



Wake Forest Board of Commissioners Work Session
Meeting Agenda
April 01, 2025 at 6:00 PM

1. Presentations

- 1.1. Presentation of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701 Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD).

[BOC Agenda Summary RZ-24-06.pdf](#)

[RZ-24-06 Staff Report.pdf](#)

[Attachment A - Neighborhood Meeting Minutes.pdf](#)

[Attachment B - Application.pdf](#)

[Attachment C - Maps.pdf](#)

[Attachment D - Planning Board Recommendation.pdf](#)

- 1.2. Presentation of contract related to road improvements associated with the Reserve at Dunn Creek.

[Summary Dunn Creek Western Crossing.pdf](#)

[Exhibit A Friendship Chapel Western Crossing.pdf](#)

[Exhibit B-1 The Cost Estimate Friendship Chapel Western Crossing.pdf](#)

[Exhibit B-2 Prior Design Costs Friendship Chapel Western Crossing.pdf](#)

- 1.3. Presentation on the construction of a public safety warehouse at an 1412 Forestville Road for \$2,681,000.00

[Summary Public Safety Warehouse.pdf](#)

[Attachment A Public Safety Warehouse Resolution](#)

[Attachment B Berry Building Group Submittal](#)

[Attachment C Full Bid Tab](#)

- 1.4. Presentation of LEGISLATIVE CASE RZ-24-04, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

[BOC Agenda Summary RZ-24-04.pdf](#)

[RZ-24-04 Staff Report.pdf](#)

[Attachment A - Neighborhood Meeting Information.pdf](#)

[Attachment B - Application.pdf](#)

[Attachment C - Maps.pdf](#)

[Attachment D - Transportation Impact Analysis \(TIA\).pdf](#)

[Attachment E - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)

[Exhibit 1 - Proposed White Street Mixed Use Master Plan.pdf](#)

2. Discussion of Monthly Financial Report

2.1. Discussion of February Monthly Summaries

[Monthly Financial Report_summary.pdf](#)

[February 28, 2025 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Draft Agenda

[Board of Commissioners DRAFT Agenda 4-15-25.pdf](#)

4. Other Business

4.1. Appointment of Town Attorney

[McKinney Resolution.doc](#)

[McKinney contract.pdf](#)

5. Commissioner Reports

5.1. Commissioner Report

6. Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-391-
Submitted by: Patrick Reidy
Submitting Department: Planning
Meeting Date: April 1, 2025

SUBJECT

Presentation of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701 Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD).

Recommendation:

Item Summary:

ATTACHMENTS

- [BOC Agenda Summary RZ-24-06.pdf](#)
- [RZ-24-06 Staff Report.pdf](#)
- [Attachment A - Neighborhood Meeting Minutes.pdf](#)
- [Attachment B - Application.pdf](#)
- [Attachment C - Maps.pdf](#)
- [Attachment D - Planning Board Recommendation.pdf](#)

Agenda Item: Presentation of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701 Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD).

Summary: A public comment session was held at the March 11, 2025, Planning Board meeting.

At their March 11, 2025 meeting, the Planning Board recommended approval of the zoning map amendment request by a vote of 6-0. See Attachment D for the Planning Board Recommendation.

Attachments: See Staff Report.



Staff Report

Case RZ-24-06: 1621 & 1701 Wait Avenue Rezoning

Meeting Date	April 1, 2025
Requested Actions	Consideration of the following items related to the Zoning Map Amendment request for 1621 & 1701 Wait Avenue: 1. Act on Plan Consistency Statement 2. Rezone 4.48 acres on the Town of Wake Forest Zoning Map from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD).
Case Manager	Patrick Reidy, Senior Planner - Development Services
Planning Board Recommendation	A public comment session was held at the March 11, 2025, Planning Board meeting. At their March 11, 2025 meeting, the Planning Board recommended approval of the zoning map amendment request by a vote of 6-0. See Attachment D for the Planning Board Recommendation.

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
November 13, 2024 (See Attachment A)	March 11, 2025	April 15, 2025

CASE INFORMATION

Applicant	Town of Wake Forest C/O Ron Early 301 Brooks Street Wake Forest, NC 27587
Property Owners	Town of Wake Forest C/O Kip Padgett 301 Brooks Street Wake Forest, NC 27587
Location	Near the intersection of Wait Avenue and Middlegame Way
Addresses	1621 & 1701 Wait Avenue

Wake County Tax PINs	1850578617 and 1850670578
Acreage	4.48
Zoning	Existing: Wake County's Highway District (HD) Proposed: Rural Holding District (RD)
Land Use	Existing: Dwelling - Single-Family Proposed: N/A
Corporate Limits	This application is currently in the Town's long range urban service area and is not in the Town's corporate limits or extraterritorial planning jurisdiction (ETJ). An annexation petition is filed for consideration and is running concurrently with the rezoning case.
Community Plan Designation	Mixed Residential

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

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)

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

See Attachment C for associated maps.

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2022)	The Land Use Plan designates the properties as Mixed Residential, which consists of planned developments that contains a wide mix of housing type options as well as supporting non-residential uses. The proposed Rural Holding District allows for a variety of uses that can provided housing or supporting non-residential uses. The proposed zoning map amendment request is generally consistent with the adopted 2022 Community Plan.
Comprehensive Transportation Plan (2021)	The Comprehensive Transportation Plan is not applicable to the proposed zoning map amendment request.
Historic Preservation Plan (2022)	The Historic Preservation Plan is not applicable to the zoning map amendment request.
Northeast Neighborhood Plan (2021)	The Northeast Neighborhood Plan is not applicable to the zoning map amendment request.
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Recourses Master Plan is not applicable to the zoning map amendment request.
Renaissance Plan (2017)	The Renaissance Plan is not applicable to the zoning map amendment request.

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

STAFF RECOMMENDATION

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

ATTACHMENTS

- Attachment A: Neighborhood Meeting Information
- Attachment B: Application
- Attachment C: Maps
- Attachment D: Planning Board Recommendation

November 14, 2023

Wake Forest FS6- Neighborhood Meeting Notes for Rezoning

Attendees

- Will Altman- Timmons Group
- Chief Ron Early- Town of Wake Forest Fire Department
- Mickey Rochelle- Town of Wake Forest
- Robert and Brad Baker-Nicholas (1705 Wait Ave, Wake Forest, NC 27587)
- Dale and Mary Wiggins (6740 Old Murray Dr, Wake Forest, NC 27587)
- Dean and Becky Parsons (6736 Old Murray Dr, Wake Forest, NC 27587)
- Joe and Jane Kushy (6737 Old Murray Dr, Wake Forest, NC 27587)

The neighborhood meeting took place on November 13th, 2024 at the Town of Wake Forest building from 5:30 PM – 7:30 PM. This meeting was for the purpose of the Rezoning of the properties listed below:

- PIN # 1850578617
- PIN # 1850670578

A brief overview of the location of the property was given including the proposed Town of Wake Forest zoning of RD and how the proposed use falls within the RD parameters. 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. Will other surrounding parcels be annexed into the Town limits because of this project?
No other parcels other than this development will be annexed into the Town limits.
2. Will there be another traffic light installed with the future project?
During the design process we will work with the Town and NCDOT on whether a light will be warranted as part of this project.
3. How often do sirens/lights occur for calls? There are concerns with neighboring properties that have horses.
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.
4. What will the design layout and driveway location look like as there is currently a crest in Wait Avenue that may cause safety concerns.
The layout is currently being determined. We have to go through the SUP process which

will give you another opportunity to come see the layout and voice any concerns that you may have.

5. Will there be a requirement for road widening and will utilities be extended along Wait Ave?

It is a typical Town requirement to have road widening. We will work through those requirements and you will be able to see them through the neighborhood meeting that is associated with the SUP.

6. Will there be an EMS station as part of this?

No, EMS will not be based out of this station.

7. Will there be a Training aspect to this site, if so what does that look like?

Yes there will be. It will be similar to the Bunn Fire station that has a training facility as part of its site. We are happy for you to come by and we can show you but there is minimal impact to the neighboring properties. Trainings will take place for a couple hours only once a month. The weather plays a role in our trainings and there has to be the right weather for the smoke to go up not out during trainings.

8. Will there be an access easement required for the property to the north as it will be close to landlocked?

At this time, there is no easement for the property to the north.

9. Is there a need for a fire station here? Isn't Rolesville building one close by?

Rolesville has bought properties for potential future fire stations, but there are currently none in design or construction. Placement of fire stations are based on drive times and how long we can get to a structure fire. So there may be a Fire Station for Rolesville down the road in the future but there is still a need for this one.

10. 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.

11. How long is rezoning and does the Town still have to approve it?

The typical rezoning process takes approximately 3 months and yes the Town still has to approve it.

12. How does the development effect property value and will it effect insurance?

There is not any data that supports property value one way or the other. Most people don't want a fire station next door, until they need it. We always encourage the neighbors to stop by. I always encourage neighbors to reach out to their individual insurance companies. It is up to them if there will be any savings due to a fire station being close by.

13. Is the existing property going to be demolished?

Yes the existing structures will be demolished for the layout of the new fire station. The pond will not be disturbed at this point. There is a 60' buffer that we have to avoid.

14. Will stormwater run into the existing pond? We have flooding issues that have not really been taken care of.

Stormwater will not go into the existing pond. We have a 60' buffer that we cannot disturb. We will route our stormwater to an underground detention system. There are requirements that we ensure stormwater flow is less than or equal to the current condition. So it should not cause any additional impacts downstream.

15. 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?

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.

Most of the questions above dealt with the development of the property not the rezoning. It was relayed that this particular meeting was for the rezoning of the property and the neighbors will have multiple opportunities to voice concerns about the layout and development specifically as the project goes through the permitting process with the Town. Chief Early answered the majority of the questions dealing with how the fire station operations will minimally effect the neighboring properties.

DATE: 11/13/2024

[illegible]

Address	Owner	REID	PIN	PIN Extensi	Land Value	Building Va	Total Value	Deed Acres	Total Sale F	Sale Date	Year Built	Heated Are	Type and U	Design Styl	City	Planning Ju	Township	Mailing Adc	Mailing Adc	Mailing Adc	Deed Book	Deed Page	Deed Date	Land Class	Map Name	Billing Clas	Property Dr	Street Nam	Old Parcel	Parcel PK	Units	Exempt De:	Exempt Sta	Total Struci	Total Units	Other Build	ZIP	Parcel Status
6740 OLD I WIGGINS, I	0170633		1.85E+09	000	86520	484426	570946	2.56	325000	#####	1989	2940	SINGLFAM	Conventional	WC	Wake Fore:	6740 OLD I WAKE FOREST NC 275 011732	01247	#####	Residential	1850 02	Individual	LO4 GRACI OLD MURR 220-0000C	134044	1						1		1	1	38990	27587	ACT	
112 DRY GI HARRIS, JA	0416594		1.85E+09	000	100000	364555	464555	0.23	246000	9/2/2014	2014	2653	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	2669 BRIDI BU FORD GA 30519-76 015769	02747	9/2/2014	Residential	1850 02	Individual	LO197 BOV DRY GULLY--	433078	1					1		1	1		27587	ACT		
112 SHEN# JUSTICE, PI	0271784		1.85E+09	000	138600	820274	958874	2			2000	4679	SINGLFAM	Conventional	WF	Wake Fore:	PO BOX 16 WAKE FOREST NC 275 008513	02268	2/4/2000	Residential	1850 02	Individual	LO4 SHEN/ SHENANDC 219-0000C	274580	1					1		1	1	8380	27587	ACT		
1721 WAIT MCCAMY, J	0034190		1.85E+09	000	1680525		1680525	27.36	12000	#####					WC	Wake Fore:	6724 OLD I WAKE FOREST NC 275 001836	00-E-	#####	Forestry	1850 02	Individual	MONTAGU WAIT AVE 220-0000C	281240	1						1					27587	ACT	
6736 OLD I PARSONS, O	150937		1.85E+09	000	80800	169176	249976	2.3	102000	#####	1990	1170	SINGLFAM	Conventional	WC	Wake Fore:	6736 OLD I WAKE FOREST NC 275 004651	00045	2/15/1990	Residential	1850 02	Individual	PARCEL 3- OLD MURR 219-0000C	87330	1					1		1	1		27587	ACT		
113 DRY GI FLACK, LE	0416589		1.85E+09	000	80000	412889	492889	0.28	259500	5/27/2014	2014	3103	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	113 DRY GI WAKE FOREST NC 275 015669	00521	5/27/2014	Residential	1850 02	Individual	LO192 BOV DRY GULLY--	433073	1					1		1	1		27587	ACT		
1637 FROG MARTINS, S	0430504		1.85E+09	000	80000	313599	393599	0.1	231000	6/10/2016	2016	2182	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	1637 FROG WAKE FOREST NC 275 016417	00049	6/10/2016	Residential	1850 02	Individual	LO403 BOV FROG HOLI--	449096	1					1		1	1		27587	ACT		
104 DRY GI CRUZ, VALI	0416592		1.85E+09	000	100000	310461	410461	0.19	219500	6/5/2015	2015	2098	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	104 DRY GI WAKE FOREST NC 275 016041	01517	6/5/2015	Residential	1850 02	Individual	LO195 BOV DRY GULLY--	433076	1					1		1	1		27587	ACT		
1713 FERN GIVENS, AL	0405002		1.85E+09	000	100000	310894	410894	0.24	190500	2/11/2013	2012	2220	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	1713 FERN WAKE FOREST NC 275 015138	01275	2/11/2013	Residential	1850 02	Individual	LO204 BOV FERN HOLI--	419393	1					1		1	1		27587	ACT		
125 DRY GI MOEHRINC	0416586		1.85E+09	000	100000	422824	522824	0.28	271000	2/11/2014	2013	3278	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	125 DRY GI WAKE FOREST NC 275 015578	01703	2/11/2014	Residential	1850 02	Individual	LO189 BOV DRY GULLY--	433070	1					1		1	1	4260	27587	ACT		
0 OLD MUF PARSONS, O	1811108		1.85E+09	000	96860		96860	3.03							WC	Wake Fore:	6736 OLD I WAKE FOREST NC 275 004651	00045	2/15/1990	Vacant	1850 02	Individual	PARCEL 3-I OLD MURR 220-0000C	15622	1						1					27587	ACT	
100 SHEN# JUSTICE, PI	0271785		1.85E+09	000	150480		150480	1.92							WF	Wake Fore:	PO BOX 16 WAKE FOREST NC 275 012111	00227	8/11/2006	Vacant	1850 02	Individual	LO5 SHEN/ SHENANDC 219-0000C	274589	1						1					27587	ACT	
0 WAIT AVE JUSTICE, PI	0329382		1.85E+09	000	16500		16500	0.5							WAKE FORI WF	Wake Fore:	PO BOX 16 WAKE FOREST NC 275 012111	00227	8/11/2006	Vacant	1850 02	Individual	LO175 COI WAIT AVE --	291493							1				00000	ACT		
6737 OLD I KUSHY, JO	0170632		1.85E+09	000	94660	358426	453086	2.93	28000	9/20/1988	1989	2835	SINGLFAM	Conventional	WC	Wake Fore:	6737 OLD I WAKE FOREST NC 275 013150	02415	6/24/2008	Residential	1850 02	Individual	LO2 JOSEP OLD MURR 219-0000C	134031	1					1		1	1	2000	27587	ACT		
6724 OLD I MCCAMY, I	0150938		1.85E+09	000	169980	362223	532203	6.09			1986	4107	SINGLFAM	Conventional	WC	Wake Fore:	6724 OLD I WAKE FOREST NC 275 013150	02412	6/24/2008	Residential	1850 02	Individual	LO1 ROBEF OLD MURR 219-0000C	87338	1					1		1	1	6590	27587	ACT		
0 WAIT AVE JUSTICE, PI	0329381		1.85E+09	000	33880		33880	1.54							WAKE FORI WF	Wake Fore:	PO BOX 16 WAKE FOREST NC 275 011320	00723	4/20/2005	Vacant	1850 02	Individual	LO174 COI WAIT AVE --	291492							1				00000	ACT		
0 WAIT AVE KUSHY, JO	0329383		1.85E+09	000	29920		29920	1.36							WAKE FORI WF	Wake Fore:	6737 OLD I WAKE FOREST NC 275 011320	00729	4/20/2005	Vacant	1850 02	Individual	LO176 COI WAIT AVE --	291494	1						1				00000	ACT		
0 MIDDLEG BISHOPS G	0341823		1.85E+09	000	1		1	0.51							WAKE FORI WF	Wake Fore:	PPM 11010 RAV RALEIGH N 014640	00488	2/7/2012	HOA	1850 02	HOME ASS	LOA PERM/ MIDDLEGA --	331631							1					ACT		
1620 WAIT NOURSE, F	0011846		1.85E+09	000	143800	309090	452890	4.9	124000	12/9/1986	1977	2179	SINGLFAM	Ranch	WC	Wake Fore:	1620 WAIT WAKE FOREST NC 275 003887	00051	12/9/1986	Residential	1850 02	Individual	PROP HUG WAIT AVE 219-0000C	205245	1					1		1	1	1730	27587	ACT		
116 DRY GI KRZYKOWS	0416595		1.85E+09	000	100000	333627	433627	0.18	264000	9/29/2014	2014	2118	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	116 DRY GI WAKE FOREST NC 275 015793	01861	9/29/2014	Residential	1850 02	Individual	LO198 BOV DRY GULLY--	433079	1					1		1	1		27587	ACT		
1616 FROG BOWLING	0405038		1.85E+09	000				1.6							WAKE FORI WF	Wake Fore:	833 WAKE I WAKE FOREST NC 275 016244	00953	#####	HOA	1850 02	HOME ASS	POS BOWL FROG HOLI--	448320							1					27587	ACT	
100 DRY GI BOWLING	0416607		1.85E+09	000				0.48							WAKE FORI WF	Wake Fore:	833 WAKE I WAKE FOREST NC 275 016244	00953	#####	HOA	1850 02	HOME ASS	POS BOWL DRY GULLY--	433091	1						1					27587	ACT	
425 BOWLI BOWLING	0430522		1.85E+09	000				0.04							WAKE FORI WF	Wake Fore:	833 WAKE I WAKE FOREST NC 275 016244	00953	#####	HOA	1850 02	HOME ASS	POS BOWL BOWLING I--	449114							1					27587	ACT	
1645 FROG USCMF SN	0430502		1.85E+09	000	80000	366620	446620	0.1	490000	6/21/2022	2016	2488	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	8390 E VIA SCOTTS DALE AZ 85250 019064	02070	6/21/2022	Residential	1850 02	Business	LO401 BOV FROG HOLI--	449094	1					1			1			27587	ACT	
121 DRY GI BORATKO, O	416587		1.85E+09	000	100000	405342	505342	0.46	299000	4/4/2016	2013	3103	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	121 DRY GI WAKE FOREST NC 275 016340	01422	4/4/2016	Residential	1850 02	Individual	LO190 BOV DRY GULLY--	433071	1					1		1	1		27587	ACT		
1636 FROG GANT-GIBE	0430524		1.85E+09	000	100000	295066	395066	0.1	235000	4/15/2016	2016	2014	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	1636 FROG WAKE FOREST NC 275 016352	02601	4/15/2016	Residential	1850 02	Individual	LO418 BOV FROG HOLI--	449116	1					1		1	1		27587	ACT		
404 BOWLI AYENI, ANC	0405001		1.85E+09	000	100000	399381	499381	0.28	315000	9/22/2016	2011	3278	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	404 BOWLI WAKE FOREST NC 275 016539	01956	9/22/2016	Residential	1850 02	Individual	LO203 BOV BOWLING I--	419392	1					1		1	1		27587	ACT		
1633 FROG MELVIN, BF	0430505		1.85E+09	000	80000	335884	415884	0.12	263000	7/24/2017	2016	2470	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	1633 FROG WAKE FOREST NC 275 016854	00874	7/24/2017	Residential	1850 02	Individual	LO404 BOV FROG HOLI--	449097	1					1		1	1		27587	ACT		
1628 FROG GERSTNER	0430517		1.85E+09	000	100000	413788	513788	0.14	275000	#####	2016	3158	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	1628 FROG WAKE FOREST NC 275 016954	01473	#####	Residential	1850 02	Individual	LO416 BOV FROG HOLI--	449109	1					1		1	1		27587	ACT		
105 DRY GI JHA, SIDDH	0416591		1.85E+09	000	80000	377603	457603	0.21	249000	11/5/2015	2015	2728	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	105 DRY GI WAKE FOREST NC 275 017349	01501	1/30/2019	Residential	1850 02	Individual	LO194 BOV DRY GULLY--	433075	1					1		1	1		27587	ACT		
1712 WAIT GORDON, I	0148899		1.85E+09	000	40790		40790	5.78							WC	Wake Fore:	1704 WAIT WAKE FOREST NC 275 017417	01889	4/22/2019	Vacant	1850 02	Individual	OT 3 AUSTII WAIT AVE 220-0000C	198438						1					27587	ACT		
1700 WAIT GORDON, I	0148897		1.85E+09	000	76810		76810	2.14							WC	Wake Fore:	1704 WAIT WAKE FOREST NC 275 017417	01889	4/22/2019	Vacant	1850 02	Individual	LO1 AUSTII WAIT AVE 220-0000C	198401						1					27587	ACT		
1704 WAIT GORDON, I	0148898		1.85E+09	000	81650	238948	320598	3.15	98000	5/9/1990	1986	1980	SINGLFAM	Conventional	WC	Wake Fore:	1704 WAIT WAKE FOREST NC 275 017417	01889	4/22/2019	Residential	1850 02	Individual	LO2 AUSTII WAIT AVE 220-0000C	198418	1					1		1	1		27587	ACT		
108 DRY GI TODD, MIC	0416593		1.85E+09	000	100000	353310	453310	0.23	300000	9/3/2019	2015	2390	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	108 DRY GI WAKE FOREST NC 275 017563	01266	9/3/2019	Residential	1850 02	Individual	LO196 BOV DRY GULLY--	433077	1					1		1	1		27587	ACT		
117 DRY GI GUTIERREZ	0416588		1.85E+09	000	90000	465363	555363	0.43	370000	7/1/2020	2013	3870	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	117 DRY GI WAKE FOREST NC 275 017944	00368	7/1/2020	Residential	1850 02	Individual	LO191 BOV DRY GULLY--	433072	1					1		1	1		27587	ACT		
1632 FROG DESHMUKI	0430523		1.85E+09	000	100000	365155	465155	0.11	441000	11/1/2021	2016	2689	SINGLFAM	Conventior	WAKE FORI WF	Wake Fore:	3537 GULF PLEASANTON CA 9458 018776	01245	11/1/2021	Residential	1850 02	Individual	LO417 BOV FROG HOLI--	449115	1					1		1	1		27587	ACT		
1705 WAIT BAKER-NIC	0230585		1.85E+09	000	80000	282456	362456	2	248500	11/9/2018	1997	1675	SINGLFAM	Conventional	WC	Wake Fore:	1705 WAIT WAKE FOREST NC 275 019170	01140	#####	Residential	1850 02	Individual	PRCL 1B SI WAIT AVE 220--	89007	1					1		1	1	630	27587	ACT		
109 DRY GI KPM HOLD	0416590		1.85E+09	000	80000	300396	380396	0.21	30000																													

October 29, 2024

RE: Rezoning
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 rezoning 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 rezoning of this property for its future use as a fire station.

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 Board Chambers room at 5:30 p.m. on November 13th, 2024.

Respectfully,

William Altman
Timmons Group
william.altman@timmons.com



Map Amendment (Rezoning) Application

(Map Amendment (Rezoning) 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

#1504925

Project Title: 1621 and 1701 Wait Ave Rezoning

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Map Amendment (Rezoning)

State: NC

Workflow: Map Amendment (Rezoning)

County: Wake

Checklist - Map Amendment (Rezoning)

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

[VIEW MAP AMENDMENT \(REZONING\)
SUBMITTAL CHECKLIST](#)

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

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

Pre-Application Meeting

Has a pre-application conference been held?: Yes

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

Pre-Application Conference Date: 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 - Property Owner

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

Map Amendment: Rezoning

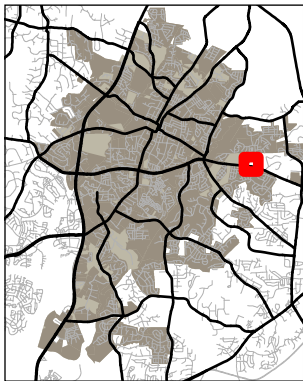
Proposed Zoning: RD, Rural Holding District

Description of Request:

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

Justification of Consistency with Comprehensive Plan:

This development is located within the sub-urban zone of the wake forest growth strategies map which is a primarily residential area but may have other development types such as schools and other civic uses. The proposed zoning for these parcels is RD which is currently present to the west of the proposed site.



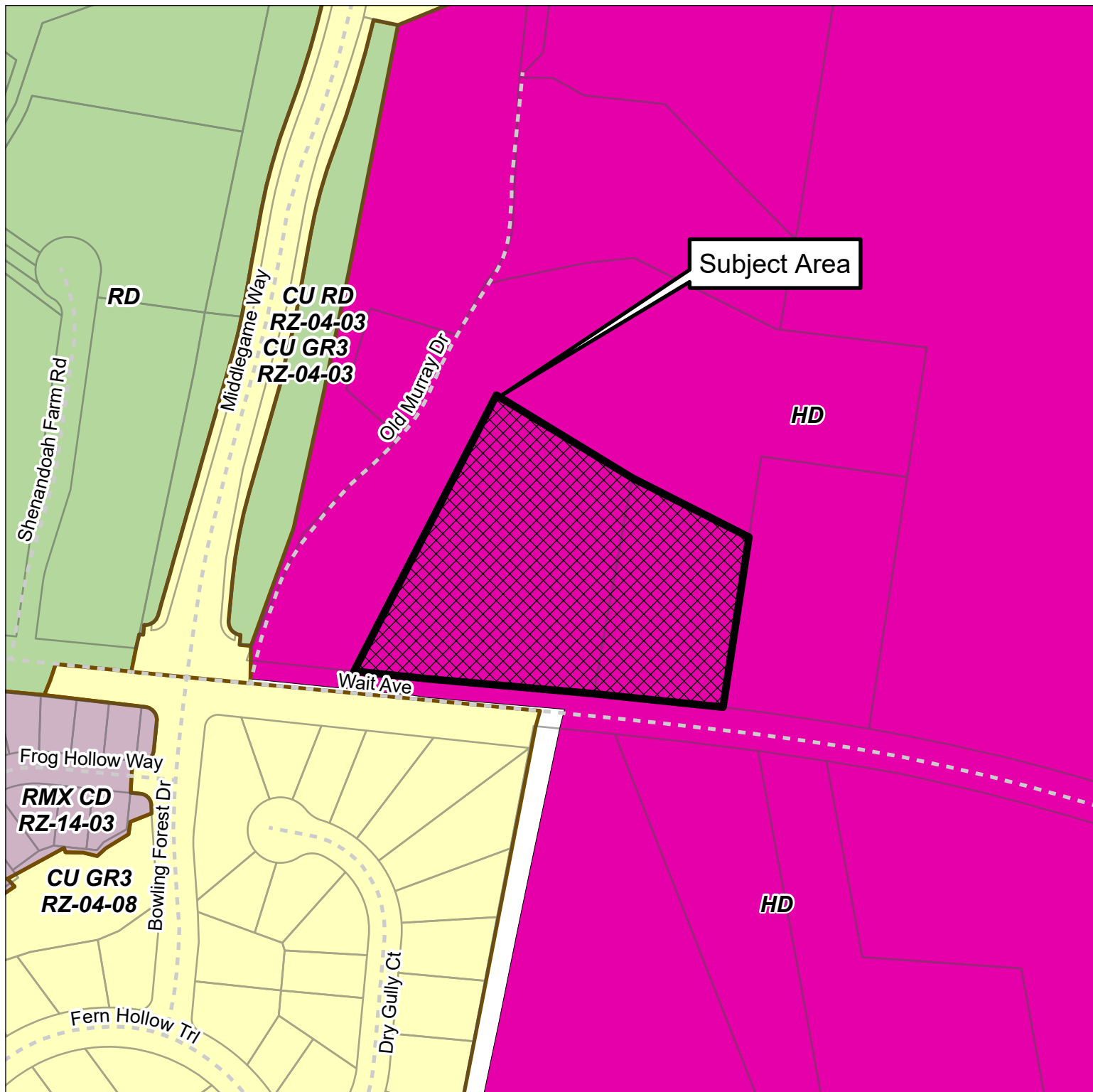
Zoning

RZ-24-06

1621 & 1701 Wait Ave

Wake County PIN: 1850578617 & 1850670578

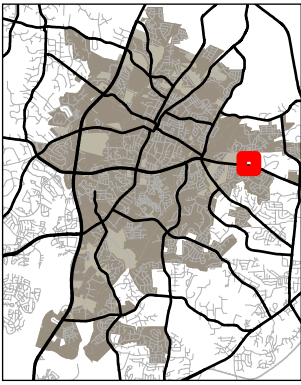
1/31/2025



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 Feet





Aerial

RZ-24-06

1621 & 1701 Wait Ave

Wake County PIN: 1850578617 & 1850670578

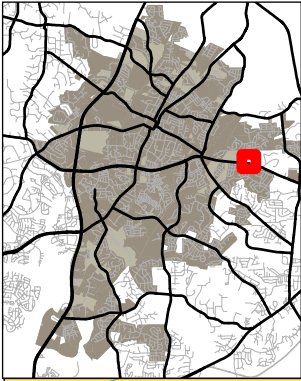
1/31/2025



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
Feet





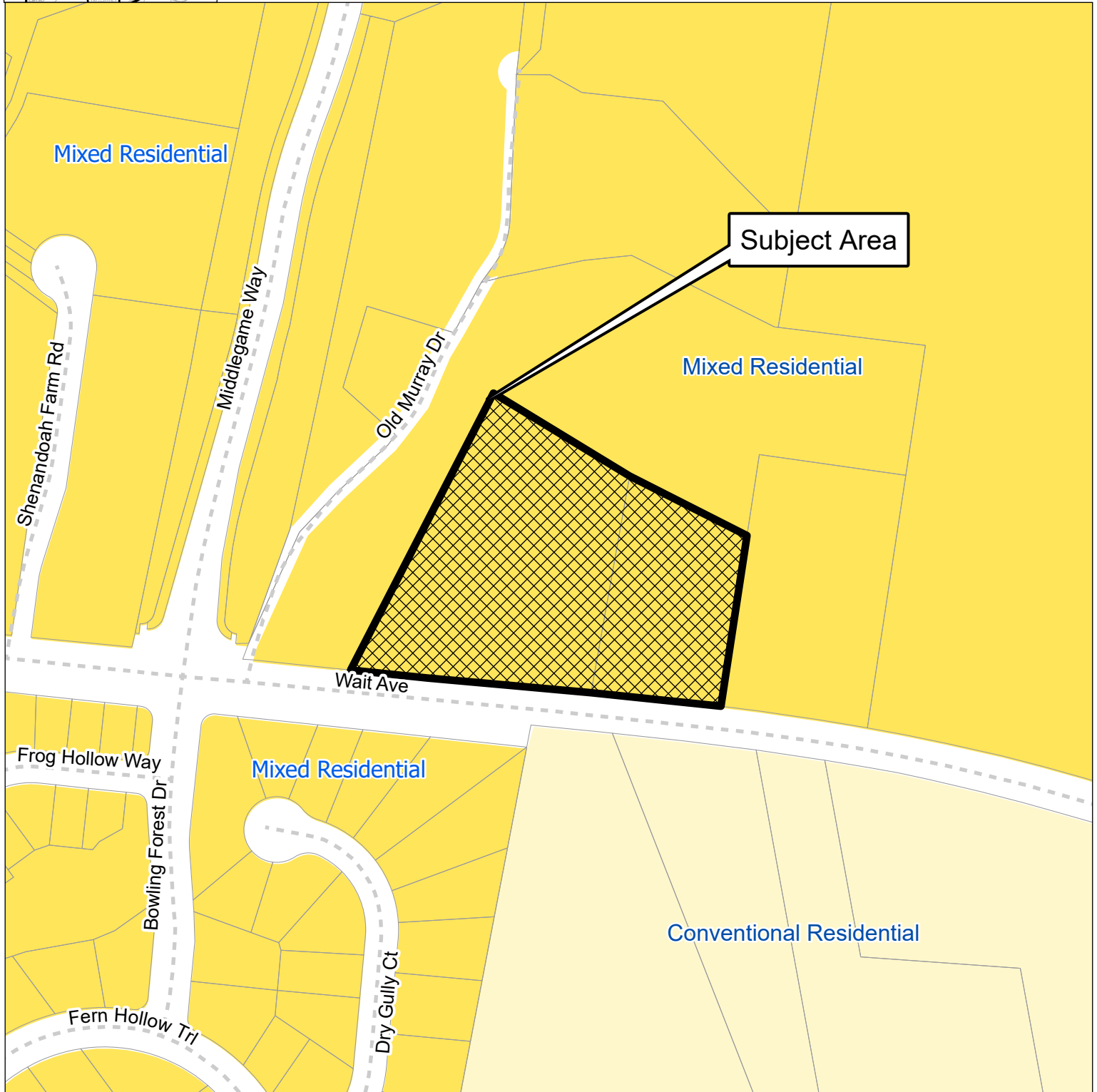
Land Use Plan

RZ-24-06

1621 & 1701 Wait Ave

Wake County PIN: 1850578617 & 1850670578

1/31/2025





TOWN of WAKE FOREST

Report Requirements:

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

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

GENERAL INFORMATION

Applicant: Town of Wake Forest

Owner: Town of Wake Forest

Requested Action: Rezone 4.48 acres on the Town of Wake Forest Zoning Map from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD)

Existing Zoning: Wake County's Highway District (HD)

Location: 1621 & 1701 Wait Avenue

Size: 4.48 acres

Tax PINs: 1850578617 and 1850670578

Existing Land Use: Dwelling - Single-Family

Applicable Officially Adopted Plans:

The request is generally consistent with the relevant policies in the Comprehensive Plan, and approval of the zoning map request is reasonable and in the public interest.

This report reflects the recommendation of the Planning Board, this the 11th day of March 2025.

Introduced by Planning Board member:

Michael Almquist

Seconded by Planning Board member:

Elaine Sheppard

Attest:

Karin Kuropas
Karin Kuropas, Planning Board Chair

Jennifer Currin
Jennifer Currin, Planning Director



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-397-

Submitted by: Allison Snyder

Submitting Department: Administration

Meeting Date: April 1, 2025

SUBJECT

Presentation of contract related to road improvements associated with the Reserve at Dunn Creek.

Recommendation:

Consideration of Resolution authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with to Dunn Creek Owner LLC for the construction and installation of a full 2-lane section of Friendship Chapel Road from Holding Village to the Reserve at Dunn Creek.

Item Summary:

ATTACHMENTS

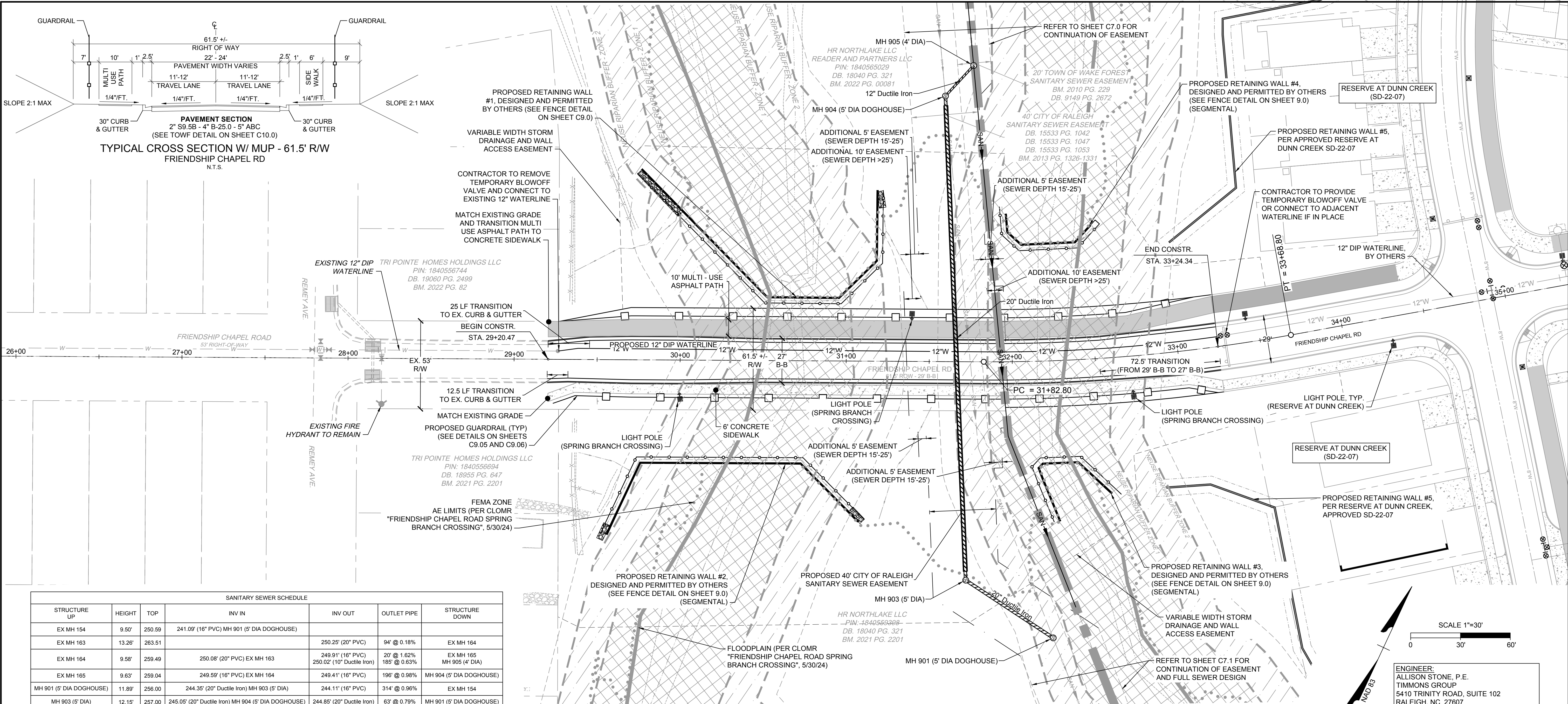
- [Summary Dunn Creek Western Crossing.pdf](#)
- [Exhibit A Friendship Chapel Western Crossing.pdf](#)
- [Exhibit B-1 The Cost Estimate Friendship Chapel Western Crossing.pdf](#)
- [Exhibit B-2 Prior Design Costs Friendship Chapel Western Crossing.pdf](#)

Agenda Item: Presentation of Resolution authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with Dunn Creek Owner, LLC to construct a full 2-lane section of Road from Holding Village to The Reserve at Dunn Creek.

