



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
September 2, 2025 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

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

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

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

Public Comment

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

1. Presentations

- 1.1 Consideration of LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).
[BOC Agenda Summary RZ-24-07.pdf](#)
[RZ-24-07 Staff Report.pdf](#)
[Attachment A - Neighborhood Meeting Minutes.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
[Attachment E - CTP Future Road 04 Alignment Maps.pdf](#)
[Attachment F - US-1 Council of Planning Memorandum of Conformity Star Rd Condos.pdf](#)
[Attachment G - TIA Executive Summary and NCDOT Review Report.pdf](#)
[Exhibit 1 - Proposed Star Road Condos Master Plan.pdf](#)
- 1.2 Proclamation Recognizing Annual Constitution Week
[ProclamationConstitutionWeekSeptember2025.pdf](#)
- 1.3 Wake County Emergency Operations Plan and Mutual Aid Agreement
[Wake County EOP 2025.pdf](#)
[Mutual Aid Agreement Town of Wake Forest - _TWF_07.31.2025.pdf](#)
- 1.4 Towns of Wake Forest and Youngsville Annexation Agreement Update
[Wake Forest_Youngsville_Annexation Agreement_Update_BOC WS 090225.pdf](#)

2. Discussion of Monthly Financial Report

- 2.1 Discussion of July Financial Summaries
[Monthly Financial Report_summary.pdf](#)
[July 31, 2025 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1 Draft Agenda- BOC Regular Meeting September 16, 2025
[Draft Agenda BOC Regular Meeting Sept202516 Updated.pdf](#)

4. Other Business

5. Commissioner Reports

- 5.1 Commissioner Reports
- 5.2 Closed Session: 143-318.11(a)(3). Consultation with the Town Attorney

6. Adjournment



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-536-
Submitted by: Patrick Reidy, Planning
Submitting Department: Planning
Meeting Date: September 2, 2025

Subject

Consideration of LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).

Recommendation:

item Summary:

ATTACHMENTS:

- [BOC Agenda Summary RZ-24-07.pdf](#)
- [RZ-24-07 Staff Report.pdf](#)
- [Attachment A - Neighborhood Meeting Minutes.pdf](#)
- [Attachment B - Application.pdf](#)
- [Attachment C - Maps.pdf](#)
- [Attachment D - Planning Board Recommendation and Plan Consistency Analysis.pdf](#)
- [Attachment E - CTP Future Road 04 Alignment Maps.pdf](#)
- [Attachment F - US-1 Council of Planning Memorandum of Conformity Star Rd Condos.pdf](#)
- [Attachment G - TIA Executive Summary and NCDOT Review Report.pdf](#)
- [Exhibit 1 - Proposed Star Road Condos Master Plan.pdf](#)

Agenda Item: Presentation on LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).

Summary: A public comment session was held at the August 12, 2025, Planning Board meeting. The Planning Board voted 4-1 to find the request inconsistent with the Community Plan and not in the public interest and recommended disapproval of the zoning map amendment (rezoning) request.

Since the Planning Board meeting, the applicant has not made any modifications to the proposed master plan or rezoning conditions.

Attachments: See Staff Report.



Staff Report

Case RZ-24-07: Star Road Condos Conditional District

Meeting Date	September 2, 2025
Requested Actions	Consideration of the following items related to the Zoning Map Amendment request for 0 Star Road: 1. Act on Plan Consistency Statement 2. Rezone 14.12 acres on the Town of Wake Forest Zoning Map from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).
Case Manager	Patrick Reidy, Development Services Manager
Planning Board Recommendation	Recommended denial of the requested rezoning by a vote of 4-1 (see Attachment D). Since the Planning Board meeting, the applicant has not made any modifications to the proposed master plan or rezoning conditions.

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
April 9, 2025 (See Attachment A)	August 12, 2025	September 16, 2025

CASE INFORMATION

Applicant	SJP Raleigh-Durham LLC C/O Dustin Atkielski 104 S. White Street, Suite 207 Wake Forest, NC 27587
Property Owner	Star Landing 2 LLC C/O Dustin Atkielski 2560 Lord Baltimore Drive Baltimore, MD 21244
Location	Frontage along Moonbow Trail and Timberline View Drive (under construction)
Addresses	0 Star Road

Wake County Tax PIN	PIN 1739659784
Acreage	14.12
Zoning	Existing: Highway Business (HB) Proposed: General Residential 10 Conditional District (GR10-CD)
Land Use	Existing: Vacant Proposed: Dwelling-Multifamily (2over2 condos)
Corporate Limits	This application is within the Town's extra-territorial jurisdiction.
Community Plan Designation	Corridor Commercial, Light Industrial, and Commercial & Industrial Area Plan #1

See Attachment B for a copy of the application and Attachment C for Aerial, Zoning, and Land Use Maps. See Community Plan [page 42](#) for a description of Corridor Commercial, [page 44](#) for a description of Light Industrial, and [page 54](#) for a description of Commercial & Industrial Area Plan #1.

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Dwelling – Multifamily (Hawthorne at the Forest) and Vacant	CU GR10 (RZ-12-05) and GR10-CD (RZ-21-09)
South	Railroad Right-of-Way and Light Industrial (storage yard)	Light Industrial (LI)
East	Dwelling – Single-Family (Local Landmark)	Rural Holding District (RD)
West	Light Industrial, Office, and Retail (Wake Forest Exchange)	HB-CD (RZ-23-06)

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

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

See Attachment C for associated maps.

MASTER PLAN ANALYSIS

Parking	Required: Per UDO Chapter 9.4, the parking requirement for Multifamily is 1.8 spaces per unit. A total of 194 parking spaces are required.
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		The bicycle parking requirement for Multifamily is 2 per 40 auto spaces, or 13 bicycle parking spaces.
	Proposed:	The Master Plan shows 216 parking spaces provided. The applicant proposes to provide 24 bicycle parking spaces.
	Summary:	The proposed Master Plan complies with the minimum parking requirements in the UDO.
Public Utilities	Required:	The UDO requires that public water and sewer mains are extended to serve the site.
	Proposed:	This property is served by an 8" water line located in Moonbow Trail. It is also served by a 12" sewer line located along the western property boundary and adjacent to the stream.
	Summary:	The proposed Master Plan complies with the public utility requirements in the UDO.
Roads	Required:	The Comprehensive Transportation Plan (CTP) identifies a future backage road (Future Road 04) as a collector road with a 2A road cross-section. The 63' cross section includes 2-12' travel lanes, 2.5' curb and gutters, 6' verges, and 10' multiuse paths. Based on the number of trips generated with the proposed uses allowed, the UDO required a Transportation Impact Analysis (TIA).
	Proposed:	A 63' right-of-way is provided. The cross-section is CTP consistent; however, the alignment of the right-of-way is not consistent with the CTP. The purpose of the alignment shown in the CTP is to provide a continuous backage road to connect to S. Main Street as an alternative when Star Road's access to S. Main Street is removed by the U-5307 project. The applicant is showing a consistent alignment at the southern end of the project. The proposed alignment should then continue to the road right-of-way that has already been dedicated to the Town by Hawthorne at the Forest apartments on the east side of their property. The alignment proposed by the applicant does not meet the intent of the future backage road and instead provides a circuitous connection directing traffic through the Hawthorne at the Forest apartment complex. The roadways in Hawthorne at the Forest were not designed and constructed using 2A cross-sections and do not have multi-use paths as Future Road 04 shows in the CTP. The proposed alignment does not provide a direct connection to Future Road 04 and introduces unnecessary slowing and stop movements along a backage road. The US 1 Council of Planning determined that the proposed Master Plan was not in compliance with the US 1 Corridor Study at its July 7, 2025 meeting. The US 1 Council of Planning commented that "the plan as currently proposed is not consistent with the US-1 Plan (U-5307) as the

	road proposed with the project would not allow for the proposed North-South movement” (See Attachment F). NCDOT’s S-line rail project shows the rail being realigned to the east of this site, but it does not have an impact on the subject site. A TIA was provided for the project (Attachment G). The TIA was reviewed by NCDOT as an amendment to the previously rezoned Wake Forest Exchange project. The Town of Wake Forest reviewed the TIA as a standalone project for the multifamily units. In both scenarios, no additional improvements to mitigate the impact of the development are required beyond what the developer is already constructing for the Wake Forest Exchange project. Those previously approved improvements are: <u>US-1 and Star Road Connector (WB)</u> • Install a traffic signal along the eastern side of the intersection. <u>US-1 and Star Road Connector (EB)</u> • Convert to free-flow (north bound and south bound Star Road approaches converted to stop-control) • Provide a two-way left-turn lane (TWLTL) for northbound approach, extending to southbound approach of Site Access A. (~600 feet) Summary: The proposed Master Plan does not comply with the road alignment and intent in the CTP. If the rezoning were to be approved, the Master Plan should be conditioned to be modified to comply the alignment of the backage road shown in the CTP.
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PROPOSED MODIFICATIONS OF BASE GR10 ZONING DISTRICT STANDARDS

Article 2.2.5.C.1 Principal Front Setback (min)	
Required:	20 feet
Proposed:	10 feet
Article 2.2.5.C.1 Street Side/Secondary Front Setback (min)	
Required:	20 feet
Proposed:	10 feet
Article 2.2.5.F.1 Principal Building Height (max)	
Required:	3 stories
Proposed:	4 stories

Article 6.7.2.H Alley Length (max)	
Required:	400 feet with a permanent turnaround at the terminus
Proposed:	700 feet
Article 7.5.3.A Accessibility/Visibility	
Required:	All recreation spaces shall be conveniently accessible to all residents of the development and shall have a minimum of 20 feet of frontage on at least one public street within the development.
Proposed:	All recreation spaces shall have a minimum of 20 feet of frontage on at least one private street or internal site drive. There are open spaces located at the north and south ends of the proposed development that are conveniently accessible.
<i>See Attachment B for proposed zoning conditions.</i>	

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2022)	The proposed zoning map amendment request is generally inconsistent with the adopted Community Plan. The four main areas of inconsistency are: - Land Use Plan (pages 42, 44, and 47): The Land Use Plan calls for primarily Corridor Commercial for these properties with a small portion of the site showing Light Industrial. Corridor Commercial uses include auto-oriented retail and service businesses, such as large-scale shopping centers, grocery stores, restaurants, gas stations, and hotels. Standalone office uses are included within this designation. Corridor Commercial areas serve patrons from within Wake Forest and the region and play a role in strengthening the Town's tax base. Light Industrial is only shown within the stream and buffer on the western side of the site and at the southern end where the future backage road is located, leaving no viable space for Light Industrial to be provided. This development provides Multifamily, which is not consistent with the Land Use Plan. - Commercial and Industrial Areas Plan – Capital Boulevard (page 54): Capital Boulevard is a major arterial roadway that connects Wake Forest with the surrounding region, including the City of Raleigh. It is the primary route residents and visitors take to pass through the Town. The development of undeveloped and underdeveloped land along Capital Boulevard into commercial uses should be encouraged with both a local and regional customer base. This should be done in coordination with NCDOT's planned controlled-access highway conversion project that will affect roadway configurations. This development provides Multifamily, which is not consistent with the Land Use Plan.
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	- Commercial Development (page 66): Promote multi-story structures within Corridor Commercial areas; encourage pedestrian- oriented shopping environments; buildings should face each other to create a sense of enclosure; provide outdoor seating; and promote cross-access and pedestrian pathways between parking lots and buildings. No commercial development is proposed, so the proposed development is not consistent with this section of the Community Plan. - Capital Boulevard (page 76): Continue to work closely with NCDOT to implement the project and promote commercial growth in accordance with the Land Use Plan. No commercial uses are proposed, not is the proposal consistent with the CTP's U-5307 backage road alignment.
Comprehensive Transportation Plan (2021)	The proposed zoning map amendment request is generally inconsistent with the Comprehensive Transportation Plan for the following reason: Roadway Recommendations (page 73): The CTP calls for a new collector road along the eastern side of the property to be constructed. The road does not align with other sections of the backage road right-of-way as previously discussed in the Roads portion of the Master Plan Analysis above.
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 (2024)	The Parks, Recreation, and Cultural Resources Master Plan is not applicable to the zoning map amendment request.
The Downtown Plan (2024)	The Downtown Plan is not applicable to the zoning map amendment request.

