2	217.00	1	0	0	8	2	1	1	3.25	0.50	3	0	3	0	0	1	2	2	0	2	2,000
Mini Park		4	5.00	0	0	0	0	1	0	0	0.75	0.00	0	0	0	0	0	0	3	3	0	1	0
Neighborhood		4	46.77	0	3	1	0	1	0	1	0.12	0.00	0	2	1	3	1	0	1	4	1	2	0
Total		31	603.28	1	3	1	8	4	1	2	27.92	0.50	3	2	4	3	1	1	6	9	1	5	2,200

1) Source: Town of Wake Forest Parks, Recreation & Cultural Resources Department.

III. Service Area and Demand Component

The Town of Wake Forest provides parks and recreation services to all residents. Given this, the service area for the facilities included in the impact fee calculations is the entire jurisdiction as shown in Figure 1. To accurately determine the demand for services, this impact fee study utilizes the Town’s permanent population, which is summarized in **Appendix A, Table A-1**. Table A-1 provides the permanent population estimate for 2024 (58,007) and the projected population through 2030. **Table A-2** presents residents per housing unit, which measures demand by each residential category.

Figure 1
Town of Wake Forest



Source: Town of Wake Forest

IV. Level of Service

For impact fee calculation purposes, the level of service for parks and recreation facilities is measured in terms of asset value per resident. This figure represents the existing development's investment into the parks and recreation infrastructure. The total asset value per resident for the Town of Wake Forest parks and recreation facilities amounts to \$3,294 and includes both the value of facilities and land. **Table 4** presents the calculation.

V. Cost Component

The total cost per resident for parks and recreation facilities consists of two components: the cost of recreational facilities and the cost of purchasing land.

Recreation Facility Value

The first step in calculating the total cost for parks and recreation services in the Town of Wake Forest involves estimating the current value of the Town's recreation facilities. As presented in **Table 2**, the total value of recreation facilities amounts to \$85.5 million. The value of greenway facilities makes up approximately 65 percent of this total and the remaining 35 percent consists of other recreational facilities (ball fields, picnic shelters, etc.).

The cost per mile of paved greenways was estimated based on five upcoming projects. In the case of these projects, the average cost per mile is approximately \$2.2 million with a median cost per mile is \$1.8 million. Given these estimates, a value of \$2 million per mile was used in the impact fee study. Discussions with the Town representatives confirmed that these sample projects had similar design characteristics as the greenways included in the inventory. The cost of unpaved trails was estimated at \$65,000 per mile based on information provided by the Town.

To develop the Town's remaining recreation facility value, the capital asset listing for recreational facilities that was provided by the Town was reviewed. This list includes the original cost of each facility along with any expansion costs. In the absence of recent bids or construction for each type of facility, these historical costs were used to reflect the value of recreational facilities, which resulted in approximately \$49,200 per acre.

Based on a total facility value of \$85.5 million, and the total park acreage of 603 acres, the recreational facility value amounts to \$141,800 per acre. This estimate was compared to data from other jurisdictions and was found to be within the range of recent studies completed by Benesch.

For impact fee calculation purposes, the cost of recreation facilities was converted into a cost per resident by dividing the total facility asset value by the 2024 population of the Town. As shown in Table 2, the resulting asset value is \$1,474 per resident.

Table 2
Recreation Facility Value per Resident

Variable	Figure
Recreational Facility Value ⁽¹⁾	\$85,528,300
Total Park Acreage ⁽²⁾	603.28
Total Recreation Facility Value per Acre⁽³⁾	\$141,772
2024 Population ⁽⁴⁾	58,007
Recreation Facility Value per Resident⁽⁵⁾	\$1,474.45

- 1) Source: Town of Wake Forest and estimates developed for the valuation of greenway facilities. Represents the total value of greenway facilities and non-greenway recreational facilities (i.e., ball fields, picnic shelters, etc.)
- 2) Source: Table 1
- 3) Recreational facility value (Item 1) divided by total park acreage (Item 2)
- 4) Source: Appendix A, Table A-1
- 5) Total recreational facility value (Item 1) divided by the 2024 population (Item 4)

Land Value

To estimate the cost of park land several variables were evaluated, including recent land purchases, recent sales and current estimated values of vacant land similar in size to the Town's parks based on data from the Wake County Revenue Department Property Database, value of parcels where existing parks are located, and discussions with Town representatives. This review resulted in an estimated average land value of \$175,000 per acre as presented in **Table 3**. Appendix B provides further detail regarding the land value estimate.