Summary: The Town has determined that it is most cost effective to enter into agreement with the Developer to reimburse two-thirds (2/3) of the cost for the installation of the road pursuant to N.C.G.S. § 160A-309, the Town of Wake Forest, North Carolina (the "Town") may contract with a developer or property owner, or with a private party who is under contract with the developer or property owner, for public intersection or roadway improvements that are adjacent or ancillary to a private land development project."

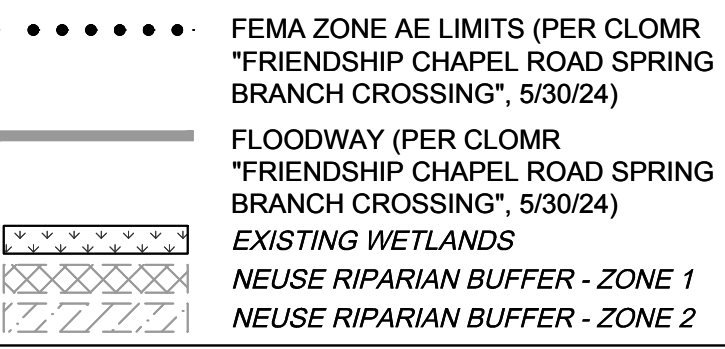
The project is estimated to cost \$6,357,830. The Town's estimated portion is \$4,214,553. The agreement caps the Town's obligation for the project to \$4,300,000. A portion of the Town's payment will include previously accepted fee in lieu funds from Holding Village.

Attachment: Attachment_A_Resolution and Contract
Exhibit A- Friendship Chapel West Crossing
Exhibit B-1 The Cost Estimate Friendship Chapel
Exhibit B-2 Prior Design Costs

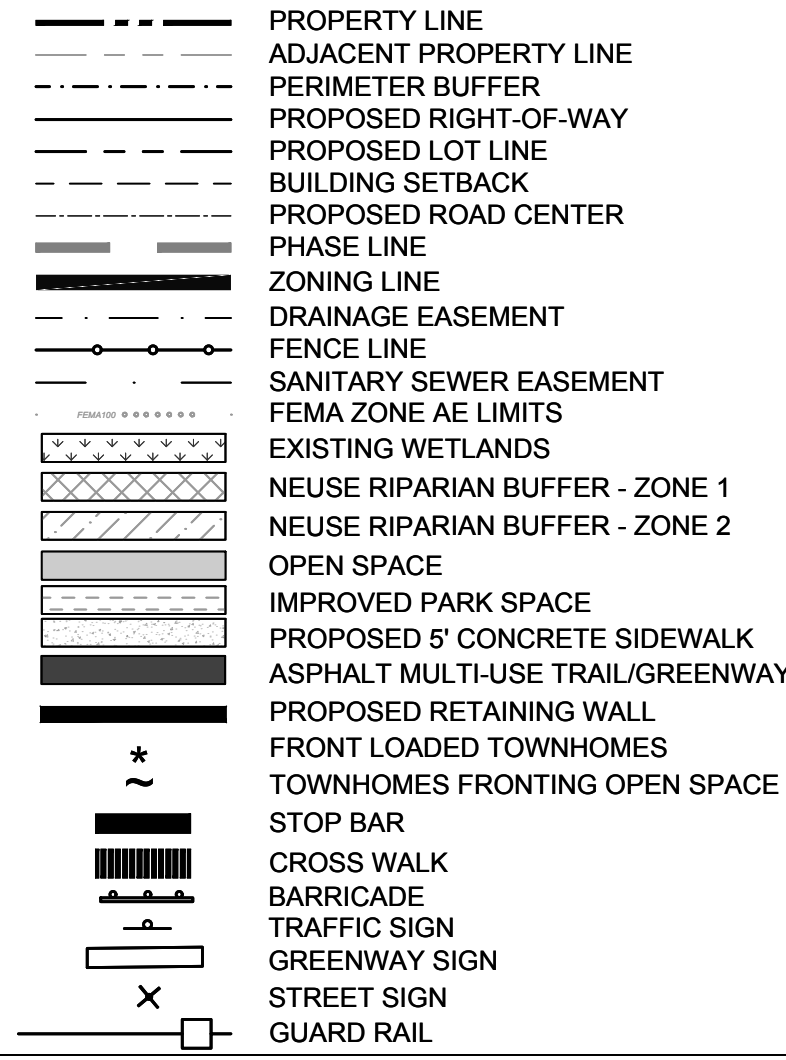


SANITARY SEWER SCHEDULE					
STRUCTURE UP	HEIGHT	TOP	INV IN	INV OUT	STRUCTURE DOWN
EX MH 154	9.50'	250.59	241.09' (16" PVC) MH 901 (5' DIA DOGHOUSE)		
EX MH 163	13.26'	263.51		250.25' (20" PVC)	EX MH 164
EX MH 164	9.58'	259.49	250.08' (20" PVC) EX MH 163	249.91' (16" PVC)	EX MH 165
EX MH 165	9.63'	259.04	249.59' (16" PVC) EX MH 164	249.41' (16" PVC)	MH 904 (5' DIA DOGHOUSE)
MH 901 (5' DIA DOGHOUSE)	11.89'	256.00	244.35' (20" Ductile Iron) MH 903 (5' DIA)	244.11' (16" PVC)	EX MH 154
MH 903 (5' DIA)	12.15'	257.00	245.05' (20" Ductile Iron) MH 904 (5' DIA DOGHOUSE)	244.85' (20" Ductile Iron)	MH 901 (5' DIA DOGHOUSE)
MH 904 (5' DIA DOGHOUSE)	12.72'	260.00	247.50' (16" PVC) EX MH 165	247.28' (20" Ductile Iron)	MH 903 (5' DIA)
MH 905 (4' DIA)	12.35'	261.00	248.85' (10" Ductile Iron) EX MH 164	248.65' (12" Ductile Iron)	MH 904 (5' DIA DOGHOUSE)

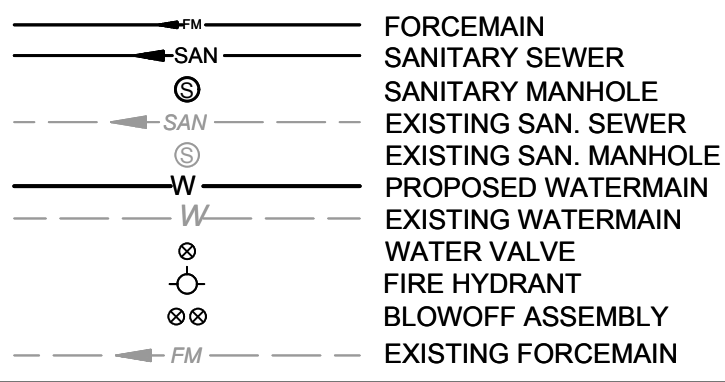
ENVIRONMENTAL LEGEND



LEGEND



UTILITY LEGEND



GENERAL CONTRACTOR

PRIOR TO BEGINNING ANY CONSTRUCTION, FIELD SURVEY SHALL VERIFY LOCATION, DEPTH, SIZE, MATERIAL, AND CONDITION OF ALL EXISTING UTILITIES. IN CASE OF CONFLICT OR IF DIFFERENT THAN PLAN, NOTIFY ENGINEER.

UTILITY SEPARATION NOTES:

- WHEN INSTALLING WATER &/OR SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10'. IF 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.
- WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATER MAIN, DIP MATERIALS OR STEEL ENCASUREMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS.
- 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER.
- MAINTAIN 18" MINIMUM VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAINAGE CROSSINGS; MAINTAIN 24" MINIMUM VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS.
- ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MINIMUM VERTICAL SEPERATION REQUIRED.

STANDARD COR UTILITY NOTES:

- ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUD HANDBOOK, CURRENT EDITION)
- UTILITY SEPARATION REQUIREMENTS:
 - 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.
 - 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.
 - WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASUREMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS.
 - 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER.
 - 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).
 - ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED.
- 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
- DEVELOPER SHALL PROVIDE 30 DAYS ADVANCE WRITTEN NOTICE TO OWNER FOR ANY WORK REQUIRED WITHIN AN EXISTING CITY OF RALEIGH UTILITY EASEMENT TRAVELING PRIVATE PROPERTY
- 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
- 3.0' MINIMUM COVER IS REQUIRED ON ALL WATER MAINS & SEWER FORCEMAINS. 4.0' MINIMUM COVER IS REQUIRED ON ALL REVERSE MAINS
- 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
- INSTALL 3/4" COPPER 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
- 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
- ALL ENVIRONMENTAL PERMITS APPLICABLE TO THE PROJECT MUST BE OBTAINED FROM NCDOE, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION
- NCDOE / RAILROAD ENCROACHMENT AGREEMENTS ARE REQUIRED FOR ANY UTILITY WORK (INCLUDING MAIN EXTENSIONS & SERVICE TAPS) WITHIN STATE OR RAILROAD ROW PRIOR TO CONSTRUCTION
- 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 (819) 996-4516 OR FOG@RALEIGHNC.GOV FOR MORE INFORMATION
- 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 (819) 996-8923 OR CROSS.CONNECTION@RALEIGHNC.GOV FOR MORE INFORMATION
- NOTICE FOR PROJECTS WITH REPLACED OR OVERSIZED MAINS: IF THE CITY'S REIMBURSEMENT FOR AN OVERSIZED MAIN OR URBAN MAIN REPLACEMENT PROJECT IS \$250,000 OR GREATER - THE PROJECT MUST BE PUBLICLY BID

1/30/2025

THIS DRAWING PREPARED AT THE
RALEIGH OFFICE
5410 Trinity Road, Suite 102 | Raleigh, NC 27607
TEL 919-866-4951 FAX 919-833-8124 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

REVISION DESCRIPTION

DATE	
01/29/2025	DRAWN BY J. EDENS
	DESIGNED BY A. STONE
	CHECKED BY A. STONE
	SCALE 1" = 30'

TIMMONS GROUP
NORTH CAROLINA LICENSE NO. C-1652

FRIENDSHIP CHAPEL ROAD - SPRING BRANCH CROSSING
FRIENDSHIP CHAPEL RD, WAKE FOREST, NORTH CAROLINA

SITE & UTILITY PLAN

JOB NO.
49103

SHEET NO.
C2.0

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

ENGINEER:
ALLISON STONE, P.E.
TIMMONS GROUP
5410 TRINITY ROAD, SUITE 102
RALEIGH, NC 27607
PHONE: 919-866-4518
EMAIL: ALLISON.STONE@TIMMONS.COM

ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL TOWN OF WAKE FOREST AND NCDOE STANDARDS, SPECIFICATIONS, AND DETAILS.

SITE PERMITTING APPROVAL
Water and Sewer Permits (if applicable)
The City of Raleigh consents to the connection and extension of the City's **Public Sewer System** as shown on this plan. The material and construction methods used for this project shall conform to the standards and specifications of the City's Public Utilities Handbook. **City of Raleigh Public Utilities Department Permit # S-5262**
The City of Raleigh consents to the connection and extension of the City's **Public Water System** as shown on this plan. The material and construction methods used for this project shall conform to the standards and specifications of the City's Public Utilities Handbook. **City of Raleigh Public Utilities Department Permit # W-0064**
The City of Raleigh consents to the connection to its public sewer system and extension of the **private sewer collection system** as shown on this plan. The material and construction methods used for this project shall conform to the standards and specifications of the City's Public Utilities Handbook. **City of Raleigh Public Utilities Department Permit #**

THESE PLANS HAVE BEEN ELECTRONICALLY APPROVED FOR CONSTRUCTION BY THE TOWN OF WAKE FOREST PUBLIC WORKS AND ENGINEERING DEPARTMENTS. THIS APPROVAL MAY NOT BE ALTERED ONCE ISSUED.

Timothy Watson
01/30/2025
PUBLIC WORKS/ENGINEERING

THESE PLANS HAVE BEEN ELECTRONICALLY APPROVED FOR CONSTRUCTION BY THE TOWN OF WAKE FOREST PLANNING DEPARTMENT. THIS APPROVAL MAY NOT BE ALTERED ONCE ISSUED.

PLANNING

CITY OF RALEIGH - PLANS AUTHORIZED FOR CONSTRUCTION

ELECTRONIC APPROVAL: THIS APPROVAL IS BEING ISSUED ELECTRONICALLY. THIS APPROVAL IS VALID UPON THE SIGNATURE OF A CITY OF RALEIGH REVIEW OFFICER BELOW. THE CITY WILL RETAIN A COPY OF THE APPROVED PLANS. ANY WORK AUTHORIZED BY THIS APPROVAL MUST PROCEED IN ACCORDANCE WITH THE PLANS KEPT ON FILE WITH THE CITY. THIS ELECTRONIC APPROVAL MAY NOT BE EDITED ONCE ISSUED. ANY MODIFICATION OF THIS APPROVAL ONCE ISSUED WILL INVALIDATE THIS APPROVAL.

RALEIGH WATER REVIEW OFFICER

BUDGET FOR THE FRIENDSHIP CHAPEL RD EXTENSION "WEST" CROSSING

	Total Cost	TOWF (2/3)	DEVEL (1/3)	
Engineering and Fees				
	\$885,191	\$590,128	\$295,064	
Construction Costs				
<u>General Conditions</u>	\$48,000	\$32,000	\$16,000	
<u>Clearing / Grubbing / Demo</u>	\$100,000	\$66,667	\$33,333	
<u>Erosion Control</u>	\$276,500	\$184,333	\$92,167	
<u>Earthwork and Fine Grading</u>	\$462,000	\$308,000	\$154,000	
<u>Retaining Walls</u>	\$1,525,500	\$1,017,000	\$508,500	
<u>Storm Drain / Culverts</u>	\$1,096,000	\$730,667	\$365,333	
<u>Water and Sanitary Sewer</u>	\$610,000	\$406,667	\$203,333	
<u>Roadwork and Flatwork</u>	\$265,000	\$176,667	\$88,333	
TOTALS	\$5,268,191	\$3,512,128	\$1,756,064	
Bonds	\$36,000	\$0	\$36,000	
Management 8%	\$421,455	\$280,970	\$140,485	
Contingency 12%	\$632,183	\$421,455	\$210,728	
TOTAL PROJECTED BUDGET	\$6,357,830	\$4,214,553	\$2,143,277	TOTAL

Exhibit B-2 March 2025

Cost Category	Cost Sub-Catagory	Invoice Date	Month Paid	Amount	Detail
Engineering and Fees	Construction Plans	3/4/2025		\$ 61,828.60	101- Timmons-Phase History
Engineering and Fees	As-builts/Plats/certs	11/30/2024		\$ 760.00	103-Spring Branch-BNK 11-30-24 Inc #143407 \$760.00
Engineering and Fees	As-builts/Plats/certs	12/31/2022		\$ 4,046.50	103-West Crossing-BNK Inv 137130 12-31-22 \$4,046.50
Engineering and Fees	As-builts/Plats/certs	2/28/2023		\$ 4,156.00	103-West Crossing-BNK Inv 137639 2-28-23 \$4,156.00
Engineering and Fees	As-builts/Plats/certs	9/30/2023		\$ 2,166.50	103-West Crossing-BNK Inv 138183 4-30-23 \$2,166.50
Engineering and Fees	As-builts/Plats/certs	6/30/2024		\$ 48.00	103-West Crossing-BNK Inv 139624 9-30-23 \$48.00
Engineering and Fees	As-builts/Plats/certs	6/30/2024		\$ 1,558.00	103-West Crossing-BNK Inv 142014 6-30-24 \$1,558.00
Engineering and Fees	Environmental permitting	2/7/2025		\$ 625.00	105-West Crossing-S&EC Inv 59180 01-01-2025 to 02-07-25 \$625.00
Engineering and Fees	Environmental permitting	12/26/2024		\$ 531.25	105-West Crossing-S&EC 59037 12-26-24 \$531.25
Engineering and Fees	Environmental permitting	2/28/2023		\$ 1,307.50	105-West Crossing-S&EC Inv 56108 2-28-23 \$1,307.50
Engineering and Fees	Environmental permitting	9/20/2023		\$ 868.75	105-West Crossing-S&EC Inv 57012 9-20-23 \$868.75
Engineering and Fees	Environmental permitting	5/1/2024		\$ 5,356.08	105-West Crossing-S&EC Inv 58248 5-1-2024 to 07-12-24 \$5,356.08
Engineering and Fees	Environmental permitting	6/1/2024		\$ 656.25	105-West Crossing-S&EC Inv 58506 6-1-2024 to 08-23-24 \$656.25
		Total		\$ 83,908.43	



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-405-
Submitted by: Mickey Rochelle
Submitting Department: Public Facilities
Meeting Date: April 1, 2025

SUBJECT

Presentation on the construction of a public safety warehouse at an 1412 Forestville Road for \$2,681,000.00

Recommendation:

Item Summary:

ATTACHMENTS

- [Summary Public Safety Warehouse.pdf](#)
- [Attachment A Public Safety Warehouse Resolution](#)
- [Attachment B Berry Building Group Submittal](#)
- [Attachment C Full Bid Tab](#)

Agenda Item: Presentation of resolution authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with Berry Building Group to construct a public safety warehouse at 1412 Forestville Road for \$2,681,000.00

Summary: This project is listed in the Town's Capital Improvement Plan for the construction of the Public Safety Warehouse to store backup vehicles and equipment for our Fire and Police Departments. The vehicles are currently stored in 5031 Unicon Drive, Wake Forest Power. On January 6th, the notice was posted and on February 5th, the bidding closed with seven total bidders. Six were found to be responsive. The lowest bidder was Berry Building Group.

The project is estimated to cost \$2,681,000.00

Attachments:

Attachment A Public Safety Warehouse Resolution

Attachment B Berry Building Group 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 THE PUBLIC
SAFETY WAREHOUSE, BID #0007-2024

WHEREAS, the Public Facilities Department posted a call for bids for the Public Safety Warehouse 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 January 6th, 2025, the Town published a Notice to Bidders inviting interested and qualified contractors to submit bids; and

WHEREAS, on February 5th, 2025, at 10:00 am the bid opening was closed; and

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

WHEREAS, the lowest bidder was selected as the contractor to perform construction of The Public Safety Warehouse; and

BE IT RESOLVED by the governing body of the Town of Wake Forest hereby authorizes the Town Manager to execute a contract with the Berry Building Group for Bid #0007-2024 in the amount of \$2,681,000.00 for the Public Safety Warehouse construction project.

Adopted and effective this the 15th day of April 2025.

Vivian A. Jones, Mayor

ATTEST:

Evelyn Wright, Town Clerk

PROPOSAL FORM

Wake Forest Public Safety Warehouse
Bid #0007-2024

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

TWO MILLION SIX HUNDRED EIGHTY ONE THOUSAND Dollars \$ 2,681,000.00

Construction Duration from NTP 305 CALENDAR DAYS

ITEM 1- Scope of Project

Site work and construction of a new 6,991 square foot, wood frame with masonry veneer walls on a concrete slab with associated plumbing, mechanical, power, lighting, fire alarm, and sprinkler system.

ITEM 2- Addendums

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

Addendum #1 ✓

Addendum #2 ✓

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

Wake Forest Public Safety Warehouse -- Bid #0007-2024

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.

2/5/2025

Date

Berry Building Group, Inc.

Company

Jason Knoernschild

Authorized Signature

Jason Knoernschild, Vice President

Printed Name and Title

2755-B Charles Blvd

Street Mailing Address

81204

Contactor's NC License No.



83-0615011

Federal Identification #

jasonk@berrybg.com

Email Address

Greenville, NC 27858

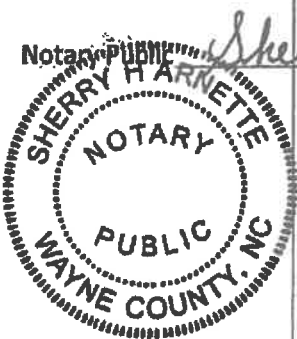
City, State, Zip Code

919-810-4120

Telephone Number

On this day of Feb 5, 2025, before me Jason Knoernschild (name) appeared and, being duly sworn, did execute the foregoing proposal, and did so state that he/she was properly authorized by Berry Building Group Inc (name of company) to execute the proposal and did so on his/her free act and deed.

Notary Public



Sherry H. Arnette

My Commission Expires

05/28/2029

(SEAL)

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

****attach to bid (required)****

State of NORTH CAROLINA

County of PITT

Project: Wake Forest Public Safety Warehouse Bid #0007-2024

JASON KNOERNSCHILD being first duly sworn, deposes and says that:

1. He is (owner, partner, officer, representative or agent) of BERRY BUILDING GROUP, INC 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.

[Signature]

Name

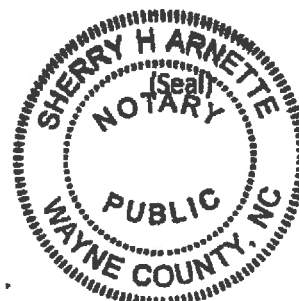
VICE PRESIDENT

Title

Subscribed and Sworn to before me this 5th Day of February, 2025

Notary Public: Sherry H. Arnette

My Commission Expires: 05/28/2029



1. BERRY BUILDING GROUP, INC.

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.

[illegible]

*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 (\$) 656,252.

The total percentage of minority business contracting will be (%) 24%

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

County of

Pitt

(Name of Bidder)

Affidavit of

BERRY BUILDING GROUP

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.

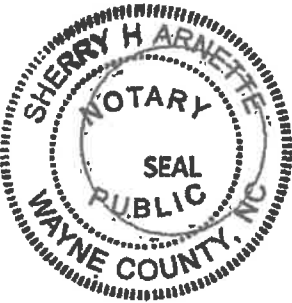
The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 2/5/2025

Name of Authorized Officer: JASON KNOERNSCHILD

Signature: _____

Title: VICE PRESIDENT



State of North Carolina County of Wayne

Subscribed and sworn to before me this 5th day of February 2025

Notary Public Sherry H. Arnette

My commission expires 05/28/2029

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

With Own Workforce.

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____
_____ 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: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

STATE OF NORTH CAROLINA

AFFIDAVIT

TOWN OF WAKE FOREST

I, JASON KNOERNISCHILD (the individual attesting below), being duly authorized by and on behalf of BERRY BUILDING GROUP (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.

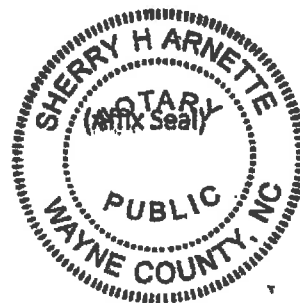
This 5TH day of FEBRUARY, 2025.

[Signature]
Signature of Affiant
Print or Type Name: JASON KNOERNISCHILD

State of North Carolina County of Wayne

Signed and sworn to (or affirmed) before me, this the 5th day of February, 2025.

My Commission Expires: 05/28/2029 Sherry H. Arnette



Bid Form

Town of Wake Forest
Public Safety Warehouse
January 24, 2025

Kimley»Horn

PAY ITEM	SPEC SECTION	DESCRIPTION	UNIT	UNIT PRICE	QTY	AMOUNT
		ON-SITE PARKING LOT IMPROVEMENTS				
1	NCDOT 800	MOBILIZATION	LS	7800	1	\$ 7,800.00
2	NCDOT 801	CONSTRUCTION SURVEYING	LS	30000	1	\$ 30,000.00
3	03000/02200	SITE CLEARING AND GRUBBING	AC	\$41,666.67	0.3	\$ 12,500.00
4	PSP	LANDSCAPE REMOVAL (DEMO)	LS	\$12,500.00	1	\$ 12,500.00
5	PSP	CURB AND GUTTER REMOVAL (DEMO)	LF	\$6.86	175	\$ 1,200.50
6	PSP	CONCRETE PAVEMENT REMOVAL (DEMO)	SY	\$5.52	725	\$ 4,002.00
7	PSP	CONCRETE SIDEWALK REMOVAL (DEMO)	SY	\$31.58	19	\$ 600.00
8	PSP	STORM PIPE REMOVAL-18" RCP (DEMO)	LF	\$10.00	212	\$ 2,120.00
9	PSP	DROP INLET REMOVAL-18" RCP (DEMO)	EA	\$1,480.00	1	\$ 1,480.00
10	PSP	EX FH-REMOVAL (DEMO)	EA	\$500.00	1	\$ 500.00
11	11000	EX 6" DIP FIRE LINE REMOVE AND REPLACE-EX FIRE STATION	LF	\$10.00	60	\$ 600.00
12	11000	EX WATER SERVICE REMOVE AND REPLACE-EX FIRE STATION	LF	\$35.00	35	\$ 1,225.00
13	11000	REMOVE AND REPLACE EX FIRE BACKFLOW ASSEMBLY/HOT BOX AND FDC-EX FIRE STATION	EA	\$1,050.00	1	\$ 1,050.00
14	11000	REMOVE AND REPLACE EX DOMESTIC METER AND BACKFLOW ASSEMBLY/HOT BOX-EX FIRE STATION	EA	\$1,000.00	1	\$ 1,000.00
15	PSP	RELOCATE FLAGPOLES	EA	\$1,500.00	3	\$ 4,500.00
16	04000/02200	SOIL IMPORT	CY	\$22.00	2100	\$ 46,200.00
17	04000/02200	ON-SITE CUT-TO-FILL	CY	\$8.00	2600	\$ 20,800.00
18	04000/02200	ROCK REMOVAL (MASS ROCK)	CY	\$250.00	100	\$ 25,000.00
19	04000/02200	UNDERCUT (REMOVE AND REPLACE UNSUITABLES)	CY	\$40.00	260	\$ 10,400.00
20	04000/02200	FINE GRADING	SY	\$4.00	6500	\$ 26,000.00
21	PSP	MODULAR BLOCK RETAINING WALL	SF	\$86.48	623	\$ 53,879.00
22	PSP	VEHICULAR GUARDRAIL AT RETAINING WALL	LF	\$86.96	115	\$ 10,000.00
23	06100/02700	6" PVC ROOF DRAIN PIPE (<7-FT)	LF	\$33.00	185	\$ 6,105.00
24	06100/02700	8" PVC ROOF DRAIN PIPE (<7-FT)	LF	\$54.00	150	\$ 8,100.00
25	06100/02700	STORM CLEANOUTS	EA	\$520.00	7	\$ 3,640.00
26	06000/02700	15" RCP PIPE (<7-FT)	LF	\$105.00	210	\$ 22,050.00
27	06000/02700	15" RCP PIPE (<15-FT)	LF	\$105.00	95	\$ 9,975.00
28	06000/02700	18" RCP PIPE (<7-FT)	LF	\$135.00	60	\$ 8,100.00
29	06000/02700	DROP INLET (<7- FT)	EA	\$2,800.00	1	\$ 2,800.00
30	06000/02700	CATCH BASINS (<7- FT)	EA	\$2,850.00	4	\$ 11,400.00
31	06000/02700	CATCH BASINS (<15- FT)	EA	\$8,600.00	1	\$ 8,600.00
32	06000/02700	STORM MANHOLE	EA	\$3,900.00	2	\$ 7,800.00
33	06000/02700	CATCH BASIN FRAME WITH GRATE & HOOD, STD 840.03, TYPE E	EA	\$1,900.00	4	\$ 7,600.00
34	06000/02700	STORM MANHOLE FRAME WITH COVER, EAST JORDAN V-1384	EA	\$1,050.00	2	\$ 2,100.00
35	06000/02700	DROP INLET FRAME AND GRATE-EAST JORDAN V-4867-2	EA	\$1,290.00	1	\$ 1,290.00
36	06000/02700	FLARED END SECTION-18" RCP	EA	\$4,000.00	1	\$ 4,000.00
37	16000/02700	RIPRAP CLASS B	TON	\$52.00	5	\$ 260.00
38	16000	EROSION CONTROL MEASURES	LS	\$41,000.00	1	\$ 41,000.00
39	PSP	STORMWATER WET POND	LS	\$28,000.00	1	\$ 28,000.00
40	PSP	STORMWATER WET POND CONTROL STRUCTURE	EA	\$8,650.00	1	\$ 8,650.00
41	11000	WATER SERVICE - 1.5" COPPER	LF	\$62.00	135	\$ 8,370.00
42	11000	WATER SERVICE - 6" DIP FIRE LINE	LF	\$135.00	255	\$ 34,425.00
43	11000	DUCTILE IRON WATER PIPE FITTINGS	LS	\$15,000.00	1	\$ 15,000.00
44	11000	GATE VALVE-6"	EA	\$3,700.00	1	\$ 3,700.00
45	11000	TAPPING SLEEVE AND VALVE-12" x 6"	EA	\$5,250.00	2	\$ 10,500.00
46	11000	WATER METER-1.5" DOMESTIC	LS	\$13,500.00	1	\$ 13,500.00
47	11000	BACKFLOW PREVENTER-FIRE LINE: 6" RPDA WITH HOT BOX AND STORZ FDC	EA	\$48,000.00	1	\$ 48,000.00
48	11000	BACKFLOW PREVENTER-DOMESTIC: 1.5" DCV WITH HOT BOX	EA	\$7,600.00	1	\$ 7,600.00
49	11000	FIRE HYDRANT ASSEMBLY	EA	\$13,000.00	1	\$ 13,000.00
50	11000	4" PVC SANITARY SEWER	LF	\$11.42	155	\$ 1,770.10
51	11000	SANITARY SEWER CLEANOUTS	LS	\$176.67	3	\$ 530.01
52	11000	SANITARY SEWER CONNECTION TO MANHOLE	EA	\$1,800.00	1	\$ 1,800.00
53	07000/02400	CONCRETE CURB AND GUTTER-24"	LF	\$34.00	630	\$ 21,420.00
54	07000/02400	CONCRETE SIDEWALK	SY	\$63.00	264	\$ 16,632.00
55	07000/02400	CONCRETE TRUCK PAVEMENT AREA (HEAVY DUTY-6" PCC OVER 6" ABC)	SY	\$79.00	875	\$ 69,125.00
56	07000/02400	CONCRETE ADA RAMP (CURB RAMP)	EA	\$400.00	5	\$ 2,000.00
57	PSP/02400	CONCRETE ADA RAMP FOR CONNECTION TO ROW	SY	\$70.00	41	\$ 2,870.00
58	PSP/02400	ADA RAMP HANDRAILS	LF	\$60.00	140	\$ 8,400.00

Bid Form

Town of Wake Forest
Public Safety Warehouse
January 24, 2025

Kimley»Horn

PAY ITEM	SPEC SECTION	DESCRIPTION	UNIT	UNIT PRICE	QTY	AMOUNT
59	PSP	CAST IN PLACE RETAINING WALL FOR ADA RAMP	LF	\$425.00	25	\$ 10,625.00
60	PSP	WHEEL STOPS	EA	\$250.00	2	\$ 500.00
61	08000/02500/02600	STANDARD DUTY ASPHALT PAVEMENT (3" TYPE S9.5B, 6" ABC)	SY	\$30.90	267	\$ 8,250.30
62	08000/02500/02600	HEAVY DUTY ASPHALT PAVEMENT (1.5" TYPE S9.5B, 2.5" 119.0C, 8" ABC)	SY	\$45.80	315	\$ 14,427.00
63	PSP	BOLLARDS	EA	\$500.00	9	\$ 4,500.00
64	PSP	BICYCLE RACKS	EA	\$750.00	2	\$ 1,500.00
65	19000	ADA SIGNAGE	EA	\$350.00	2	\$ 700.00
66	19000	STOP SIGNS	EA	\$350.00	2	\$ 700.00
67	15000	PAVEMENT STRIPING-4" WHITE PARKING SPACE LINES	LF	\$15.00	335	\$ 5,025.00
68	15000	PAVEMENT STRIPING-ADA PARKING SYMBOLS	EA	\$1,200.00	2	\$ 2,400.00
69	15000	PAVEMENT STRIPING-24" STOP BAR	LF	\$15.00	50	\$ 750.00
70	15000	PAVEMENT STRIPING-HI VIZ CROSSWALK MARKINGS (24" CROSSWALK LINE, 5' WIDTH)	LF	\$15.00	26	\$ 390.00
71	07000/02400	ELECTRIC TRANSFORMER PAD (TRANSFORMER BY OTHERS)	EA	\$0.00	1	\$0.00
		ON-SITE PARKING LOT-LANDSCAPING				
72	PSP	STREETWISE TRIDENT MAPLE	EA	\$355.00	16	\$ 5,680.00
73	PSP	AMERICAN HORNBEAM MULTI-TRUNK	EA	\$255.00	35	\$ 8,925.00
74	PSP	SAVANNAH HOLLY	EA	\$355.00	5	\$ 1,775.00
75	PSP	BRACKEN'S BEAUTY SOUTHERN MAGNOLIA	EA	\$330.00	23	\$ 7,590.00
76	PSP	SAUCER MAGNOLIA MULTI-TRUNK	EA	\$330.00	9	\$ 2,970.00
77	PSP	HIGHTOWER WILLOW OAK	EA	\$355.00	17	\$ 6,035.00
78	PSP	ALLEE LACEBARK ELM	EA	\$355.00	9	\$ 3,195.00
79	PSP	RADIANCE GLOSSY ABELIA	EA	\$40.00	23	\$ 920.00
80	PSP	AUTUMN SPIRIT CAMELLIA	EA	\$40.00	62	\$ 2,480.00
81	PSP	OCTOBER MAGIC CARPET CAMELLIA	EA	\$40.00	28	\$ 1,120.00
82	PSP	DUKE GARDENS PLUM YEW	EA	\$40.00	21	\$ 840.00
83	PSP	FROSTPROOF GARDENIA	EA	\$40.00	86	\$ 3,440.00
84	PSP	NIGRA INKBERRY HOLLY	EA	\$40.00	36	\$ 1,440.00
85	PSP	CRIMSON FIRE FRINGE FLOWER	EA	\$40.00	17	\$ 680.00
86	PSP	BURKWOOD OSMANTHUS	EA	\$40.00	75	\$ 3,000.00
87	PSP	NANTUCKET VIBURNUM	EA	\$40.00	81	\$ 3,240.00
88	PSP	TIF 419 BERMUDAGRASS (SOD)	SF	\$0.80	29500	\$ 23,600.00
89	PSP	BIG BLUE LILYTURF	EA	\$10.00	113	\$ 1,130.00
90	PSP	PINK MUHLY GRASS	EA	\$13.00	16	\$ 208.00
91	PSP	HAMELN FOUNTAIN GRASS	EA	\$13.00	145	\$ 1,885.00
92	PSP	THREWEAY SEDGE	EA	\$5.00	133	\$ 665.00
93	PSP	GOLDENCLUB	EA	\$5.00	84	\$ 420.00
94	PSP	PICKEREL WEED	EA	\$5.00	170	\$ 850.00
95	PSP	ARROW ARUM	EA	\$5.00	204	\$ 1,020.00
96	PSP	BROADLEAF ARROWHEAD	EA	\$5.00	44	\$ 220.00
97	PSP	DOUBLE SHREDDED HARDWOOD MULCH (3" DEPTH)	CY	\$44.00	470	\$ 20,680.00
98	PSP	STONE MULCH (3" DEPTH)	CY	\$250.00	6	\$ 1,500.00
99	PSP	TOPSOIL / SOIL AMENDMENTS (2"-12" DEPTH)	CY	\$2.50	1150	\$ 2,875.00
		OFF-SITE ROADWAY IMPROVEMENTS				
100	03000/02200	GRADING	LS	\$15,000.00	1	\$ 15,000.00
101	5000	FOUNDATION CONDITIONING MATERIAL, MINOR STRUCTURES	TON	\$ 1.00	40	\$ 40.00
102	06000/02700	15" RC PIPE CULVERTS, CLASS IV	LF	\$120.00	81	\$ 9,720.00
103	06000/02700	18" RC PIPE CULVERTS, CLASS IV	LF	\$145.00	288	\$ 41,760.00
104	08000/02500/02600	MILLING ASPHALT PAVEMENT, 1 1/2" DEPTH	SY	\$12.06	865	\$ 10,431.90
105	08000/02500/02600	ASPHALT CONC. BASE COURSE, TYPE B25.0C	TON	\$5.32	425	\$ 2,261.00
106	08000/02500/02600	ASPHALT CONC. INTERMEDIATE COURSE, TYPE 19.0C	TON	\$44.69	275	\$ 12,291.00
107	08000/02500/02600	ASPHALT CONC. SURFACE COURSE, TYPE S9.5C	TON	\$54.94	405	\$ 22,249.00
108	08000/02500/02600	ASPHALT BINDER FOR PLANT MIX, GRADE PG 64-22	TON	\$475.75	60	\$ 28,545.00
109	06000/02700	MASONRY DRAINAGE STRUCTURES	EA	\$3,100.00	5	\$ 15,500.00
110	06000/02700	FRAME AND GRATES, STD. 840.03 TYPE G	EA	\$2,000.00	4	\$ 8,000.00
111	06000/02700	FRAME AND GRATES, STD. 840.16	EA	\$1,880.00	1	\$ 1,880.00
112	06000/02700	FLARED END SECTION-18" RCP	EA	\$4,200.00	1	\$ 4,200.00
113	07000/02400	2'-6" CONCRETE CURB & GUTTER	LF	\$36.00	532	\$ 19,152.00
114	07000/02400	4" CONCRETE SIDEWALK	SY	\$63.00	315	\$ 19,845.00
115	07000/02400	CONCRETE CURB RAMP	EA	\$400.00	2	\$ 800.00

Bid Form

Town of Wake Forest
Public Safety Warehouse
January 24, 2025

Kimley»Horn

PAY ITEM	SPEC SECTION	DESCRIPTION	UNIT	UNIT PRICE	QTY	AMOUNT
116	07000/02400	6" CONCRETE DRIVEWAY REPLACEMENT (HEAVY DUTY-6" PCC OVER 6" ABC)	SY	\$79.00	575	\$ 45,425.00
117	16000/02700	CLASS B RIP RAP	TON	\$52.00	30	\$ 1,560.00
118	16000/02700	GEOTEXTILE FOR DRAINAGE	SY	\$8.00	85	\$ 680.00
119	19000	CONTRACTOR FURNISHED, TYPE "E" SIGN	SF	\$350.00	7	\$ 2,450.00
120	19000	SUPPORTS, 3-LB STEEL U-CHANNEL	LF	\$350.00	45	\$ 15,750.00
121	19000	SIGN ERECTION, TYPE E	EA	\$350.00	4	\$ 1,400.00
122	NCDOT 907	DISPOSAL OF SIGN SUPPORT, U-CHANNEL	EA	\$100.00	3	\$ 300.00
123	14000	TEMPORARY TRAFFIC CONTROL	LS	\$8,085.00	1	\$ 8,085.00
124	15000	THERMOPLASTIC PAVEMENT MARKING LINES (4", 90 MILS)	LF	\$2.50	1830	\$ 4,575.00
125	15000	THERMOPLASTIC PAVEMENT MARKING LINES (12", 90 MILS)	LF	\$7.00	320	\$ 2,240.00
126	15000	THERMOPLASTIC PAVEMENT MARKING LINES (24", 90 MILS)	LF	\$15.00	325	\$ 4,875.00
127	16000	EROSION CONTROL	LS	\$4,000.00	1	\$ 4,000.00
		TOTAL				

Unit Pricing

Town of Wake Forest
Public Safety Warehouse



January 24, 2025

Item	DESCRIPTION	UNIT	UNIT PRICE	ALT. UNIT PRICE
1	MASS ROCK EXCAVATION (RIPPING) AND DISPOSE ON-SITE	CY	\$20.00	
2	MASS ROCK EXCAVATION (RIPPING) AND DISPOSE OFF-SITE	CY	\$35.00	
3	MASS ROCK EXCAVATION (BLASTING) AND DISPOSE ON-SITE	CY	\$45.00	
4	MASS ROCK EXCAVATION (BLASTING) AND DISPOSE OFF-SITE	CY	\$65.00	
5	TRENCH ROCK EXCAVATION (RIPPING) AND DISPOSE ON-SITE	CY	\$25.00	
6	TRENCH ROCK EXCAVATION (RIPPING) AND DISPOSE OFF-SITE	CY	\$45.00	
7	TRENCH ROCK EXCAVATION (BLASTING) AND DISPOSE OFF-SITE	CY	\$75.00	
8	TRENCH ROCK EXCAVATION (BLASTING) AND DISPOSE OFF-SITE	CY	\$95.00	
9	EXPORT OF UNSUITABLE MATERIALS (EXCAVATION, REMOVAL AND PROPER DISPOSAL)	CY	\$20.00	
10	EXPORT OF UNSUITABLE SOILS (TOPSOIL OR OTHER)	CY	\$18.00	
11	STOCKPILE ON-SITE (EXCAVATION, LOAD, HAUL AND STOCKPILE)	CY	\$5.00	
12	IMPORT, PLACE AND COMPACT STRUCTURAL FILL DUE TO EXPORT OF UNSUITABLE MATERIALS)	CY	\$18.00	
13	IMPORT PLACE AND COMPACT ABC STONE	TON	\$30.00	
14	IMPORT AND PLACE #57 STONE	TON	\$40.00	
15	RELOCATE SECTION OF 12" WATER LINE IN ROW DUE TO CONFLICT WITH ROADWAY IMPROVEMENTS	LF	\$100.00	

Notes:

1. If Unforeseen conditions are encountered during construction; Contractor shall utilize unit prices as above or specify appropriate alternate unit prices during bid phase
2. Unit prices shall be agreed upon during the Bid Phase and shall not be exceeded under any circumstances during Construction Phase

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Berry Building Group, Inc.
2755-B Charles Blvd., Greenville, NC 27858

as Principal, hereinafter called the Principal, and Travelers Casualty and Surety Company of America
One Tower Square, Hartford, CT 06183

a corporation duly organized under the laws of the State of CT
as Surety, hereinafter called the Surety, are held and firmly bound unto Town of Wake Forest

301 Brooks Street, Wake Forest, NC 27587

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid
Dollars (\$ 5%),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Wake Forest Public Safety Warehouse

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee 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.