See Attachment D for detailed Plan Consistency Analysis. The Comprehensive Transportation Plan is not included in the Consistency Analysis since cross-sections and the alignment are the only applicable elements of the Plan.

STAFF RECOMMENDATION

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

ATTACHMENTS

Attachment A: Neighborhood Meeting Information

Attachment B: Application
Attachment C: Maps
Attachment D: Planning Board Recommendation and Plan Consistency Analysis
Attachment E: CTP Future Road 04 Alignment Maps
Attachment F: US-1 Council of Planning Memorandum of Conformity Star Rd Condos
Attachment G: TIA Executive Summary and NCDOT Review Report

EXHIBITS

Exhibit 1: Proposed Star Road Condos Master Plan

Star Road Townhomes

Neighborhood Meeting Summary

On Wednesday, April 9, 2025, a neighborhood meeting was held to inform neighboring property owners of the proposed Star Road Conditional Rezoning (Project) to answer any questions and gain their feedback for consideration. The notification sent to the neighboring property owners is attached along with the list of neighboring property owners that were notified. The attendees that represented the development team included: Dustin Atkielski, Gavin Mauzy and Amber Wynn, St. John Properties, Inc.

ATTENDEES:

- N/A

FEEDBACK:

- N/A

QUESTIONS:

- N/A

Star Road Townhomes

Neighborhood
Meeting



ST. JOHN PROPERTIES RALEIGH

Wednesday, April 9 2025

NO.	NAME	ADDRESS	PHONE	EMAIL
01	Gavin Mazy	2512 Macedonia Drive	240 877 9295	gmazy@sjpi.com
02	Amber Wynn	1205 W Wellwater Ave	919 612 8891	awynn@sjpi.com
03	Dustin Atkielski	1752-201 Heritage Center	919 836 6404	datkielski@sjpi.com
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				

Address	Owner	Mailing Address 1	Mailing Address 2
1025 GREENHOW LN	CHAMPION, REGINALD E CHAMPION, DEBORAH O	1025 GREENHOW LN	WAKE FOREST NC 27587-9351
1029 GREENHOW LN	KEITH, MATTHEW J	1029 GREENHOW LN	WAKE FOREST NC 27587-9351
1031 GREENHOW LN	TAYLOR, KYLE HAIR, AMANDA	1031 GREENHOW LN	WAKE FOREST NC 27587-9351
10510 STAR RD	CASA ESPERANZA HOLDING LLC	10510 STAR RD	WAKE FOREST NC 27587-7765
1808 INDUSTRY OAKS LN	MERRITT-WF1 LLC	2066 LORD BALTIMORE DR	BALTIMORE MD 21244-2501
1800 INDUSTRY OAKS LN	MERRITT-WF1 LLC	2066 LORD BALTIMORE DR	BALTIMORE MD 21244-2501
0 STAR RD	STAR LANDING 2 LLC	2560 LORD BALTIMORE DR	BALTIMORE MD 21244-2677
10600 STAR RD	STAR LANDING LLC	2560 LORD BALTIMORE DR	BALTIMORE MD 21244-2677
10520 VIA FORTUNATA PLZ	STAR ROAD PROPERTIES LLC	5310 NC HIGHWAY 55 STE 101	DURHAM NC 27713-7813
10521 VIA FORTUNATA PLZ	STAR ROAD PROPERTIES LLC	5310 NC HIGHWAY 55 STE 101	DURHAM NC 27713-7813
5229 UNICON DR	PURYEAR INVESTMENTS LLC	5844 LEASE LN	RALEIGH NC 27617-4708
5228 UNICON DR	5228 UNICON DRIVE LLC	701 FINGER LAKES DR	WAKE FOREST NC 27587-9571
9737 LIGON MILL RD	COOKE, JAMES DAVID JR	9737 LIGON MILL RD	WAKE FOREST NC 27587-4926
10728 STAR RD	HAWTHORNE AT WAKEFIELD APARTMENTS LLC	PO BOX 20197	ATLANTA GA 30325-0197
0 ZODIAC LN	HAWTHORNE AT WAKEFIELD APARTMENTS PHASE II LLC	PO BOX 20197	ATLANTA GA 30325-0197
1500 ZODIAC LN	HAWTHORNE AT WAKEFIELD APARTMENTS LLC	PO BOX 20197	ATLANTA GA 30325-0197
0 STAR RD	HAWTHORNE AT WAKEFIELD APARTMENTS PHASE II LLC	PO BOX 20197	ATLANTA GA 30325-0197
10700 STAR RD	CITY OF RALEIGH	PO BOX 590	RALEIGH NC 27602-0590
10520 STAR RD	LIVING WORD FAMILY CHURCH INC	PO BOX 61129	RALEIGH NC 27661-1129



March 25th, 2025

**RE: Star Road Condos - Conditional District Rezoning & Site Master Plan
Neighborhood Meeting Notification**

Dear Neighboring Property Owner,

We are writing to notify all property owners within 500 feet of a neighborhood meeting to present and discuss the proposed Conditional District Rezoning and Site Master Plan approval (RZ-24-07) for Star Road Condos, a 108-unit multifamily condominium community.

The subject parcel is located off the east side of Star Road just south of the Hawthorne at the Forest apartment home community and has the following Parcel Identification Number (PIN):

1739659784

We've also included a vicinity map with this letter with the subject parcel outlined in red.

The neighborhood meeting will be held on Wednesday April 9, 2025 at 6:00 PM in the conference room at Hatch, which is located at 104 South White Street, Wake Forest, NC 27587. The entrance to Hatch is located at the corner of Sout White Street and East Roosevelt Ave.

If you have any questions about this rezoning, please contact St John Properties Raleigh at infoWF@sjpi.com or the Town of Wake Forest at (919) 435-9510. This project will be taken up for future consideration by the Town's Board of Commissioners for a public hearing and those notices will be sent from the Town at a future date.

Thanks,

A handwritten signature in blue ink, appearing to read "Dustin Atkielski".

Dustin Atkielski
St John Properties Raleigh
(919) -827-0100

St. John Properties Raleigh
1752 Heritage Center Drive | Suite 201
Wake Forest, NC 27587
919.827.0600 | sjpi.com/raleigh

NAIOP
COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION
**NATIONAL
DEVELOPER
OF THE YEAR
2018**



Star Rd Condos



0 400 800 1,600 ft
1 inch equals 800 feet

Disclaimer

iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.



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

#1565128

Project Title: Star Road Condos Rezoning

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: 08/26/2024

Staff Member Met With: Patrick Reidy

Pre-application Conference Project Number: N/A

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: 1739659784 (Unverified)

Tax PIN:

Acreage: 14.12

**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):

HB, Vacant

*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

Dustin Atkielski
SJP Raleigh-Durham LLC
104 S White St, Ste 207
Wake Forest, NC 27587
P:9198270600
datkielski@sjpi.com

Project Contact - Developer

Dustin Atkielski
SJP Raleigh-Durham LLC
104 S White St, Ste 207
Wake Forest, NC 27587
P:9198270600
datkielski@sjpi.com

Project Contact - Property Owner

Dustin Atkielski
Star Landing 2 LLC
2560 Lord Baltimore Dr
Baltimore, MD 21244
P:9198270600
datkielski@sjpi.com

Project Contact - Engineer

Jon Frazier
FLM Engineering, Inc.
PO Box 91727, Raleigh
Raleigh, NC 27675
P:9196101051
jfrazier@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: RZ-23-06

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: Residential

Proposed Conditional Zoning District: GR10-CD, General Residential 10

Proposed Land Use:
Multifamily

Proposed Number of Lots: 1

Number of Buildings: 9

Number of Single-Family Lots: 0

Number of Townhome Lots: 0

Number of Multi-Family Units: 108

Total Number of Dwelling Units: 108

Number of Stories: 4

Square Footage of All Buildings (non-residential): 129600

Plan Information - Conditional Rezoning

Description of Request:

Development of 108 multifamily units (2-over-2 condos) with associated infrastructure

Initial Proposed Conditions Offered by Applicant:

1. The site master plan is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the administrator finds the modification to be minor and in keeping with the spirit and intent of the approved site master plan.
2. The minimum principal front setback shall be 10.
3. The street side/secondary front setback shall be 10.
4. The maximum principal building height shall be four (4) stories.

Justification of Consistency with Comprehensive Plan:

The use is the same as that to the north and is naturally separated from the commercial development along US-1/Star Rd by a stream buffer.

Agent Authorization Form



TOWN of
WAKE FOREST

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

Address(es) and Tax PIN(s) for which authorization is granted: O Star Road : PIN 1739-65-9784

Landowner's name*: Star Landing 2, LLC

Application(s) for which authorization is granted (e.g., Rezoning, Special Use Permit): CD Rezoning and Master Site Plan

Person authorized to submit application(s) as landowner's agent (must be the same person listed as the applicant on the application form): St John Properties Raleigh, LLC (formaly SJP Raleigh-Durham, LLC)

Landowner's Signature: _____

Date: 07/24/2025

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

Name: Dustin Atkielski

Address: 2560 Lord Baltimore Dr, Baltimore, MD 21244

Telephone number: 919-827-0600

Email address: datkielski@sjpi.com

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

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

Agent Authorization Form



TOWN of
WAKE FOREST

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

Address(es) and Tax PIN(s) for
which authorization is granted: 1739-65-9784

Landowner's name*: Star Landing 2, LLC

Application(s) for which
authorization is granted (e.g.,
Rezoning, Special Use Permit): Rezoning/Master Plans and Construction Plans

Person authorized to submit
application(s) as landowner's
agent (*must be the same
person listed as the applicant
on the application form*): Jon Frazier, FLM Engineering, Inc.