This land cost is converted to land value per resident by dividing the total land value by the 2024 population. As shown in Table 3, the total land value amounts to \$1,820 per resident.

Table 3
Land Value per Resident

Variable	Figure
Land Purchase Cost per Acre ⁽¹⁾	\$175,000
Total Acres ⁽²⁾	603.28
Total Land Value⁽³⁾	\$105,574,000
2024 Population ⁽⁴⁾	58,007
Total Land Value per Resident⁽⁵⁾	\$1,820.02

1) Source: Appendix B

2) Source: Table 1

3) Land purchase cost per acre (Item 1) multiplied by total acres (Item 2)

4) Source: Appendix A, Table A-1

5) Total land value (Item 3) divided by the 2024 population of the Town (Item 4)

Total Impact Cost per Resident

Table 4 provides a summary of the total impact cost per resident which includes the recreation facility value per resident and land value per resident previously shown in Tables 2 and 3. As presented, the total impact cost is estimated at \$3,294 per resident, which represents the existing population's investment into the parks and recreational facility infrastructure. Also shown in Table 4 is the distribution of the Town's assets, with recreational facilities comprising 45 percent and land the remaining 55 percent.

Table 4
Total Impact Cost per Resident

Variable	Total Asset Value	Percent of Total Asset Value ⁽⁴⁾
Recreation Facility Value per Resident ⁽¹⁾	\$1,474.45	45%
Park Land Value per Resident ⁽²⁾	\$1,820.02	55%
Total Cost per Resident⁽³⁾	\$3,294.47	100%

1) Source: Table 2

2) Source: Table 3

3) Sum of recreation facility value per resident (Item 1) and park land value per resident (Item 2)

4) Distribution of total asset value per resident

VI. Credit Component

To avoid overcharging new development for the capital cost of providing parks and recreation services, a review of the capital funding program for the parks and recreation program was completed. The purpose of this review was to estimate any future revenues generated by new development, other than impact fees, which will be used to fund the expansion of capital facilities and land related to the Town of Wake Forest parks and recreation program.

Capital Expansion “Cash” Credit

Between FY 2019 and FY 2028, in addition to impact fees, the Town has allocated funds from the General Fund and grants to fund capital expansion projects for parks and recreation facilities. To calculate the capital expansion expenditure per resident, the average annual capital expansion funding over the 10-year period is divided by the average population for the same period.

During this 10-year period, the Town’s parks and recreation capacity expansion projects amounted to a total of \$3.6 million, resulting in an average capital expansion funding allocation of \$361,900 per year. As presented in **Table 5**, the resulting average annual capital expansion funding is \$6.37 per resident.

Table 5
Capital Expansion "Cash" Credit per Resident

Project Description⁽¹⁾	FY 2019 to FY 2028
General Fund	
Skate Park/Pump Park	\$194,500
Flaherty Community Center Office	\$366,500
Greenway and Park Signage (Phase 2)	\$400,000
Joyner Park Amphitheater Irrigation and Sod	\$155,000
Greenway - Smith Creek Greenway - Phase 2	\$175,400
Greenway - Smith Creek Greenway - Phase 3	\$23,900
Greenway - Dunn Creek Greenway Phase 3	\$225,800
Greenway - Dunn Creek Greenway Phase 4	\$128,300
Subtotal - General Fund	\$1,669,400
Grants	
Holding Park Inclusive Playground	\$1,300,000
Skate Park/Pump Park	\$500,000
Subtotal - Grants	\$1,800,000
Miscellaneous Revenue	
Restroom Installation	\$150,000
Subtotal - Miscellaneous Revenue	\$150,000
Total Capital Expansion "Cash" Expenditures	\$3,619,400
Average Annual Capital Expansion Expenditures ⁽²⁾	\$361,940
Average Annual Population ⁽³⁾	56,813
Annual Capital Expansion "Cash" Credit per Resident⁽⁴⁾	\$6.37

1) Source: Town of Wake Forest

2) Total expenditures divided by ten to calculate the average annual expenditure.

3) Source: Appendix A, Table A-1, average annual population over the same 10-year period.