Signed and sealed this 5th day of February

[Signature]
(Witness)

Berry Building Group, Inc.
(Principal)

By: [Signature]



[Signature]
(Witness)



Travelers Casualty and Surety Company of America
(Surety)

(Seal)

By: [Signature]

Attorney-in-Fact Christina Worrells

(Title)

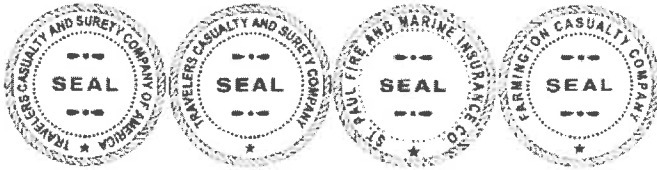
TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
Farmington Casualty Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint Christina Worrells of Durham, NC, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 4th day of March, 2024.



State of Connecticut

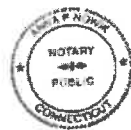
City of Hartford ss.

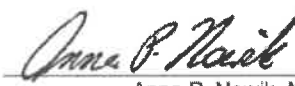
By: 
Bryce Grissom, Senior Vice President

On this the 4th day of March, 2024, before me personally appeared Bryce Grissom, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers, President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this February 5, 2025




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Town of Wake Forest
Bid Tabulation Sheet

Bid # 0007-2024 – TOWF Public Safety Warehouse
Bids Opened 2-5-2024 @ 10:00 A.M.

Company	License #	Addendums (2)	Bid Bond	Total Amount Bid	
Summa Contractors	64373	✓	✓	3,180,458.00	12 mos
Engineered Construction Co.		✓	X	Disqualified / No Bid Bond	
Hamlett Assoc	9628	✓	✓	3,500,000.00	420 Days
Berry Building Group	81204	✓	✓	2,681,000.00	305 Days
Salisbury More	100735	✓	✓	2,840,000.00	365 Days
Diamond Contracting	34909	✓	✓	3,028,112.00	340 Days
Kowen Contractors	87725	✓	✓	2,945,000.00	320 Days



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-374-
Submitted by: Tim Richards
Submitting Department: Planning
Meeting Date: April 1, 2025

SUBJECT

Presentation of LEGISLATIVE CASE RZ-24-04, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Recommendation:

Item Summary:

ATTACHMENTS

- [BOC Agenda Summary RZ-24-04.pdf](#)
- [RZ-24-04 Staff Report.pdf](#)
- [Attachment A - Neighborhood Meeting Information.pdf](#)
- [Attachment B - Application.pdf](#)
- [Attachment C - Maps.pdf](#)
- [Attachment D - Transportation Impact Analysis \(TIA\).pdf](#)
- [Attachment E - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
- [Exhibit 1 - Proposed White Street Mixed Use Master Plan.pdf](#)

Agenda Item: Presentation on LEGISLATIVE CASE RZ-24-04, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).

Summary: A public comment session was held at the March 11, 2025, Planning Board meeting. The Planning Board voted 6-0 to find the request consistent with the Community Plan and reasonable and in the public interest and recommended approval of the zoning map amendment (rezoning) request. The Planning Board recommendation included a suggestion that the applicant consider the following changes to proposed conditions:

- Increasing the percentage of affordable dwelling units from 4% of all units to 8% of all units; and
- Providing stop signs and corresponding pavement markings on North White Street at the Royal Mill Avenue intersection, if determined appropriate by the Town.

Since the Planning Board meeting, the applicant has modified proposed condition #15 to provide at least 8% of the total dwelling units as affordable units. The Engineering Department does not recommend installation of stop signs and corresponding markings on North White Street at the Royal Mill Avenue intersection at this time

Attachments: See Staff Report.



Staff Report

Case RZ-24-04: White Street Mixed Use Rezoning

Meeting Date	April 1, 2025
Requested Actions	Consideration of the following items related to the Conditional Zoning request for 0 North White Street (PIN 1841966020): 1. Act on Plan Consistency Statement 2. Rezone 3.93 acres on the Town of Wake Forest Zoning Map from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).
Case Manager	Tim Richards, Senior Planner - Development Services
Planning Board Recommendation	Recommended approval of the requested rezoning by a vote of 6-0 (see Attachment E). The Planning Board recommendation included a suggestion that the applicant consider the following changes to proposed conditions: • Increasing the percentage of affordable dwelling units from 4% of all units to 8% of all units; and • Providing stop signs and corresponding pavement markings on North White Street at the Royal Mill Avenue intersection, if determined appropriate by the Town. Since the Planning Board meeting, the applicant has modified proposed condition #15 to provide at least 8% of the total dwelling units as affordable units. The Engineering Department does not recommend installation of stop signs and corresponding markings on North White Street at the Royal Mill Avenue intersection at this time.

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
11/7/2024 <i>(See Attachment A)</i>	3/11/2025	4/15/2025

CASE INFORMATION

Applicant	Chase Massey FLM Engineering, Inc. PO Box 91727 Raleigh, NC 27675
Developer	David Phillips 8652 Valley Brook Drive

	Raleigh, NC 27613
Property Owner	Thales Academy, Inc. 4641 Paragon Park Road Raleigh, NC 27616
Location	Southeast corner of the intersection of North White Street and Royal Mill Avenue
Addresses	0 North White Street
Wake County Tax PIN	1841966020
Acreage	3.93
Zoning	Existing: Neighborhood Business (NB) Proposed: Neighborhood Mixed-Use Conditional District (NMX-CD)
Land Use	Existing: Undeveloped/Vacant Proposed: Mix of general commercial, restaurant, and multi-family
Corporate Limits	This application is located in the Town's corporate limits.

See Attachment B for a copy of the application and Attachment C for Aerial, Zoning, and Land Use Maps.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	North White Street Right-of-Way Residential (single-family detached) Undeveloped/Vacant	Light Industrial (LI)
South	Public Park (J.B. Flaherty Park)	Open Space (OS)
East	Public Park (J.B. Flaherty Park)	Open Space (OS)
West	Royal Mill Avenue Right-of-Way Religious Institution (site work underway)	Neighborhood Business (NB)
The proposed land use is generally compatible with surrounding land uses. The proposed zoning is generally compatible with surrounding zoning. <i>See Attachment C for associated maps.</i>		

MASTER PLAN ANALYSIS

Open Space	Required: <i>None (project less than five acres)</i> Proposed: <i>None</i> Summary: <i>The proposed Master Plan complies with the minimum open space percentage requirement in the UDO.</i>
Park Space	Required: <i>None (project less than five acres)</i> Proposed: <i>None. However, the proposed Master Plan and conditions designate a gathering area on the Northeast of the site of unspecified area to include some park space elements (see proposed condition #2 in Attachment B).</i> Summary: <i>The proposed Master Plan complies with the minimum park space percentage requirement in the UDO.</i>
Roads	Required: The Town's Comprehensive Transportation Plan (CTP) categorizes North White Street as a Minor Thoroughfare with a 3A cross section and a multi-use path along the site's frontage. The CTP categorizes Royal Mill Avenue as a Major Thoroughfare with a 3A cross section and a multi-use path along the site's frontage. The CTP's 3A cross section includes a 12' center turning lane, two 12' travel lanes, and on this site's frontage, a 2.5' curb and gutter, and 6' verge with street trees, a 10' multi-use path, and a 1' strip behind the multi-use path. New development is required to dedicate additional right-of-way and make frontage improvements necessary to accommodate the recommended cross section and bring the frontage into conformity with the cross section (see UDO Sections 6.6 and 6.8). A Transportation Impact Analysis (TIA) was completed for the proposed development (see Attachment D). The TIA recommends the following modifications to the existing transportation system: • A 50' left turn lane extending from the North White Street driveway to the northeast on North White Street. • Full movement driveways on both North White Street and Royal Mill Avenue. Proposed: The proposed development includes the dedication of additional right-of way on North White Street, as well as the installation of curb and gutter, verge with street trees, and multi-use paths on both North White Street and Royal Mill Avenue frontages, consistent with the 3A cross section. A left turn lane is proposed on North White Street and full movement driveways are proposed on both North White Street and Royal Mill Avenue, as recommended in the TIA. In addition, the applicant proposes a one-time \$20,000 payment to the Town

	toward transportation safety measures at the Royal Mill Avenue/North White Street intersection (see proposed condition # 12 in Attachment B). The Engineering Department has confirmed that this payment would likely be sufficient to install a high visibility crosswalk or stop signs and corresponding pavement markings at the intersection; however, as noted above, the Engineering Department does not recommend installation of stop signs at that intersection at this time. <i>Summary: The proposed Master Plan complies with the minimum roadway infrastructure requirements in the UDO.</i>
Parking	Required: 258 spaces (117 multifamily: 1.8 x 65 units; 91 general commercial: 32,000/350 sf; 50 restaurant: 10,000/200 sf) 12 bicycle spaces (10 multifamily & general commercial: 208/40 x 2; 2 restaurant: 50/50 x 2) Proposed: 238 spaces (proposed condition #7 in Attachment B sets a parking rate of 1.5 spaces per multifamily unit) 12 bicycle spaces (6 inverted U racks, covered and weather resistant) <i>Summary: The proposed Master Plan does not comply with the minimum automobile parking requirements in the UDO. The proposed Master Plan complies with the minimum bicycle parking requirements in the UDO</i>
Public Utilities	Required: Per UDO Section 6.3.1, the developer must connect to the municipal water and sewer systems. Proposed: A water line connection to the existing water main on North White Street is proposed to serve the development. A new 8" sanitary sewer main serving the development is proposed to connect to the existing sanitary sewer main on Groveton Trail, across Royal Mill Avenue and two intervening parcels. <i>Summary: The proposed Master Plan complies with the public utility requirements in the UDO.</i>

PROPOSED MODIFICATIONS OF UDO STANDARDS

More Stringent: Table 2.2.3, Table of Urban District Development Standards (NMX District)

Proposed: 4 stories maximum building height (proposed condition #1 in Attachment B)

Required: 6 stories maximum building height

Less Stringent: Table 2.2.3, Table of Urban District Development Standards

Proposed: Maximum front setbacks to be measured from the edge of existing utility easements along North White Street and Royal Mill Avenue (proposed condition #6)

Required: Maximum front setbacks to be measured from front lot lines (i.e., right-of-way)

Less Stringent: Section 17.4, Definitions

Proposed: Principal front lot line to be along North White Street, a Minor Thoroughfare (proposed condition #5)

Required: Principal front lot line abuts the street with higher classification, in this case Royall Mill Avenue as a Major Thoroughfare

More Stringent: Table 2.3.3, Use Table:

Proposed: Ground-floor limited to Commercial/Entertainment, Office/Service, Civic, and Studio uses (proposed condition #3 in Attachment B). The following uses are not allowed at all (proposed condition #4):

- Pawnshop
- Gas/Fueling Station
- Vehicle Services – Minor Maintenance/Repair
- Small Equipment Repair/Rental
- Drive-Thru/Drive-In Facility
- Vape Shop
- Funeral Home/Crematorium
- Alcoholic Beverage Sales Store
- Bar/Tavern
- Night Club
- Gun Sales Store

Allowed: These uses are allowed, either by-right or as a special use, in the NMX district (vape shop and gun sales store are classified under the use General Commercial)

Less Stringent: Section 9.4, Parking Requirements

Proposed: Automobile parking at a rate of 1.5 spaces per multifamily unit (proposed condition #7)

Required: Off-street automobile parking at a rate of 1.8 spaces per multifamily unit

Less Stringent: Section 9.8.1.D, Driveway Channelization <i>Proposed:</i> 97' channelization length on Royal Mill Avenue driveway (proposed condition #10) <i>Required:</i> 100' driveway channelization length for high-density mixed-use development
More Stringent: Section 6.8.1, Sidewalks <i>Proposed:</i> Direct pedestrian access from the multi-use path on North White Street to individual business entrances along the North White Street building frontage (proposed condition #13) <i>Required:</i> Sidewalks within commercial areas and places with high pedestrian volumes to meet anticipated pedestrian activity
Less Stringent: Section 6.3, Required Improvements for All Development <i>Proposed:</i> Electric power lines along both street frontages to remain above ground (proposed conditions #8 and #9) <i>Required:</i> Burial of existing above-ground powerlines required when the lines are located on the property under development

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2022)	The proposed zoning map amendment is generally consistent with the adopted 2022 Community Plan. The main Plan policies supporting this conclusion are: • Land Use Plan (page 40): Neighborhood Commercial areas are local commercial nodes that provide surrounding residents with convenient access to day-to-day goods and services. New Neighborhood Commercial uses should include vertical mixed use buildings with ground-floor commercial and upper-story residential or office. High levels of pedestrian and bicycle access to residential areas should be emphasized, with well-connected sidewalks, trails, and bicycle routes ensuring residents can easily access Neighborhood Commercial nodes without having to drive. • Commercial & Industrial Areas Plan – Area #2 (page 54): Neighborhood-serving retail and services should serve as a buffer between the railroad and the residential areas to the east while providing the residential areas with access to a variety of food and drink establishments, shops, personal services, and other local businesses. Parking lots should be located to the rear. Continuous sidewalks should support high pedestrian connectivity between businesses. A multi-use path along North White Street should further improve pedestrian access and connectivity. • Setbacks and Parking Lots (page 68): New businesses should be situated at or near the property line to improve walkability. Off-street parking should be located to the side or rear of the primary building, and pedestrian walkways in parking lots should be provided to enhance connectivity and safety.
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	• Sidewalks and Multi-Use Paths (page 78): Multi-use paths should be encouraged along the main road in new developments. Multifamily and commercial developments should include strong pedestrian networks within and between their sites. • Gateways (page 88): Improve roadway infrastructure along key gateway routes to enhance their character and multimodal connectivity.
Downtown Plan (2024)	The Downtown Plan is not applicable to the zoning map amendment request.
Housing Affordability Plan (2022)	The Housing Affordability Plan is not applicable to the zoning map amendment request.
Historic Preservation Plan (2022)	The Historic Preservation Plan is not applicable to the zoning map amendment request.
Northeast Community Plan (2021)	The Northeast Community Plan is not applicable to the zoning map amendment request.
Comprehensive Transportation Plan (2019)	The proposed zoning map amendment is generally consistent with the Comprehensive Transportation Plan (see roads discussion under Master Plan Analysis above).
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Resources Master Plan is not applicable to the zoning map amendment request.
<i>See Attachment E for detailed Plan Consistency Analysis. Note that Comprehensive Transportation Plan consistency is addressed in the Master Plan Analysis above and not in Attachment E.</i>	

STAFF RECOMMENDATION

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

ATTACHMENTS

- Attachment A: Neighborhood Meeting
- Attachment B: Application
- Attachment C: Maps
- Attachment D: Transportation Impact Analysis (TIA)
- Attachment E: Planning Board Recommendation and Plan Consistency Analysis

EXHIBITS

- Exhibit 1: Proposed White Street Mixed Use Master Plan



Tamara Short Weightman
PO Box 90426
Raleigh, NC 27676
(o) 919.825.1250
tweightman@bafolk.com

October 25, 2024

Re: Proposed rezoning of 0 N. White Street

Dear Neighbor,

You are invited to attend a neighborhood meeting on **November 7, 2024**, from **6:30 PM to 7:30 PM** in the Dogwood Room at **The Forks Cafeteria**, located at **339 Brooks Street in Wake Forest**.

The purpose of this meeting is to discuss a potential rezoning of a 3.93-acre property located at **0 N. White Street**, on the east corner of the S. Main Street and Royal Mill Avenue intersection (property ID: 1841966020). The proposed site plan will be available at the meeting for review.

This property is currently zoned Neighborhood Business (NB), which permits most business uses in buildings up to three stories high. The proposed rezoning is Neighborhood Mixed Use with Conditions (NMX-CD). The conditions, which would apply in perpetuity, include among others limiting the types of businesses that will be permitted on the property; limiting the total number of stories to four; and requiring that at least the first floor (but no more than two floors) be dedicated to retail, services, and restaurants, with apartments on upper floors.

This invitation is being sent to all property owners within 500 feet of the area for which rezoning has been requested, in accordance with Town of Wake Forest requirements, but is open to the public. At the neighborhood meeting, the proposed site plan and zoning conditions will be discussed in detail. After the meeting a report will be submitted to the Wake Forest Planning Department. Any other person attending the meeting can submit written comments about the meeting or the request in general.

If you have any concerns or questions about this potential rezoning please plan to attend the community meeting. Additionally, I can be reached via the contact information in the heading of this letter.

Sincerely,



Tamara S. Weightman

Address	Owner_ORIG	Owner	Mailing_Address_1	Mailing_Address_2	Mailing_Address_3
501 GROVETON TRL	BARBOUR, ELMON A JR BARBOUR, SHERRY H	BARBOUR, ELMON AND SHERRY	501 GROVETON TRL	WAKE FOREST NC 27587-2189	
409 GROVETON TRL	BOYKIN, ROSA MILLER	BOYKIN, ROSA MILLER	409 GROVETON TRL	WAKE FOREST NC 27587-2191	
521 ROOKWOOD CT	SCOTT, JAMES O SCOTT, FRANCINE	SCOTT, JAMES AND FRANCINE	521 ROOKWOOD CT	WAKE FOREST NC 27587-2293	
516 ROOKWOOD CT	HORNE, RICHARD LANCE HORNE, NATALIE J	HORNE, RICHARD AND NATALIE	516 ROOKWOOD CT	WAKE FOREST NC 27587-2292	
520 ROOKWOOD CT	ICKLAN, JOHN ICKLAN, SHERRILL E	ICKLAN, JOHN AND SHERRILL	520 ROOKWOOD CT	WAKE FOREST NC 27587-2292	
0 N WHITE ST	PRESIDENTIAL INVESTORS INC	PRESIDENTIAL INVESTORS INC	818 S WHITE ST	WAKE FOREST NC 27587-2961	
509 GROVETON TRL	AMH 2015-1 BORROWER LLC	AMH 2015-1 BORROWER LLC	30601 AGOURA RD STE 200	AGOURA HILLS CA 91301-2148	
508 ROOKWOOD CT	FORSTER, ROBERT R FORSTER, PATRICIA	FORSTER, ROBERT AND PATRICIA	628 ELIZABETH AVE	WAKE FOREST NC 27587-2122	
980 N WHITE ST	CHRIST OUR HOPE CHURCH PCA INC	CHRIST OUR HOPE CHURCH PCA INC	PO BOX 1917	WAKE FOREST NC 27588-1917	
413 GROVETON TRL	OROZCO, THOMAS I	OROZCO, THOMAS I	11519 SW VIRIDIAN BLVD	PORT SAINT LUCIE FL 34987-6918	
501 ROOKWOOD CT	DIEHL, JOSEPH	DIEHL, JOSEPH	501 ROOKWOOD CT	WAKE FOREST NC 27587-2293	
1024 WINTER BLOOM CT	SALTER, JAMES CHRISTOPHER	SALTER, JAMES CHRISTOPHER	1024 WINTER BLOOM CT	WAKE FOREST NC 27587-5171	
1117 N WHITE ST	W-H ROCKY MOUNT LLC	W-H ROCKY MOUNT LLC	PO BOX 1885	WAKE FOREST NC 27588-1885	
1100 N WHITE ST	WAKE FOREST TOWN OF	TOWN OF WAKE FOREST	301 BROOKS ST	WAKE FOREST NC 27587-2901	
1226 N WHITE ST	WAKE FOREST TOWN OF	TOWN OF WAKE FOREST	301 BROOKS ST	WAKE FOREST NC 27587-2901	
405 GROVETON TRL	W KEITH REAL ESTATE LLC	W KEITH REAL ESTATE LLC	604 E JONES AVE	WAKE FOREST NC 27587-2710	
0 N WHITE ST	GRANITE PROPERTIES & MANAGEMENT LLC	GRANITE PROPERTIES & MANAGEMENT LLC	PO BOX 400	ROLESVILLE NC 27571-0400	
1104 KULLANA LN	PEARCE, DAVID PEARCE, JENNIFER	PEARCE, DAVID AND JENNIFER	1104 KULLANA LN	WAKE FOREST NC 27587-7198	
505 ROOKWOOD CT	NELSON, JENNIFER N. MEURER, KEVIN M.	NELSON, JENNIFER AND MEURER, KEVIN	505 ROOKWOOD CT	WAKE FOREST NC 27587-2293	
344 AMARYLLIS WAY	RESTA, RICCARDO P RESTA, JULIA F	RESTA, RICCARDO AND JULIA	344 AMARYLLIS WAY	WAKE FOREST NC 27587-4005	
340 AMARYLLIS WAY	MAUNEY, SAMUEL D MAUNEY, LEANNA D	MAUNEY, SAMUEL AND LEANNA	340 AMARYLLIS WAY	WAKE FOREST NC 27587-4005	
509 ROOKWOOD CT	HOLMBERG, KURT L	HOLMBERG, KURT	11308 TIMBERGROVE LN	RALEIGH NC 27614-7529	
417 GROVETON TRL	LY, SOPHIA A TRUSTEE 417 GROVETON TRAIL TRUST	LY, SOPHIA A TRUSTEE 417 GROVETON TRAIL TRUST	406 ALL SAINTS PL	CARY NC 27513-6196	
336 AMARYLLIS WAY	BABAJIDE, BABATOPE BABAJIDE, UGOCHI	BABAJIDE, BABATOPE AND UGOCHI	336 AMARYLLIS WAY	WAKE FOREST NC 27587-4005	
513 GROVETON TRL	IVA HOLDINGS LLC	IVA HOLDINGS LLC	3607 FALLS RIVER AVE STE 115	RALEIGH NC 27614-7365	
504 ROOKWOOD CT	PEREZ, DAMARIS I	PEREZ, DAMARIS	504 ROOKWOOD CT	WAKE FOREST NC 27587-2292	
0 N WHITE ST	THALES ACADEMY INC	THALES ACADEMY INC	4641 PARAGON PARK RD	RALEIGH NC 27616-3406	
0 N WHITE ST	W-H ROCKY MOUNT LLC	W-H ROCKY MOUNT LLC	1225 N WHITE ST	WAKE FOREST NC 27587-7120	
1020 WINTER BLOOM CT	EDWARDS, HELEN S	EDWARDS, HELEN	1020 WINTER BLOOM CT	WAKE FOREST NC 27587-5171	
500 ROOKWOOD CT	CPI/AMHERST SFR PROGRAM OWNER LLC	CPI/AMHERST SFR PROGRAM OWNER LLC	5001 PLAZA ONTHE LAKE	SUITE 200	AUSTIN TX 78746
517 ROOKWOOD CT	LOMBARDI, GABRIEL VOHRZEK	LOMBARDI, GABRIEL VOHRZEK	517 ROOKWOOD CT	WAKE FOREST NC 27587-2293	
513 ROOKWOOD CT	FOLEY, KRISTIN TRUSTEE TRUSTEE OF DOG LOVER REVOCABLE LIVING TR	FOLEY, KRISTIN TRUSTEE TRUSTEE OF DOG LOVER REVOCABLE LIVING TR	513 ROOKWOOD CT	WAKE FOREST NC 27587-2293	
348 AMARYLLIS WAY	SARACENO, SAMANTHA SAFFIE, KYLE	SARACENO, SAMANTHA AND SAFFIE, KYLE	348 AMARYLLIS WAY	WAKE FOREST NC 27587-4005	
512 ROOKWOOD CT	BRADLEY, PATRICIA LOUISE BRADLEY, MARK S TRUSTEE	BRADLEY, PATRICIA AND BRADLEY, MARK S TRUSTEE	3409 GREENVILLE LOOP RD	WAKE FOREST NC 27587-8884	
400 GROVETON TRL	TUNELL, LISABETH P TUNELL, BRADFORD G	TUNELL, LISABETH AND BRADFORD	400 GROVETON TRL	WAKE FOREST NC 27587-2190	
401 GROVETON TRL	LOZANO, ADRIANA TERESA	LOZANO, ADRIANA TERESA	401 GROVETON TRL	WAKE FOREST NC 27587-2191	
1100 KULLANA LN	WAGNER, MARIA WOLF, JOSEPH	WAGNER, MARIA AND WOLF, JOSEPH	1100 KULLANA LN	WAKE FOREST NC 27587-7198	
505 GROVETON TRL	AMH 2014-3 BORROWER LLC	AMH 2014-3 BORROWER LLC	AMERICAN HOMES 4 RENT	30601 AGOURA RD STE 200	AGOURA HILLS CA 91301-2148
1015 N WHITE ST	W-H ROCKY MOUNT LLC	W-H ROCKY MOUNT LLC	1225 N WHITE ST	WAKE FOREST NC 27587-7120	
0 N WHITE ST	WRIGHT PARTNERS LLC	WRIGHT PARTNERS LLC	PO BOX 1885	WAKE FOREST NC 27588-1885	

White Street Rezoning Community Meeting

Thursday, November 7, 2024 at 6:30 PM at

Forks Cafeteria in Wake Forest

Meeting Notes

The meeting was attended by four people from three households— Natasha Wells, Rosa Miller-Boykin, James & Francine Scott— all of whom live near the parcel proposed to be rezoned (one attendee lives just outside the 500-foot area of invitees, but learned of the meeting from a close neighbor living within the 500-foot radius) and two individuals— Josh & Molly Hurst— who are affiliated with Christ Our Hope Church, which will be located across from the parcel that is the subject of the proposed rezoning. Additionally, Mr. Phillips, the developer, was on-hand to answer any questions that arose. All attendees provided some contact information, which has been provided separately to the Town to protect attendees' private data.

The community members who attended were all overall very positive about the proposed development. They were primarily curious about the plan and had general questions.

The proposal was described to the attendees, including the building's size, features, what the proposed zoning allows, as well as the conditions proposed to be included with the development's new zoning. Drawings of the plan were shared. The plan and conditions were well-received.

The fact that the property would be mixed-use appeared to be a positive in the minds of all who attended, as was the commitment to make access to the new development pedestrian-friendly. More than one attendee mentioned looking forward to walking to get a coffee or meal.

There was a question by a church representative regarding if a large parking area is necessary, and the requirements imposed on property developers regarding how the amount of provided parking is calculated were explained.

Concerns were expressed about undesirable businesses being introduced to the area, but those concerns appeared to be completely assuaged when it was explained that the new zoning with its proposed conditions limits the types of businesses that will be allowed in the new development, while the current zoning does not include such restrictions. The list of types of businesses that are proposed to be disallowed appeared to satisfy attendees and the fact that the conditions would be tied to the property in perpetuity (provided the parcel is not rezoned again later) was regarded positively by the attendees.

The attendees mentioned traffic can be heavy in the area in the mornings, but did not express that they felt the new development would create any concern for them.

White St. Litz.
11/7

Natasha Wells (910) 546-

Rosa Miller- Boykin

James + Francine Scott 919-602-

Josh + Molly Hurst

Rosa Miller- Boykin

409 GROVETON TR

919. 426 

Christ Our Hope Church

office @ christourhopechurch.com

919. 570. 

James + Francine Scott

Francinescott  @ yahoo.com



Conditional District Rezoning Application

(Conditional District Rezoning 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

#1507674

Project Title: White Street Mixed Use

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Conditional District Rezoning

State: NC

Workflow: Conditional District Rezoning

County: Wake

Submittal Requirements

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 CONDITIONAL DISTRICT REZONING
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: 11/14/2022

Staff Member Met With: Patrick Reidy, Tim Richards

Pre-application Conference Project Number: 881920

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: 1841966020 (Unverified)

Tax PIN:

Acreage: 3.934

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):

Current vacant parcel zoned NB.

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

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

Parcel Area:

Wake Forest (WF):

Base District:

In SH2-O Overlay:

In TND Overlay:

In HL-O Overlay:

In National Register of Historic Places:

Current Use:

Planning and Zoning:

In SH1-O Overlay:

In Water Supply Watershed Protection Overlay:

In SF Overlay:

In MVCP-O Overlay:

In Flood Hazard Area:

Additional Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

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

Case Numbers of other related approvals (if applicable):

Project Contacts

Please enter all project contacts related to your application.

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

Project Contact - Applicant

Chase Massey

FLM Engineering, Inc.

PO Box 91727, Raleigh

Raleigh, NC 27675

P:9196101051

cmassey@flmengineering.com

Project Contact - Developer

David Phillips

8652 Valley Brook Drive

Raleigh, NC 27613

P:919-625-6763

david.phillips1358@gmail.com

Project Contact - Property Owner

Robert Luddy

Thales Academy

4641 Paragon Park Road

Raleigh, NC 27616

P:919.882.2410

bob@captiveaire.com

Project Contact - Engineer

Chase Massey

FLM Engineering, Inc.

PO Box 91727, Raleigh

Raleigh, NC 27675

P:9196101051

cmassey@flmengineering.com

Transportation Impact Analysis

As per Section 6.11.1 of the UDO is the project required to provide a Traffic Impact Analysis (TIA)?: Yes

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

Project Number:

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

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

Project Type: Both	Proposed Conditional Zoning District: NMX-CD, Neighborhood Mixed-Use
Proposed Land Use: Mixed Use (General Commercial, Restaurant, Multi-family)	Proposed Number of Lots: 1
Number of Buildings: 1	Number of Single-Family Lots: 0
Number of Townhome Lots: 0	Number of Multi-Family Units: 65
Total Number of Dwelling Units: 65	Number of Stories: 4
Square Footage of All Buildings (non-residential): 42000	

Plan Information - Conditional Rezoning

Description of Request: Rezoning from NB to NMX-CD.	Initial Proposed Conditions Offered by Applicant: Included per list with this submittal
Justification of Consistency with Comprehensive Plan: Project is consistent with comprehensive plan.	

FLMENGINEERING

March 16, 2025

Tim Richards, AICP, CZO
Senior Planner - Development Services
Town of Wake Forest
301 S Brooks Street
Wake Forest, NC 27587

**Reference: White Street Mixed Use (RZ-24-04)
Proposed Zoning Conditions**

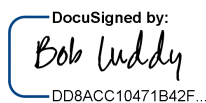
Dear Mr. Richards:

The proposed zoning conditions for the White Street mixed use project, Town of Wake Forest Case No. RZ-24-04, are listed below:

1. Building height shall not exceed four stories.
2. Gathering space shall be provided as shown on the approved master plan and shall include garden-wall seating; landscaping including flowering shrubs; provision of shade through one or more canopy trees or man-made structures; trash and recycling receptacles; and an active recreation component.
3. 100% of the ground-floor floor area shall be designated for commercial/entertainment, office/service, civic, and studio purposes.
4. Allowable uses shall **not** include the following, on any portion of the property: pawn shop, gas/fueling station, vehicle maintenance or repair, small equipment repair/rental, drive-thru/drive-in facility, vape shop, funeral home/crematorium, alcoholic beverage sales store, bar/tavern, night club, internet sweepstakes facility, shooting range, or gun sales store.
5. The lot line abutting North White Street shall be considered the principal front lot line.
6. Maximum front setbacks to be measured from the edge of existing utility easements along Royal Mill Avenue and North White Street.
7. Multi-family parking rate: 1.5 spaces per unit.
8. Existing Wake Electric transmission line along Royal Mill Avenue to remain and not be buried.
9. Existing Wake Electric overhead distribution line along North White Street to remain and not be buried.
10. Proposed Royal Mill Avenue minimum driveway channelization to be 97'.
11. Developer shall complete all improvements recommended in the approved Transportation Impact Analysis.

12. In addition to completing all improvements required by condition eleven, Developer shall provide a one-time \$20,000.00 (twenty thousand dollar) payment to the Town toward transportation safety measures (e.g., vehicular, pedestrian, etc.) at the Royal Mill Avenue/ N. White Street intersection, payable at issuance of Construction Documents; specific measures to be determined and implemented by the Town at the Town's discretion.
13. Direct pedestrian access from the multi-use path on North White Street shall be provided to individual business entrances along the North White Street building frontage.
14. Prior to any grading or other construction activities on the site, tree protection fencing shall be installed along northeastern parcel line to protect roots of existing off-site trees within the Flaherty Park driveway area.
15. At least 8% of the dwelling units constructed on the site shall be affordable housing units. As used herein, an "affordable housing" unit is any dwelling unit that is offered for rent at an effective monthly rent equal to or less than the maximum rent affordable for households with an income of 70% of the Area Median Income ("AMI") in the Raleigh, North Carolina Metropolitan Statistical Area published by HUD. The affordable units shall be offered for rent for a minimum of ten (10) years from the date of issuance of the first certificate of occupancy permitting residential use after the effective date of these conditions. For the purposes of this condition, an annual rent equal to or less than 30% of the annual income of a household with an income of 70% AMI in the Raleigh MSA shall be considered affordable for households with an income of 70% AMI.
16. The owner shall update the rental rate for each affordable housing unit then being marketed for rent annually based on the current updated AMI published by HUD. In the event the Town of Wake Forest or Wake County establishes a program in the future which provides incentives for affordable housing units, this project shall be eligible to participate in such a program if qualifications of such program are met. Beginning on December 31st of the first full year following owner's receipt of the final certificate of occupancy for the project and prior to December 31st for every year thereafter, the owner of record shall provide an annual certification of compliance with this zoning condition to the Town of Wake Forest Planning Department, which lists the rental rate for the affordable housing units and verifies that the tenants in those affordable housing units do not exceed the 70% AMI income threshold. The owner shall not be required to submit annual certifications to the Town regarding affordable housing units after the expiration of the 10-year affordability period.

Sincerely,

DocuSigned by:

 DD8ACC10471B42F...

Robert Luddy on behalf of Thales Academy, Inc.

TOWN OF WAKE FOREST

AGENT AUTHORIZATION FORM:

Application #: RZ-24-04

Submittal Date: _____

Thales Academy Inc _____ is the owner of the property for which the attached application is being submitted:

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

The property is located at: 0 White Street

The agent for this project is: Chase Massey

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

Name: Robert L. Luddy

Address: 4641 Paragon Park Rd, Raleigh, NC 27616

Telephone Number: 919-882-2410 Fax: 919-882-5204

Email Address: bob@captiveaire.com

Signature(s) of Owner(s):

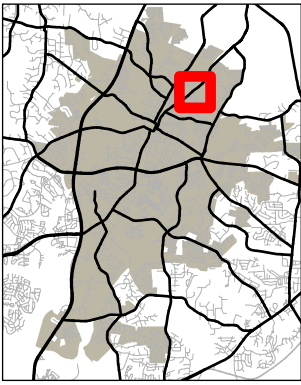
Robert L. Luddy

Print or type name(s):

ROBERT L. LUDDY

Attach additional sheets if there are additional owners.