Landowner's Signature: 

Date: 12/10/24

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

Name: Dustin Atkielski

Address: 2560 Lord Baltimore Dr, Baltimore, MD 21244

Telephone number: 919-827-0600

Email address: DAtkielski@sjpi.com

If signing for a corporation or other entity, please
specify title and/or relationship to the corporation
or other entity (e.g., *Member, Executive Officer*): Authorized Person, Star Landing 2, LLC

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

July 24, 2025

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

**Reference: Star Road Condos (RZ-24-07)
Proposed Zoning Conditions**

Dear Mr. Reidy:

The proposed zoning conditions for the Star Road Condos project, Town of Wake Forest Case No. RZ-24-07, are listed below:

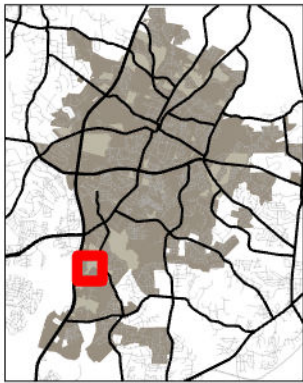
1. The site master plan is a condition of the rezoning request. Amendments of the master plan shall require a rezoning amendment unless the administrator finds the modification to be minor and in keeping with the spirit and intent of the approved site master plan.
2. The minimum principal front setback shall be 10' due to the rear-loaded nature of the buildings and due to topographic and environmental constraints associated with the site.
3. The street side/secondary front setback shall be 10' due to the rear-loaded nature of the buildings and due to topographic and environmental constraints associated with the site.
4. The maximum principal building height shall be four (4) stories. Due to the existing and proposed site grades, the building finished floor elevations will be lower than the adjacent property (PIN 1739-77-6074) as shown in the site cross-section exhibit.
5. The maximum alley length shall be up to 700'.
6. Active recreation uses shall include, but shall not be limited to, two (2) gaming tables, a pickleball court, and a playground. Other similar active recreation alternatives could be provided as approved by the administrator. The active recreation uses shall be installed by the issuance of the 54th building permit.
7. All recreation spaces shall have a minimum of 20' of frontage on at least one private street or internal site drive.

8. A commitment to provide a minimum of three thousand five hundred dollars (\$3,500) of public art, incorporated into the retaining wall along the northern boundary, coordinated and installed by the developer, prior to the issuance of the 54th building permit. The wall art may include, but will not be limited to, a mural, variations in block color, and/or structural elements on the wall.

Sincerely,



Jon D. Frazier, PE, LEED AP
Principal
919.610.1051
jfrazier@flmengineering.com



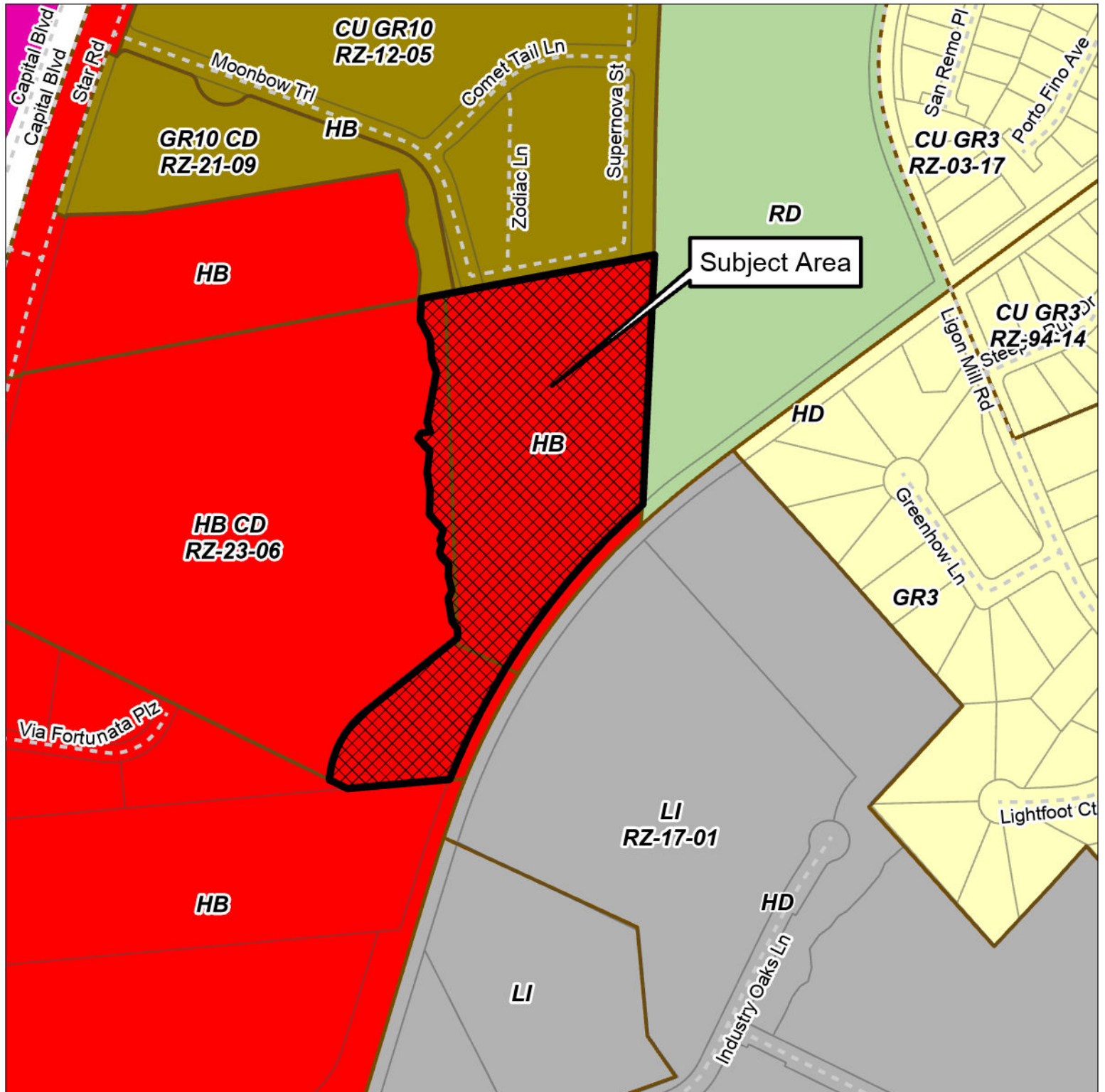
Zoning

RZ-24-07

0 Star Rd

Wake County PIN: 1739-65-9784

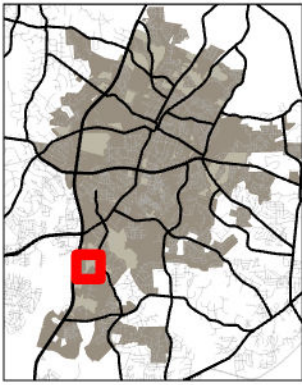
6/16/2025



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 Feet





Aerial

RZ-24-07

0 Star Rd

Wake County PIN: 1739-65-9784

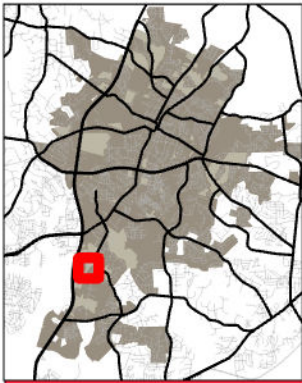
6/16/2025



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
Feet





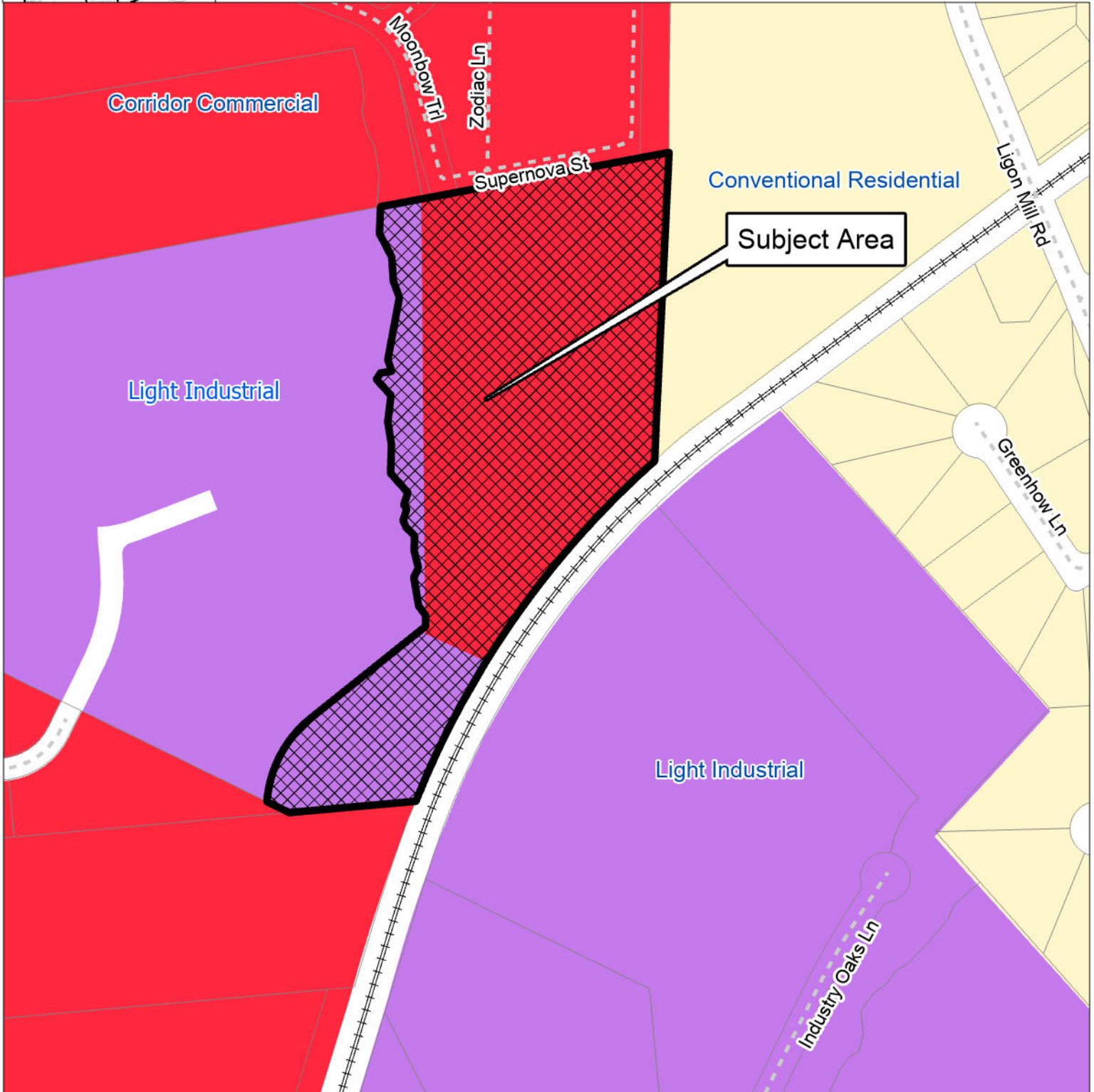
Land Use Plan

RZ-24-07

0 Star Rd

Wake County PIN: 1739-65-9784

6/16/2025





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: SJP Raleigh-Durham LLC

Owner: Star Landing 2 LLC

Requested Action: Rezone 14.12 acres on the Town of Wake Forest Zoning Map from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD)

Existing Zoning: Highway Business (HB)

Location: 0 Star Road

Size: 14.12 acres

Tax PINs: 1739659784

Existing Land Use: Dwelling-Multifamily (2over2 condos)

Applicable Officially Adopted Plans:

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

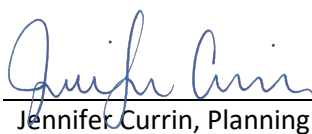
This report reflects the recommendation of the Planning Board, this the 12th day of August 2025.