4) Average annual expenditures (Item 2) divided by the average annual population (Item 3)

Debt Service Credit

Any outstanding debt issues related to the expansion of parks and recreation facilities also results in a credit to the impact fee. Currently, the Town is paying debt service obligations that were used to fund parks and recreation capacity expansion projects such as Holding Park Pool and greenway expansion projects.

To calculate the credit of the outstanding loans, the present value of the total remaining payments for each issue is calculated and then divided by the average annual population estimates over the remaining life of the issue. As presented in **Table 6**, the resulting credit is approximately \$185 per resident.

Table 6
Debt Service Credit per Resident

Issue	Number of Remaining Payments ⁽¹⁾	Present Value of Remaining Payments ⁽¹⁾	Average Annual Population During Remaining Issue Period ⁽²⁾	Debt Service Credit per Resident ⁽³⁾
Holding Park Pool	5	\$1,332,417	63,697	\$20.92
Series 2016 - Bond	3	\$497,040	63,608	\$7.81
Series 2018 - Bond	14	\$10,501,977	82,295	\$127.61
Series 2019 - Bond	6	\$1,032,480	68,104	\$15.16
Series 2021B - Bond	17	\$1,230,062	88,769	<u>\$13.86</u>
Total Debt Service Credit per Resident⁽⁴⁾				\$185.36

1) Source: Town of Wake Forest

2) Appendix A, Table A-1. Average annual population over the remaining number of payments.

3) Present value of remaining payments (Item 1) divided by average annual population during remaining issue period (Item 2)

4) Sum of debt service credit per resident

VII. Net Parks and Recreation Facility Impact Cost

The net impact fee per resident is the difference between the cost component and the credit component. **Table 7** presents the calculation of the net parks and recreation facility impact cost. As shown, the net impact cost amounts to \$3,012 per resident.

Table 7
Net Impact Cost per Resident

Variable	Figure
Impact Cost	
Total Impact Cost per Resident ⁽¹⁾	\$3,294.47
Revenue Credit	
Annual Capital Expansion "Cash" Credit per Resident ⁽²⁾	\$6.37
Capitalization Rate	4.25%
Capitalization Period (in years)	25
Capital Expansion "Cash" Credit per Resident ⁽³⁾	\$96.93
Capital Expansion "Debt Service" Credit per Resident ⁽⁴⁾	\$185.36
Total Capital Improvement Credit per Resident⁽⁵⁾	\$282.29
Net Impact Cost:	
Net Impact Cost per Resident⁽⁶⁾	\$3,012.18

1) Source: Table 4

2) Source: Table 5

3) Present value of the average annual capital expansion credit per resident (Item 2) over a 25-year period with a capitalization rate of 4.25 percent. The capitalization rate is based on the information provided by the Town of Wake Forest.

4) Source: Table 6

5) Sum of capital expansion "cash" credit per resident and "debt service" credit per resident

6) Total impact cost per resident (Item 1) less total capital improvement credit per resident (Item 5)

VIII. Calculated Parks and Recreation Facility Impact Fee Schedule

The calculated parks and recreation facility impact fee schedule is presented in **Table 8** and amounts to \$8,856 for single family and/or mobile homes and \$4,789 for multi-family homes. Table 8 also shows the percentage change from the 2018 calculated impact fee as well as the Town's adopted impact fee.

Table 8
Calculated Parks and Recreation Facility Impact Fee Schedule

Residential Category	Residents per Unit ⁽¹⁾	Net Impact Cost per Resident ⁽²⁾	Calculated Impact Fee ⁽³⁾	2018 Study Calculated Impact Fee ⁽⁴⁾	Percent Change ⁽⁵⁾	Adopted Impact Fee ⁽⁶⁾	Percent Change ⁽⁷⁾
Single Family and Mobile Home	2.94	\$3,012.18	\$8,856	\$4,101	116%	\$3,691	140%
Multi-Family	1.59	\$3,012.18	\$4,789	\$2,447	96%	\$2,202	117%

1) Source: Appendix A, Table A-2

2) Source: Table 7

3) Residents per unit (Item 1) multiplied by the net impact cost per resident (Item 2)

4) Source: Town of Wake Forest Recreation Facility Fee Update Study, March 2018

5) Percent change between the calculated impact fee (Item 3) and the 2018 study calculated impact fee (Item 4)

6) Source: Town of Wake Forest. Adopted fees shown are 90 percent of the 2018 study's calculated rates.