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



Aerials



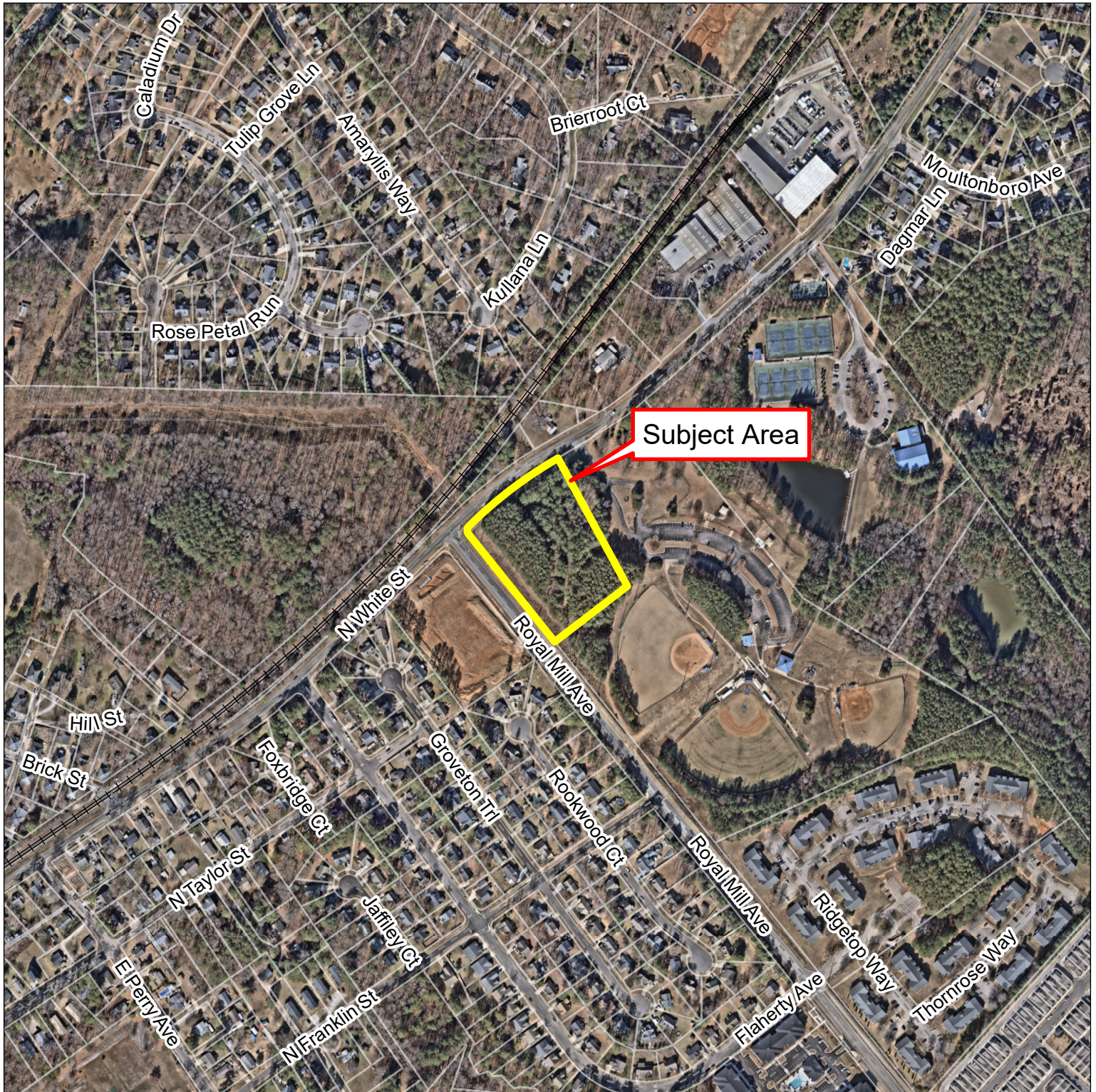
TOWN of
WAKE FOREST

RZ-24-04

White Street Mixed Use Rezoning

PIN: 1841966020

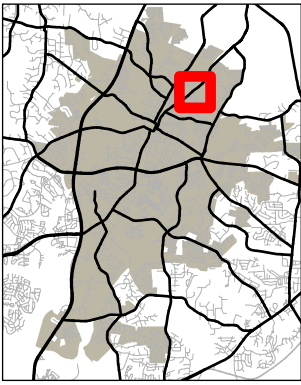
2/14/2025



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
US Feet





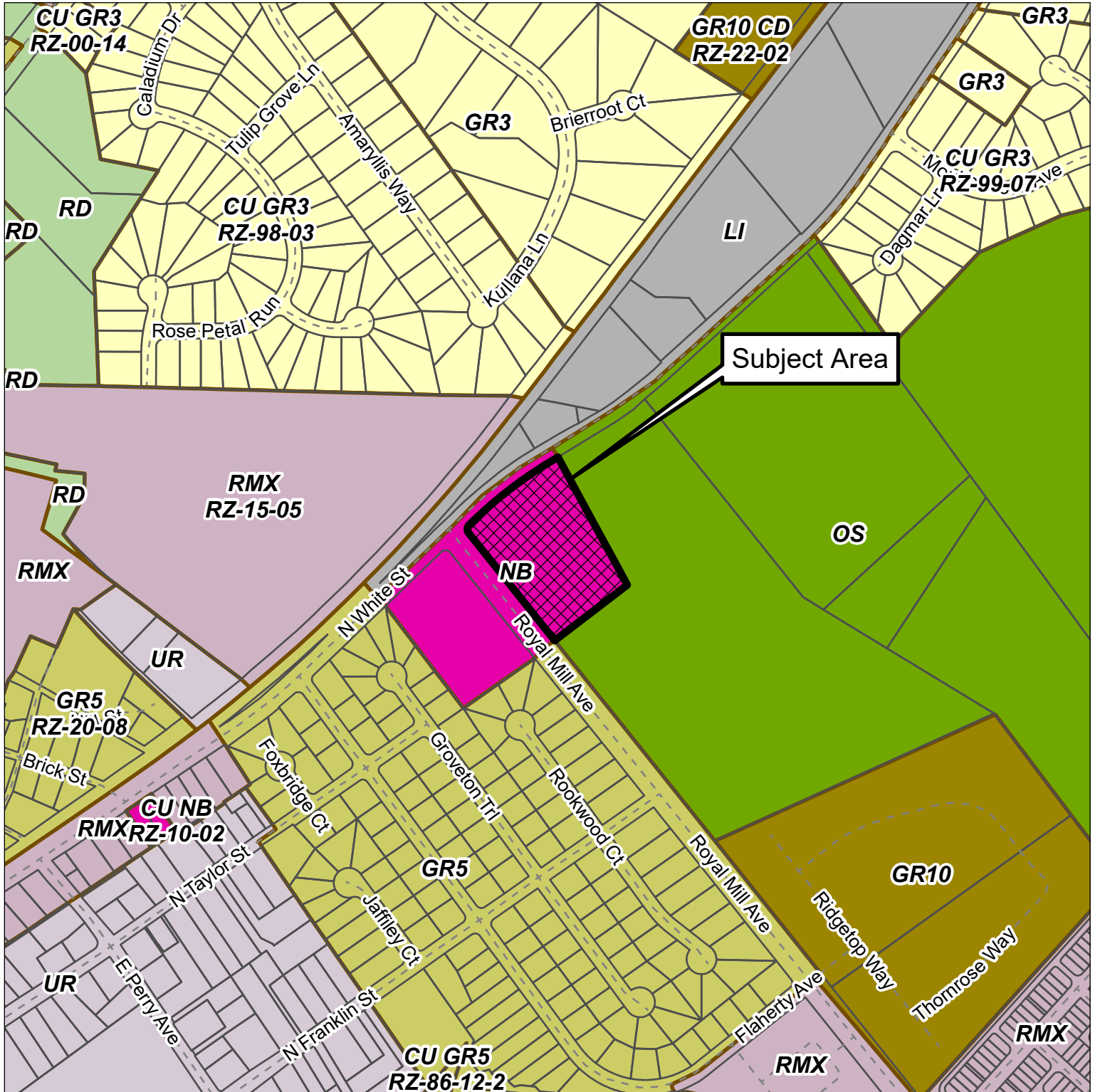
Current Zoning



TOWN of
WAKE FOREST

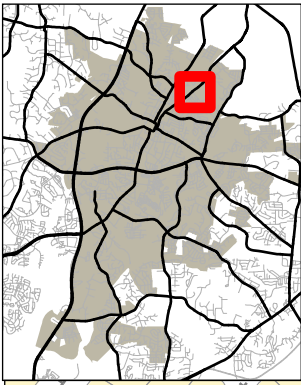
RZ-24-04 White Street Mixed Use Rezoning PIN: 1841966020

2/14/2025



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



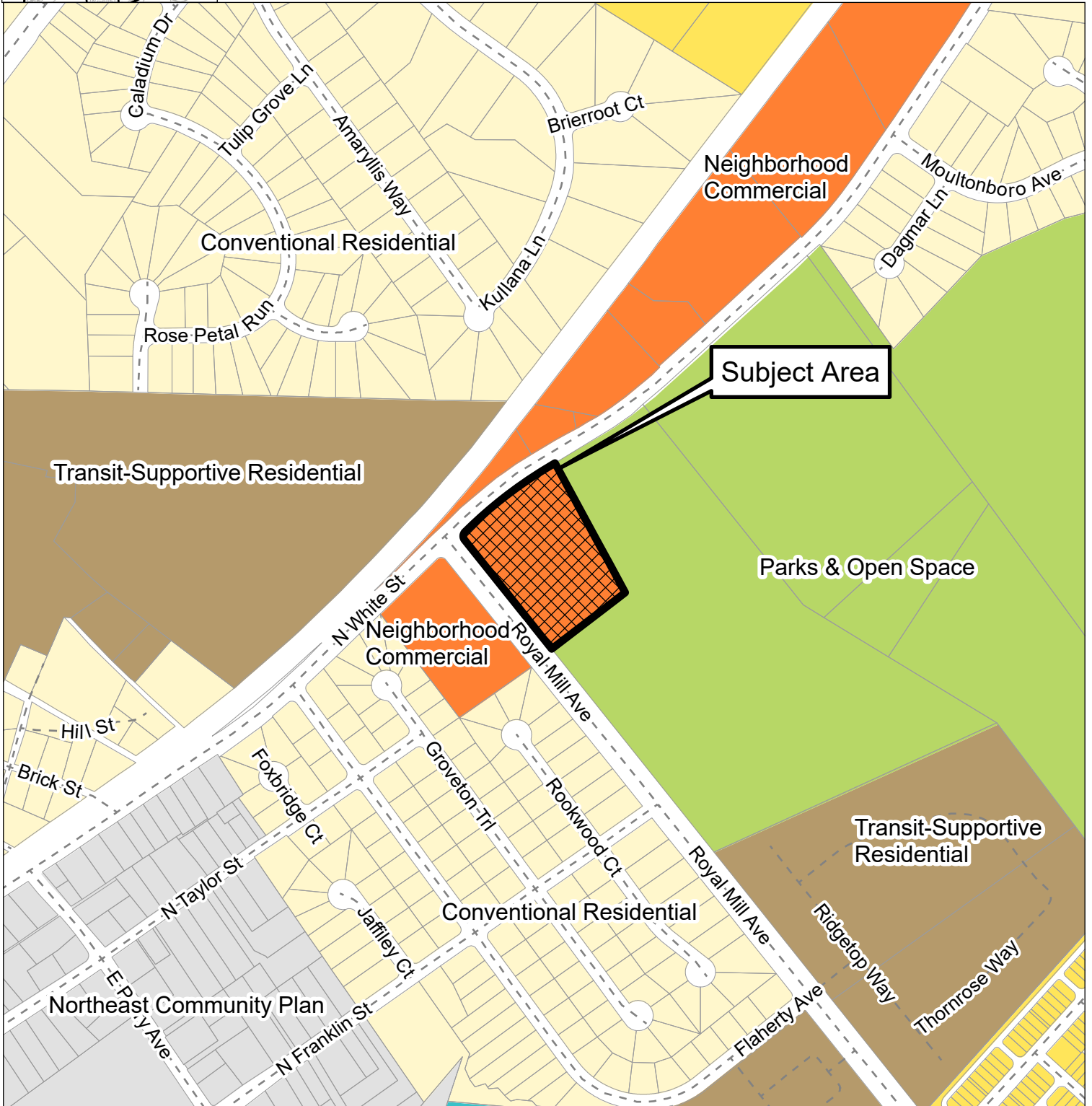
Land Use Plan



TOWN of
WAKE FOREST

RZ-24-04 White Street Mixed Use Rezoning PIN: 1841966020

2/14/2025



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





TRAFFIC IMPACT ANALYSIS

FOR

WHITE STREET MIXED USE DEVELOPMENT - UPDATE

LOCATED

IN

WAKE FOREST, NC

Prepared For:

FLM ENGINEERING
PO Box 91727
Raleigh, NC



JANUARY 2024

DRMP Project No. 22562

Prepared By: VT

Reviewed By: DC

**TRAFFIC IMPACT
ANALYSIS**

FOR

WHITE STREET MIXED-USE UPDATE

LOCATED

IN

WAKE FOREST, NC

Prepared For:
FLM Engineering
PO Box 91727
Raleigh, NC

Prepared By:
DRMP, Inc.
5808 Faringdon Place
Raleigh, NC 27609
License #F-1524



JANUARY 2024

1/9/2024

RKA Project No. 22562

Prepared By: VT

Reviewed By: DC

**TRAFFIC IMPACT ANALYSIS
WHITE STREET MIXED USE
WAKE FOREST, NORTH CAROLINA**

EXECUTIVE SUMMARY

1. Development Overview

A Traffic Impact Analysis (TIA) was conducted for the proposed White Street Mixed-Use development in accordance with the Wake Forest (Town) Unified Development Ordinance (UDO) and North Carolina Department of Transportation (NCDOT) capacity analysis guidelines. The proposed development is to be located in the eastern quadrant at the intersection of North White Street and Royal Mill Avenue in Wake Forest, North Carolina. The proposed development is expected to consist of a maximum of 65 apartment units, 34,000 square feet (s.f.) of retail space, and 10,000 s.f. of restaurant space. The development is estimated to be built out in 2024. Site access is proposed via one (1) full movement driveway along North White Street and one (1) full movement driveway along Royal Mill Avenue.

2. Existing Traffic Conditions

The study area for the TIA was determined through coordination with the Town and NCDOT and consists of the following existing intersections:

- North White Street and Royal Mill Avenue
- Royal Mill Avenue and N Franklin Street
- Royal Mill Avenue and Flaherty Avenue

Existing peak hour traffic volumes were determined based on traffic counts conducted at the study intersection listed below, in November of 2022 during a typical weekday AM (7:00 AM – 9:00 AM) and PM (4:00 PM – 6:00 PM) peak periods, while schools were in session:

- North White Street and Royal Mill Avenue
- Royal Mill Avenue and North Franklin Street
- Royal Mill Avenue and Flaherty Avenue

3. Site Trip Generation

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

Table E-1: Site Trip Generation

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
High Turnover Restaurant (932)	10,000 s.f.	1,072	53	43	55	36
Strip Retail Plaza (<40k) (822)	34,000 s.f.	1,664	48	32	112	112
Multifamily Housing Low-Rise (220)	65 units	492	10	33	31	18
Total Trips		3,228	111	108	198	166
<i>Internal Capture (14% AM, 19% PM)</i>			-15	-15	-38	-32
Total External Trips			96	93	160	134
<i>Pass-By Trips: Shopping Center (34% PM); High Turnover Restaurant (43% PM)</i>			--	--	-46	-46
Total Primary Trips			96	93	114	88

4. Future Traffic Conditions

Through coordination with the Town and NCDOT, it was determined that an annual growth rate of 3% would be used to generate 2024 projected weekday AM and PM peak hour traffic volumes. The following adjacent developments were identified to be considered under future conditions:

- Pines at Wake Forest
- Hawthorne at Traditions

The study analyzes traffic conditions during the weekday AM and PM peak hours for the following scenarios:

- 2022 Existing Traffic Conditions
- 2024 No-Build Traffic Conditions
- 2024 Build Traffic Conditions

5. Capacity Analysis Summary

The analysis considered weekday AM and PM peak hour traffic for 2022 existing, 2024 no-build, and 2024 build conditions. Refer to Table E-2 for the capacity analysis summary performed at each study intersection.

Table E-2: Capacity Analysis Summary

Intersection	Approach	2022 Existing Conditions		2024 No-Build Conditions		2024 Build Conditions	
		AM	PM	AM	PM	AM	PM
North White Street and Royal Mill Avenue	EB	--	--	--	--	--	--
	WB	A ¹	A ¹	A ¹	A ¹	A ¹	A ¹
	NB	C ²	B ²	C ²	C ²	D ²	C ²
Royal Mill Avenue and North Franklin Street	EB	A ³	A ³	A ³	A ³	A ³	A ³
	NB	A ³	A ³	B ³	A ³	B ³	A ³
	SB	A ³	A ³	A ³	A ³	A ³	B ³
	Overall	A (9)	A (8)	A (10)	A (9)	B (11)	A (10)
Royal Mill Avenue and Flaherty Avenue	EB	B ²	B ²	C ²	B ²	C ²	B ²
	WB	B ²	B ²	C ²	B ²	C ²	B ²
	NB	A ¹	A ¹	A ¹	A ¹	A ¹	A ¹
	SB	A ¹	A ¹	A ¹	A ¹	A ¹	A ¹
North White Street and Site Drive 1	EB	N/A		N/A		--	--
	WB					A ¹	A ¹
	NB					B ²	B ²
Royal Mill Avenue and Site Drive 2	WB	N/A		N/A		B ²	B ²
	NB					--	--
	SB					A ¹	A ¹

6. Recommendations

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

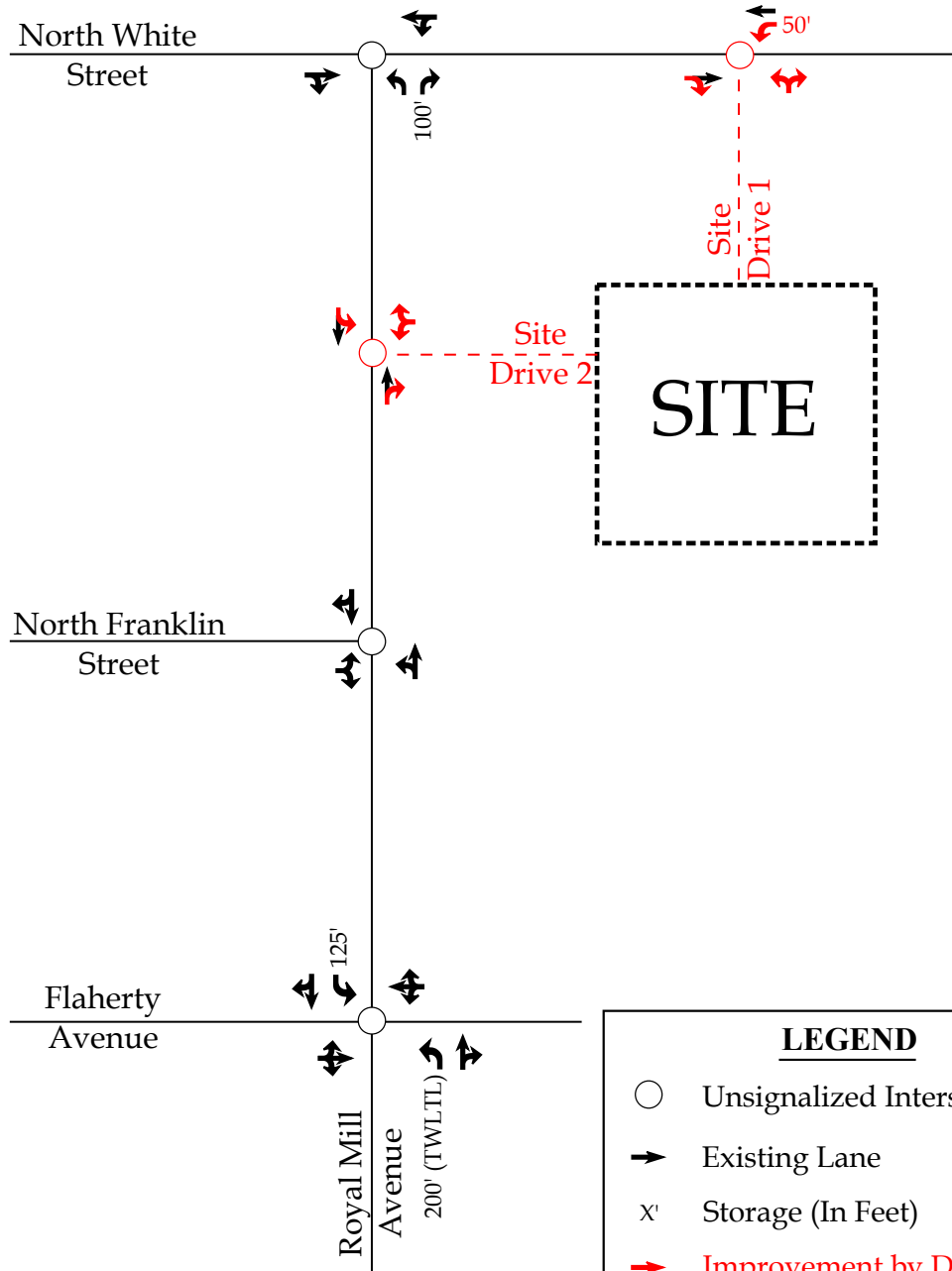
Recommended Improvements by the Developer

North White Street and Site Drive 1

- Construct the southern leg (Site Drive 1) with one ingress lane and one egress lane striped as a shared left-/right-turn lane.
- Provide an exclusive westbound left-turn lane along North White Street with at least 50 feet of full-width storage.
- Provide stop control for the northbound approach.

Royal Mill Avenue and Site Drive 2

- Construct the eastern leg (Site Drive 2) with one ingress lane and one egress lane striped as a shared left-/right-turn lane.
- Provide stop control for the westbound approach.



LEGEND	
○	Unsignalized Intersection
➔	Existing Lane
x'	Storage (In Feet)
➔	Improvement by Developer

	White Street Mixed-Use Wake Forest, NC	Recommended Lane Configurations	
		Scale: Not to Scale	Figure E-1

TABLE OF CONTENTS

1. INTRODUCTION.....	1
1.1. Site Location and Study Area	1
1.2. Proposed Land Use and Site Access	2
1.3. Adjacent Land Uses.....	2
1.4. Existing Roadways	2
2. 2022 EXISTING PEAK HOUR CONDITIONS	7
2.1. 2022 Existing Peak Hour Traffic Volumes	7
2.2. Analysis of 2022 Existing Peak Hour Traffic Conditions.....	7
3. 2024 NO-BUILD PEAK HOUR CONDITIONS	9
3.1. Ambient Traffic Growth	9
3.2. Adjacent Development Traffic.....	9
3.3. Future Roadway Improvements	10
3.4. 2024 No-Build Peak Hour Traffic Volumes	10
3.5. Analysis of 2024 No-Build Peak Hour Traffic Conditions.....	11
4. SITE TRIP GENERATION AND DISTRIBUTION	15
4.1. Trip Generation.....	15
4.2. Site Trip Distribution and Assignment	16
5. 2024 BUILD TRAFFIC CONDITIONS.....	25
5.1. 2024 Build Peak Hour Traffic Volumes	25
5.2. Analysis of 2024 Build Peak Hour Traffic Conditions	25
6. TRAFFIC ANALYSIS PROCEDURE.....	27
6.1. Adjustments to Analysis Guidelines	27
7. CAPACITY ANALYSIS	28
7.1. North White Street and Royal Mill Avenue	28
7.2. Royal Mill Avenue and North Franklin Street	30
7.3. Royal Mill Avenue and Flaherty Avenue	31
7.4. North White Street and Site Drive 1	32
7.5. Royal Mill Avenue and Site Drive 2	33
8. CONCLUSIONS.....	34
9. RECOMMENDATIONS.....	35

LIST OF FIGURES

Figure 1 – Site Location Map.....4

Figure 2 – Preliminary Site Plan5

Figure 3 – Existing Lane Configurations.....6

Figure 4 – 2022 Existing Peak Hour Traffic.....8

Figure 5 – 2024 Projected Peak Hour Traffic.....12

Figure 6 – Adjacent Development Trips.....13

Figure 7 – 2024 No-Build Peak Hour Traffic.....14

Figure 8a – Residential Site Trip Distribution18

Figure 8b – Commercial Site Trip Distribution19

Figure 9a – Residential Site Trip Assignment.....20

Figure 9b – Commercial Site Trip Assignment21

Figure 10 – Pass-By Site Trip Distribution22

Figure 11 – Pass-by Site Trip Assignment.....23

Figure 12 – Total Site Trip Assignment24

Figure 13 – 2024 Build Peak Hour Traffic26

Figure 14 – Recommended Lane Configurations.....36

LIST OF TABLES

Table 1: Existing Roadway Inventory 3

Table 2: Adjacent Development Information 10

Table 3: Trip Generation Summary..... 15

Table 4: Highway Capacity Manual – Levels-of-Service and Delay 27

Table 5: Analysis Summary of North White Street and Royal Mill Avenue..... 28

Table 6: Analysis Summary of Royal Mill Avenue and North Franklin Street 30

Table 7: Analysis Summary of Royal Mill Avenue and Flaherty Avenue 31

Table 8: Analysis Summary of Royal Mill Avenue and Site Drive 1..... 32

Table 9: Analysis Summary of North White Street and Site Drive 2 33

TECHNICAL APPENDIX

Appendix A:	Approved Scoping Documentation
Appendix B:	Traffic Counts
Appendix C:	Adjacent Development Information
Appendix D:	Capacity Calculations – North White Street and Royal Mill Avenue
Appendix E:	Capacity Calculations – Royal Mill Avenue and North Franklin Street
Appendix F:	Capacity Calculations – Royal Mill Avenue and Flaherty Avenue
Appendix G:	Capacity Calculations – North White Street and Site Drive 1
Appendix H:	Capacity Calculations – Royal Mill Avenue and Site Drive 2
Appendix I:	SimTraffic Queuing Reports
Appendix J:	Turn Lane Warrant Charts

TRAFFIC IMPACT ANALYSIS

WHITE STREET MIXED-USE

WAKE FOREST, NORTH CAROLINA

1. INTRODUCTION

The contents of this report present the findings of the Traffic Impact Analysis (TIA) conducted for the proposed White Street Mixed-Use development to located in the eastern quadrant at the intersection of North White Street and Royal Mill Avenue in Wake Forest, North Carolina. The purpose of this study is to determine the potential impacts to the surrounding transportation system created by traffic generated by the proposed development, as well as recommend improvements to mitigate the impacts.

The proposed development, anticipated to be completed in 2024, is assumed to consist of the following uses:

- A maximum of 65 apartment units
- A maximum of 34,000 square feet (s.f.) of retail space
- A maximum of 10,000 s.f. of restaurant

The study analyzes traffic conditions during the weekday AM and PM peak hours for the following scenarios:

- 2022 Existing Traffic Conditions
- 2024 No-Build Traffic Conditions
- 2024 Build Traffic Conditions

1.1. Site Location and Study Area

The development is proposed to be located south of North White Street and east of Royal Mill Avenue in Wake Forest, North Carolina. Refer to Figure 1 for the site location map. The study area for the TIA was determined through coordination with the North Carolina Department of Transportation (NCDOT) and the Town of Wake Forest (Town) and consists of the following existing intersections, on the following page:

- North White Street and Royal Mill Avenue
- Royal Mill Avenue and N Franklin Street
- Royal Mill Avenue and Flaherty Avenue

Refer to Appendix A for the approved scoping documentation.

1.2. Proposed Land Use and Site Access

The site is expected be located south of North White Street and east of Royal Mill Avenue. The proposed development, anticipated to be completed in 2024, is assumed to consist of the following uses:

- A maximum of 65 apartment units
- A maximum of 34,000 square feet (s.f.) of retail space
- A maximum of 10,000 s.f. of restaurant

Site access is proposed via one (1) full movement driveway along Royal Mill Avenue and one (1) full movement driveway along North White Street. Refer to Figure 2 for a copy of the preliminary site plan.

1.3. Adjacent Land Uses

The proposed development is located in an area consisting primarily of residential development.

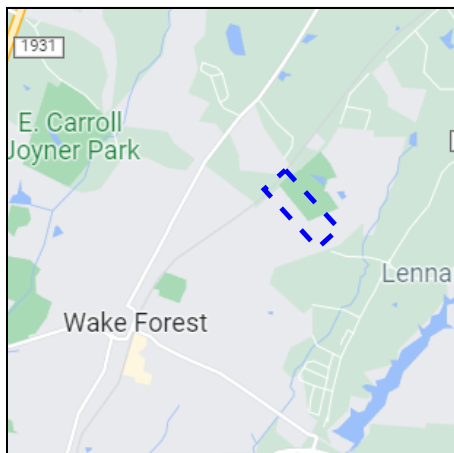
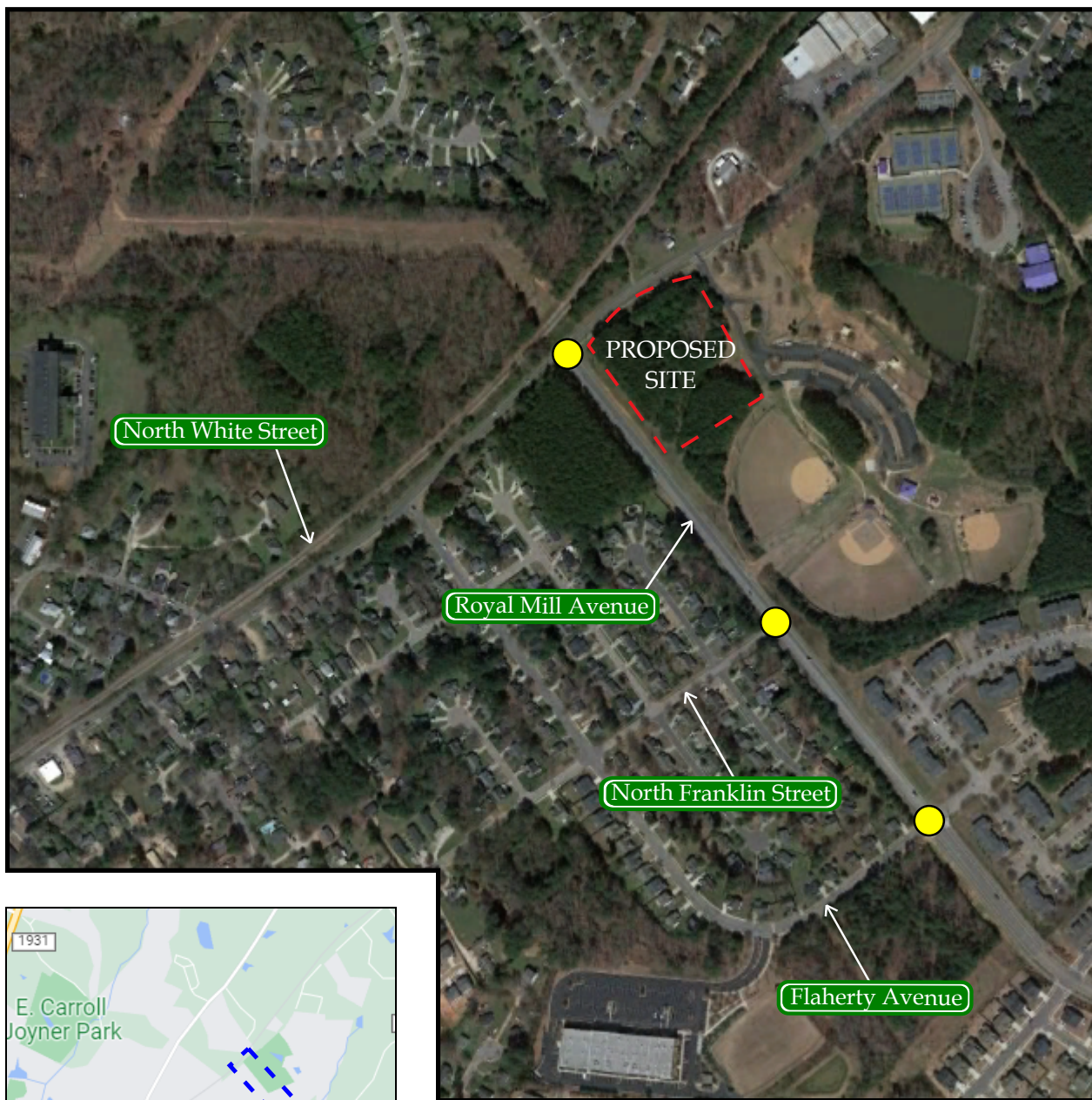
1.4. Existing Roadways

Existing lane configurations (number of traffic lanes on each intersection approach), speed limits, storage capacities, and other intersection and roadway information within the study area are shown in Figure 3. Table 1, on the following page, provides a summary of this information, as well.

Table 1: Existing Roadway Inventory

Road Name	Route Number	Typical Cross Section	Speed Limit	AADT (vpd)
North White Street	SR 1941	2-lane undivided	45 mph	4,600 ¹
Royal Mill Avenue	N/A	2-lane undivided	25 mph	3,240 ²
North Franklin Street	N/A	2-lane undivided	Not Posted	270 ²
Flaherty Avenue	N/A	2-lane undivided	25 mph	860 ²

¹ADT from 2017²ADT based on the traffic counts from 2022 and assuming the weekday PM peak hour volume is 10% of the average daily traffic.



LEGEND

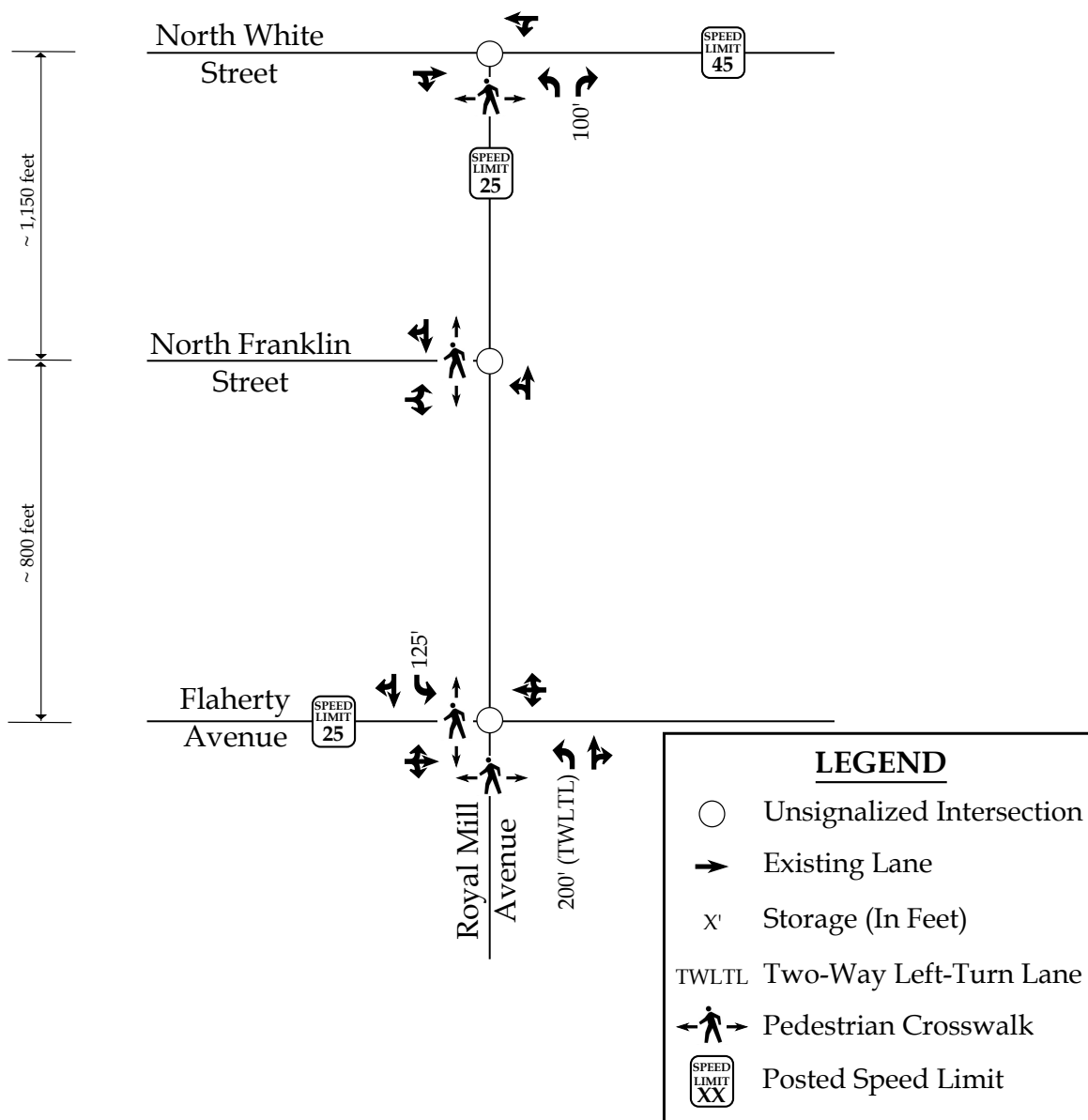
-  Study Intersection
-  Study Area



White Street Mixed-Use
Wake Forest, NC

Site Location Map

Scale: Not to Scale Figure 1



White Street Mixed-Use
Wake Forest, NC

2022 Existing
Lane Configurations

Scale: Not to Scale

Figure 3

2. 2022 EXISTING PEAK HOUR CONDITIONS

2.1. 2022 Existing Peak Hour Traffic Volumes

Existing peak hour traffic volumes were determined based on traffic counts conducted at the study intersections listed below, in November of 2022 during a typical weekday AM (7:00 AM – 9:00 AM) and PM (4:00 PM – 6:00 PM) peak periods, while schools were in session:

- North White Street and Royal Mill Avenue
- Royal Mill Avenue and North Franklin Street
- Royal Mill Avenue and Flaherty Avenue

Refer to Figure 4 for 2022 existing weekday AM and PM peak hour traffic volumes. A copy of the count data is located in Appendix B of this report.