Introduced by Planning Board member: Elaine Sheppard

Seconded by Planning Board member: Michael Almquist

Attest:


Matt Davis, Planning Board Vice Chair


Jennifer Currin, Planning Director

Community Plan Consistency Grid: RZ 24-07				
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			

Community Plan Consistency Grid: RZ 24-07				
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			
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			

Community Plan Consistency Grid: RZ 24-07				
SB-5	Allow for flexibly in setbacks in Downtown where existing conditions prevent a consistent streetwall, while maintaining a close interface with the street (e.g., utility, landscaping, and/or topography challenges)			
POLICIES FOR PARKING LOTS		YES	NO	NA
PL-1	For existing front-loaded surface parking lots, encourage property owners to improve their character with perimeter and interior landscaping, and/or decorative walls and fencing			
PL-2	Require off-street parking to be located to the side or rear of the primary building			
PL-3	Encourage shared parking agreements where neighboring uses with different peak parking demand times can use the same parking lot, reducing the need for additional parking lots			
PL-4	Reevaluate minimum parking standards and consider implementing maximum parking standards to reduce excessive requirements			
PL-5	Monitor parking supply and strategically encourage structured or underground parking in higher density areas if needed, such as in Downtown, TOD, and activity center areas, to reduce the amount of land dedicated to surface parking			
PL-6	Consider offering incentives for structured parking, such as density bonuses, allowable lot coverage increases, and height limit increases.			
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			

Community Plan Consistency Grid: RZ 24-07				
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			
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.			

Community Plan Consistency Grid: RZ 24-07				
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			
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			

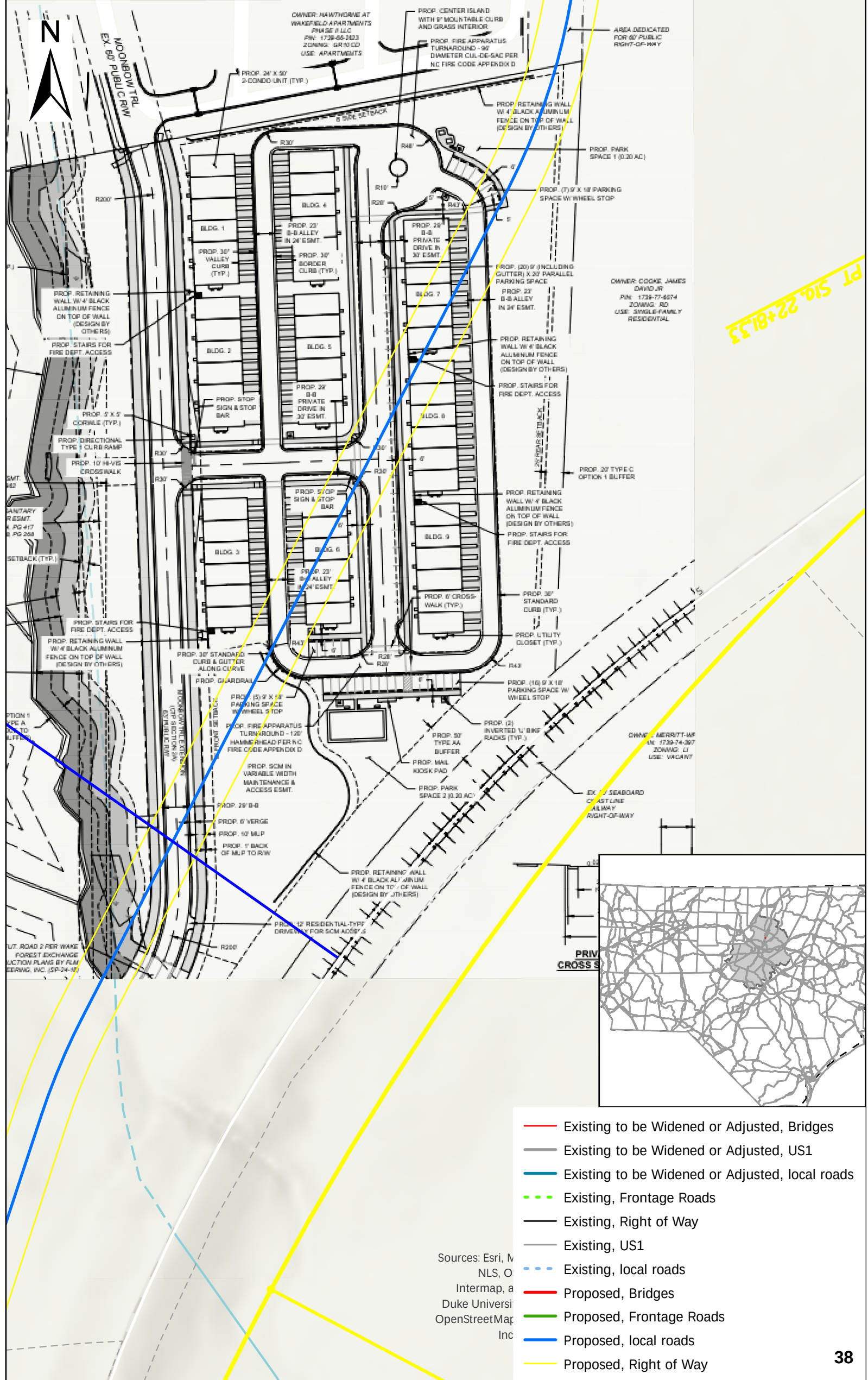
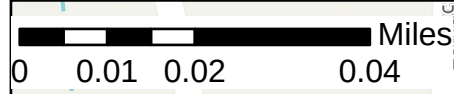
Community Plan Consistency Grid: RZ 24-07				
POLICIES FOR PUBLIC TRANSIT		YES	NO	NA
PT-1	Continue to work with transit partners to consider more frequent service and route network expansions to key locations to improve rider experience and attract more usage of mass transit			
PT-2	Coordinate with property 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			
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			

Community Plan Consistency Grid: RZ 24-07				
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			
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			

Community Plan Consistency Grid: RZ 24-07				
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			
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			

Community Plan Consistency Grid: RZ 24-07				
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			
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			

Community Plan Consistency Grid: RZ 24-07				
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			



PT S10.22+81.33



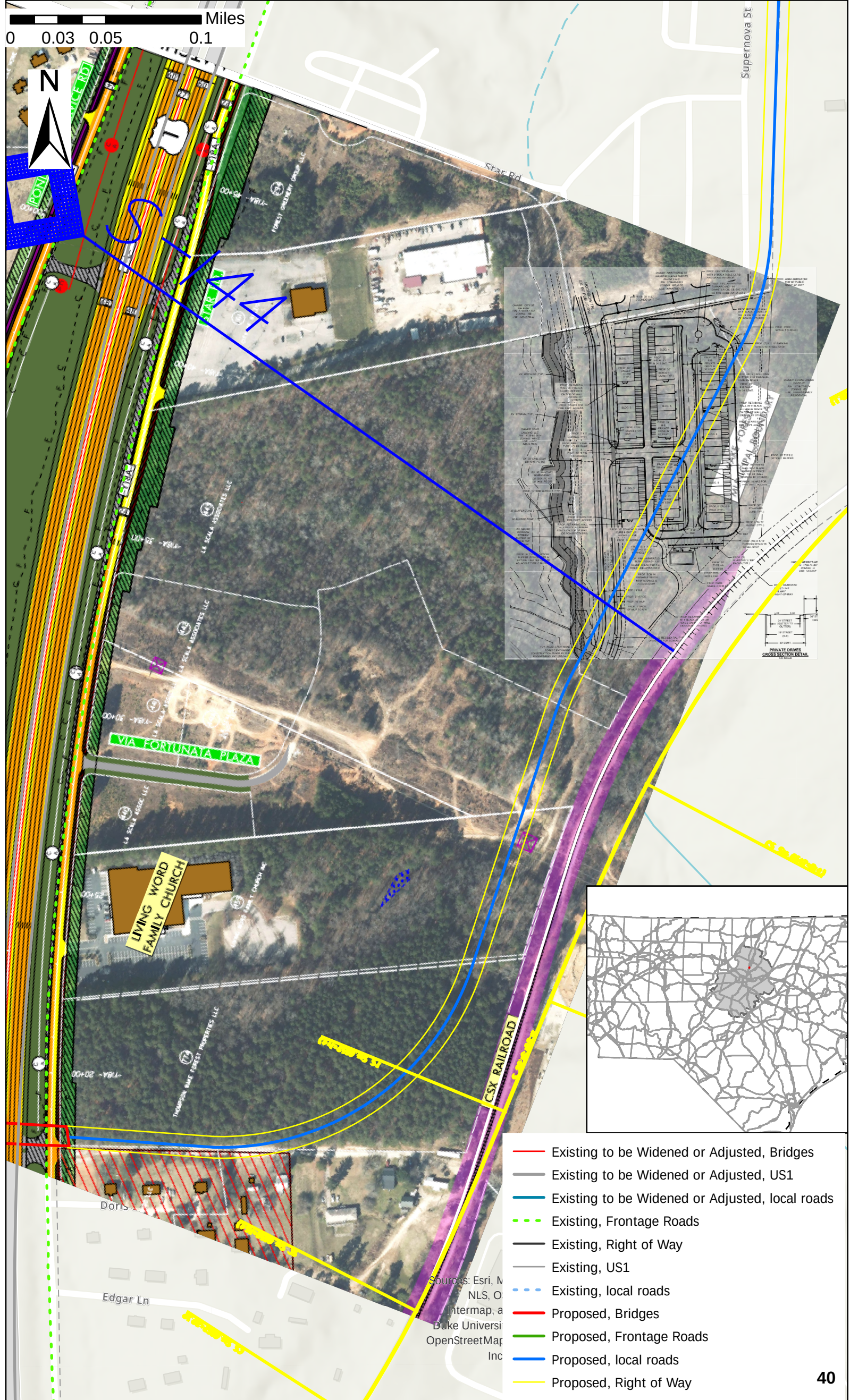
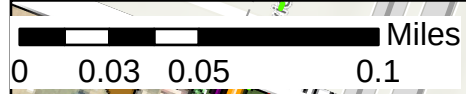
- Existing to be Widened or Adjusted, Bridges
- Existing to be Widened or Adjusted, US1
- Existing to be Widened or Adjusted, local roads
- Existing, Frontage Roads
- Existing, Right of Way
- Existing, US1
- Existing, local roads
- Proposed, Bridges
- Proposed, Frontage Roads
- Proposed, local roads
- Proposed, Right of Way

Sources: Esri, NLS, O Intermap, a Duke Universi OpenStreetMap Inc



PRIVATE
CROSS

- 39



- Existing to be Widened or Adjusted, Bridges
- Existing to be Widened or Adjusted, US1
- Existing to be Widened or Adjusted, local roads
- Existing, Frontage Roads
- Existing, Right of Way
- Existing, US1
- Existing, local roads
- Proposed, Bridges
- Proposed, Frontage Roads
- Proposed, local roads
- Proposed, Right of Way

Sources: Esri, M
NLS, O
Intermap, a
Duke Universi
OpenStreetMap
Inc

To: Town of Wake Forest
From: US 1 Council of Planning
Date: 07/07/2025
Re: Star Road Condos in the Town of Wake Forest, NC

The US 1 Council of Planning met on Monday July 7, 2025, and as an advisory group to its member governments, offers the following comments to the Town of Wake Forest regarding the proposed Star Road Condos development along the US 1 Corridor:

Action taken: The US 1 Council of Planning notes that this plan as currently proposed is not consistent with the US 1 Plan as the road proposed with the project would not allow for the proposed North-South movement.