7) Percent change between the calculated impact fee (Item 3) and the adopted impact fee (Item 6)

IX. Parks and Recreation Facility Fee Schedule Comparison

As part of the work effort in updating the Town of Wake Forest parks and recreation facility impact fee, a comparison of parks and recreation facility impact fee schedules is completed for communities of similar population levels or adjacent to the Town, as shown in **Table 9**.

In addition to impact fees, a comparison of parks and recreation in-lieu fees was developed and is presented in **Table 10**.

Table 9
Parks and Recreation Facility Impact Fee Schedule Comparison

Land Use	Unit ⁽²⁾	Town of Wake Forest		City of Raleigh ⁽⁵⁾	Town of Rolesville ⁽⁶⁾
		Calculated ⁽³⁾	Existing ⁽⁴⁾		
Date of Last Update		2023	2018	2006	N/A
Assessed Portion of Calculated ⁽¹⁾		N/A	90%	70% - 75%	N/A
Residential:					
Single Family (2,000 sq ft)	du	\$8,856	\$3,691	\$1,794	\$3,200
Multi-Family (1,300 sq ft)	du	\$4,789	\$2,202	\$1,302	\$3,200

1) Represents the portion of the maximum calculated fee for each respective county that is actually charged. Fee may have been lowered/increased through annual indexing or policy discounts. Does not account for moratorium/suspensions.

2) du = dwelling unit

3) Source: Table 8

4) Source: Town of Wake Forest

5) Source: City of Raleigh Development Fee Guide, Zone 1

6) Source: Town of Rolesville, Impact fee for recreational development Fiscal Year 2023-2024 Adopted Budget

Table 10
Parks and Recreation Facility Fee-In-Lieu of Land Dedication Comparison

Land Use	Unit ⁽¹⁾	Town of Wake Forest (Impact Fee)		Town of Apex ⁽⁴⁾	Town of Cary ⁽⁵⁾	Town of Fuquay- Varina ⁽⁶⁾	Town of Garner ⁽⁷⁾	Town of Holly Springs ⁽⁸⁾	Town of Morrisville ⁽⁹⁾	Town of Rolesville ⁽¹⁰⁾
		Calculated ⁽²⁾	Existing ⁽³⁾							
Date of Last Update		2023	2018	2019	N/A	N/A	N/A	N/A	N/A	N/A
Residential:										
Single Family (2,000 sq ft)	du	\$8,856	\$3,691	\$4,017	Varies	Varies by Tax Value	\$2,375	# of dwelling units x 1/20 acre = Acres to be dedicated acres to be dedicated x Value/Acre = fees-in-lieu	See Footnote	Market value of 5% of the gross acreage
Multi-Family (1,300 sq ft)	du	\$4,789	\$2,202	\$2,705	\$3,400		\$1,762		\$2,798	

1) du = dwelling unit

2) Source: Table 8. Fees shown reflect parks and recreation facility impact fees.

3) Source: Town of Wake Forest. Fees shown reflect parks and recreation facility impact fees.

4) Source: Town of Apex, Building Inspections and Permits, Fee Schedule 2023/2024

5) Source: Town of Cary, 2023 Operating Budget

6) Source: Town of Fuquay-Varina Planning Department, all fees-in-lieu are capped at \$5,000 per unit.

7) Source: Town of Garner, Adopted Annual Budget FY 2023-2024

8) Source: Town of Holly Springs, Residential Development Fee Workbook

9) Source: Town of Morrisville Development Services Department. Single family attached/detached, duplex, and manufactured homes are calculated as 1/35 of an acre (Pre-Development Cost) times the number of dwelling units

10) Source: Town of Rolesville, Adopted Budget FY 2023-2024

Appendix A
Population Analysis
Supplemental Information

Appendix A

The parks and recreation facility impact fee requires the use of population data for cost and credit calculations. To accurately determine demand for services, population projections included in the Wake Forest Community Plan are used. The population levels represent permanent residents of the Town.

As shown in **Table A-1**, the Town's current population of 58,000 is projected to increase to 75,200 in 2030, an average annual growth rate of 4.7 percent.