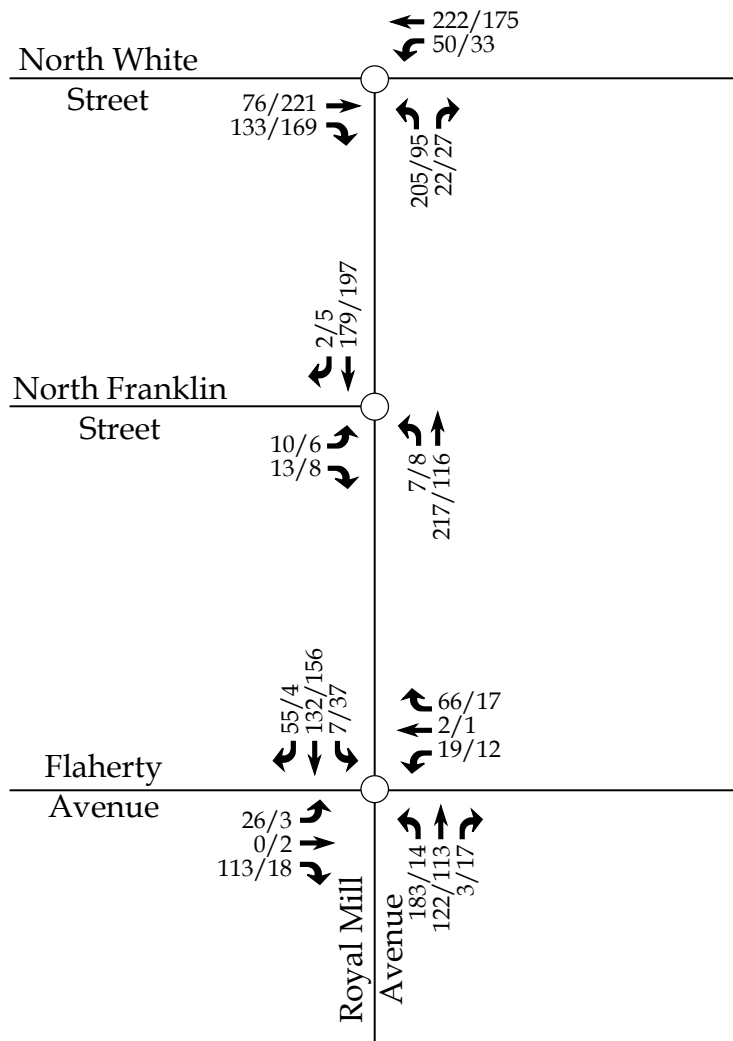
2.2. Analysis of 2022 Existing Peak Hour Traffic Conditions

The 2022 existing weekday AM and PM peak hour traffic volumes were analyzed to determine the current levels of service at the study intersections under existing roadway conditions. The results of the analysis are presented in Section 7 of this report.



LEGEND

- Unsignalized Intersection
- X / Y → Weekday AM / PM Peak Hour Traffic



Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.



White Street Mixed-Use
Wake Forest, NC

2022 Existing
Peak Hour Traffic

Scale: Not to Scale Figure 4

3. 2024 NO-BUILD PEAK HOUR CONDITIONS

In order to account for growth of traffic and subsequent traffic conditions at a future year, no-build traffic projections are needed. No-build traffic is the component of traffic due to the growth of the community and surrounding area that is anticipated to occur regardless of whether or not the proposed development is constructed. No-build traffic is comprised of existing traffic growth within the study area and additional traffic created as a result of adjacent approved developments.

3.1. Ambient Traffic Growth

Through coordination with the Town and NCDOT, it was determined that an annual growth rate of 3% would be used to generate 2024 projected weekday AM and PM peak hour traffic volumes. Refer to Figure 5 for 2024 projected peak hour traffic.

3.2. Adjacent Development Traffic

Through coordination with the Town and NCDOT, the following adjacent developments were identified to be included as an approved adjacent development in this study:

- Pines at Wake Forest
- Hawthorne at Traditions

Table 2, on the following page, provides a summary of the adjacent developments.

Table 2: Adjacent Development Information

Development Name	Location	Build-Out Year	Land Use / Intensity	TIA Performed
Pines at Wake Forest	South of Royal Mill Avenue and east of Flaherty Avenue	N/A <i>Expected prior to the build-out of the proposed White Street Mixed-Use Development</i>	99 apartment units	N/A <i>Trips generated and applied to roadway network</i>
Hawthorne at Traditions	North of Royal Mill Avenue and west of Gilcrest Farm Road	N/A <i>Expected prior to the build-out of the proposed White Street Mixed-Use Development</i>	272 apartment units	N/A <i>Trips generated and applied to roadway network</i>

It should be noted that the adjacent developments and adjacent development trips were approved, during scoping, by the Town and NCDOT. Adjacent development trips are shown in Figure 6. Refer to Appendix A for the approved scoping documentation. Adjacent development information can be found in Appendix C.

3.3. Future Roadway Improvements

Based on coordination with the NCDOT and the Town, it was determined there were no future roadway improvements to consider with this study.

3.4. 2024 No-Build Peak Hour Traffic Volumes

The 2024 no-build traffic volumes were determined by projecting the 2022 existing peak hour traffic to the year 2024 and adding the adjacent development trips. Refer to Figure 7 for an illustration of the 2024 no-build peak hour traffic volumes at the study intersections.

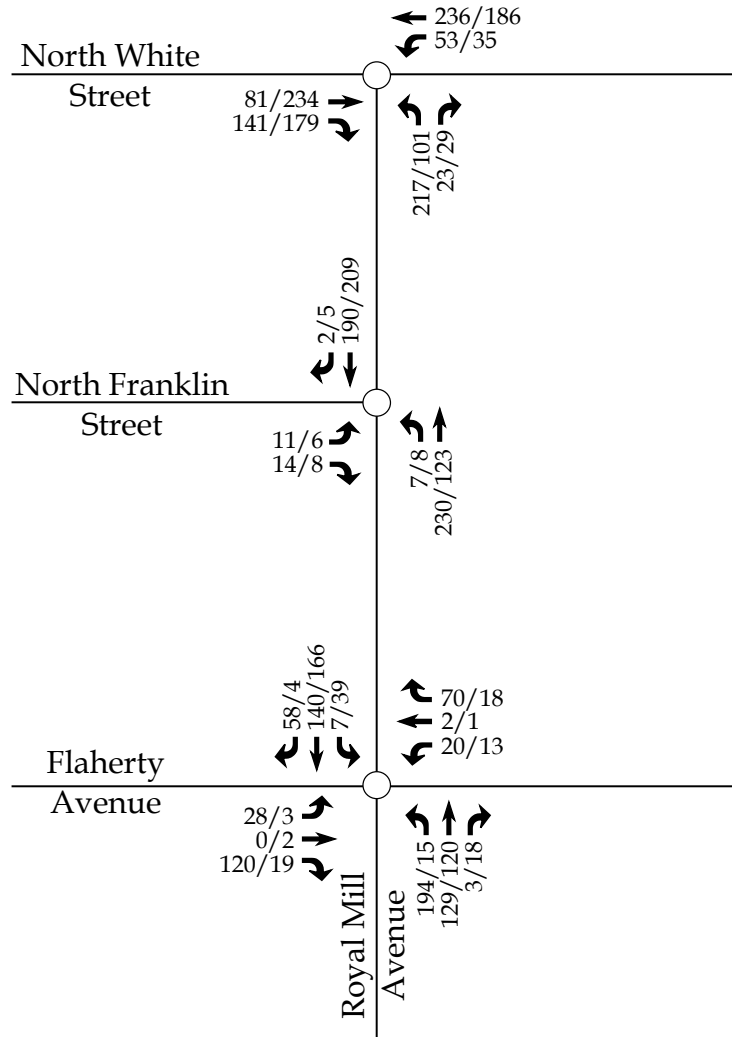
3.5. Analysis of 2024 No-Build Peak Hour Traffic Conditions

The 2024 no-build AM and PM peak hour traffic volumes at the study intersections were analyzed with future geometric roadway conditions and traffic control. The analysis results are presented in Section 7 of this report.



LEGEND

- Unsignalized Intersection
- X / Y → Weekday AM / PM Peak Hour Traffic



White Street Mixed-Use
Wake Forest, NC

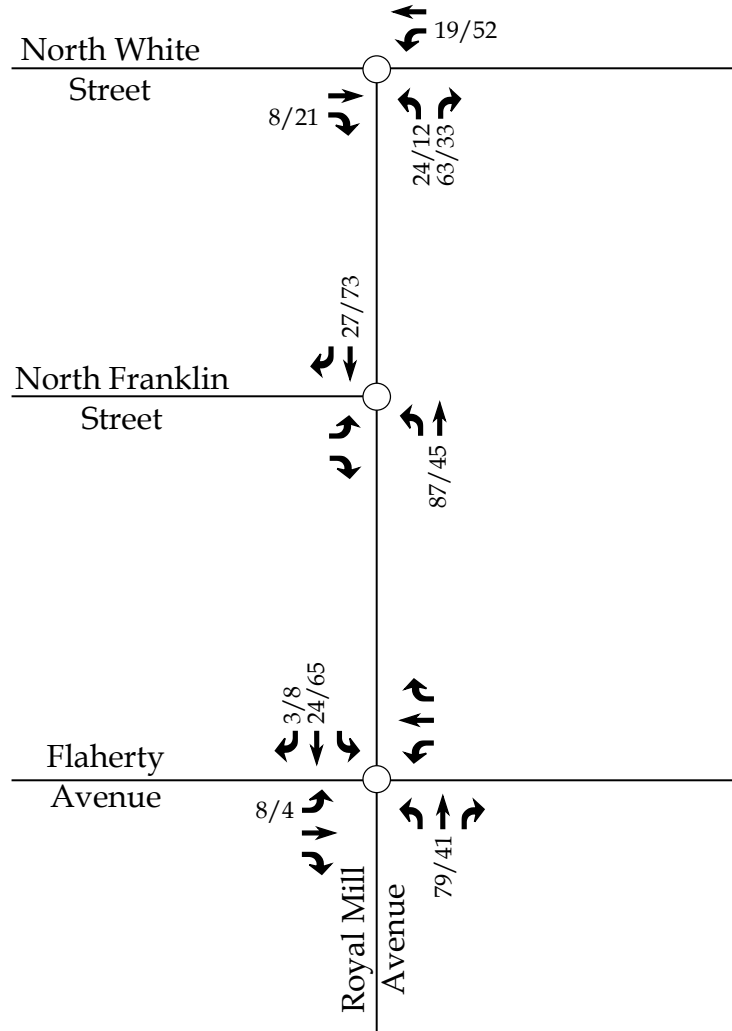
2024 Projected
Peak Hour Traffic

Scale: Not to Scale

Figure 5

LEGEND

- Unsignalized Intersection
- X / Y → Weekday AM / PM Peak Hour Adjacent Development Trips



White Street Mixed-Use
Wake Forest, NC

Peak Hour Adjacent
Development Trips

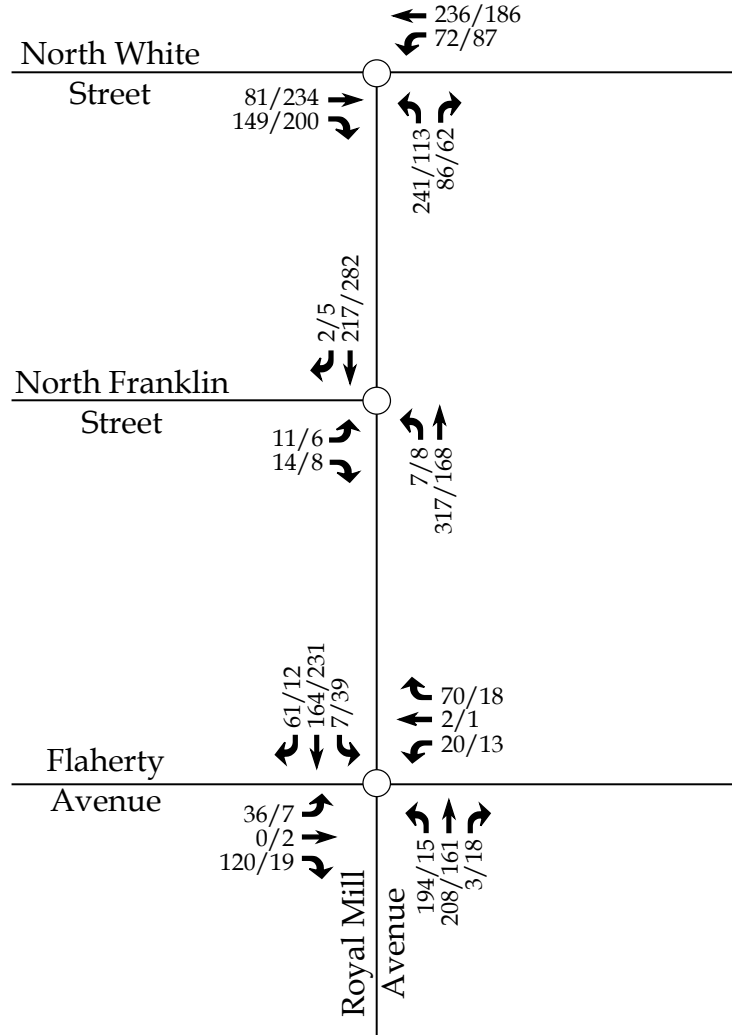
Scale: Not to Scale

Figure 6



LEGEND

- Unsignalized Intersection
- X / Y → Weekday AM / PM Peak Hour Traffic



Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.



White Street Mixed-Use
Wake Forest, NC

2024 No-Build
Peak Hour Traffic

Scale: Not to Scale

Figure 7

4. SITE TRIP GENERATION AND DISTRIBUTION

4.1. Trip Generation

The proposed development is assumed to consist of a maximum of 65 apartment units, a maximum of 34,000 s.f. retail space, and a maximum of 10,000 s.f. restaurant space. Average weekday daily, AM peak hour, and PM peak hour trips for the proposed development were estimated using methodology contained within the ITE *Trip Generation Manual*, 11th Edition. Table 3 provides a summary of the trip generation potential for the site.

Table 3: Trip Generation Summary

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
High Turnover Restaurant (932)	10,000 s.f.	1,072	53	43	55	36
Strip Retail Plaza (<40k) (822)	34,000 s.f.	1,664	48	32	112	112
Multifamily Housing Low-Rise (220)	65 units	492	10	33	31	18
Total Trips		3,228	111	108	198	166
<i>Internal Capture (14% AM, 19% PM)</i>			-15	-15	-38	-32
Total External Trips			96	93	160	134
<i>Pass-By Trips: Shopping Center (34% PM); High Turnover Restaurant (43% PM)</i>			--	--	-46	-46
Total Primary Trips			96	93	114	88

It is estimated that the proposed development will generate approximately 3,228 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 219 trips (111 entering and 108 exiting) will occur during the weekday AM peak hour and 364 trips (198 entering and 166 exiting) will occur during the weekday PM peak hour.

Internal capture of trips between the residential and retail uses was considered in this study. Internal capture is the consideration for trips that will be made within the site between

different land uses, so the vehicle technically never leaves the internal site but can still be considered as a trip to that specific land use. Internal capture typically only considers trips between residential, office, and retail/restaurant land uses. Based on NCHRP Report 684 methodology, a weekday AM peak hour internal capture of 14% was applied to the total trips and weekday PM peak hour internal capture rate of 19% was applied to the total trips. The internal capture reductions are expected to account for approximately 30 trips (15 entering and exiting) during the weekday AM peak hour and 70 trips (38 entering and 32 exiting) during the weekday PM peak hour.

Pass-by trips were also taken into consideration in this study. Pass-by trips are made by the traffic already using the adjacent roadway, entering the site as an intermediate stop on their way to another destination. Pass-by percentages are applied to site trips after adjustments for internal capture. Pass-by trips are expected to account for approximately 92 trips (46 entering and 46 exiting) during the weekday PM peak hour. It should be noted that the pass-by trips were balanced, as it is likely that these trips would enter and exit in the same hour.

The total primary site trips are the calculated site trips after the reduction for internal capture and pass-by trips. Primary site trips are expected to generate approximately 189 trips (96 entering and 93 exiting) during the weekday AM peak hour and 202 trips (114 entering and 88 exiting) during the weekday PM peak hour.

4.2. Site Trip Distribution and Assignment

Trip distribution percentages used in assigning site traffic for this development were estimated based on a combination of existing traffic patterns, population centers adjacent to the study area, and engineering judgment. The distribution utilized below were reviewed and approved as part of the Memorandum of Understanding (MOU). Refer to Appendix A for a copy of the approved scoping documentation

It is estimated that the residential site trips will be regionally distributed as follows:

- 50% to/from the west via North White Street
- 30% to/from the south via Royal Mill Avenue

- 20% to/from the east via North White Street

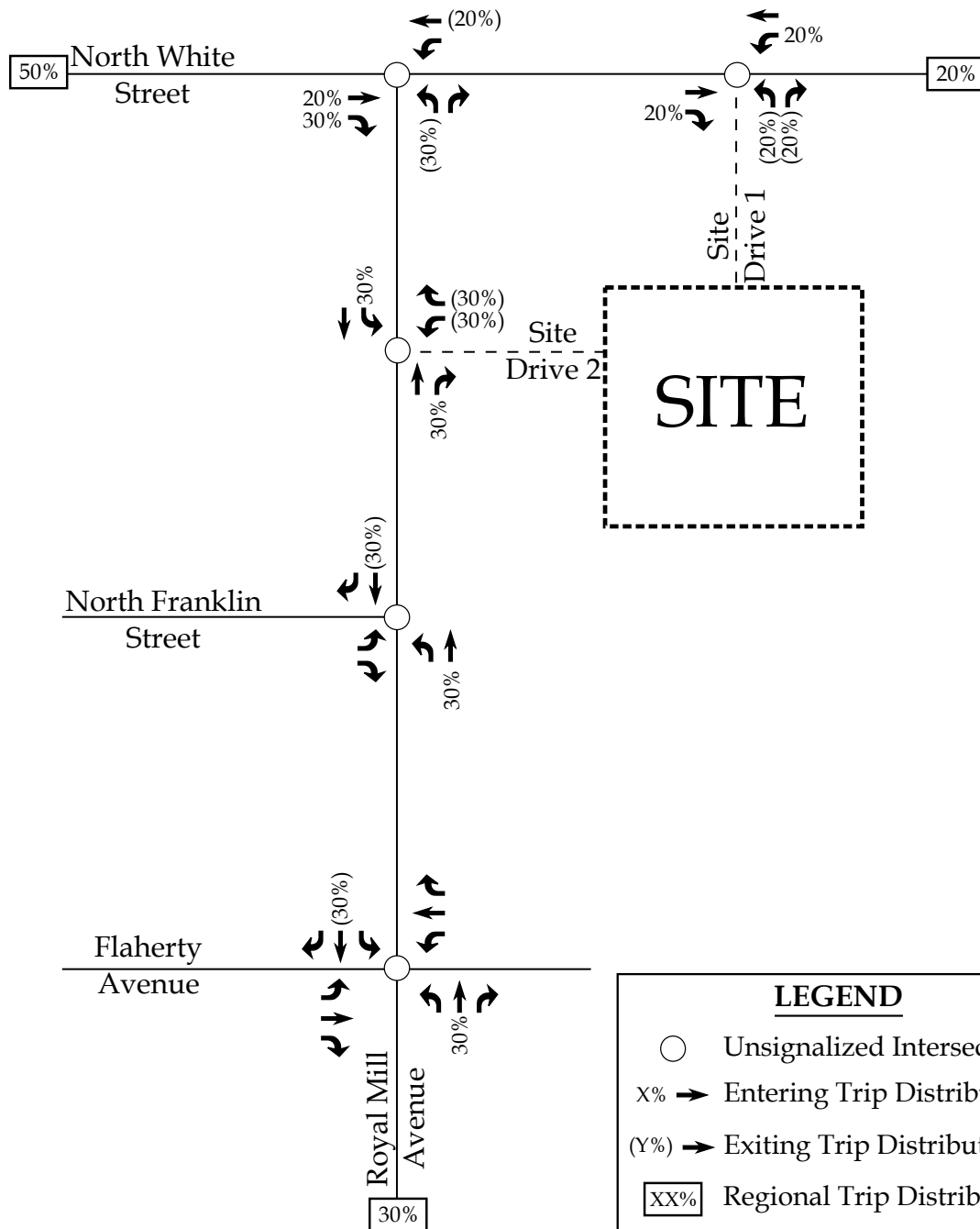
It is estimated that the commercial site trips will be regionally distributed as follows:

- 30% to/from the east via North White Street
- 30% to/from the south via Royal Mill Avenue
- 25% to/from the west via North White Street
- 5% to/from the west via North Franklin Street
- 5% to/from the west via Flaherty Avenue
- 5% to/from the east via Flaherty Avenue

The residential site trip distribution is shown in Figure 8a and the commercial site trip distribution is shown in Figure 8b. Refer to Figure 9a for the residential site trip assignment and Figure 9b for the commercial site trip assignment.

The pass-by site trips were distributed based on existing traffic patterns with consideration given to the proposed driveway access and site layout. Refer to Figure 10 for the pass-by site trip distribution. This distribution utilized was reviewed and approved as part of the MOU. Refer to Appendix A for a copy of the approved scoping documentation Pass-by site trips are shown in Figure 11.

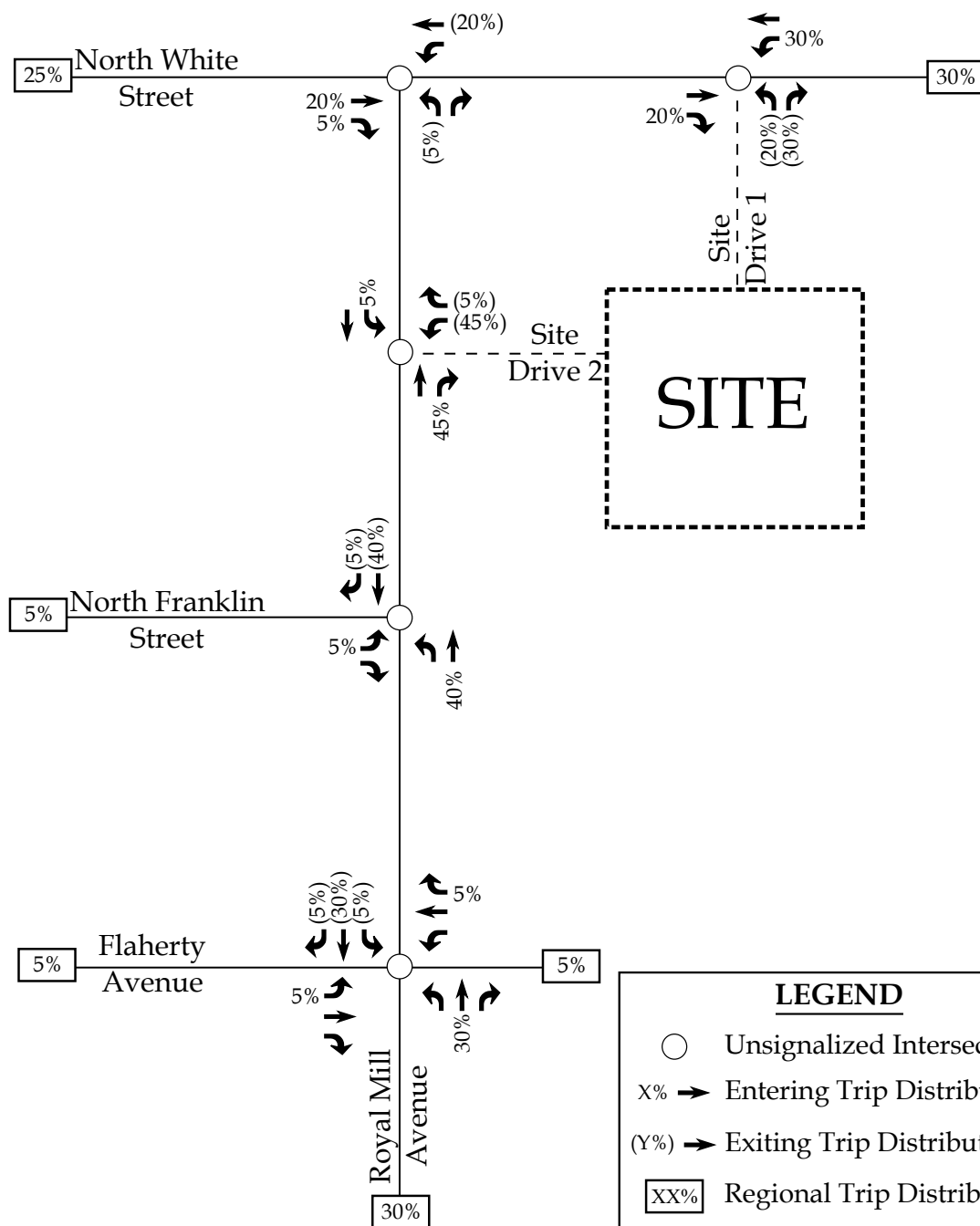
The total site trips were determined by adding the primary site trips and the pass-by site trips. Refer to Figure 12 for the total peak hour site trips at the study intersections.