Motion by Tim Gardiner of Wake County
Seconded by Shelby Powell of CAMPO

The US 1 Council of Planning members present at this meeting were:

Tim Gardiner, Wake County, US 1 Council of Planning Chair
Lucy Garcia, Town of Youngsville, US 1 Council of Planning Vice-Chair
Shelby Powell, CAMPO
Daniel Boulware, NCDOT Div 5
Joshua Kellen, NCDOT Div 5
Jason Rogers, Franklin County
Meredith Van Duyn, NCDOT Rail Division
Chris George, Town of Franklinton
Tim Richards, Town of Wake Forest
Patrick Reidy, Town of Wake Forest
Paul Black, GoTriangle
Melanie Rausch, GoRaleigh

Star Road Residential

Traffic Impact Analysis

Wake Forest, NC



**BOLTON
& MENK**

Real People. Real Solutions.

Prepared for:
St. John Properties

Traffic Impact Analysis
for
Star Road Residential
Wake Forest, NC
April 2025



6/5/2025

Anna M. Irby

Prepared By: AGW

Reviewed By: AMI

2. Existing Traffic Conditions

Existing peak hour turning movement counts and traffic assumptions were utilized from the Star Road Development TIA, completed in 2023 by DRMP, at the study intersections listed below:

- S Main Street and Star Road
- US 1 and Star Road Connector / Ponderosa Service Road
- Star Road and Star Road Connector
- US 1 and Height Lane/Montys Lane
- Height Lane and Star Road

2023 peak hour traffic volumes analyzed within that study were projected to 2024 utilizing a 3% growth rate to estimate existing (2024) traffic volumes. It should be noted that this methodology was approved as part of the MOU.

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
Single Family Attached (215)	108 units	772	13	37	36	25
<i>Internal Capture* (AM: 0% Entering, 2% Exiting; PM: 8% Entering, 7% Exiting)</i>			-0	-1	-3	-2
Total External Trips			13	36	33	23

*Due to interconnectivity with the proposed Star Road Development, internal capture was calculated for the residential development utilizing methodology contained in the NCHRP Report 684.

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 2027 projected weekday AM and PM peak hour traffic volumes

The following adjacent developments were identified to be included as an approved adjacent development in this study:

- Evolve Wake Forest
- Hawthorne at the Forest, Phase 2
- Star Road Development

5. Capacity Analysis Summary

The analysis considered weekday AM and PM peak hour traffic for existing (2024), no-build (2027), and build (2027) conditions. Refer to **Section 7** of the TIA for the capacity analysis summary performed at each study intersection.

6. Recommendations

Based on the findings of this study, no specific geometric improvements have been identified to accommodate future traffic conditions with the residential development. See a more detailed description of the recommended improvements below for the Star Road Development. Refer to **Figure E-1** for an illustration of the recommended lane configurations.

Recommended Improvements by the Star Road Development:

As mentioned previously, the Star Road Development updated traffic memo is currently under review with the Town. However, the development has been through the Town's rezoning process based on the original TIA and the recommended improvements are expected to be the same.

US 1 [NB/SB] and Star Road Connector [WB]

- Install a traffic signal along the eastern side of the intersection (US 1 and Star Road Connector).

Star Road [NB/SB] and Star Road Connector [EB]

- Construct a northbound left-turn lane along Star Road with at least 300 feet of storage and appropriate deceleration and taper length, per NCDOT final approval comments. **Based on the approved rezoning conditions, the two-way left-turn lane will be extended from the development entrance to Star Road Connector.**

- Reconfigure the existing traffic control to provide stop-control for the northbound and southbound approach [Star Road] and free-flow for the eastbound approach [Star Road Connector].

Recommended Improvements by Developer: None

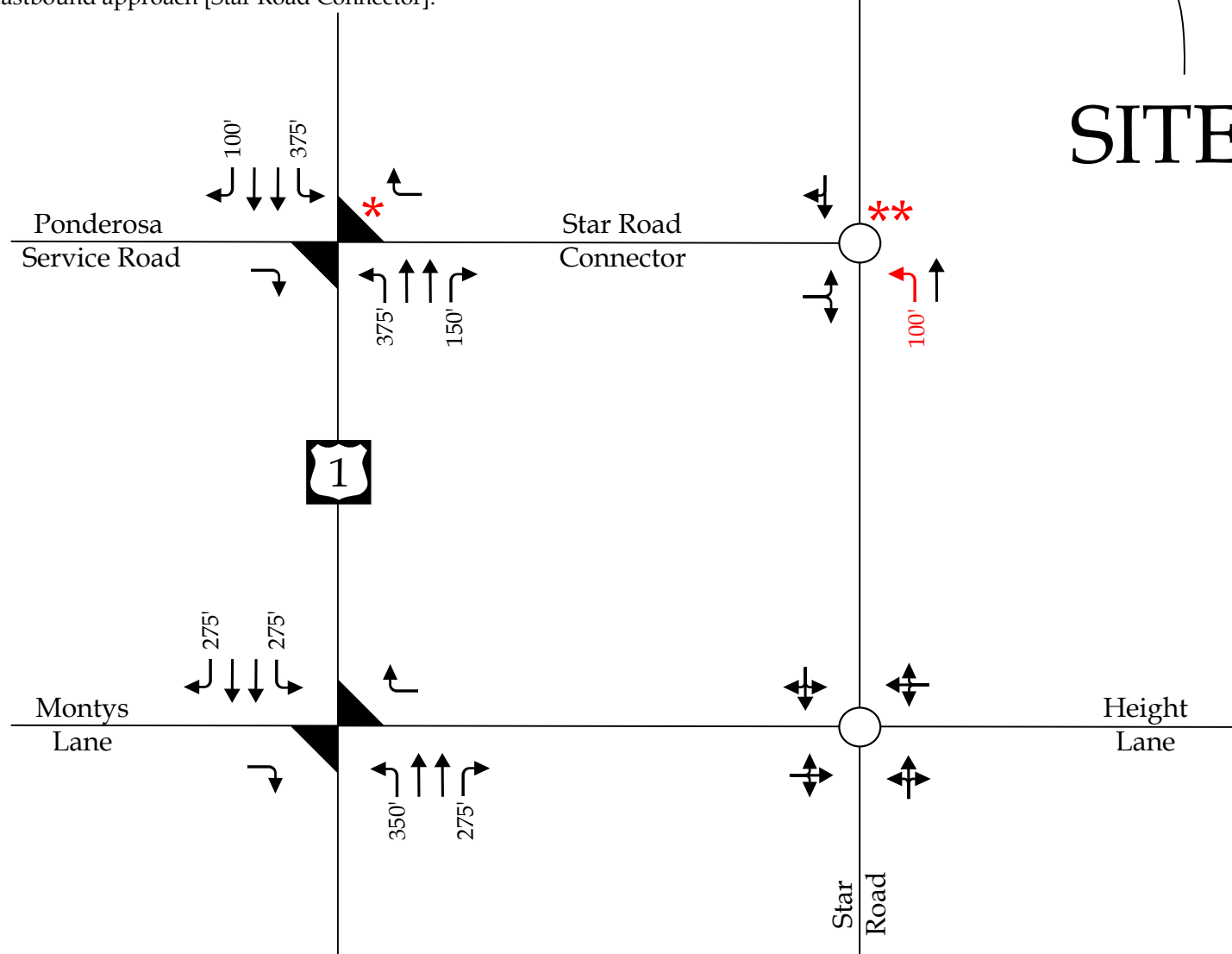


LEGEND

- Unsignalized Intersection
- Left-Over Intersection
- Right-In/Right-Out Intersection
- Existing Lane
- Storage (In Feet)
- Improvements by Star Road Development

*Install a traffic signal at the left-over intersection of US 1 and Star Road Connector.

**Reconfigure the existing traffic control at the intersection to provide stop-control on the northbound and southbound approaches [Star Road] and free-flow of traffic for the eastbound approach [Star Road Connector].



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Real People. Real Solutions.

Star Road Residential
Wake Forest, NC

Recommended Lane
Configurations

Scale: Not to Scale

Figure E-1



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

February 26, 2025

Star Road Development
Traffic Impact Analysis Review Report
Congestion Management Section

TIA Project: SC-2021-080R3
Division: 5
County: Wake



Clarence B. Bunting, P.E. Regional Engineer
Trevor S. Darnell, Project Design Engineer

Star Road Development

SC-2021-080R3

Wake Forest

Wake County

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

Date Initially Received by CMS	01/29/25	Date of Site Plan	11/25/24
Date of Complete Information	01/29/25	Date of Sealed TIA	01/28/25

Proposed Development

The TIA assumes the development is completed by 2027 and consists of the following:

Land Use	Land Use Code	Size
General Light Industrial	110	48,000 sq.ft.
Day Care Center	565	125 Students
General Office Building	710	62,270 sq.ft.
Medical-Dental Office Building - Stand Alone	720	15,900 sq.ft.
Strip Retail Plaza (<40k)	822	30,160 sq.ft.
Single-Family Attached Housing	215	108 d.u.

Trip Generation - Unadjusted Volumes During a Typical Weekday

	IN	OUT	TOTAL
AM Peak Hour	274	138	412
PM Peak Hour	221	336	557
Daily Trips			4,500

General Reference

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

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

Star Road

Star Road is located in close proximity to US-1. If operational issues develop, restricted or alternative access may need to be considered.