Table A-1
Town of Wake Forest
Population Estimates and Projections

Year	Town of Wake Forest Population
2010	30,117
2011	31,526
2012	33,001
2013	34,545
2014	36,162
2015	37,854
2016	39,626
2017	41,480
2018	43,421
2019	45,453
2020	47,601
2021	49,829
2022	52,161
2023	54,602
2024	58,007
2025	60,722
2026	63,564
2027	66,539
2028	69,653
2029	72,913
2030	75,235

Source: Town of Wake Forest Community Plan - May 2023 for 2010, 2020 and 2030 population estimates. Town of Wake Forest provided 2024 estimate. Population estimates for in between years were interpolated based on average annual growth rate.

Apportionment of Demand by Residential Unit Type

The residential land uses to be used for the impact fee calculations are the following:

- Single Family and/or mobile homes
- Multi-Family homes

Table A-2 presents the population per housing unit by type for the residential categories identified above in the Town of Wake Forest's parks and recreation facility impact fee update study. This analysis includes all housing units, both occupied and vacant.

Table A-2
Population per Housing Unit

Housing Type	Population ⁽¹⁾	Housing Units ⁽²⁾	Population per Housing Unit ⁽³⁾
Single Family and Mobile Home	41,779	14,233	2.94
Multi-Family	5,591	3,514	1.59
Weighted Average	47,370	17,747	2.67

1) Source: 2022 American Community Survey (ACS); 5-Yr Estimates, Table B25033

2) Source: 2022 American Community Survey (ACS); 5-Yr Estimates, Table DP04

3) Population (Item 1) divided by housing units (Item 2).

Appendix B
Land Value Analysis
Supplemental Information

Appendix B

This appendix provides a summary of land value estimates for the parks and recreation facility impact fee. To determine the land value for the Town of Wake Forest parks, the following information was reviewed and analyzed:

- Recent land purchases by the Town;
- Current value of existing park land based on information included in the Wake County Revenue Department Property Database;
- Vacant residential land sales of similar size to the Town's park inventory between 2018 and 2023 obtained from the Wake County Revenue Department Property Database;
- Current appraised value of vacant residential land of similar size to the Town's park inventory, obtained from the Wake County Revenue Department Property database; and
- Discussions with the Town representatives.

Table B-1 provides the results of this analysis.

In 2017, the Town purchased two parcels associated with greenways. The sale price of these parcels was \$43,100 per acre and \$26,000 per acre with a weighted average cost of approximately \$29,900 per acre. The Town purchased two parcels for active park land in 2023. Cost associated with these parcels was \$286,700 per acre and \$375,500 per acre with a weighted average of \$360,100 per acre.

The value of parcels where current parks are located ranges from \$39,000 per acre to \$195,800 per acre with a weighted average of approximately \$54,000 per acre. Property Appraiser land value estimates for governmental entities tend to be at the low end since these properties are not subject to property tax and the values are not always updated to reflect the market conditions.

A review of vacant land sales between 2018 and 2023 of similarly sized parcels suggested a weighted average value of \$79,400 with a median value of \$94,100 per acre. The sale price during this time period ranged from \$11,200 per acre to \$991,300 per acre for all vacant land. In addition, based on Wake County Revenue Department Property Database estimates, the value of all vacant land averaged \$51,700 per acre with a median value of \$42,800 per acre.

The value of vacant land included in the sample ranged from \$10,000 per acre to \$568,500 per acre.

Given this information and discussions with representatives from the Town of Wake Forest, an average land value of \$30,000 per acre for greenways/open space and \$350,000 per acre for other park types are determined to be reasonable estimates. Table B-2 shows the estimated land value estimate per acre by park type as well as the total acres according to the Town's current inventory. Considering the weighted average land value of the current inventory, an average land value of \$175,000 per acre is determined to be a reasonable estimate for parks and recreation facility impact fee calculation purposes.