White Street Mixed-Use
Wake Forest, NC

Residential Site Trip
Distribution

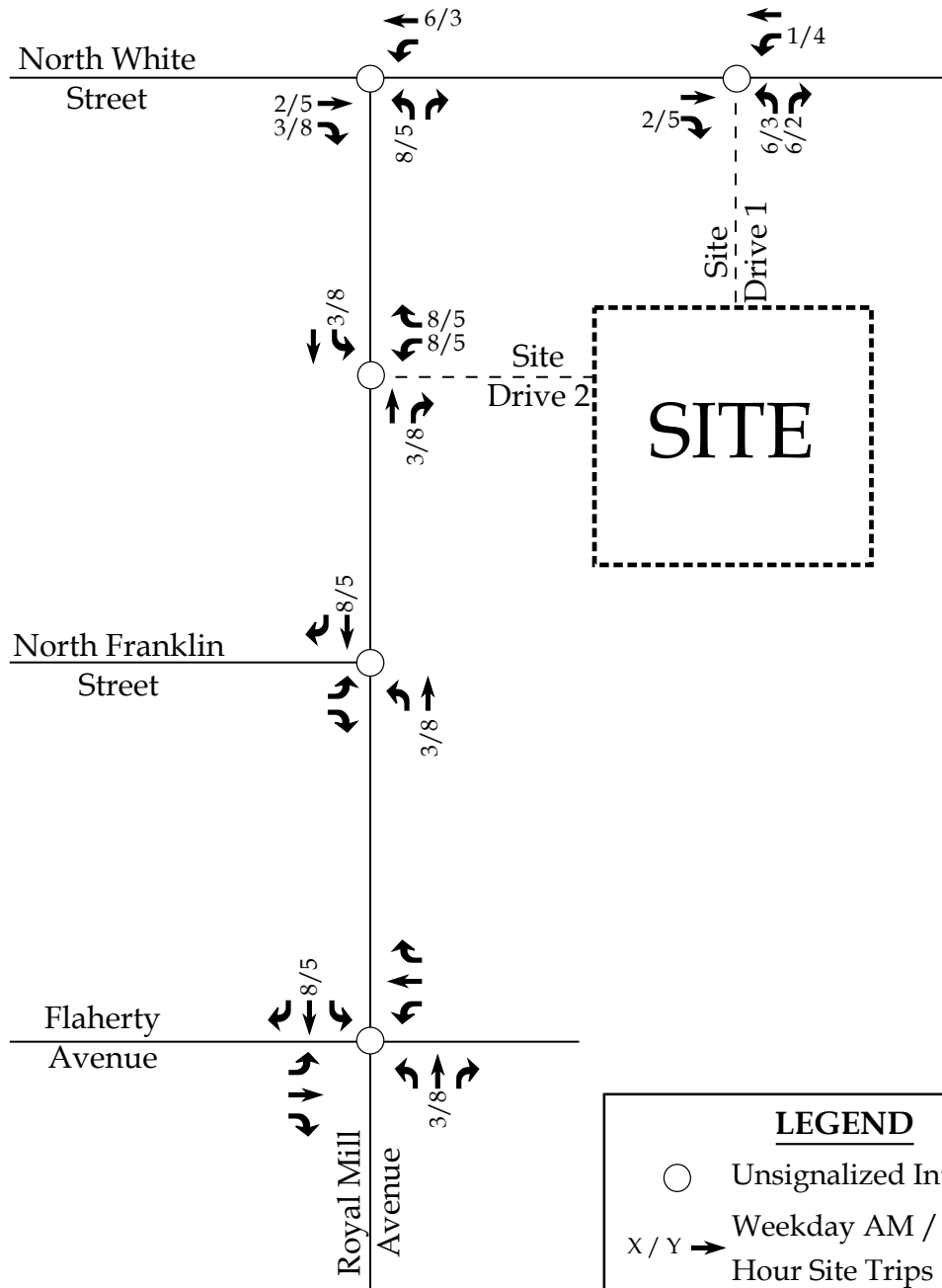
Scale: Not to Scale Figure 8a



White Street Mixed-Use
Wake Forest, NC

Commercial Site Trip
Distribution

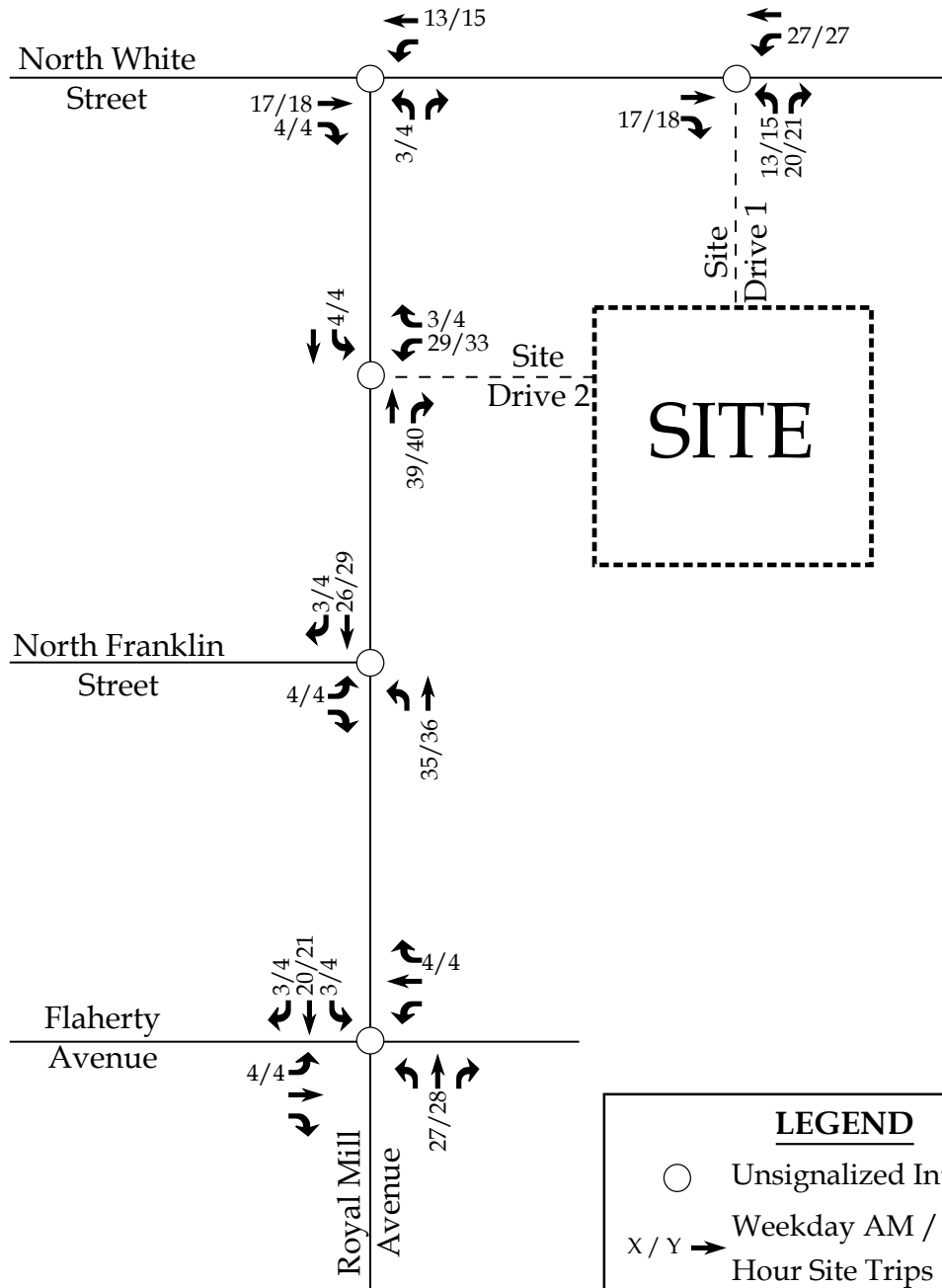
Scale: Not to Scale Figure 8b



White Street Mixed-Use
Wake Forest, NC

Residential Site Trip
Assignment

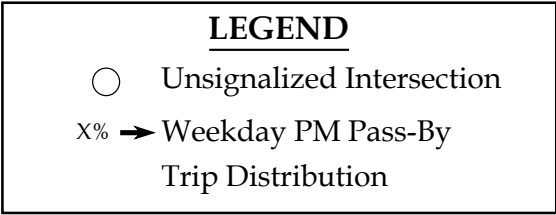
Scale: Not to Scale Figure 9a

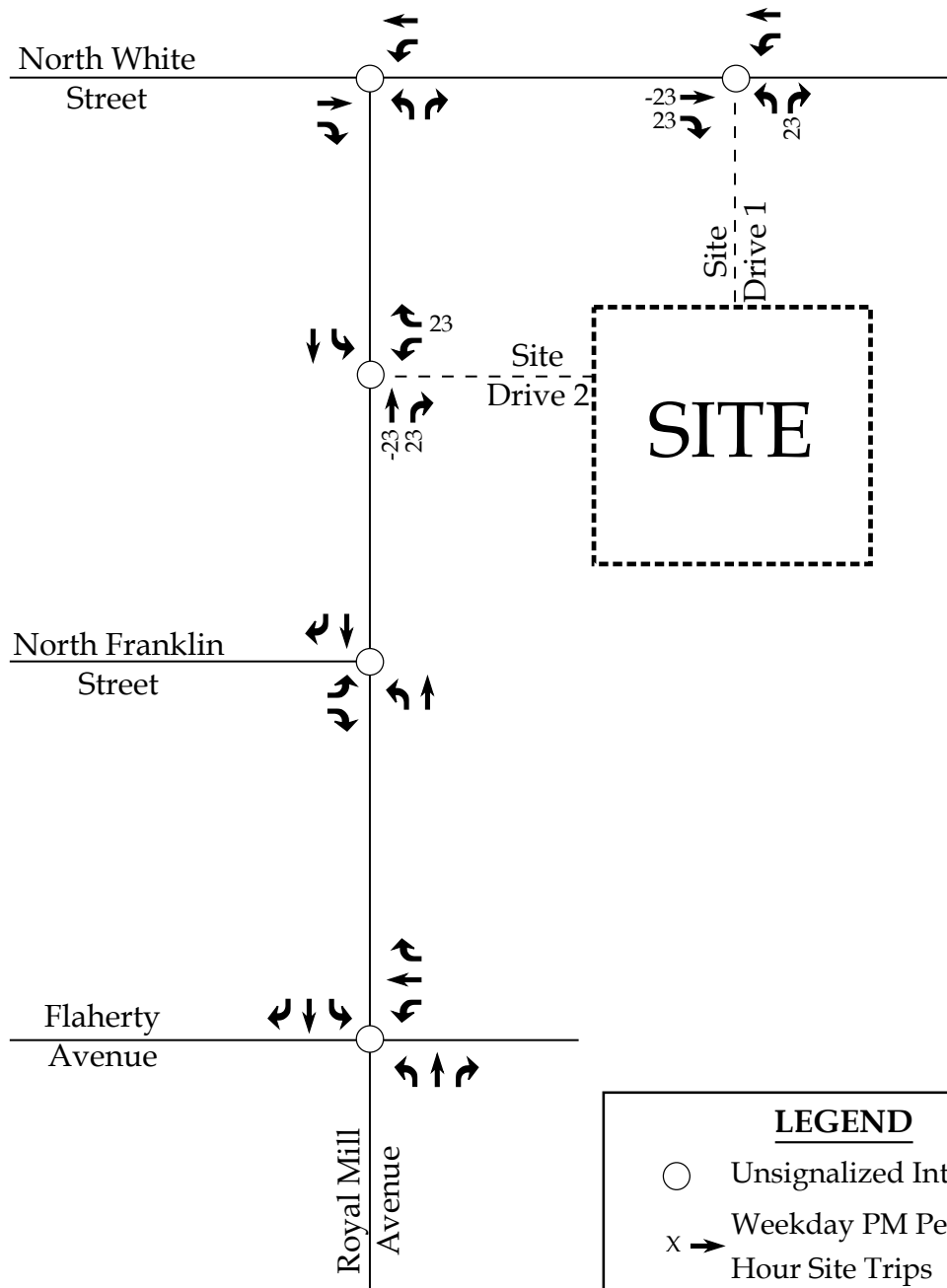


White Street Mixed-Use
Wake Forest, NC

Commercial Site Trip
Assignment

Scale: Not to Scale Figure 9b

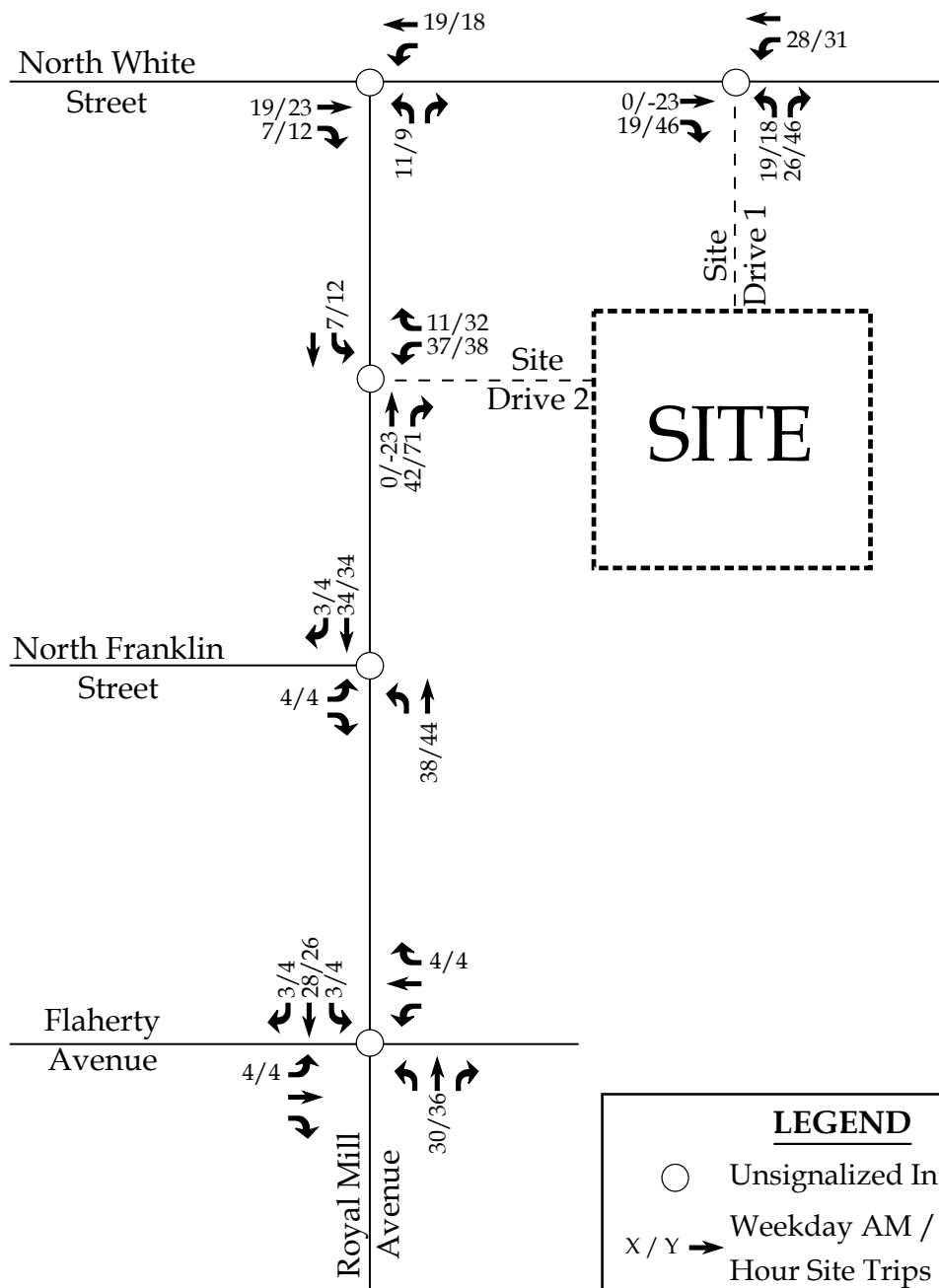




White Street Mixed-Use
Wake Forest, NC

Pass-By Site
Trip Assignment

Scale: Not to Scale Figure 11



White Street Mixed-Use
Wake Forest, NC

Total Site Trip
Assignment

Scale: Not to Scale

Figure 12

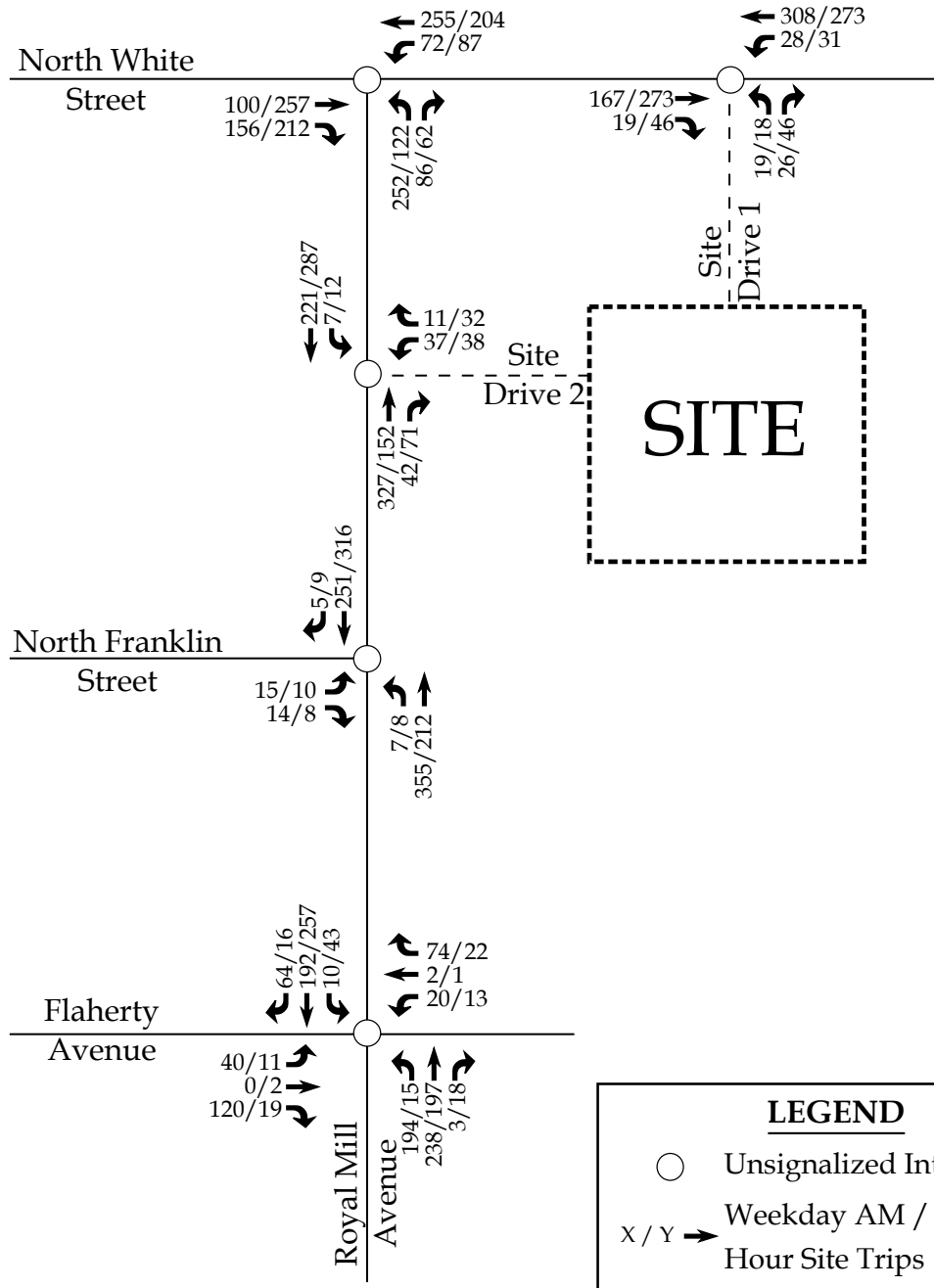
5. 2024 BUILD TRAFFIC CONDITIONS

5.1. 2024 Build Peak Hour Traffic Volumes

To estimate traffic conditions with the site fully built-out, the total site trips were added to the 2024 no-build traffic volumes to determine the 2024 build traffic volumes. Refer to Figure 13 for an illustration of the 2024 build peak hour traffic volumes with the proposed site fully developed.

5.2. Analysis of 2024 Build Peak Hour Traffic Conditions

Study intersections were analyzed with the 2024 build traffic volumes using the same methodology previously discussed for existing and no-build traffic conditions. Intersections were analyzed with improvements necessary to accommodate future traffic volumes. The results of the capacity analysis for each intersection are presented in Section 7 of this report.



White Street Mixed-Use
Wake Forest, NC

2024 Build
Peak Hour Traffic

Scale: Not to Scale Figure 13

6. TRAFFIC ANALYSIS PROCEDURE

Study intersections were analyzed using the methodology outlined in the *Highway Capacity Manual* (HCM), 6th Edition published by the Transportation Research Board. Capacity and level of service are the design criteria for this traffic study. A computer software package, Synchro (Version 11), was used to complete the analyses for the study area intersections. Please note that the unsignalized capacity analysis does not provide an overall level of service for an intersection; only delay for an approach with a conflicting movement.

The HCM defines capacity as “the maximum hourly rate at which persons or vehicles can reasonably be expected to traverse a point or uniform section of a lane or roadway during a given time period under prevailing roadway, traffic, and control conditions.” Level of service (LOS) is a term used to represent different driving conditions and is defined as a “qualitative measure describing operational conditions within a traffic stream, and their perception by motorists and/or passengers.” Level of service varies from Level “A” representing free flow, to Level “F” where breakdown conditions are evident. Refer to Table 4 for HCM levels of service and related average control delay per vehicle for both signalized and unsignalized intersections. Control delay as defined by the HCM includes “initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay”. An average control delay of 50 seconds at a signalized intersection results in LOS “D” operation at the intersection.

Table 4: Highway Capacity Manual – Levels-of-Service and Delay

UNSIGNALIZED INTERSECTION	
LEVEL OF SERVICE	AVERAGE CONTROL DELAY PER VEHICLE (SECONDS)
A	0-10
B	10-15
C	15-25
D	25-35
E	35-50
F	>50

6.1. Adjustments to Analysis Guidelines

Capacity analysis at all study intersections was completed according to the Town of Wake Forest (Town) UDO Guidelines and NCDOT Congestion Management Guidelines.

7. CAPACITY ANALYSIS

7.1. North White Street and Royal Mill Avenue

The existing unsignalized intersection of North White Street and Royal Mill Avenue was analyzed under 2022 existing, 2024 no-build, and 2024 build traffic conditions with the lane configurations and traffic control shown in Table 5. Refer to Table 5 for a summary of the analysis results. Refer to Appendix D for the Synchro capacity analysis reports and Appendix I for the SimTraffic queuing reports.

Table 5: Analysis Summary of North White Street and Royal Mill Avenue

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2022 Existing	EB	1 TH-RT	--	N/A	--	N/A
	WB	1 LT-TH	A ¹		A ¹	
	NB	1 LT, 1 RT	C ²		B ²	
2024 No-Build	EB	1 TH-RT	--	N/A	--	N/A
	WB	1 LT-TH	A ¹		A ¹	
	NB	1 LT, 1 RT	C ²		C ²	
2024 Build	EB	1 TH-RT	--	N/A	--	N/A
	WB	1 LT-TH	A ¹		A ¹	
	NB	1 LT, 1 RT	D ²		C ²	

1. Level of service for major-street left-turn movement.

2. Level of service for minor-street approach.

Capacity analysis of all traffic conditions indicates the major street left-turn movement at the intersection of North White Street and Royal Mill Avenue is expected to operate at LOS A during both the weekday AM and PM peak hours. The minor-street approach is expected to operate at LOS D or better under all analysis scenarios during the weekday AM peak hour and LOS C or better during the weekday PM peak hour.

The proposed development is expected to add approximately 6% of the total traffic at this intersection during the weekday AM peak hour and less than 7% of the total traffic at this intersection during the weekday PM peak hour. While the LOS is expected to degrade one level during the AM peak hour when comparing build to no-build traffic conditions, the delay

is expected to increase by less than 5 seconds. No improvements are recommended by the developer due to acceptable levels of service and low traffic impact at this intersection.

7.2. Royal Mill Avenue and North Franklin Street

The existing all-way stop-controlled intersection of Royal Mill Avenue and North Franklin Street was analyzed under 2022 existing, 2024 no-build, and 2024 build traffic conditions with the lane configurations and traffic control show in Table 6. Refer to Table 6 for a summary of the analysis results. Refer to Appendix E for the Synchro capacity analysis reports and Appendix I for the SimTraffic queuing reports.

Table 6: Analysis Summary of Royal Mill Avenue and North Franklin Street

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2022 Existing	EB	1 LT-RT	A	A (9)	A	A (8)
	NB	1 LT-TH	A		A	
	SB	1 TH-RT	A		A	
2024 No-Build	EB	1 LT-RT	A	A (10)	A	A (9)
	NB	1 LT-TH	B		A	
	SB	1 TH-RT	A		A	
2024 Build	EB	1 LT-RT	A	B (11)	A	A (10)
	NB	1 LT-TH	B		A	
	SB	1 TH-RT	A		B	

Capacity analysis of all traffic conditions indicates the all-way stop controlled intersection of Royal Mill Avenue and North Franklin Street is expected to operate at an overall LOS B or better during the weekday AM and PM peak hours. It is important to note that during the weekday AM peak hour, the overall LOS is expected to degrade from LOS A to LOS B from 2024 no-build to 2024 build traffic conditions; however, delay is only expected to increase by approximately one second. Based on SimTraffic queuing report, queuing is expected to be minimal. No improvements are recommended at this intersection due to acceptable levels of service and minimal queuing.

7.3. Royal Mill Avenue and Flaherty Avenue

The existing unsignalized intersection of Royal Mill Avenue and Flaherty Avenue was analyzed under 2022 existing, 2024 no-build, and 2024 build traffic conditions with the lane configurations and traffic control shown in Table 7. Refer to Table 7 for a summary of the analysis results. Refer to Appendix F for the Synchro capacity analysis reports and Appendix I for the SimTraffic queuing reports.

Table 7: Analysis Summary of Royal Mill Avenue and Flaherty Avenue

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2022 Existing	EB	1 LT-TH-RT	B ²	N/A	B ²	N/A
	WB	1 LT-TH-RT	B ²		B ²	
	NB	1 LT, 1 TH-RT	A ¹		A ¹	
	SB	1 LT, 1 TH-RT	A ¹		A ¹	
2024 No-Build	EB	1 LT-TH-RT	C ²	N/A	B ²	N/A
	WB	1 LT-TH-RT	C ²		B ²	
	NB	1 LT, 1 TH-RT	A ¹		A ¹	
	SB	1 LT, 1 TH-RT	A ¹		A ¹	
2024 Build	EB	1 LT-TH-RT	C ²	N/A	B ²	N/A
	WB	1 LT-TH-RT	C ²		B ²	
	NB	1 LT, 1 TH-RT	A ¹		A ¹	
	SB	1 LT, 1 TH-RT	A ¹		A ¹	

1. Level of service for major-street left-turn movement.

2. Level of service for minor-street approach.

Capacity analysis of all traffic conditions indicates the and major-street left-turn movements are expected to operate at LOS A during the weekday AM and PM peak hours. The minor-street approaches are expected to operate at LOS C or better during the weekday AM peak hour and LOS B during the weekday PM peak hour under all traffic conditions. Based on SimTraffic queuing reports, existing storages are expected to accommodate future traffic volumes. Due to acceptable levels of service and minimal queuing no improvements are recommended at this intersection by the developer.

7.4. North White Street and Site Drive 1

The proposed unsignalized intersection of North White Street and Site Drive 1 was analyzed under 2024 build traffic conditions with the lane configurations and traffic control shown in Table 8. Refer to Table 8 for a summary of the analysis results. Refer to Appendix G for the Synchro capacity analysis reports and Appendix I for the SimTraffic queuing reports.

Table 8: Analysis Summary of Royal Mill Avenue and Site Drive 1

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2024 Build	EB WB NB	1 TH-RT 1 LT, 1 TH 1 LT-RT	-- A ¹ B ²	N/A	-- A ¹ B ²	N/A

Improvements to lane configurations are shown in bold.

1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis of 2024 build traffic conditions indicates the minor-street approach and the major-street left-turn movements at the proposed intersection of North White Street and Site Drive 1 are expected to operate at LOS B or better during the weekday AM and PM peak hours.

Exclusive left- and right-turn lanes were considered based on the NCDOT *Policy on Street and Driveway Access to North Carolina Highways*. An exclusive westbound left-turn lane with at least 50 feet of full width storage is recommended at this intersection. An exclusive right-turn lane is not recommended at this intersection due to acceptable levels of service and low number of trips utilizing the right-turn movement at this intersection. Refer to Appendix J for a copy of the Turn Lane Warrant (TLW) chart.

7.5. Royal Mill Avenue and Site Drive 2

The proposed unsignalized intersection of Royal Mill Avenue and Site Drive 2 was analyzed under 2024 build traffic conditions with the lane configurations and traffic control shown in Table 9. Refer to Table 9 for a summary of the analysis results. Refer to Appendix H for the Synchro capacity analysis reports and Appendix I for the SimTraffic queuing reports.

Table 9: Analysis Summary of Royal Mill Avenue and Site Drive 2

ANALYSIS SCENARIO	APPROACH	LANE CONFIGURATIONS	WEEKDAY AM PEAK HOUR LEVEL OF SERVICE		WEEKDAY PM PEAK HOUR LEVEL OF SERVICE	
			Approach	Overall (seconds)	Approach	Overall (seconds)
2024 Build	WB NB SB	1 LT-RT 1 TH-RT 1 LT-TH	B ² -- A ¹	N/A	B ² -- A ¹	N/A

Improvements to lane configurations are shown in bold.

1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis of 2024 build traffic conditions indicates the minor-street approach and major-street left-turn movement at the proposed intersection of Royal Mill Avenue and Site Drive 2 are expected to operate at LOS B or better during the weekday AM and PM peak hours.

Exclusive left- and right-turn lanes were considered based on the NCDOT *Policy on Street and Driveway Access to North Carolina Highways*; however, the average daily traffic (ADT) along Royal Mill Avenue is below the typical threshold for NCDOT to consider turn lanes. Due to low ADT along Royal Mill Road and turning movements into the site, no turn lanes are recommended at this intersection.

8. CONCLUSIONS

This Traffic Impact Analysis was conducted to determine the potential traffic impacts of the proposed mixed-use development, located in the eastern quadrant at the intersection of North White Street and Royal Mill Avenue in Wake Forest, North Carolina. The proposed development is expected to be built out in 2024. Site access is proposed via one (1) full movement driveway along Royal Mill Avenue and one (1) full movement driveway along North White Street.

The study analyzes traffic conditions during the weekday AM and PM peak hours for the following scenarios:

- 2022 Existing Traffic Conditions
- 2024 No-Build Traffic Conditions
- 2024 Build Traffic Conditions

Trip Generation

It is estimated that the proposed development will generate approximately 189 primary trips (96 entering and 93 exiting) during the weekday AM peak hour and 202 primary trips (114 entering and 88 exiting) during the weekday PM peak hour.

Adjustments to Analysis Guidelines

Capacity analysis at all study intersections was completed according to NCDOT Congestion Management Guidelines. Refer to section 6.1 of this report for a detailed description of any adjustments to these guidelines made throughout the analysis.

Intersection Capacity Analysis Summary

All the study area intersections (including the proposed site driveways) are expected to operate at acceptable levels-of-service under existing and future year conditions. Refer to Section 7 for a summary for each intersection.

9. RECOMMENDATIONS

Based on the findings of this study, specific geometric improvements have been identified and are recommended to accommodate future traffic conditions. See a detailed description of the recommended improvements below. Refer to Figure 14 for an illustration of the recommended lane configuration for the proposed development.

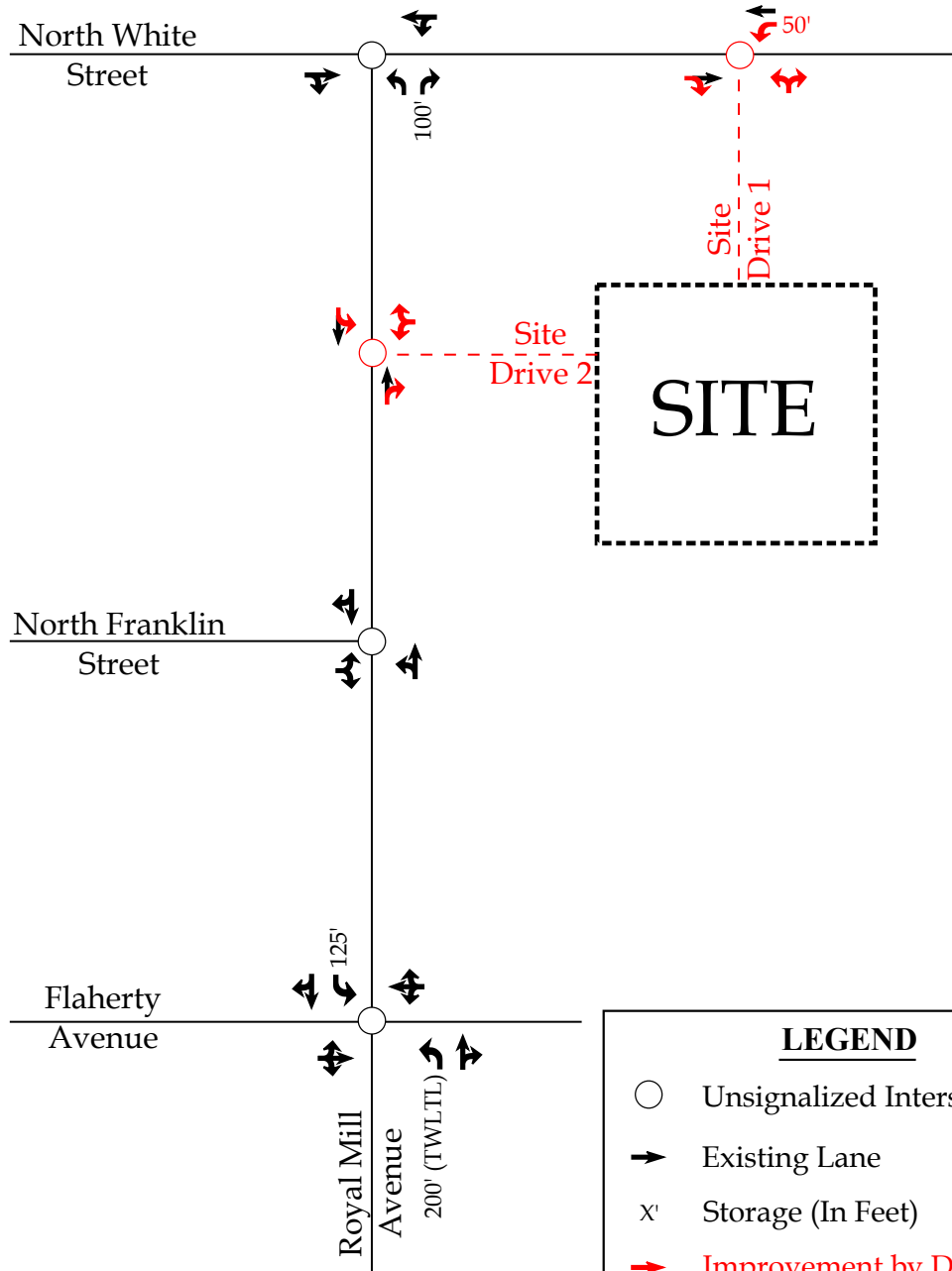
Recommended Improvements by Developer

North White Street and Site Drive 1

- Construct the southern leg (Site Drive 1) with one ingress lane and one egress lane striped as a shared left-/right-turn lane.
- Provide an exclusive westbound left-turn lane along North White Street with at least 50 feet of full width storage.
- Provide stop control for the northbound approach.

Royal Mill Avenue and Site Drive 2

- Construct the eastern leg (Site Drive 2) with one ingress lane and one egress lane striped as a shared left-/right-turn lane.
- Provide stop control for the westbound approach.



White Street Mixed-Use
Wake Forest, NC

Recommended Lane
Configurations

Scale: Not to Scale Figure 14



TOWN of WAKE FOREST

Report Requirements:

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

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

GENERAL INFORMATION

Applicant: Town of Wake Forest

Owner: Town of Wake Forest

Requested Action: Rezone 3.93 acres on the Town of Wake Forest Zoning Map from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD)

Existing Zoning: Neighborhood Business (NB)

Location: 0 North White Street

Size: 3.93 acres

Tax PIN: 1841966020

Existing Land Use: Undeveloped/Vacant

Applicable Officially Adopted Plans:

The request is generally consistent with the relevant policies in the Comprehensive Plan, and approval of the zoning map request is reasonable and in the public interest.

This report reflects the recommendation of the Planning Board, this the 11th day of March 2025.

Introduced by Planning Board member:

Michael Almquist

Seconded by Planning Board member:

Matt Davis

Attest:

K. Kuropas
Karin Kuropas, Planning Board Chair

Jennifer Currin
Jennifer Currin, Planning Director

Community Plan Consistency Grid: RZ 24-04				
POLICIES FOR AFFORDABLE HOUSING		YES	NO	NA
AH-1	Implement Affordable Housing Plan			
POLICIES FOR RESIDENTIAL CHARACTER		YES	NO	NA
RC-1	Encourage single-family attached and multifamily development to incorporate varied building frontages and rooflines, front porches, front yards, and balconies to provide visual interest and complement the scale and character of surrounding single-family neighborhoods			
RC-2	Setbacks of infill development should match the existing context as much as possible as uniform setbacks can help foster a pedestrian-friendly environment			
RC-3	Promote higher density infill and redevelopment within older established neighborhoods to provide greater housing choices while matching the scale and character of existing properties			
RC-4	Promote higher density housing along key corridors and surrounding activity centers. This includes near areas designated in the Land Use Plan as Commercial Corridor; Neighborhood Commercial; Light Industrial; and Office, Civic, and Institutional			
RC-5	For larger scale planned subdivisions that provide a mix of housing types, work with private developers to locate lower density housing near existing single-family detached neighborhoods to create appropriate transitions and preserve the character of established neighborhoods			
RC-6	Consider requiring a minimum percentage of housing types in new neighborhood developments to increase housing diversity and affordability (e.g. at least 20% duplexes/townhomes)			
RC-7	Review and update the UDO to align with residential character recommendations within this Community Plan			
POLICIES FOR SENIOR HOUSING		YES	NO	NA
SH-1	Promote senior housing within a quarter mile of transit stops, Downtown, shopping areas, parks, and recreational facilities			
SH-2	Encourage smaller lot, single-story housing types for seniors that are ADA accessible			
SH-3	Encourage age-targeted cooperative housing types for community-oriented senior living, such as co-housing and cottage home courts			
SH-4	Promote the development of continuing care retirement communities (CCRC), or life plan communities, which offer distinct types of housing and care levels based on a senior's needs			
SH-5	Encourage developers of age-targeted housing to include amenities attractive to seniors, such as front porches, back patios, walking paths, and outdoor sports facilities, and activated gathering spaces			
POLICIES FOR COMMERCIAL DEVELOPMENT		YES	NO	NA
CD-1	Enhance established commercial areas by incentivizing redevelopment and/or renovation of existing businesses.			
CD-2	Support small, local businesses within commercial centers to support unique shopping options within Wake Forest			
CD-3	Establish architectural design standards for commercial building facades that promote quality design while allowing for flexibility that encourages creative design			
CD-4	Promote multi-story structures within Commercial Corridor and Neighborhood Commercial areas at appropriate scales that offer residential or office above ground-floor commercial			
CD-5	Encourage pedestrian-oriented shopping environments with sidewalks, attractive storefronts, and buildings facing each other to create a sense of enclosure			
CD-6	Encourage the incorporation of pedestrian/bicyclist/transit-oriented areas in large-scale shopping centers that provide outdoor seating and gathering areas, bicycle parking stations, and access to transit services			
CD-7	Promote cross-access and pedestrian pathways between adjacent parking lots and leading to buildings to promote well-connected, cohesive shopping areas			

Community Plan Consistency Grid: RZ 24-04				
CD-8	Encourage the consolidation of commercial driveways onto major streets to reduce traffic conflicts			
CD-9	Require “360 degree architecture” (high quality architecture on all sides of the building as opposed to just the front-facing façade), including well-designed or screened service areas			
CD-10	Encourage businesses to replace existing, non-conforming signage with attractive signage that meets Town standards			
CD-11	Promote outparcel development to improve the character along primary roadways and break up views of large parking lots			
CD-12	Review and update the UDO, including the US 1 Special Highway Overlay (SH1-O) and Dr Calvin Jones Highway Overlay (SH2-O) districts, to align with commercial development recommendations within this Community Plan			
CD-13	Support accessory commercial units (ACUs) that allow the ground floor of residential properties or an accessory structure facing the street to contain a commercial use beneficial to the surrounding neighborhood			
CD-14	Establish block standards for commercial areas to break up large tracts into more human scale pieces with streets or street-like features within the development			
POLICIES FOR MINORITY & WOMEN-OWNED BUSINESSES		YES	NO	NA
MWOB-1	Work with organizations, such as the Chamber and the Black Business Alliance, to expand diversity, equity, and inclusion programs that are supported with grassroots community engagement			
MWOB-2	Explore successful programs for supporting minority and women-owned businesses in surrounding communities to implement in Wake Forest			
MWOB-3	Explore regional, state, and federal grants available for minority and women businesses, such as grants from the National Institute of Economic Development and Carolina Community Impact			
MWOB-4	Support informational sessions and/or provide educational resources to employers on how they can establish equitable work environments and policies within their businesses			
POLICIES FOR SETBACKS		YES	NO	NA
SB-1	Incentivize businesses to situate new buildings at or near the property line to improve walkability, such as by requiring more landscaping if parking lots are located in front of buildings rather than to the rear/side			
SB-2	Promote consistency in setbacks within commercial and residential areas to form desirable continuity in the streetwall, or the facades of buildings facing the street			
SB-3	Encourage outparcel development with 360 architecture to “hold the corner” of commercial corridor development			
SB-4	Ensure adequate setbacks of industrial or other high intensity uses to reduce potential sound or visual impacts on adjacent lower intensity uses			
SB-5	Allow for flexibility in setbacks in Downtown where existing conditions prevent a consistent streetwall, while maintaining a close interface with the street (e.g., utility, landscaping, and/or topography challenges)			
POLICIES FOR PARKING LOTS		YES	NO	NA
PL-1	For existing front-loaded surface parking lots, encourage property owners to improve their character with perimeter and interior landscaping, and/or decorative walls and fencing			
PL-2	Require off-street parking to be located to the side or rear of the primary building			
PL-3	Encourage shared parking agreements where neighboring uses with different peak parking demand times can use the same parking lot, reducing the need for additional parking lots			
PL-4	Reevaluate minimum parking standards and consider implementing maximum parking standards to reduce excessive requirements			
PL-5	Monitor parking supply and strategically encourage structured or underground parking in higher density areas if needed, such as in Downtown, TOD, and activity center areas, to reduce the amount of land dedicated to surface parking			
PL-6	Consider offering incentives for structured parking, such as density bonuses, allowable lot coverage increases, and height limit increases.			

Community Plan Consistency Grid: RZ 24-04				
PL-7	Encourage the integration of structured parking into multifamily buildings to minimize surface parking lots			
PL-8	Encourage North Carolina Department of Environmental Quality's (NCDEQ) Stormwater Nitrogen and Phosphorus (SNAP) nutrient-reducing practices, such as permeable surfaces, that allow water infiltration in parking lots to improve stormwater drainage and water quality			
PL-9	Encourage the provision of pedestrian walkways in parking lots to enhance connectivity and safety to businesses			
POLICIES FOR SCREENING & BUFFERING		YES	NO	NA
SB-1	Ensure sufficient screening and buffering of industrial and commercial uses next to residential uses to minimize potential adverse impacts, such as in the Unicon Drive area			
SB-2	Encourage new development to preserve existing wooded areas along the perimeter of sites to provide natural buffering			
SB-3	Encourage screening of utility, loading, outdoor storage, and trash disposal areas that are visible from the right-of-way and adjacent development			
SB-4	Promote the use of setbacks for walls and fences that allow for plantings between the property line and the right-of-way and adjacent development			
POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Preserve vistas and view corridors that contribute to the economic and aesthetic value of Wake Forest, such as the church steeple at Southeastern Baptist Theological Seminary, S White Street in Downtown, and N Main Street in the Wake Forest Local Historic District			
CC-2	Curate public outdoor spaces for important monuments and artworks to showcase them as anchors and entry points to neighborhoods			
CC-3	Leverage historic structures, events, and people to create a sense of place through placemaking and branding			
CC-4	Ensure new development is contextual to the existing character of the area in terms of scale, massing, setback, fenestration, and design features (porches, storefronts, etc.)			
CC-5	Encourage developers to incorporate landscaping to beautify neighborhoods and commercial areas, such as landscaped medians and roundabouts.			
CC-6	Incorporate landscaping and gateway features into public rights-of-way, such as landscaped streetscapes, green infrastructure, and public promenades			
CC-7	Emphasize quality development along highly visible thoroughfares in the Town to reinforce its positive image			
CC-8	In accordance with the Land Use Plan, ensure incompatible, high intensity uses are directed away from low intensity residential areas			
CC-9	Continue to provide quality municipal services for the maintenance and upkeep of neighborhoods, such as street cleaning, snow removal, and trash disposal services			
CC-10	Work with NCDOT to identify areas for roadway enhancements			
CC-11	Refer to the Public Art Vision Plan for guidance when public art is being proposed in private development			
CC-12	Work with developers to improve the character of retaining walls, such as by incorporating public art or tiering the walls to reduce their visual impact			
POLICIES FOR UTILITY LINES		YES	NO	NA
UL-1	Create a master plan for burying utility lines with community involvement to identify priority areas for conversion			

Community Plan Consistency Grid: RZ 24-04				
UL-2	Ensure major Town entrances and gateway corridors and highly visible, pedestrian-oriented areas are prioritized for conversion			
UL-3	Consider trenching utilities as capital improvements are made in the right-of-way for all areas of the Town			
UL-4	Investigate partnering with private developers to install conduit for fiber and/or burying utility lines in priority conversion areas			
UL-5	Explore partnerships with private developers for boring and burying additional conduit along main roadways			
UL-6	Consider and install conduit with greenway project construction.			
POLICIES FOR HISTORIC PRESERVATION		YES	NO	NA
HP-1	Work with the Historic Preservation Commission (HPC) and the Planning Department to continue to implement the 2019 Historic Property Handbook and Design Standards and continue to preserve existing and new historic landmarks			
HP-2	Continue to enforce the Historic Preservation Ordinance for the Wake Forest Local Historic District and local historic landmarks			
HP-3	Promote State and Federal Tax Incentives for qualified rehabilitation projects for properties listed individually or as contributing historic properties in the National Register of Historic Places			
HP-4	Ensure development surrounding and within historic districts is sensitive to the historic context of the neighborhood			
HP-5	Encourage adaptive reuse, restoration, and repurposing of historic structures to preserve Wake Forest's history			
HP-6	Continue to enforce the Demolition of Historic Structures Ordinance for the protection of all historic properties in Wake Forest			
HP-7	Investigate the adoption of new local historic districts or character historic overlay districts to preserve Wake Forest's historic character			
POLICIES FOR COMMUNITY FACILITIES		YES	NO	NA
CF-1	Expand Town facilities concurrently with new growth			
CF-2	Annually review the Town's Work Management Plan, Staffing, and Budget section to reflect current needs and priorities			
CF-3	Work with the Wake Forest Parks, Recreation, and Cultural Resources Department to identify strategies to close gaps in park service areas, such as west of Capital Boulevard and the southern and eastern portion of Town			
CF-4	Work with the Wake Forest Parks, Recreation, and Cultural Resources Department to expand equity in the quality of public park facilities and programming			
CF-5	Explore green infrastructure options that also beautify spaces, like bioswales and planters			
CF-6	Continue to work with regional educational entities to provide support as they seek new facility locations or expansion with growth			
CF-7	Coordinate with regional educational entities to ensure increased equity in educational facilities across the community			
CF-8	Coordinate with the Police and Fire Departments to ensure response times are sufficient for all areas of town with growth			
CF-9	Consider emerging best practices for community safety, such as mental health crisis response teams			

Community Plan Consistency Grid: RZ 24-04				
CF-10	Promote and incorporate sustainable building practices into community facilities, setting a precedent for private developers to implement			
CF-11	Coordinate with regional healthcare providers to explore opportunities to locate a full service hospital or regional medical facilities in the Town			
CF-12	Evaluate existing streets and explore UDO updates to address traffic congestion, traffic speed, reduce collisions, and improve safety conditions for all modes of transportation			
CF-13	Regularly update the Town Pavement Management System program			
POLICIES FOR PUBLIC TRANSIT		YES	NO	NA
PT-1	Continue to work with transit partners to consider more frequent service and route network expansions to key locations to improve rider experience and attract more usage of mass transit			
PT-2	Coordinate with property owners, private developers, and transit partners to set aside land for transit stops at appropriate locations. The Town should obtain a transit easement for these locations and construct and maintain quality bus shelter infrastructure			
PT-3	Work with GoRaleigh and GoTriangle to construct smart bus shelters, or sustainable shelters that incorporate elements like interactive screens with live timetables, smart lighting, solar panels, and bike lock stations			
PT-4	Explore incorporating public art into bus shelters			
PT-5	Continue to evaluate and coordinate Park and Ride locations with transit partners			
PT-6	Explore best long term transit options such as fixed or microtransit			
POLICIES FOR CAPITAL BOULEVARD		YES	NO	NA
CB-1	Continue to work closely with NCDOT to implement the project and promote commercial growth in accordance with the Land Use Plan			
CB-2	Continue advocating for improvements along the corridor to assist in improving the quality of life for Wake Forest residents, businesses, and property owners			
POLICIES FOR STREET CONNECTIVITY		YES	NO	NA
SC-1	Promote short blocks of less than 600 linear feet between intersections of local roads to improve walkability			
SC-2	Avoid dead-ends, cul-de-sacs, and T-intersections in places where four-way intersections can be aligned			
SC-3	Study the appropriateness of traffic circles at four-way intersections to ease congestion and improve safety			
POLICIES FOR SIDEWALKS & MULTI-USE PATHS		YES	NO	NA
SP-1	Update the CTP to include an inventory of sidewalks in addition to multi-use paths and establish project priorities, private-public funding, and time frames for closing gaps in the network			
SP-2	Update the CTP to identify priority areas for high visibility crosswalks, bulb outs, refuge islands, rectangular rapid flashing beacons, and other pedestrian improvements			
SP-3	Work with Public Works to identify crosswalk ramps that are not ADA compliant and prioritize upgrades			
SP-4	In coordination with roadway improvements, upgrade aging sidewalks or install new sidewalks if none exist			