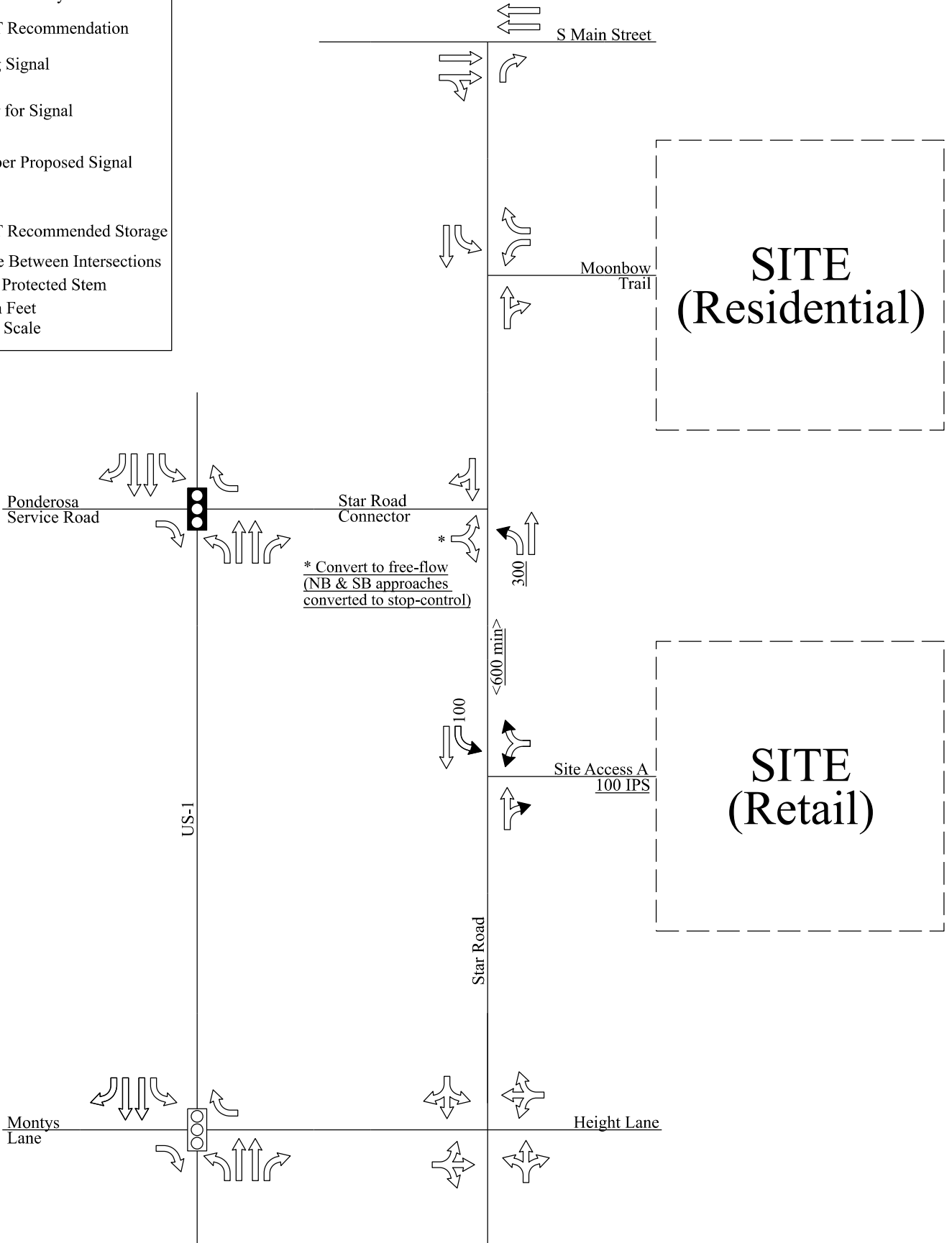
Signalization

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

Star Road Development SC-2021-080R3

-  Existing Laneage
-  Recommended Laneage
-  Laneage Built By Others
-  NCDOT Recommendation
-  Existing Signal
-  Monitor for Signal
-  Developer Proposed Signal

XXX Storage
 XXX NCDOT Recommended Storage
 <XXX> Distance Between Intersections
 IPS Internal Protected Stem
 All Distances in Feet
 Drawing Not to Scale



PROPOSED ZONING CONDITIONS

1. THE SITE MASTER PLAN (SD-24-06) IS A CONDITION OF THE REZONING REQUEST. AMENDMENTS OF THE MASTER PLAN SHALL REQUIRE A REZONING AMENDMENT UNLESS THE ADMINISTRATOR FINDS THE MODIFICATION TO BE MINOR AND IN KEEPING WITH THE SPIRIT AND INTENT OF THE APPROVED SITE MASTER PLAN.
2. THE MINIMUM PRINCIPAL FRONT SETBACK SHALL BE 10' DUE TO THE REAR-LOADED NATURE OF THE BUILDINGS AND DUE TO TOPOGRAPHIC AND ENVIRONMENTAL CONSTRAINTS ASSOCIATED WITH THE SITE.
3. THE STREET SIDE/SECONDARY FRONT SETBACK SHALL BE 10' DUE TO THE REAR-LOADED NATURE OF THE BUILDINGS AND DUE TO TOPOGRAPHIC AND ENVIRONMENTAL CONSTRAINTS ASSOCIATED WITH THE SITE.
4. THE MAXIMUM PRINCIPAL BUILDING HEIGHT SHALL BE FOUR (4) STORIES. DUE TO THE EXISTING AND PROPOSED SITE GRADES, THE BUILDING FINISHED FLOOR ELEVATIONS WILL BE LOWER THAN THE ADJACENT PROPERTY (PIN 1739-77-6074) AS SHOWN IN THE SITE CROSS-SECTION EXHIBIT.
5. THE MAXIMUM ALLEY LENGTH SHALL BE UP TO 700'.
6. ACTIVE RECREATION USES SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, TWO (2) GAMING TABLES, A PICKLEBALL COURT, AND A PLAYGROUND. OTHER SIMILAR ACTIVE RECREATION ALTERNATIVES COULD BE PROVIDED AS APPROVED BY THE ADMINISTRATOR. THE ACTIVE RECREATION USES SHALL BE INSTALLED BY THE ISSUANCE OF THE 54TH BUILDING PERMIT.
7. ALL RECREATION SPACES SHALL HAVE A MINIMUM OF 20' OF FRONTAGE ON AT LEAST ONE PRIVATE STREET OR INTERNAL SITE DRIVE.
8. A COMMITMENT TO PROVIDE A MINIMUM OF THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,500) OF PUBLIC ART, INCORPORATED INTO THE RETAINING WALL ALONG THE NORTHERN BOUNDARY, COORDINATED AND INSTALLED BY THE DEVELOPER, PRIOR TO THE ISSUANCE OF THE 54TH BUILDING PERMIT. THE WALL ART MAY INCLUDE, BUT WILL NOT BE LIMITED TO, A MURAL, VARIATIONS IN BLOCK COLOR, AND/OR STRUCTURAL ELEMENTS ON THE WALL.

0 STAR ROAD
WAKE FOREST, NORTH CAROLINA
PIN: 1739-65-9784

OWNER:

STAR LANDING 2, LLC
2560 LORD BALTIMORE DR
BALTIMORE, MD 21244

DEVELOPER:

ST. JOHN PROPERTIES
CONTACT: DUSTIN ATKIELSKI
8601 SIX FORKS RD, STE 400
RALEIGH, NC 27615
919.827.0600
DATKIELSKI@SJPI.COM

ENGINEER OF RECORD:

FLM ENGINEERING, INC
CONTACT: JON FRAZIER, PE
PO BOX 91727
RALEIGH, NC 27675
919.610.1051
JFRAZIER@FLMENGINEERING.COM

SUMMARY INFORMATION

DEVELOPMENT NAME: STAR ROAD CONDOS

SITE ADDRESS: STAR ROAD, WAKE FOREST, NC

PIN NUMBER(S): 1739-65-9784

TOTAL AREA: 14.12 AC

EXISTING USE: VACANT

PROPOSED USE: MULTI-FAMILY CONDOMINIUMS

JURISDICTION: TOWN OF WAKE FOREST

CURRENT ZONING DISTRICT: HB

PROPOSED ZONING DISTRICT: GR10 CD

2022 COMMUNITY PLAN DESIGNATION: CORRIDOR COMMERCIAL

PROPOSED UNITS: 108

GR10 MAX. DENSITY: 10 UNITS/ACRE

PROPOSED DENSITY: 7.6 UNITS/ACRE

GR10 MAX. BUILDING HEIGHT: 3 STORIES

PROP. BUILDING HEIGHT: 48', 4 STORIES

GR10 BUILDING SETBACKS:

FRONT: 20'

SIDE STREET: 20'

SIDE: 8'

REAR: 25'

PROPOSED BUILDING SETBACKS:

FRONT: 10'

SIDE STREET: 10'

SIDE: 8'

REAR: 25'

AUTO PARKING CALCULATIONS:

REQUIRED PARKING:

MULTI-FAMILY: 1.8 PER UNIT = 1.8 X 108 UNITS = 194 SPACES

PROPOSED PARKING: 216 SPACES (2 PER UNIT) + 48 OFF-STREET SPACES = 264 SPACES

BICYCLE PARKING CALCULATIONS:

REQUIRED PARKING: 2 PER 40 AUTO SPACES = 264 / 40 X 2 = 13 SPACES

PROPOSED PARKING: 24 SPACES (12 INVERTED 'U' RACKS)

GR10 REQUIRED OPEN SPACE: 10% (1.4 AC)

PROPOSED OPEN SPACE: 47.4% (6.7 AC)

GR10 REQUIRED PARK SPACE: 2.5% (0.35 AC)

PROPOSED PARK SPACE: 2.8% (0.40 AC), 0.20 AC (50%) SHALL BE ACTIVE RECREATION

EXISTING IMPIEVIOUS COVERAGE: 0 SF / 0 AC (0%)

PROPOSED IMPIEVIOUS COVERAGE: 235,700 SF / 5.41 AC (38.3%)

FLM
ENGINEERING

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

[illegible]

ORIGINAL PLAN SIZE: 24" X 36'