**Table B-1
Land Value Analysis**

Recent Land Purchases ⁽¹⁾	Year	Purchase Price	Acres	Purchase Price per Acre	
2017 Land Purchases					
Open Space Adj to Greenway	2017	\$592,136	13.73	\$43,130	
Land Donation (Greenway)	2017	\$1,205,000	46.42	\$25,959	
Total / Weighted Average		\$1,797,136	60.15	\$29,878	
2023 Land Purchases					
Devon Square Boulevard	2023	\$3,131,818	8.34	\$375,518	
610 Brooks Street	2023	\$501,751	1.75	\$286,715	
Total / Weighted Average		\$3,633,569	10.09	\$360,116	
Current Inventory ⁽²⁾		Year	Average Land Value per Acre		
Metro	2023		\$39,144		
Mini	2023		\$195,754		
Neighborhood	2023		\$57,043		
School	2023		\$59,345		
Weighted Average			\$53,971		
Vacant Land Sales (2018-2023) ⁽³⁾		Count	Sale Price per Acre		
			Weighted Average	Median	Minimum Maximum
All Vacant Land					
- 0.5 to 5 acres	179	\$150,629	\$138,538	\$11,212	\$991,304
- 5.01 to 10 acres	23	\$85,381	\$43,925	\$18,124	\$362,628
- 10.01 to 30 acres	23	\$98,698	\$62,285	\$11,988	\$415,189
- 30.01 to 70 acres	6	\$38,483	\$37,046	\$21,179	\$58,657
- 70.01 to 250 acres	2	\$14,100	\$13,450	\$11,909	\$14,991
- 0.5 to 250 acres	233	\$79,377	\$94,076	\$11,212	\$991,304
Vacant Residential					
- 0.5 to 5 acres	136	\$109,380	\$88,544	\$11,212	\$625,000
- 5.01 to 10 acres	13	\$39,922	\$39,980	\$18,124	\$98,814
- 10.01 to 30 acres	13	\$39,525	\$28,999	\$11,988	\$74,051
- 30.01 to 70 acres	6	\$38,483	\$37,046	\$21,179	\$58,657
- 70.01 to 250 acres	2	\$14,100	\$13,450	\$11,909	\$14,991
- 0.5 to 250 acres	170	\$46,075	\$66,194	\$11,212	\$625,000

Table B-1 (Continued)
Land Value Analysis

Vacant Land Values (2023) ⁽⁴⁾	Count	Land Value per Acre			
		Weighted Average	Median	Minimum	Maximum
All Vacant Land					
- 0.5 to 5 acres	723	\$77,646	\$47,243	\$10,000	\$568,453
- 5.01 to 10 acres	88	\$50,777	\$26,114	\$11,724	\$288,679
- 10.01 to 30 acres	88	\$59,111	\$22,264	\$10,632	\$339,768
- 30.01 to 70 acres	25	\$34,575	\$26,000	\$11,278	\$130,680
- 70.01 to 250 acres	5	\$19,045	\$19,334	\$14,848	\$24,603
- 0.5 to 250 acres	929	\$51,714	\$42,800	\$10,000	\$568,453
Vacant Residential					
- 0.5 to 5 acres	591	\$43,743	\$41,860	\$11,000	\$401,786
- 5.01 to 10 acres	67	\$26,483	\$24,459	\$11,724	\$80,443
- 10.01 to 30 acres	62	\$22,948	\$19,895	\$10,632	\$57,385
- 30.01 to 70 acres	21	\$26,592	\$26,000	\$11,383	\$44,000
- 70.01 to 250 acres	5	\$19,045	\$19,334	\$14,848	\$24,603
- 0.5 to 250 acres	746	\$28,602	\$35,722	\$10,632	\$401,786

- 1) Source: Town of Wake Forest
- 2) Source: Wake County. Excludes parcels with a land value less than \$10,000 per acre.
- 3) Source: Wake County. Excludes parcels with a sale price less than \$10,000 per acre.
- 4) Source: Wake County. Excludes parcels with a land value less than \$10,000 per acre.

Table B-2
Land Value Estimates

Park Classification	Estimated Value per Acre ⁽¹⁾	Total Park Acreage ⁽²⁾	Total Estimated Land Value ⁽³⁾
Greenway	\$30,000	28.23	\$846,900
Greenway/Open Space	\$30,000	306.28	\$9,188,400
Metro	\$350,000	217.00	\$75,950,000
Mini Park	\$350,000	5.00	\$1,750,000
Neighborhood	\$350,000	46.77	\$16,369,500
Total		603.28	\$104,104,800
Weighted Average⁽⁴⁾			\$172,565
Used in Study			\$175,000

1) Source: Estimated based on the information provided in Table B-1

2) Source: Table 1

3) Estimated value per acre (Item 1) multiplied by total park acreage (Item 2)

4) Total estimated land value (Item 3) divided by total park acreage (Item 2)