Community Plan Consistency Grid: RZ 24-04				
SP-5	Promote sidewalk, multi-use path, or trail connectivity between residential subdivisions and nonresidential development to improve pedestrian and bicycle connectivity			
SP-6	Continue to ensure all new residential development provides sidewalks on both sides of the street			
SP-7	Encourage multi-use paths to be provided along the main road in developments			
SP-8	Ensure multifamily and commercial developments include strong pedestrian networks within and between their sites			
POLICIES FOR BIKEWAYS, GREENWAYS & TRAILS		YES	NO	NA
BGT-1	Identify trail head locations as the greenway and trail network continues to expand			
BGT-2	Explore opportunities along greenways to add amenities (i.e. water fountains, seating /rest areas, pocket parks, public art, and fix it stations) and programming with the Parks, Recreation, and Cultural Resources Department or other organizations like StoryWalks			
BGT-3	Encourage development along greenways to incorporate greenway access into the site, particularly for uses attractive to trail users (i.e. restaurant, cafes, and bars)			
POLICIES FOR LOCAL FOOD SYSTEMS		YES	NO	NA
LFS-1	Continue to support the Northern Community Food Security Team and together explore other locations for community food hubs within the Town			
LFS-2	Partner with local food cooperatives and regional food networks, such as the Capital Area Food Network, to address food insecurity in the community			
LFS-3	Encourage regenerative practices, such as use of organic fertilizers, crop rotation, and crop variation for healthy soil			
LFS-4	Conduct a meal gap survey to better assess the immediate and long term needs in the community			
LFS-5	Evaluate the economic impact of local food systems in the community to encourage localized marketplaces for food producers			
LFS-6	Explore updates to the UDO that would promote urban agriculture and repurposing of vacant or underutilized lots for such uses			
POLICIES FOR CONSERVATION DESIGN		YES	NO	NA
CD-1	Encourage conservation design in the UDO's subdivision development regulations, particularly for areas within watershed protection areas			
CD-2	Explore incentives for promoting conservation design, such as density bonuses to allow for comparable number of housing units but greater preserved green space within the site			
CD-3	Encourage developers to enhance preserved green spaces as accessible amenities for residents, such as trails and outdoor seating			
POLICIES FOR GREEN SPACE PRESERVATION		YES	NO	NA
GSP-1	Prioritize higher density redevelopment and infill development within already developed areas to avoid premature development in long term growth areas and reduce greenfield development			
GSP-2	Work with private developers to preserve significant natural assets within sites, such as streams, steep slopes, unique geological formations, wetlands, and mature stands of trees, which can be incorporated as development amenities			

Community Plan Consistency Grid: RZ 24-04				
GSP-3	Continue to identify and strategically acquire environmentally sensitive land to preserve as dedicated conservation areas and publicly accessible open space			
GSP-4	Explore incentives to promote conservation design in future development, such as density bonuses, to promote clusters of taller structures that preserve natural areas of the site			
GSP-5	Explore strategies to further promote green space preservation within the updated UDO, such as increasing set aside requirements, and evaluate what is credited as open space			
GSP-6	Explore strategies to further protect wildlife and environmentally sensitive areas in the UDO			
POLICIES FOR TREE CANOPY		YES	NO	NA
TC-1	Continue to support the Town in administering the Urban Forestry Program and planting, preserving, and maintaining trees on public properties and rights-of-way			
TC-2	Explore updates to the UDO that could further promote tree preservation and replacement in new developments			
TC-3	Review existing incentives and consider additional incentives for private developers to promote tree preservation above what is required by the UDO			
TC-4	Explore ways to increase the number of trees required in parking lots during the update to the UDO, such as requiring an island every 20 parking spaces or decreasing the minimum distance a parking space can be from a tree			
TC-5	Ensure public and private tree plantings and xeriscaping are made up of native plant species that are adapted to local environmental conditions and require less irrigation			
TC-6	Coordinate efforts to influence State regulations related to the expansion of tree preservation standards			
POLICIES FOR SUSTAINABLE DEVELOPMENT		YES	NO	NA
SD-1	Encourage private developers to incorporate green building, LID, and green infrastructure practices in future developments			
SD-2	Incorporate green infrastructure into public streetscapes, prioritizing pedestrian-oriented areas like Downtown, TOD, and Neighborhood Commercial areas			
SD-3	Continue to incorporate sustainable design best practices into Town-owned infrastructure and community facilities, striving to incorporate LEED practices into future facilities			
SD-4	Use the Environmental Protection Agency's (EPA) "Revising Local Codes to Facilitate Low Impact Development" guide to help identify regulations within the UDO that discourage LID practices			
SD-5	Evaluate potential rainwater collection programs and composting programs			
SD-6	Explore an incentive program to encourage development to provide stormwater when lots are exempt from stormwater requirements			
SD-7	Update the Manual of Specifications, Standards and Design to reference green infrastructure design			
SD-8	Explore decommissioned rights-of-way as potential stormwater routes			
SD-9	Support the use of attractive, safe, and sustainable street furniture and infrastructure, such as solar streetlights, and LED traffic lights			
SD-10	Expand the electric vehicle (EV) charging network by requiring the installation of charging stations, or the infrastructure needed to accommodate future charging stations, in all new parking lots, especially parking lots of multifamily and large scale developments, and increasing supply of public charging stations			

Community Plan Consistency Grid: RZ 24-04				
SD-11	Promote adaptive reuse over redevelopment for structures that are structurally sound, feature desirable built form, and/or are historically significant. This includes creating an online inventory of buildings available for adaptive reuse			
SD-12	Investigate developing a solar energy ordinance and enrolling in the SolSmart program, a national designation program funded by the US Department of Energy charged with making solar power faster, easier, and more affordable			
SD-13	Explore ways to incentivize renewable energy and passive solar design in the Town's development standards. SolSmart's Solar Energy Toolkit can be used as resource for better promoting solar panels within the code			
SD-14	Continue partnership with Raleigh to encourage homeowners to incorporate practices for water conservation			
POLICIES FOR TOURISM		YES	NO	NA
T-1	Grow the Town's art community and reputation as a regional arts destination with a Downtown focus			
T-2	Explore the potential of constructing a recreational destination facility with a regional draw			
T-3	Develop annual Tourism Economic Impact Reports to help quantify progress made in Wake Forest's tourism sector and identify trends, issues, and opportunities that can help Town staff prioritize future investments			
T-4	Support the Wake Forest Area Chamber to create and market a local visitor's center as a public resource hub for the Town's attractions, events, and businesses for visitors			
T-5	Leverage Wake County's Room Occupancy Tax to build, finance, and create new establishments or run events related to tourism, allowing the Town to capitalize on its success in drawing hotel occupants			
T-6	Create a community-wide wayfinding plan to improve sense of place and signage that directs visitors and residents to Town destinations			
T-7	Continue to support Wake Forest Downtown Inc. (a Main Street America accredited program) in meeting the National Accreditation Standards of Performance as outlined by the National Main Street Center			
T-8	Continue to participate in the NC Main to Main Trail program, a network that connects the State's Main Street America communities, and leverage this designation in the Town's marketing strategy			
T-9	Investigate hiring consultants to provide a comprehensive evaluation of Town events and provide recommendations for improved programs			
T-10	Explore the creation of a social district, where customers can carry and consume food and drinks purchased from businesses outside in a designated zone			
POLICIES FOR GATEWAYS		YES	NO	NA
GW-1	Create a Gateway Plan to identify and prioritize sites for gateway features and establish design standards. Ensure the Plan works in synergy with the Town's Wayfinding Plan.			
GW-2	Improve roadway infrastructure along key gateway routes to enhance their character and multimodal connectivity.			
POLICIES FOR DOWNTOWN WAKE FOREST		YES	NO	NA
DWF-1	Evaluate existing zoning regulations around density in appropriate locations to balance Downtown's development potential with preserving its historic character			

Community Plan Consistency Grid: RZ 24-04				
DWF-2	Identify strategies to fill vacant buildings Downtown that promote an entrepreneurial and small-business culture			
DWF-3	Identify strategies to attract families and younger populations to Downtown with inviting public spaces, entertainment, and destinations for all ages			
DWF-4	Provide guidelines for how buildings should be orientated to support pedestrian-friendly environments			
DWF-5	Reassess parking demand and supply with consideration for a new parking garage(s) to minimize surface parking lots			
DWF-6	Identify strategies to create an “experience-based” Downtown retail environment with unique local businesses and a pedestrian-oriented environment			
DWF-7	Reassess strategies to improve gateways and wayfinding to and within Downtown to better direct people and create a distinct sense of place			
DWF-8	Identify opportunities for Downtown events and public gathering spaces to bring the community together, such as live outdoor events and festivals			

VICINITY MAP
1" = 1,000'

DEVELOPMENT NAME: WHITE STREET MIXED USE

DEVELOPMENT NAME: WHITE STREET MIXED USE

SITE ADDRESS: N WHITE STREET & ROYAL MILL AVENUE

PIN NUMBER(S): 1841-96-6020

TOTAL ACREAGE: 3.934 AC
LESS WHITE STREET R/W DEDICATION: 0.003 AC
NET ACREAGE: 3.931 AC

EXISTING USE: VACANT
PROPOSED USE: MIXED USE (GENERAL COMMERCIAL, RESTAURANT, MULTI-FAMILY)

JURISDICTION: TOWN OF WAKE FOREST
EXISTING ZONING DISTRICT: NB
PROPOSED ZONING DISTRICT: NMX-CD

NMX REQUIRED FRONTAGE BUILDOUT: 60%
NMX FRONTAGE PROVIDED: 64% (EXCLUDING PORTION OF WAKE
ELECTRIC EASEMENT)

MAX STORIES: 4

PROPOSED USES:
GENERAL COMMERCIAL: 32,000 SF
RESTAURANT: 10,000 SF
MULTI-FAMILY UNITS: 65

NMX SETBACKS:
FRONT: 12' MAX. (MEASURED FROM EASEMENT)
SIDE STREET: 12' MAX. (MEASURED FROM EASEMENT)
SIDE: 5' MIN
REAR: 5' MIN.

PARKING CALCULATIONS:
REQUIRED PARKING:
 MULTI-FAMILY: 1.5 PER UNIT
 GENERAL COMMERCIAL: 1 PER 350 SF
 RESTAURANT: 1 PER 200 SF
 TOTAL REQUIRED = 238 SPACES

PROVIDED PARKING: 238 SPACES

BICYCLE PARKING CALCULATIONS:
REQUIRED PARKING: 2 PER 40 AUTO SPACES = 12 REQUIRED
PROVIDED PARKING: 12 SPACES (6 INVERTED 'U' RACKS); TO BE
 LONG-TERM (COVERED AND WEATHER RESISTANT)

NMX REQUIRED OPEN SPACE: N/A (PROJECT LESS THAN 5 ACRES)
PROPOSED OPEN SPACE: N/A

NMX REQUIRED PARK SPACE: N/A (PROJECT LESS THAN 5 ACRES)
PROPOSED PARK SPACE: N/A

PROPERTY OWNER: THALES ACADEMY INC
DEVELOPER: TALL PINES CUSTOM HOMES LLC

PROPOSED IMPERVIOUS AREAS:

BUILDING: 0.00 AC
PARKING: 1.92 AC
SIDEWALK (ON-SITE): 0.07 AC
SIDEWALK (OFF-SITE): 0.20 AC
TOTAL IMPERVIOUS AREAS: 2.73 AC (119,069 SF); 69.5% IMPERVIOUS
 SITE IS SUBJECT TO HIGH DENSITY DEVELOPMENT STANDARDS PER UDO
 12.5.3

RZ-24-04

N WHITE ST & ROYAL MILL AVENUE
WAKE FOREST, NC
PINS: 1841-96-6020

OWNER:

THALES ACADEMY
CONTACT: ROBERT L. LUDDY
4641 PARAGON PARK ROAD
RALEIGH, NC 27616
919.882.2410
BOB@CAPTIVEAIRE.COM

DEVELOPER:

TALL PINES CUSTOM HOMES LLC
CONTACT: DAVID PHILLIPS
8652 VALLEY BROOK DRIVE
RALEIGH, NC 27613
919.625.6763
DAVID.PHILLIPS1358@GMAIL.COM

ENGINEER OF RECORD:

FLM ENGINEERING, INC
CONTACT: CHASE MASSEY, PE
PO BOX 91727
RALEIGH, NC 27675
919.423.8975
CMASSEY@FLMENGINEERING.COM

1. BUILDING HEIGHT SHALL NOT EXCEED FOUR STORIES.
2. GATHERING SPACE SHALL BE PROVIDED AS SHOWN ON THE APPROVED MASTER PLAN AND SHALL INCLUDE GARDEN-WALL SEATING; LANDSCAPING INCLUDING FLOWERING SHRUBS; PROVISION OF SHADE THROUGH ONE OR MORE CANOPY TREES OR MAN-MADE STRUCTURES; TRASH AND RECYCLING RECEPTACLES; AND AN ACTIVE RECREATION COMPONENT.
3. 100% OF THE GROUND-FLOOR FLOOR AREA SHALL BE DESIGNATED FOR COMMERCIAL/ENTERTAINMENT, OFFICE/SERVICE, CIVIC, AND STUDIO PURPOSES.
4. ALLOWABLE USES SHALL NOT INCLUDE THE FOLLOWING, ON ANY PORTION OF THE PROPERTY: PAWN SHOP, GAS/FUELING STATION, VEHICLE MAINTENANCE OR REPAIR, SMALL EQUIPMENT REPAIR/RENTAL, DRIVE-THRU/DRIVE-IN FACILITY, VAPE SHOP, FUNERAL HOME/CREMATORIUM, ALCOHOLIC BEVERAGE SALES STORE, BAR/TAVERN, NIGHT CLUB, INTERNET SWEEPSTAKES FACILITY, SHOOTING RANGE, OR GUN SALES STORE.
5. THE LOT LINE ABUTTING NORTH WHITE STREET SHALL BE CONSIDERED THE PRINCIPAL FRONT LOT LINE.
6. MAXIMUM FRONT SETBACKS TO BE MEASURED FROM THE EDGE OF EXISTING UTILITY EASEMENTS ALONG ROYAL MILL AVENUE AND NORTH WHITE STREET.
7. MULTI-FAMILY PARKING RATE: 1.5 SPACES PER UNIT.
8. EXISTING WAKE ELECTRIC TRANSMISSION LINE ALONG ROYAL MILL AVENUE TO REMAIN AND NOT BE BURIED.
9. EXISTING WAKE ELECTRIC OVERHEAD DISTRIBUTION LINE ALONG NORTH WHITE STREET TO REMAIN AND NOT BE BURIED.
10. PROPOSED ROYAL MILL AVENUE MINIMUM DRIVEWAY CHANNELIZATION TO BE 9'.
11. DEVELOPER SHALL COMPLETE ALL IMPROVEMENTS RECOMMENDED IN THE APPROVED TRANSPORTATION IMPACT ANALYSIS.
12. IN ADDITION TO COMPLETING ALL IMPROVEMENTS REQUIRED BY CONDITION ELEVEN, DEVELOPER SHALL PROVIDE A ONE-TIME \$20,000.00 (TWENTY THOUSAND DOLLAR) PAYMENT TO THE TOWN TOWARD TRANSPORTATION SAFETY MEASURES (E.G., TURN-RED LIGHT, REDUCED SPEED LIMIT) AT THE ROYAL MILL AVENUE N. WHITE STREET INTERSECTION, PAYABLE AT ISSUANCE OF CONSTRUCTION DOCUMENTS; SPECIFIC MEASURES TO BE DETERMINED AND IMPLEMENTED BY THE TOWN AT THE TOWN'S DISCRETION.
13. DIRECT PEDESTRIAN ACCESS FROM THE MULTI-USE PATH ON NORTH WHITE STREET SHALL BE PROVIDED TO INDIVIDUAL BUSINESS ENTRANCES ALONG THE NORTH WHITE STREET BUILDING FRONTAGE.
14. PRIOR TO ANY GRADING OR OTHER CONSTRUCTION ACTIVITIES ON THE SITE, TREE PROTECTION FENCING SHALL BE INSTALLED ALONG NORTHEASTERN PARCEL LINE TO PROTECT ROOTS OF EXISTING OFF-SITE TREES WITHIN THE FLAHERTY PARK DRIVEWAY AREA.

15. AT LEAST 8% OF THE DWELLING UNITS CONSTRUCTED ON THE SITE SHALL BE AFFORDABLE HOUSING UNITS. AS USED HEREIN, AN "AFFORDABLE HOUSING" UNIT IS ANY DWELLING UNIT THAT IS OFFERED FOR RENT AT AN EFFECTIVE MONTHLY RENT EQUAL TO OR LESS THAN THE MAXIMUM RENT AFFORDABLE FOR HOUSEHOLDS WITH AN INCOME OF 70% OF THE AREA MEDIAN INCOME ("AMI") IN THE RALEIGH, NORTH CAROLINA METROPOLITAN STATISTICAL AREA PUBLISHED BY HUD. THE AFFORDABLE UNITS SHALL BE OFFERED FOR RENT FOR A MINIMUM OF TEN (10) YEARS FROM THE DATE OF ISSUANCE OF THE FIRST CERTIFICATE OF OCCUPANCY PERMITTING RESIDENTIAL USE. THE EFFECTIVE DATE OF THESE CONDITIONS FOR THE PURPOSES OF THIS CONDITION, AN ANNUAL RENT EQUAL TO OR LESS THAN 30% OF THE ANNUAL INCOME OF A HOUSEHOLD WITH AN INCOME OF 70% AMI IN THE RALEIGH MSA SHALL BE CONSIDERED AFFORDABLE FOR HOUSEHOLDS WITH AN INCOME OF 70% AMI.

16. THE OWNER SHALL UPDATE THE RENTAL RATE FOR EACH AFFORDABLE HOUSING UNIT THEN BEING MARKETED FOR RENT ANNUALLY BASED ON THE CURRENT UPDATED AMI PUBLISHED BY HUD. IN THE EVENT THE TOWN OF WAKE FOREST OR WAKE COUNTY ESTABLISHES A PROGRAM IN THE FUTURE WHICH PROVIDES INCENTIVES FOR AFFORDABLE HOUSING UNITS, THIS PROJECT SHALL BE ELIGIBLE TO PARTICIPATE IN SUCH PROGRAM. THE RENTAL RATE FOR SUCH AFFORDABLE HOUSING UNITS SHALL BE DETERMINED BY THE TOWN OF WAKE FOREST PLANNING DEPARTMENT, BY THE END OF DECEMBER 31ST OF THE FIRST FULL YEAR FOLLOWING OWNER'S RECEIPT OF THE FINAL CERTIFICATE OF OCCUPANCY FOR THE PROJECT AND PRIOR TO DECEMBER 31ST FOR EVERY YEAR THEREAFTER, THE OWNER OF RECORD SHALL PROVIDE AN ANNUAL CERTIFICATION OF COMPLIANCE WITH THIS ZONING CONDITION TO THE TOWN OF WAKE FOREST PLANNING DEPARTMENT, WHICH LISTS THE RENTAL RATE FOR THE AFFORDABLE HOUSING UNITS AND VERIFIES THAT THE TENANTS IN THOSE AFFORDABLE HOUSING UNITS DO NOT EXCEED THE 70% ANNUAL INCOME THRESHOLD. THE OWNER SHALL NOT BE REQUIRED TO SUBMIT ANNUAL CERTIFICATIONS TO THE TOWN REGARDING AFFORDABLE HOUSING UNITS AFTER THE EXPIRATION OF THE 10-YEAR AFFORDABILITY PERIOD.

SHEET	TITLE
C-1	COVER
C-2	EXISTING CONDITIONS & DEMOLITION PLAN
C-3 - C-4	SITE PLAN
C-5 - C-6	UTILITY PLAN
C-7	GRADING & DRAINAGE PLAN
C-8	LANDSCAPE PLAN
C-9	LIGHTING PLAN



POST OFFICE BOX 91727
RALEIGH, NORTH CAROLINA 27675
PHONE: 919.610.1051
FIRM NC LICENSE NUMBER C-4222

REVISION HISTORY			
REV #	DESCRIPTION	DATE	BY
1	TOWN COMMENTS	12/6/2024	FLM
2	TOWN COMMENTS	2/12/2025	FLM
3	PLANNING BOARD COMMENTS	3/17/2025	FLM

ORIGINAL PLAN SIZE: 24" X 36'

PRELIMINARY PLANS

DO NOT USE FOR CONSTRUCTION

SCALE ADJUSTMENT

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SHEET, ADJUST YOUR SCALE
ACCORDINGLY

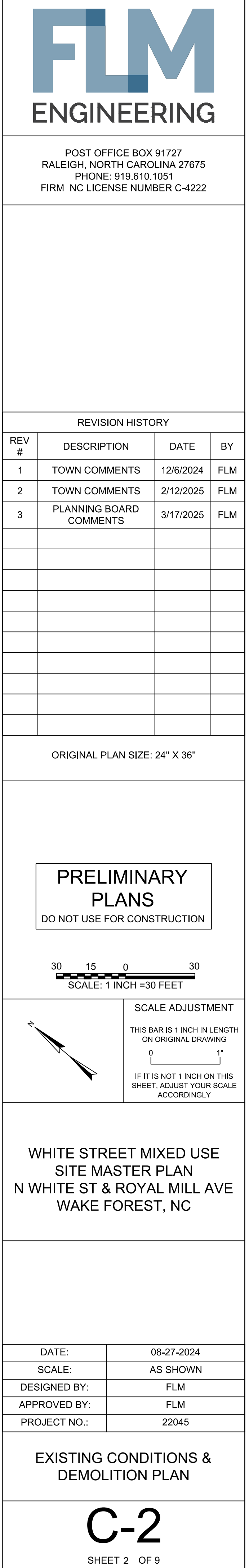
WHITE STREET MIXED USE
SITE MASTER PLAN
N WHITE ST & ROYAL MILL AVE
WAKE FOREST, NC

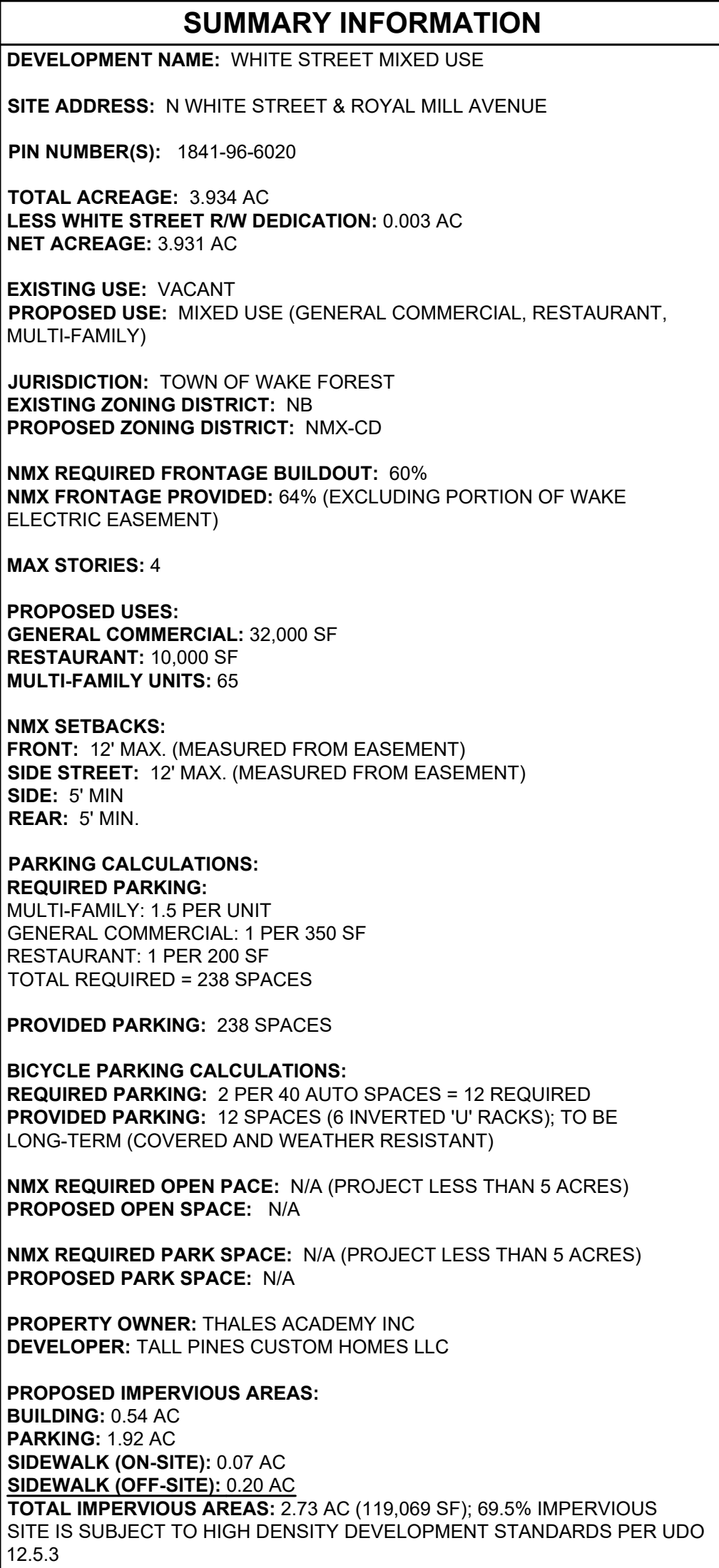
DATE:	08-27-2024
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	22045

COVER

C-1

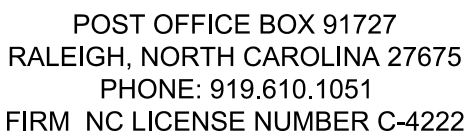
SHEET 1 OF 9





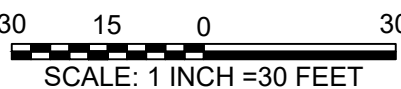
1. PROPOSED ADA STALLS AND AISLES SHALL HAVE SLOPES NO STEEPER THAN 1:48 (2%) IN ALL DIRECTIONS.
2. PROPOSED ACCESSIBLE ROUTES SHALL HAVE RUNNING SLOPES NO STEEPER THAN 1:20 (5%) AND CROSS SLOPES NO STEEPER THAN 1:48 (2%).
3. DIMENSIONS SHOWN ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
4. RADII ARE 5' UNLESS OTHERWISE NOTED.
5. PUBLIC ART REQUIREMENT THROUGH COMMUNITY PLAN TO BE MET THROUGH A MURAL.

	EX. PROPERTY LINE
	EX. RIGHT-OF-WAY
	EX. ADJACENT OWNERS
	EX. EASEMENT
	EX. FENCE
	EX. OVERHEAD ELECTRIC LINE
	EX. COMMUNICATIONS LINE
	EX. WATER LINE
	EX. SANITARY SEWER
	EX. STORM SEWER
	PROP. SETBACK LINE
	PROP. EASEMENT/BUFFER
	PROP. FENCE
	PROP. CONCRETE

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ORIGINAL PLAN SIZE: 24" X 36"

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SCALE ADJUSTMENT

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Abstract

SHEET, ADJUST YOUR SCALING

WHITE STREET MIXED USE
SITE MASTER PLAN
N WHITE ST & ROYAL MILL AVE
WAKE FOREST, NC

DATE:	08-27-2024
SCALE:	AS SHOWN
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APPROVED BY:	FLM
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SITE PLAN

C-3

SHEET 3 OF 9



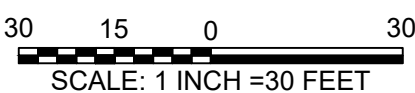
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PHONE: 919.610.1051
FIRM NC LICENSE NUMBER C-4222

REVISION HISTORY

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ORIGINAL PLAN SIZE: 24" X 36"

PRELIMINARY
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SITE MASTER PLAN
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WAKE FOREST, NC

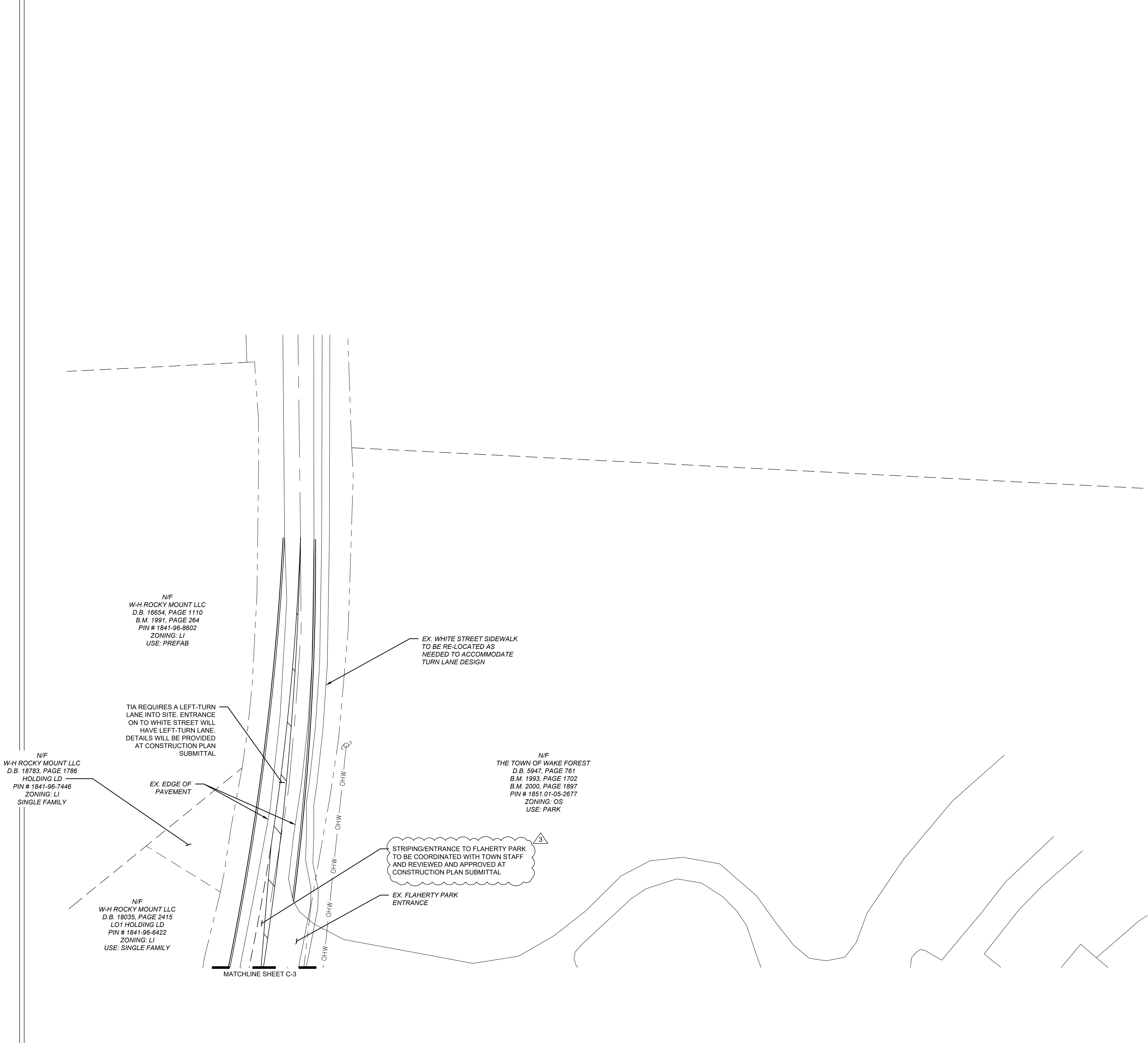
DATE:	08-27-2024
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APPROVED BY:	FLM
PROJECT NO.:	22045

SITE PLAN

C-4
SHEET 4 OF 9

LEGEND

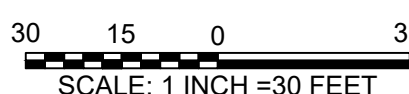
- EX. PROPERTY LINE
- EX. RIGHT-OF-WAY
- EX. ADJACENT OWNERS
- EX. EASEMENT
- EX. FENCE
- EX. OVERHEAD ELECTRIC LINE
- EX. COMMUNICATIONS LINE
- EX. WATER LINE
- EX. SANITARY SEWER
- EX. STORM SEWER
- PROP. SETBACK LINE
- PROP. EASEMENT/BUFFER
- PROP. FENCE
- PROP. CONCRETE



1. ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUS HANDBOOK, CURRENT EDITION)
2. UTILITY SEPARATION REQUIREMENTS:
 - A) A DISTANCE OF 10' SHALL BE MAINTAINED BETWEEN SANITARY SEWER & ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED OR UNIMPOUNDED WATER SOURCE. IF A SEWER AND WATER PIPE, 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 PRIVATE TELL OR C&G.
 - 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 1" PER 10' OF HORIZONTAL SEPARATION. THE WATER MAIN SHALL BE 12" 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) IF IT IS IMPROBABLE TO MAINTAIN THE 10' SEPARATION FOR ANY TIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASEMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS.
 - D) 6.0 MINIMUM HORIZONTAL SEPARATION SHALL BE MAINTAINED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER.
 - E) MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS, MAINTAIN 12" 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 CORPUS DETAILS W-4 & S-49)
 - F) AT ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED

ORIGINAL PLAN SIZE: 24" X 36'

PRELIMINARY
PLANS
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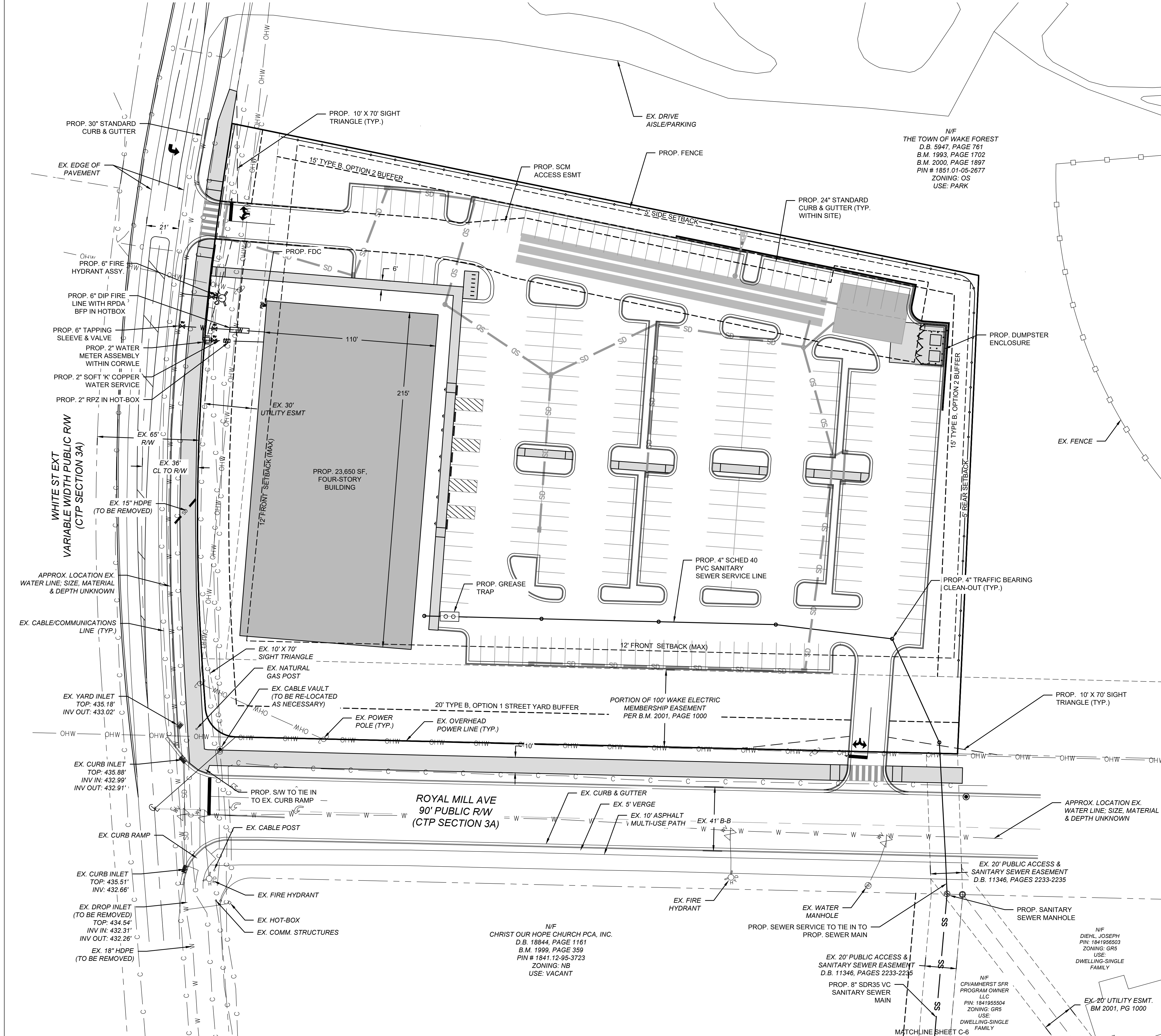
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WHITE STREET MIXED USE
SITE MASTER PLAN
N WHITE ST & ROYAL MILL AVE
WAKE FOREST, NC

UTILITY PLAN

C-5

SHEET 5 OF 9



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 PIPE (PVC OR PIPER) AND ANY OTHER UTILITY SOURCE SUCH AS AN IMPROVED 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 THEREAFTER. THE MINIMUM LATERAL SEPARATION SHALL NOT BE LESS THAN 25' FROM 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 10' FROM WATER MAIN IN SEWER MAIN, OR 20' FROM ELEVATION OF 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) THERE IS NO IMPROVED SOURCE OF WATER OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASEMENT EXTENDED 10" ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS

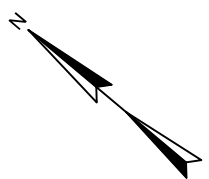
D) 50' MINIMUM HORIZONTAL SEPARATION SHALL BE MAINTAINED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER

E) MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS. IF THERE IS NO 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-4)

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

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PRELIMINARY
PLANS
DO NOT USE FOR CONSTRUCTION



WHITE STREET MIXED USE
SITE MASTER PLAN
N WHITE ST & ROYAL MILL AVE
WAKE FOREST, NC

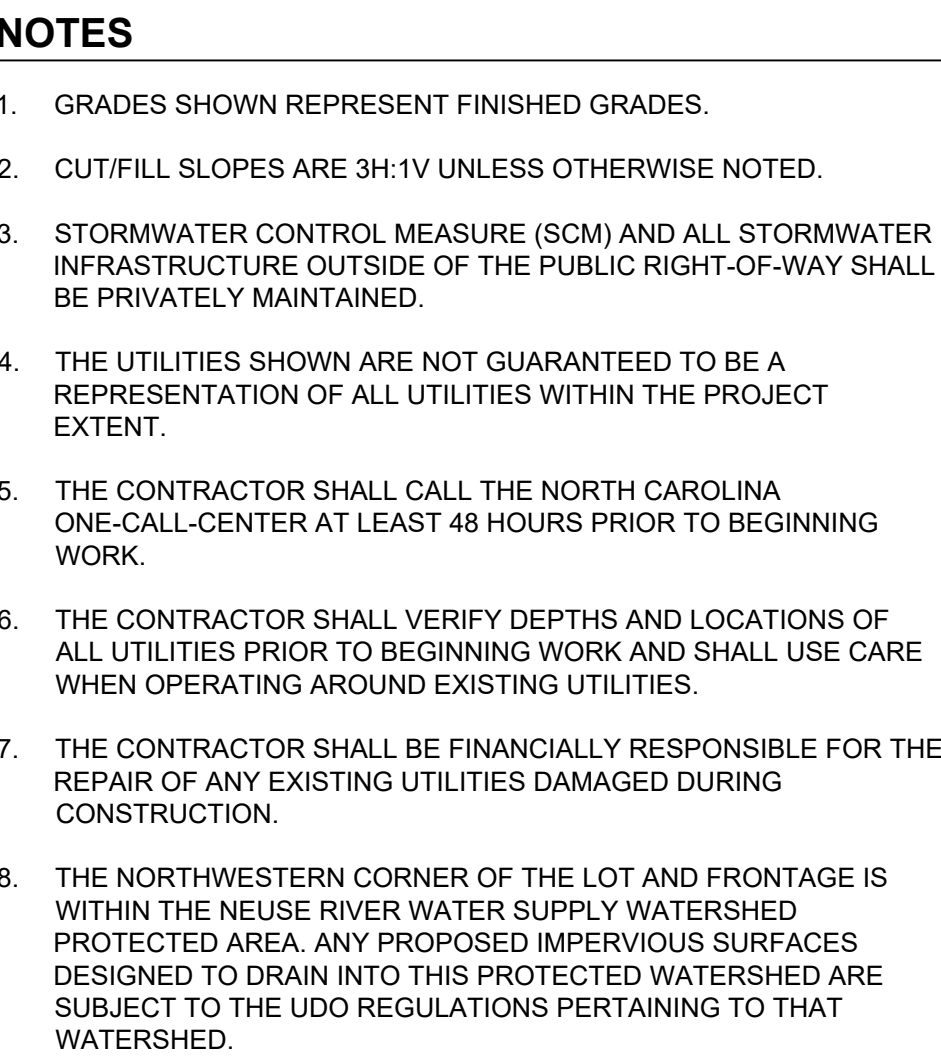
UTILITY PLAN

SHEET 6 OF 9



1. ALL WATER AND SANITARY SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH STANDARDS AND SPECIFICATIONS.
2. THE UTILITIES SHOWN ARE NOT GUARANTEED TO BE A REPRESENTATION OF ALL UTILITIES WITHIN THE PROJECT EXTENT.
3. THE CONTRACTOR SHALL CALL THE NORTH CAROLINA ONE-CALL-CENTER AT LEAST 48 HOURS PRIOR TO BEGINNING WORK.
4. THE CONTRACTOR SHALL VERIFY DEPTHS AND LOCATIONS OF ALL UTILITIES PRIOR TO BEGINNING WORK AND SHALL USE CARE WHEN OPERATING AROUND EXISTING UTILITIES.
5. THE CONTRACTOR SHALL BE FINANCIALLY RESPONSIBLE FOR THE REPAIR OF ANY EXISTING UTILITIES DAMAGED DURING CONSTRUCTION.