PRELIMINARY PLANS

DO NOT USE FOR CONSTRUCTION

SCALE ADJUSTMENT

THIS BAR IS 1 INCH IN LENGTH
ON ORIGINAL DRAWING



IF IT IS NOT 1 INCH ON THIS
SHEET, ADJUST YOUR SCALE
ACCORDINGLY

MASTER SITE PLANS
RZ-24-07
SD-24-06

STAR ROAD CONDOS
WAKE FOREST, NC



DATE:	12-10-2024
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	24051

COVER

C-1

SHEET 1 OF 10

RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE _____

APPROVAL BY THE
WAKE FOREST BOARD OF
COMMISSIONERS

DATE _____

PIPE TABLE																			
STRUCTURE NUMBER			Cc	I	A	A	Tc	Q	Q										
FROM	TO	NO. OF BOXES	RUNOFF COEFFICIENT	10-YEAR INTENSITY (in/hr)	DRAINAGE AREA (sf)	DRAINAGE AREA (ac)	TIME OF CONCENTRATION (min)	FLOW (cfs)	TOTAL FLOW (cfs)	SLOPE (ft/ft)	Dtheo (in)	SIZE (in)	Vfull (ft/sec)	PIPE LENGTH (ft)*	UPPER INVERT (ft)	LOWER INVERT (ft)	TOP ELEVATION (ft)	PIPE MATERIAL***	
CB-1	CB-3	1	0.90	7.19	2300	0.05	5.0	0.34	0.34	0.0069	5.3	15	4.7	29.00	273.60	273.40	277.35	RCP	
YI-2	CB-3	1	0.40	7.19	1800	0.04	5.0	0.12	0.12	0.0118	3.2	15	6.2	17.00	273.60	273.40	278.00	RCP	
CB-3	CB-4	1	0.90	7.19	3400	0.08	5.0	0.51	0.97	0.0070	7.9	15	4.8	43.00	273.20	272.90	277.35	RCP	
CB-4	CB-6	1	0.90	7.19	2200	0.05	5.0	0.33	1.29	0.0054	9.2	15	4.2	92.00	272.70	272.20	278.00	RCP	
CB-5	CB-6	1	0.90	7.19	1700	0.04	5.0	0.25	0.25	0.0125	4.3	15	6.4	24.00	272.50	272.20	277.60	RCP	
CB-6	CB-8	1	0.90	7.19	3200	0.07	5.0	0.48	2.02	0.0133	9.2	15	6.6	158.00	272.00	269.90	277.60	RCP	
CB-7	CB-8	1	0.90	7.19	5000	0.11	5.0	0.74	0.74	0.0125	6.4	15	6.4	24.00	270.20	269.90	274.80	RCP	
CB-8	CB-9	1	0.90	7.19	10800	0.25	5.0	1.60	4.37	0.0067	14.0	18	5.3	45.00	269.70	269.40	274.80	RCP	
CB-9	CB-10	1	0.65	7.19	2300	0.05	5.0	0.25	4.61	0.0083	13.7	18	5.9	24.00	269.20	269.00	274.50	RCP	
CB-10	CB-12	1	0.65	7.19	2100	0.05	5.0	0.23	4.84	0.0364	10.6	18	12.3	44.00	268.80	267.20	274.50	RCP	
CB-11	CB-12	1	0.90	7.19	2800	0.06	5.0	0.42	0.42	0.0125	5.1	15	6.4	24.00	267.50	267.20	272.40	RCP	
CB-12	CB-14	1	0.75	7.19	5700	0.13	5.0	0.71	5.96	0.0407	11.2	18	13.0	151.00	267.00	260.85	272.40	RCP	
CB-13	CB-14	1	0.90	7.19	4800	0.11	5.0	0.71	0.71	0.0062	7.2	15	4.5	24.00	261.00	260.85	264.00	RCP	
CB-14	JB-15	1	0.90	7.19	10000	0.23	5.0	1.49	8.16	0.0051	18.6	24	5.6	49.00	260.65	260.40	264.00	RCP	
JB-15	FES-16	1	0.00	7.19	0	0.00	5.0	0.00	8.16	0.0045	19.0	24	5.3	44.00	260.20	260.00	264.00	RCP	
CB-17	CB-18	1	0.65	7.19	4300	0.10	5.0	0.46	0.46	0.0119	5.4	15	6.2	151.00	277.00	275.20	283.00	HDPE	
CB-18	CB-19	1	0.90	7.19	15700	0.36	5.0	2.33	2.79	0.0114	10.7	15	6.1	158.00	275.00	273.20	281.00	HDPE	
CB-19	CB-20	1	0.90	7.19	16000	0.37	5.0	2.38	5.17	0.0063	15.1	18	5.1	16.00	273.00	272.90	278.00	HDPE	
CB-20	CB-21	1	0.75	7.19	1800	0.04	5.0	0.22	5.39	0.0083	14.5	18	5.9	24.00	272.70	272.50	276.50	HDPE	
CB-21	CB-24	1	0.75	7.19	1600	0.04	5.0	0.20	5.59	0.0063	15.5	18	5.1	16.00	272.30	272.20	276.50	HDPE	
CB-22	CB-23	1	0.75	7.19	5600	0.13	5.0	0.69	0.69	0.0125	6.2	15	6.4	24.00	273.00	272.70	277.50	HDPE	
CB-23	CB-24	1	0.75	7.19	2600	0.06	5.0	0.32	1.02	0.0097	7.5	15	5.6	31.00	272.50	272.20	277.50	HDPE	
CB-24	CB-25	1	0.90	7.19	1400	0.03	5.0	0.21	6.81	0.0276	12.6	18	10.7	174.00	272.00	267.20	278.00	HDPE	
CB-25	CB-43	1	0.90	7.19	18300	0.42	5.0	2.72	9.53	0.0172	15.7	24	10.2	58.00	267.00	266.00	273.00	HDPE	
YI-26	CB-27	1	0.40	7.19	10300	0.24	5.0	0.68	0.68	0.0173	5.8	15	7.5	162.00	281.00	278.20	286.00	HDPE	
CB-27	CB-29	1	0.65	7.19	19500	0.45	5.0	2.09	2.77	0.0085	11.2	15	5.3	94.00	278.00	277.20	283.25	HDPE	
CB-28	CB-29	1	0.90	7.19	6200	0.14	5.0	0.92	0.92	0.0097	7.3	15	5.6	31.00	277.50	277.20	282.50	HDPE	
CB-29	CB-31	1	0.90	7.19	6400	0.15	5.0	0.95	4.64	0.0082	13.8	18	5.8	98.00	277.00	276.20	282.75	HDPE	
CB-30	CB-31	1	0.90	7.19	6700	0.15	5.0	1.00	1.00	0.0097	7.5	15	5.6	31.00	276.50	276.20	281.50	HDPE	
CB-31	CB-33	1	0.90	7.19	6000	0.14	5.0	0.89	6.53	0.0141	14.1	18	7.6	92.00	276.00	274.70	281.75	HDPE	
CB-32	CB-33	1	0.90	7.19	6000	0.14	5.0	0.89	0.89	0.0097	7.2	15	5.6	31.00	275.00	274.70	280.50	HDPE	
CB-33	CB-35	1	0.90	7.19	900	0.02	5.0	0.13	7.56	0.0066	17.2	24	6.3	121.00	274.50	273.70	280.75	HDPE	
CB-34	CB-35	1	0.90	7.19	7400	0.17	5.0	1.10	1.10	0.0097	7.8	15	5.6	31.00	274.00	273.70	279.25	HDPE	
CB-35	CB-43	1	0.90	7.19	7500	0.17	5.0	1.11	9.77	0.0284	14.4	24	13.1	88.00	273.50	271.00	279.50	HDPE	
CB-36	CB-37	1	0.50	7.19	21600	0.50	5.0	1.78	1.78	0.0056	10.3	15	4.3	71.00	280.60	280.20	285.50	HDPE	
CB-37	CB-38	1	0.50	7.19	9500	0.22	5.0	0.78	2.57	0.0054	11.9	15	4.2	74.00	280.00	279.60	285.00	HDPE	
CB-38	CB-39	1	0.50	7.19	11200	0.26	5.0	0.92	3.49	0.0051	13.5	15	4.1	78.00	279.40	279.00	284.50	HDPE	
CB-39	CB-40	1	0.50	7.19	10900	0.25	5.0	0.90	4.39	0.0063	14.1	18	5.1	79.00	278.50	278.00	284.00	HDPE	
CB-40	CB-41	1	0.65	7.19	8800	0.20	5.0	0.94	5.33	0.0067	15.0	18	5.3	90.00	277.80	277.20	283.50	HDPE	
CB-41	CB-42	1	0.65	7.19	7500	0.17	5.0	0.80	6.14	0.0392	11.4	18	12.7	97.00	277.00	273.20	282.50	HDPE	
CB-42	CB-43	1	0.40	7.19	38100	0.87	5.0	2.52	8.65	0.0211	14.5	24	11.3	95.00	273.00	271.00	279.00	HDPE	
CB-43	FES-44	1	0.65	7.19	15000	0.34	5.0	1.61	29.57	0.0690	18.5	36	26.8	29.00	264.00	262.00	277.75	HDPE	
CB-45	CB-46	1	0.65	7.19	19600	0.45	5.0	2.10	2.10	0.0125	9.4	15	6.4	24.00	252.00	251.70	257.00	RCP	
CB-46**	FES-47	1	0.90	7.19	11100	0.25	5.0	1.65	6.81	0.0132	14.5	18	7.4	38.00	251.50	251.00	257.00	RCP	

*LENGTHS ARE OF THE PIPE ONLY, CENTER OF STRUCTURE TO CENTER OF STRUCTURE, AND DO NOT INCLUDE FLARED END SECTIONS OR OTHER END TREATMENT

**CB-46 TOTAL FLOW INCLUDES FLOW FROM CB-408 OF WAKE FOREST EXCHANGE PROJECT

***HDPE PIPE SHALL HAVE WATERTIGHT JOINTS



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	TOWF & CORPUD COMMENTS	1/23/2025	FLM
2	TOWF COMMENTS	4/16/2025	FLM
3	TOWF COMMENTS	5/20/2025	FLM
4	TOWF COMMENTS	6/12/2025	FLM

ORIGINAL PLAN SIZE: 24" X 36"