	EX. PROPERTY LINE
	EX. RIGHT-OF-WAY
	EX. ADJACENT OWNERS
	EX. EASEMENT
	EX. FENCE
	EX. OVERHEAD ELECTRIC LINE
	EX. COMMUNICATIONS LINE
	EX. WATER LINE
	EX. SANITARY SEWER
	EX. STORM SEWER
	PROP. SETBACK LINE
	PROP. EASEMENT/BUFFER
	PROP. FENCE
	PROP. CONCRETE
	PROP. WATER LINE
	PROP. SANITARY SEWER
	PROP. STORM SEWER

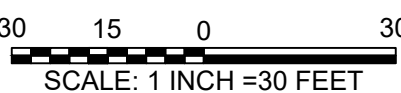


REVISION HISTORY			
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1	TOWN COMMENTS	12/6/2024	FLM
2	TOWN COMMENTS	2/12/2025	FLM
3	PLANNING BOARD COMMENTS	3/17/2025	FLM

ORIGINAL PLAN SIZE: 24" X 36"

PRELIMINARY PLANS

DO NOT USE FOR CONSTRUCTION



SCALE ADJUSTMENT

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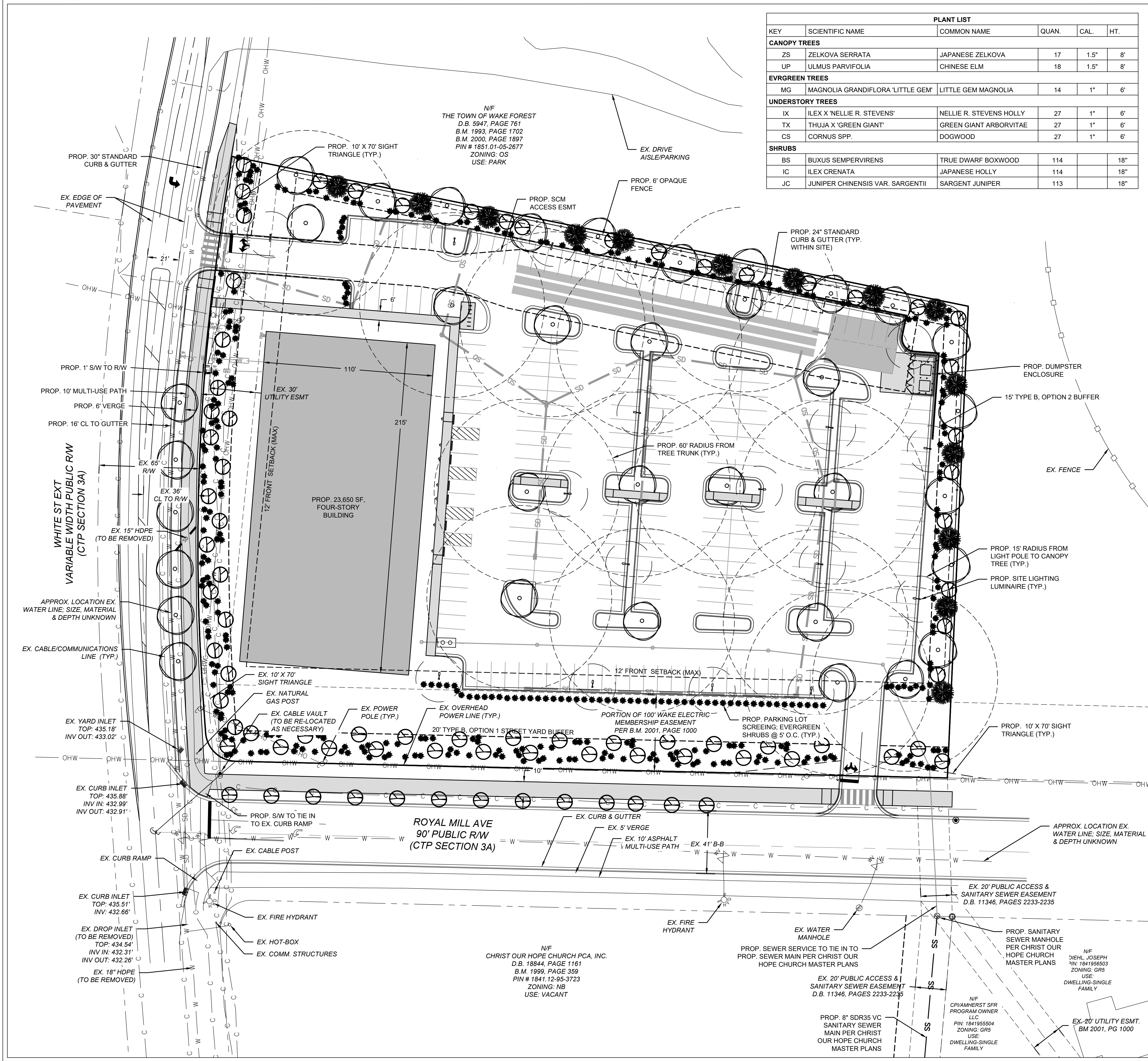
WHITE STREET MIXED USE
SITE MASTER PLAN
N WHITE ST & ROYAL MILL AVE
WAKE FOREST, NC

DATE:	08-27-2024
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APPROVED BY:	FLM
PROJECT NO.:	22045

GRADING & DRAINAGE PLAN

C-7

SHEET 7 OF 9



PLANT LIST					
KEY	SCIENTIFIC NAME	COMMON NAME	QUAN.	CAL.	HT.
CANOPY TREES					
ZS	ZELKOVA SERRATA	JAPANESE ZELKOVA	17	1.5"	8'
UP	ULMUS PARVIFOLIA	CHINESE ELM	18	1.5"	8'
EVGREEN TREES					
MG	MAGNOLIA GRANDIFLORA 'LITTLE GEM'	LITTLE GEM MAGNOLIA	14	1"	6'
UNDERSTORY TREES					
IX	ILEX X 'NELLIE R. STEVENS'	NELLIE R. STEVENS HOLLY	27	1"	6'
TX	THUJA X 'GREEN GIANT'	GREEN GIANT ARBORVITAE	27	1"	6'
CS	CORNUS SPP.	DOGWOOD	27	1"	6'
SHRUBS					
BS	BUXUS SEMPERVIRENS	TRUE DWARF BOXWOOD	114		18"
IC	ILEX CRENATA	JAPANESE HOLLY	114		18"
JC	JUNIPER CHINENSIS VAR. SARGENTII	SARGENT JUNIPER	113		18"

LANDSCAPING REQUIREMENTS

TYPE B, OPTION 2 PERIMETER BUFFER (APPROX. 687 LF ALONG EAST AND SOUTHEAST PARCEL LINES)
2 CANOPY TREES PER 100 LF
2 EVERGREEN TREES PER 100 LF
3 UNDERSTORY TREES PER 100 LF
12 SHRUBS PER 100 LF (50% OF REQUIRED SHRUBS MUST BE EVERGREEN SPECIES)
MIN. 4' OPAQUE OR SEMI-OPAQUE FENCE

CANOPY TREES REQUIRED: 14
CANOPY TREES PROVIDED: 14

EVERGREEN TREES REQUIRED: 14
EVERGREEN TREES PROVIDED: 14

UNDERSTORY TREES REQUIRED: 21
UNDERSTORY TREES PROVIDED: 21

SHRUBS REQUIRED: 82
SHRUBS PROVIDED: 82 (100% EVERGREEN)

VEHICULAR USE AREAS:
OFF-STREET PARKING VISIBLE FROM THE RIGHT-OF-WAY OR ADJACENT PROPERTIES SHALL BE SCREENED WITH EVERGREEN SHRUBBERY AT 5 FEET ON CENTER, AND ALL PARKING SPACES SHALL BE WITHIN 60 FEET OF A PLANTED CANOPY TREE TRUNK.

CANOPY TREES PROVIDED: 15
SHRUBS PROVIDED: 71

SPECIMEN TREE REMOVAL CALCULATIONS:
THERE ARE NO TREES THAT QUALIFY AS TOWN OF WAKE FOREST SPECIMEN TREES ON SITE.

MINIMUM CANOPY COVERAGE:
1 CANOPY TREE PER 10,000 SQ. FT. OF PARCEL AREA (171,352 SQ. FT. / 10,000 SQ. FT. = 17)

CANOPY TREES REQUIRED: 17
CANOPY TREES PROVIDED: 28

STREET TREES (ROYAL MILL AVE):
REQUIREMENT: STREET TREES SHALL BE PLACED AT 35' O.C. (UNDERSTORY)

UNDERSTORY TREES PROVIDED: 13 AT 15' MIN. SPACING

STREET TREES (N WHITE STREET):
REQUIREMENT: STREET TREES SHALL BE PLACED AT 50' O.C. (CANOPY)

CANOPY TREES PROVIDED: 8 AT 30' MIN. SPACING

TYPE B, OPTION 1 STREET YARD BUFFER (APPROX. 782 LF ALONG NORTH WHITE STREET & ROYAL MILL AVENUE)
6 UNDERSTORY TREES PER 100 LF (2 EVERGREEN)
24 SHRUBS PER 100 LF (50% OF REQUIRED SHRUBS MUST BE EVERGREEN SPECIES)

UNDERSTORY TREES REQUIRED: 47
UNDERSTORY TREES PROVIDED: 47

SHRUBS REQUIRED: 188
SHRUBS PROVIDED: 188 (100% EVERGREEN)

NOTES

- LANDSCAPING SHALL BE IN ACCORDANCE WITH CHAPTER 8 OF THE WAKE FOREST UNIFIED DEVELOPMENT ORDINANCE (UDO) INCLUDING PRESERVATION AND REPLACEMENT OF SPECIMEN TREES.

LEGEND

---	EX. PROPERTY LINE
---	EX. RIGHT-OF-WAY
---	EX. ADJACENT OWNERS
---	EX. EASEMENT
---	EX. FENCE
---	EX. OVERHEAD ELECTRIC LINE
---	EX. COMMUNICATIONS LINE
---	EX. WATER LINE
---	EX. SANITARY SEWER
---	EX. STORM SEWER
---	PROP. SETBACK LINE
---	PROP. EASEMENT/BUFFER
---	PROP. FENCE
---	PROP. CONCRETE
---	PROP. WATER LINE
---	PROP. SANITARY SEWER
---	PROP. STORM SEWER
---	PROP. CANOPY TREE
---	PROP. EVERGREEN TREE
---	PROP. UNDERSTORY TREE
---	PROP. EVERGREEN SHRUB
---	PROP. LIGHT POLE WITH 15' RADIUS FROM TREE



POST OFFICE BOX 91727
RALEIGH, NORTH CAROLINA 27675
PHONE: 919.610.1051
FIRM NC LICENSE NUMBER C-4222

REVISION HISTORY

REV #	DESCRIPTION	DATE	BY
1	TOWN COMMENTS	12/6/2024	FLM
2	TOWN COMMENTS	2/12/2025	FLM
3	PLANNING BOARD COMMENTS	3/17/2025	FLM

ORIGINAL PLAN SIZE: 24" X 36"

PRELIMINARY PLANS

DO NOT USE FOR CONSTRUCTION

30 15 0 30
SCALE: 1 INCH = 30 FEET

SCALE ADJUSTMENT

THIS BAR IS 1 INCH IN LENGTH ON ORIGINAL DRAWING
0 1"
IF IT IS NOT 1 INCH ON THIS SHEET, ADJUST YOUR SCALE ACCORDINGLY

WHITE STREET MIXED USE
SITE MASTER PLAN
N WHITE ST & ROYAL MILL AVE
WAKE FOREST, NC

DATE:	08-27-2024
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	22045

LANDSCAPE PLAN

C-8

SHEET 8 OF 9





Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-421-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: April 1, 2025

SUBJECT

Discussion of February Monthly Summaries

Recommendation:

Item Summary:

ATTACHMENTS

- [Monthly Financial Report_summary.pdf](#)
- [February 28, 2025 Financial Summaries.pdf](#)

Agenda Item: Monthly Financial Report

Summary: Staff prepares monthly financial reports for each of the respective operating funds for which an annual budget is authorized by the Board of Commissioners. The reports are accompanied by highlights during respective month for each fund.

Attachments: Financial summaries

Town of Wake Forest

February 28, 2025

OVERALL HIGHLIGHTS:

- General Fund total year-to-date revenues are at 74.44% of annual budgeted amounts.
- Current year ad valorem taxes are ahead of prior YTD by \$10 million.
- *Net increase YTD (increase in fund balance) is \$13 million.*
- Guidelines for spending is 67% across town departments.
- Purchase for resale – power for February is paid in March and not reflected in the attached.
 - **Staff is monitoring cash deficit issue and will adjust allocated personnel costs to increase Electric Fund's cash position the remainder of FY 25.**
 - **Staff is considering an internal loan from General Fund to Electric as opposed to an external installment purchase agreement to pay for the generators – paying ourselves back plus interest as opposed to a financial institution. This will take care of cash deficit.**
 - **Rate adjustment will be included in FY 26 Proposed Budget**
- Effective with FY 2025 is the Stormwater Utility Fund
 - Fees are received with weekly tax collections
- American Rescue Plan Act (ARPA) is a “life to date” (LTD) fund and everything reported is cumulative from the beginning – July 2021.
 - All funds have been encumbered/obligated as of December 31, 2024 (first deadline).
 - Second deadline – all funds must be expended by December 31, 2026.

GENERAL FUND
February 28, 2025

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 48,755,135	\$ 48,097,265	-	\$ 657,870	98.65%	\$ 38,148,577
Other Taxes	62,500	42,244	-	20,256	67.59%	35,885
Unrestricted Intergovernmental	18,839,490	8,382,652	-	10,456,838	44.50%	7,556,924
Restricted Governmental	2,720,475	2,000,423	-	720,052	73.53%	1,692,692
Permits and Fees	2,761,985	1,755,312	-	1,006,673	63.55%	1,983,641
Other Revenue	2,276,900	1,199,496	-	1,077,404	52.68%	1,313,765
Sales and Services	5,538,100	2,871,205	-	2,666,895	51.84%	2,742,859
Investment Earnings	1,365,500	822,359	-	543,141	60.22%	1,146,606
Other Financing Sources	7,131,683	1,418,019	-	5,713,664	19.88%	3,640,705
General Fund Total	\$ 89,451,768	66,588,975	-	22,862,793	74.44%	\$ 58,261,653

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	\$ 450,200	\$ 258,867	\$ -	\$ 191,333	57.50%	\$ 224,895
412 Legal Services	309,225	172,036	-	137,189	-	283,228
420 Town Manager's Office	1,031,179	636,776	29,832	364,571	64.65%	603,437
421 Town Clerk	281,000	158,998	-	122,002	56.58%	160,011
422 Organizational Performance	580,445	365,434	3,000	212,011	63.47%	308,887
423 Budget Management	339,430	212,366	-	127,064	62.57%	91,668
425 Communications	1,311,315	764,998	76,644	469,673	64.18%	803,459
430 Human Resources	1,319,140	789,501	51,120	478,520	63.72%	767,204
431 Risk Management	580,430	472,318	7,455	100,657	82.66%	396,426
435 Downtown Development	545,610	294,383	-	251,227	53.95%	309,793
440 Financial Services	1,659,445	1,166,316	-	493,129	70.28%	1,008,877
445 Information Technology	2,660,440	1,760,484	57,823	842,133	68.35%	1,458,077
480 Inspections	2,425,530	1,377,639	-	1,047,891	56.80%	1,411,102
490 Planning	4,230,860	1,808,582	439,504	1,982,774	53.14%	2,042,693
500 Public Facilities	5,090,994	2,535,864	1,055,362	1,499,767	70.54%	2,111,801
510 Police	18,096,625	12,050,711	870,836	5,175,078	71.40%	10,931,618
520 Fire	13,572,320	9,068,426	468,876	4,035,018	70.27%	7,763,999
530 Public Works Administration	305,630	180,438	-	125,192	59.04%	194,875
535 Urban Forestry	632,960	296,813	17,394	318,753	49.64%	323,771
540 Engineering	1,842,758	1,109,493	75,919	657,346	64.33%	1,021,932
545 Stormwater Management	-	-	-	-	0.00%	264,527
550 Fleet Maintenance	701,625	401,612	-	300,013	57.24%	382,054
560 Streets	4,374,905	2,313,450	613,988	1,447,467	66.91%	2,030,606
580 Solid Waste	6,554,365	3,286,184	68,045	3,200,136	51.18%	2,997,778
620 Parks and Recreation	7,110,117	3,287,726	1,008,652	2,813,740	60.43%	6,231,308
999 Transfers	13,445,220	8,767,540	-	4,677,680	65.21%	5,642,081
General Fund Total	\$ 89,451,768	53,536,953	4,844,450	31,070,365	65.27%	\$ 49,766,106

General Fund - Net Gain (Loss)

\$ 13,052,022

\$ 8,495,548

Debt Service Fund
February 28, 2025

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,505,600	1,719,784	(214,184)	114.23%	1,522,633
Permits and Fees	596,085	477,147	118,938	80.05%	454,685
Investment Earnings	8,000	73,975	(65,975)	924.69%	18,159
Other Financing Sources	9,015,815	5,967,210	3,048,605	66.19%	4,074,183
General Fund Total	\$ 11,125,500	8,238,116	2,887,384	74.05%	\$ 6,069,661

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	\$ 1,173,105	\$ 8,380	\$ 1,164,725	\$ -	\$ 8,380
445 Information Technology	621,895	655,674	(33,779)	105.43%	393,604
480 Building Inspections	20,580	10,285	10,295	49.97%	50,920
490 Planning	26,120	13,057	13,063	49.99%	6,296
500 Public Facilities	304,515	366,020	(61,505)	120.20%	456,427
510 Police	640,215	442,871	197,344	69.18%	412,329
520 Fire	2,306,235	279,712	2,026,523	12.13%	279,712
535 Urban Forestry Division	4,280	4,273	7	99.84%	4,273
540 Engineering	16,360	8,178	8,182	49.99%	3,523
550 Fleet Maintenance	12,155	10,348	1,807	85.13%	10,348
560 Streets	1,743,055	551,685	1,191,370	31.65%	264,683
570 Powell Bill	2,059,045	1,028,221	1,030,824	49.94%	585,034
580 Solid Waste	338,650	182,493	156,157	53.89%	117,783
620 Parks and Recreation	1,859,290	571,417	1,287,873	30.73%	796,796
General Fund Total	\$ 11,125,500	4,132,614	6,992,886	37.15%	\$ 3,390,107

Debt Service Fund - Net Gain (Loss)

\$ 4,105,502

\$ 2,679,554

DMSD Special Revenue Fund
February 28, 2025

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 203,850	\$ 195,855	-	\$ 7,995	96.08%	\$ 156,551
Investment Earnings	21,500	12,243	-	9,257	56.95%	13,484
Other Financing Sources	-	-	-	-	0.00%	-
DMSD Special Revenue Fund Total	\$ 225,350	208,098	-	17,252	92.34%	\$ 170,034

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 225,350	\$ 12,069	-	\$ 213,281	5.36%	\$ 83,300
DMSD Special Revenue Fund Total	\$ 225,350	12,069	-	213,281	5.36%	\$ 83,300

Downtown District - Net Gain (Loss)

196,029

86,734

Wake Forest Renaissance Centre
February 28, 2025

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 233,100	\$ 112,584	\$ -	\$ 120,516	48.30%	\$ 113,077
Other Revenue	185,605	132,159	-	53,446	71.20%	95,982
Other Financing Sources	984,045	531,700	-	452,345	54.03%	482,523
WFRC Fund Total	\$ 1,402,750	776,443	-	626,307	55.35%	\$ 691,582

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 1,402,750	\$ 875,471	\$ 41,149	\$ 486,130	65.34%	\$ 684,700
WFRC Fund Total	\$ 1,402,750	875,471	41,149	486,130	65.34%	\$ 684,700

WFRC Fund - Net Gain (Loss) **\$ (99,027)** **\$ 6,882**

Economic Development (WFBIP)
February 28, 2028

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Other Revenue	15,000	7,433	-	7,567	49.56%	10,414
Other Financing Sources	573,500	332,000	-	241,500	57.89%	316,800
WFRC Fund Total	\$ 588,500	339,433	-	249,067	57.68%	\$ 327,214

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 588,500	\$ 321,486	\$ -	\$ 267,014	54.63%	\$ 264,209
WFRC Fund Total	\$ 588,500	321,486	-	267,014	54.63%	\$ 264,209

WFBIP Fund - Net Gain (Loss) **\$ 17,948** **\$ 63,005**

WAKE FOREST POWER (ELECTRIC FUND)
February 28, 2025

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 23,918,460	\$ 17,610,097	-	\$ 6,308,363	73.63%	\$ 16,643,096
Sales Tax - Utility	1,622,720	1,222,910	-	399,810	75.36%	1,158,210
Other Revenue	380,000	535,951	-	(155,951)	141.04%	276,253
Investment Earnings	54,320	18,960	-	35,360	34.90%	36,817
Other Financing Sources	100,000	-	-	100,000	0.00%	3,112
Electric Fund Total	\$ 26,075,500	19,387,918	-	6,687,582	74.35%	\$ 18,117,489

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	\$ 898,365	\$ 564,817	\$ -	\$ 333,548	62.87%	\$ 386,631
850 Electric - Operations	\$ 24,774,985	18,596,543	2,476,823	3,701,619	85.06%	16,619,611
860 Electric - Tree Trimming	402,150	221,309	209	180,632	55.08%	415,682
Electric Fund Total	\$ 26,075,500	19,382,668	2,477,033	4,215,799	83.83%	\$ 17,421,925

Electric Fund - Net Gain (Loss)

5,250

695,564

STORMWATER UTILITY FUND
February 28, 2025

Monthly Target Percentage

67.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 2,325,000	\$ 3,810,988	-	\$ (1,485,988)	163.91%	\$ -
Other Revenue	-	-	-	-	0.00%	-
Investment Earnings	-	9,430	-	(9,430)	0.00%	-
Other Financing Sources	-	-	-	-	0.00%	-
Stormwater Utility Fund	\$ 2,325,000	3,820,418	-	(1,495,418)	164.32%	\$ -

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
545 - Stormwater Management	\$ 2,325,000	\$ 248,700	\$ 8,740	\$ 2,067,560	11.07%	\$ -
Stormwater Utility Fund	\$ 2,325,000	248,700	8,740	2,067,560	11.07%	\$ -

Stormwater Utility Fund - Net Gain/(Loss) **3,571,718** **-**

AMERICAN RESCUE PLAN ACT (ARPA)
February 28, 2025 (Cumulative - Life to Date)

Monthly Target Percentage

N/A

							N/A
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
REVENUES							
Restricted Governmental	\$ 14,541,000	14,541,846	-	(846)	100.01%	-	
Investment Earnings	1,025,430	1,028,433	-	(3,003)	0.00%	-	
Other Financing Sources	-	-	-	-	0.00%	-	
General Fund Total	\$ 15,566,430	15,570,279	-	(3,849)	100.02%	\$ -	
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
EXPENDITURES							
445 Information Technology	\$ 1,030,000	\$ 800,116	\$ 59	\$ 229,825	77.69%	\$ -	
525 Public Safety (ARPA)	3,220,840	1,566,831	1,654,000	9	100.00%	-	
540 Engineering	6,770,000	2,466,896	5,318,060	(1,014,956)	114.99%	-	
638 Other Improvements	4,545,590	3,813,341	434,979	297,270	93.46%	-	
General Fund Total	\$ 15,566,430	8,647,184	7,407,098	(487,852)	103.13%	\$ -	
ARPA Fund - Net Gain (Loss)		\$ 6,923,095					
						\$ -	

NOTE: Budget amendment forthcoming to reclass allocations between respective departments/divisions, functions and line items.



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-420-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: April 1, 2025

SUBJECT

Draft Agenda

Recommendation:

Item Summary:

ATTACHMENTS

- [Board of Commissioners DRAFT Agenda 4-15-25.pdf](#)



Wake Forest Board of Commissioners

DRAFT Meeting Agenda

April 15, 2025 at 6:00 PM

All items listed are for discussion and possible action.

Notice

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

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

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

Public Comment

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

Call to Order

Pledge of Allegiance

1.Approval of Agenda

2.Approval of Minutes

3.Presentations

- 3.A. Proclamation Recognizing April 25, 2025 as Arbor Day in the Town of Wake Forest
- 3.B. Proclamation Recognizing April 22, 2025 as Earth Day in the Town of Wake Forest
- 3.C. Proclamation Recognizing May 2025 as "National Bike Month"
[ProclamationRecognizingMayAsBikeMonthApr041525.docx](#)
- 3.D. Proclamation Recognizing July 4 2025 as America 250! Day
- 3.E. Resolution Recognizing Sergeant Charles Burchett on his Retirement
[Burchett Summary appreciation of services.docx](#)
[Burchett Resolution of Appreciation for Services.docx](#)
- 3.F. Proclamation Recognizing May 1 2025 as "Global Love Day"
[Proclamation Global Love Day 2025.pdf](#)

4.Public hearings / Public Comment

- 4.A. Public Hearing on a petition requesting contiguous and non-contiguous annexation submitted by property owners Town of Wake Forest for property associated with the rezoning request RZ-24-06, located at 1621 and 1701 Wait Avenue being Wake County PINs 1850578617 and 1850670578 being approximately 4.48 acres.
- 4.B. Public Hearing of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701 Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD).

- 4.C. Public Hearing on LEGISLATIVE CASE RZ-24-04, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).Pu

[Attachment A - Neighborhood Meeting Information.pdf](#)

[Attachment C - Maps.pdf](#)

- 4.D. Public Hearing on a contiguous annexation submitted by the property owner Sassom LLC, located at 0 Forestville Road being Wake County PIN 1749681910 (portion of) being approximately 0.175 acres.

[Attachment A Legal Description AN-25-01.pdf](#)

[Attachment B Annexation Map AN-25-01.pdf](#)

[Attachment C Contiguous Annexation Petition AN-25-01.pdf](#)

[041525 BOC Agenda Summary AN-25-01.docx](#)

[DRAFT ORDINANCE AN-25-01.docx](#)

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 contract related to road improvements associated with the Reserve at Dunn Creek.

[Summary Dunn Creek Western Crossing.pdf](#)

[Exhibit A Friendship Chapel Western Crossing.pdf](#)

[Exhibit B-1 The Cost Estimate Friendship Chapel Western Crossing.pdf](#)

[Exhibit B-2 Prior Design Costs Friendship Chapel Western Crossing.pdf](#)

- 5.B. Approval of resolution authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with Berry Building Group to construct a public safety warehouse at 1412 Forestville Road for \$2,681,000.00

[Summary Public Safety Warehouse.pdf](#)

[Attachment A Public Safety Warehouse Resolution](#)

[Attachment B Berry Building Group Submittal](#)

[Attachment C Full Bid Tab](#)

- 5.C. Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Charles Burchett

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

- 5.D. Resolution Authorizing Property Conveyance of 0.639 acres; Portion of 414 Wait Avenue, Wake Forest, NC For H.L. Miller Park Improvements

6.Legislative Items

7.Planning Items

- 7.A. Consideration of a petition requesting contiguous and non-contiguous annexation submitted by property owners Town of Wake Forest for property associated with the rezoning request RZ-24-06, located at 1621 and 1701 Wait Avenue being Wake County PINs 1850578617 and 1850670578 being approximately 4.48 acres.
- 7.B. Consideration of LEGISLATIVE CASE RZ-24-06, 1621 & 1701 Wait Avenue, a rezoning filed by filed by Town of Wake Forest to rezone 4.48 acres located at 1621 & 1701 Wait Avenue, being Wake County Tax PINs 1850578617 and 1850670578 from Wake County's Highway District (HD) to Wake Forest's Rural Holding District (RD).
- 7.C. Consideration of LEGISLATIVE CASE RZ-24-04, White Street Mixed Use, a conditional district rezoning filed by Chase Massey on behalf of Thales Academy, Inc., to rezone 3.93 acres located at 0 North White Street, being Wake County Tax PIN 1841966020, from Neighborhood Business (NB) to Neighborhood Mixed-Use Conditional District (NMX-CD).
- 7.D. Consideration of Approval on a contiguous annexation submitted by the property owner Sassom LLC, located at 0 Forestville Road being Wake County PIN 1749681910 (portion of) being approximately 0.175 acres.

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

13.Adjournment



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-415-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: April 1, 2025

SUBJECT

Appointment of Town Attorney

Recommendation:

Appoint Nathan L. McKinney as Town Attorney

Item Summary:

ATTACHMENTS

- [McKinney Resolution.doc](#)
- [McKinney contract.pdf](#)

RESOLUTION 2025-XX

Appointment of Town Attorney

WHEREAS, the Town Attorney provides legal advice and counsel to the Board of Commissioners, Town Manager and staff; and,

WHEREAS, the Town Attorney position is a full-time salaried position.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that Nathan L. McKinney is appointed Town Attorney, subject to the attached employment agreement.

Duly adopted this 1st Day of April 2025.

(ATTEST)

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT, made and entered into as of April 2, 2025, ("Effective Date") by and between the Town of Wake Forest, State of North Carolina, a body corporate and politic (the "Town"), and Nathan L. McKinney ("Employee") both of whom agree as follows:

WITNESSETH:

WHEREAS, the Town is comprised of a Mayor and Board of Commissioners; and

WHEREAS, the Town operates under the Council-Manager form of government; and

WHEREAS, the Town desires to retain the services of said Employee as Town Attorney of the Town of Wake Forest pursuant to North Carolina General Statutes §§ 160A-173 and the Charter of the Town of Wake Forest (the "Charter"); and

WHEREAS, the Employee has agreed to accept employment as the Town Attorney of the Town, subject to and on the terms, conditions, and provisions agreed to and set forth in this Agreement.

WHEREAS, the Employee has agreed to onboard and begin employment as of Monday, April 14, 2025.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties

The Town hereby agrees to employ the Employee as Town Attorney to perform the functions and duties provided in the General Statutes of the State of North Carolina, the Charter, and by policies heretofore and hereafter adopted by the Town, and to perform such other legally permissible and proper duties and functions as the governing body of the Town, the Town Board of Commissioners, shall from time-to-time assign. The Employee shall report for work, and the duties and employment of the Employee shall commence on Monday, April 14, 2025 ("Commencement Date").

Section 2. Term

A. Employment At-Will. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Town to terminate the services of the Employee at any time. Employee's employment shall be deemed terminated for "cause" if his employment is terminated due to Employee's (1) willful and continued failure to perform his duties hereunder; (2) conviction or plea of no contest to a felony or crime of moral turpitude; (3) illegal act that involves personal gain arising out of Employee's performance of duties as Town Attorney; or (4) death.

B. Employee's Right to Resign. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Town.

Section 3. Salary

Town agrees to pay Employee for services rendered an annual base salary of One Hundred Seventy-five Thousand and 00/100 Dollars (\$175,000.00) annually, less required withholdings.

All payments to Employee shall be made in accordance with the Town's regular payroll practices and procedures.

Section 4. Fringe Benefits

Employee shall be given vacation, holidays, retirement, insurance, and all other fringe benefits, including training, as other employees of the Town receive or may receive in the future.

Section 5. No Reduction in Benefits

The Town shall not at any time during the term of this Agreement reduce the salary, compensation, or other financial benefits of Employee, except to the degree of such a reduction across-the-board for all employees of the Town.

Section 6. Evaluation

The Town shall review and evaluate the performance of the Employee at least once annually between February 1st and June 30th. Based on the results of such evaluations, the Town shall consider any merit pay adjustment.

Merit pay adjustment, if any authorized by the Town shall become effective on July 1st of the year in which the evaluation is conducted and authorized by the Town. This Agreement shall be automatically amended to reflect any merit pay adjustments that are authorized by the Town.

In the first year of employment, upon conclusion of the six-month introductory period, the employee, with satisfactory performance as determined by the Board of Commissioners, shall receive an increase of 5% around October 2025. Upon completion of one year (April 2026); the employee will receive a one-year evaluation by June 2026 for a July 1 effective date.

Section 7. Conflict of Interest Prohibition

- A. Conflict of Interest. It is further understood and agreed that because of the duties of the Employee within and on behalf of the Town and its citizenry, Employee shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest in any for-profit business venture conducting business in the corporate limits of the Town, except for stock ownership, in any company whose capital stock, is publicly held and regularly traded, or invest in any real estate for purposes of resale (excluding Employee's residence) within the Town or ETJ, without approval of the Town.

Section 8. Notice of Resignation

If Employee voluntarily resigns his employment with the Town, the Employee agrees to give a notice of not less than two (2) months unless otherwise agreed upon in writing by the parties.

Section 9. Indemnification and Bonding

A. To the extent allowed by North Carolina law and within the limits of insurance coverage, the Town agrees to hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Town; provided that this section shall not be construed as creating any right, cause of action, or claim of waiver or estoppels for or on behalf of any third party, nor shall it be construed as a waiver or modification of the availability of the defense of governmental immunity or any other legal defense available to either Town or the Employee as to any third party; and provided further that Town shall not indemnify and hold harmless the Employee from and with respect to any claim or liability for which the conduct of the Employee is found by the courts to have been grossly negligent or intentional wrongful conduct. The Town will litigate, compromise and/or settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

B. The Town shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 10. General Provisions

A. Entire Agreement. Upon execution, this Agreement supersedes any prior agreements or understandings between the parties, whether written or oral, and this Agreement constitutes the entire agreement between the parties.

B. Binding Effect. Employee's rights and obligations under this Agreement are not transferable by assignment or otherwise. The provisions of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the Employee and his heirs, beneficiaries, and personal representatives.

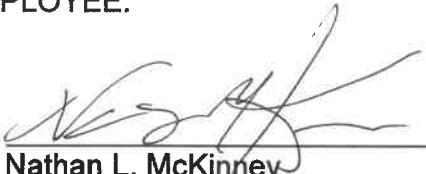
C. Amendment. This Agreement shall not be modified or amended except by a vote of the Board and upon approval of the Board, a written instrument executed by the Employee and the duly authorized representative of the Board. No waiver of any provision of this Agreement will be valid unless the waiver is in writing and signed by the waiving party. The failure of a party at any time to require performance of any provision of this Agreement will not affect such party's rights at a later time to enforce such provision. No waiver by a party of any breach of this Agreement will be deemed to extend to any other breach hereunder or affect in any way any rights arising by virtue of any other breach.

D. Severability. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

(The remainder of this page is intentionally left blank. Next page is the signature page.)

IN WITNESS THEREOF, the Town Board of Commissioners of Wake Forest, North Carolina has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its Clerk, and the Employee has signed and executed this Agreement, both in duplicate, effective on the date first above written.

EMPLOYEE:

By: 
Nathan L. McKinney

TOWN OF WAKE FOREST:

By: _____
Vivian A. Jones, Mayor

Attest:

Town (Deputy) Clerk

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

By: _____
Finance Officer



Board of Commissioners Work Session Agenda Item Report

Agenda Item No.: 2025-419-

Submitted by: Ella Dowtin

Submitting Department: Administration

Meeting Date: April 1, 2025

SUBJECT

Commissioner Report

Recommendation:

Item Summary:

ATTACHMENTS

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