PRELIMINARY
PLANS
DO NOT USE FOR CONSTRUCTION

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

MASTER SITE PLANS
RZ-24-07
SD-24-06

STAR ROAD CONDOS
WAKE FOREST, NC



DATE:	12-10-2024
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	24051

CALCULATIONS

C-2

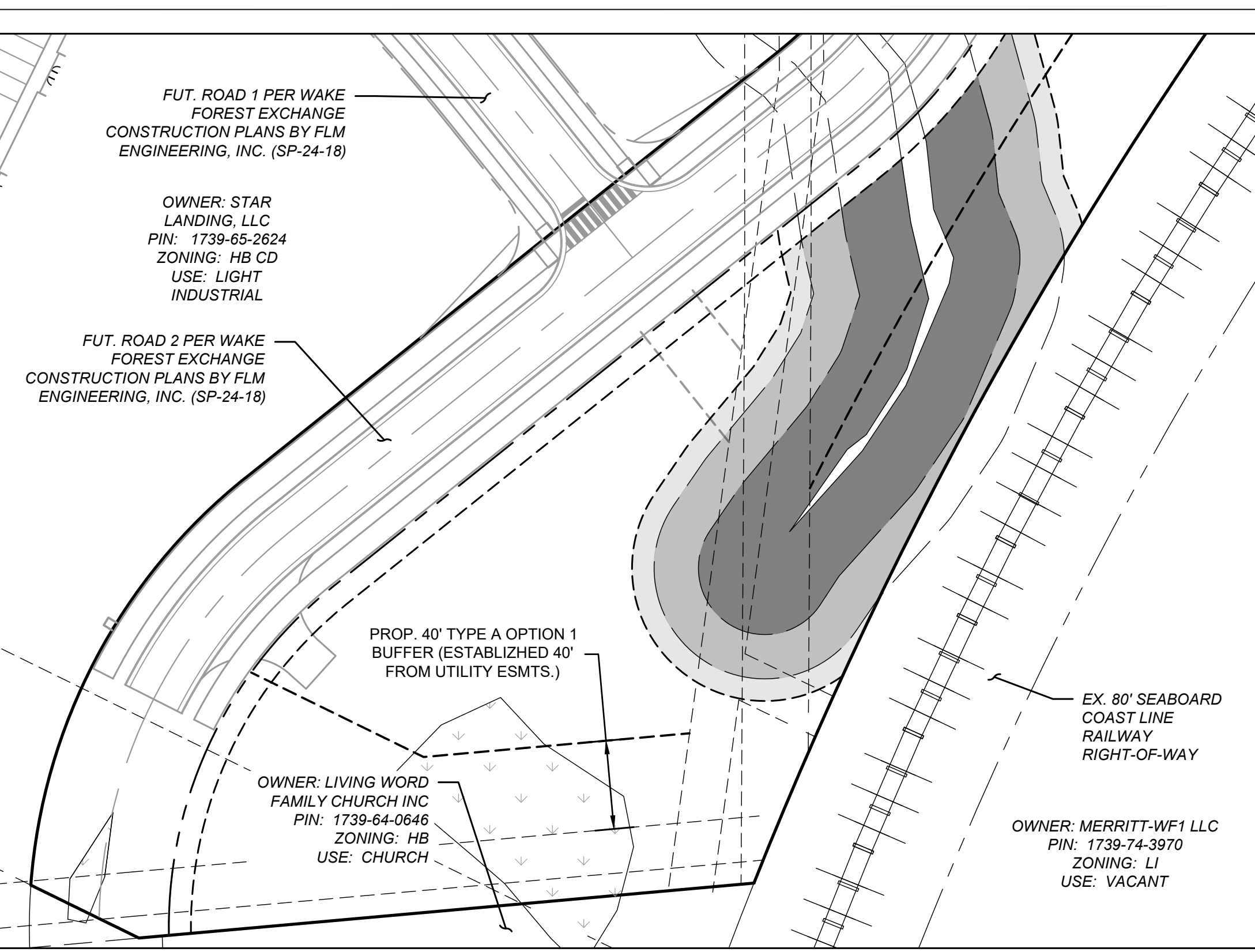
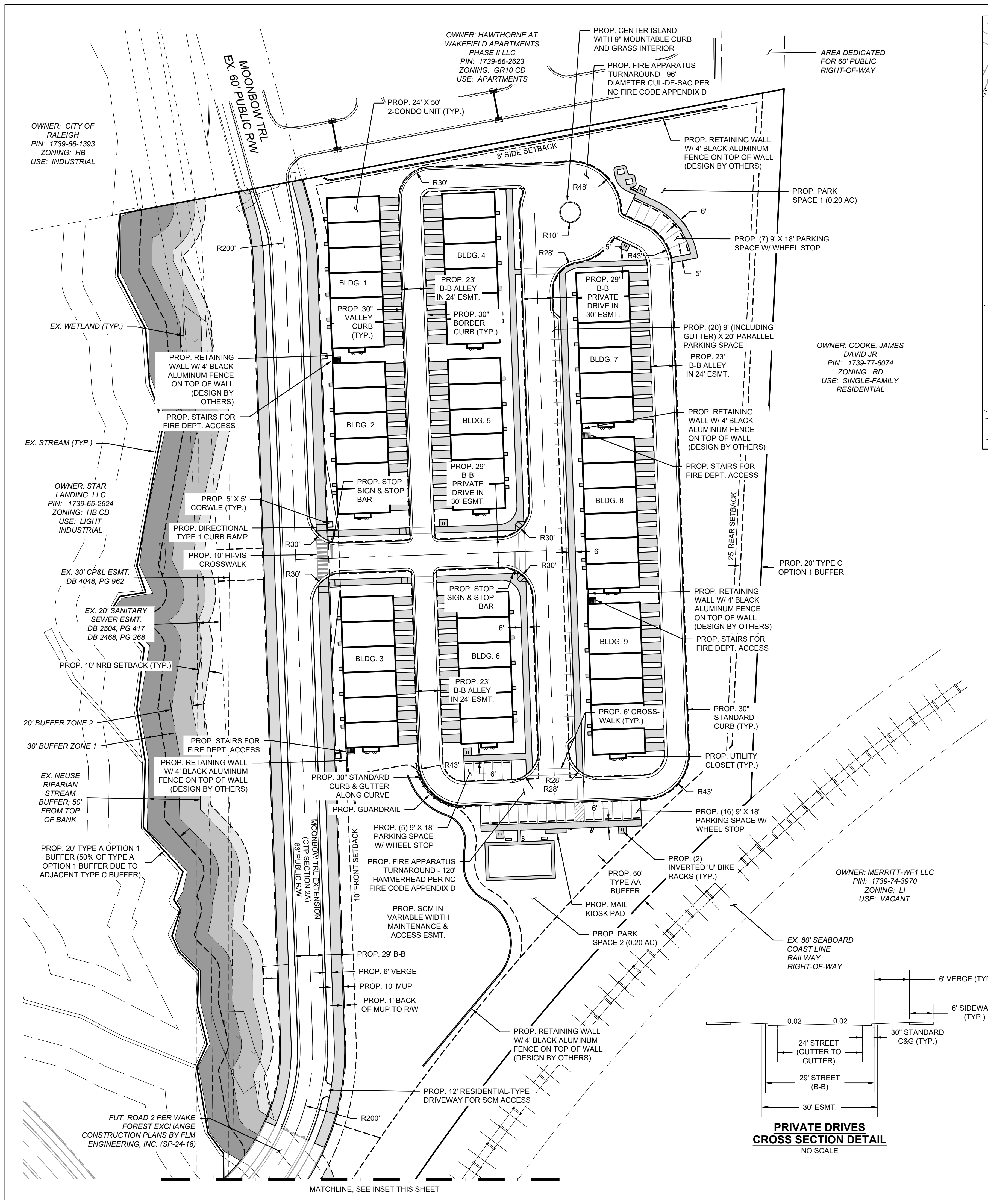
SHEET 2 OF 10

RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE_____

APPROVAL BY THE
WAKE FOREST BOARD OF
COMMISSIONERS

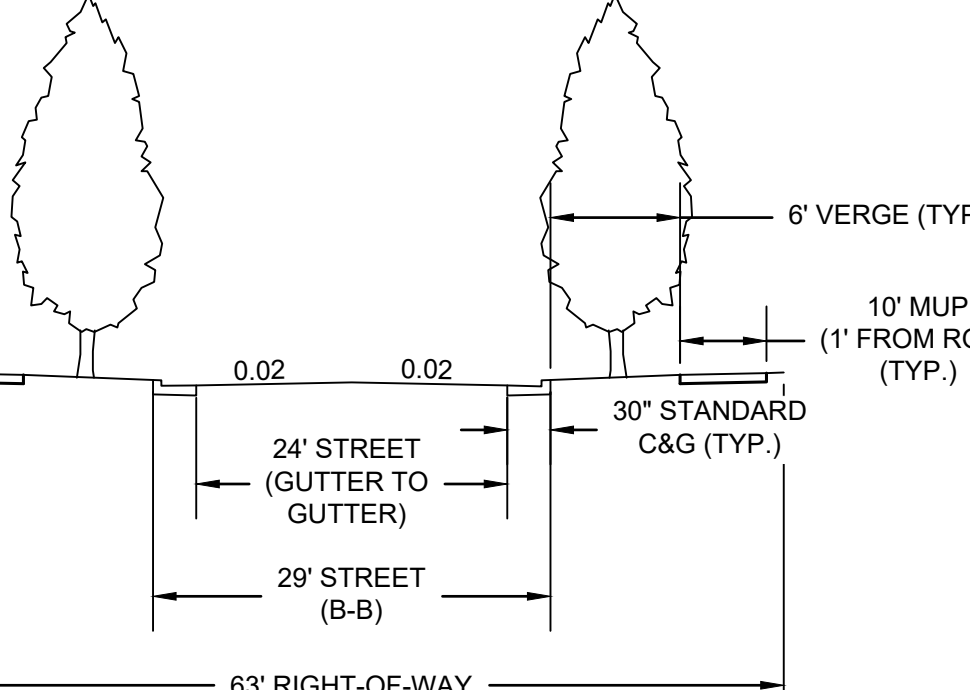
DATE_____



INSET
SCALE: 1" = 50'

- NOTES**
- PROPOSED ADA STALLS AND AISLES SHALL HAVE SLOPES NO STEEPER THAN 1:48 (2%) IN ALL DIRECTIONS.
 - PROPOSED ACCESSIBLE ROUTES SHALL HAVE RUNNING SLOPES NO STEEPER THAN 1:20 (5%) AND CROSS SLOPES NO STEEPER THAN 1:48 (2%).
 - ACCESSIBLE PARKING SPACES ARE THOSE DENOTED BY ADA PARKING SIGNS AND ACCESSIBLE AISLES ARE REPRESENTED BY CROSS HATCHING.
 - DIMENSIONS SHOWN ARE TO FACE OF CURB.
 - RADII ARE 5' UNLESS OTHERWISE NOTED.
 - ALL ALLEYS TO BE CONSTRUCTED IN ACCORDANCE WITH TOWN OF WAKE FOREST STANDARDS AND SPECIFICATIONS.
 - ALL UNITS SHALL HAVE SINGLE-CAR GARAGE AND SINGLE-CAR DRIVEWAY WITH ALLEY ACCESS.
 - ALL UNITS SHALL HAVE CITY OF RALEIGH WATER AND SEWER SERVICES.

- LEGEND**
- EX. PROPERTY LINE
 - EX. RIGHT-OF-WAY
 - EX. ADJACENT OWNERS
 - EX. EASEMENT
 - EX. CHANNEL/STREAM
 - EX. STREAM BUFFER
 - 30' BUFFER ZONE 1
 - 20' BUFFER ZONE 2
 - 10' NRB SETBACK
 - PROP. RIGHT-OF-WAY
 - PROP. ROADWAY CENTER LINE
 - PROP. SETBACK LINE
 - PROP. EASEMENT/BUFFER
 - PROP. CONCRETE
 - PROP. GUARDRAIL



**MOONBOW TRL EXTENSION
2A - TWO LANE UNDIVIDED
CROSS SECTION DETAIL**
NO SCALE



**PRIVATE DRIVES
CROSS SECTION DETAIL**
NO SCALE

SUMMARY INFORMATION

DEVELOPMENT NAME: STAR ROAD CONDOS

SITE ADDRESS: STAR ROAD, WAKE FOREST, NC

PIN NUMBER(S): 1739-65-9784

TOTAL AREA: 14.12 AC

EXISTING USE: VACANT

PROPOSED USE: MULTI-FAMILY CONDOMINIUMS

JURISDICTION: TOWN OF WAKE FOREST

CURRENT ZONING DISTRICT: HB

PROPOSED ZONING DISTRICT: GR10 CD

2022 COMMUNITY PLAN DESIGNATION: CORRIDOR COMMERCIAL

PROPOSED UNITS: 108

GR10 MAX. DENSITY: 10 UNITS/ACRE

PROPOSED DENSITY: 7.6 UNITS/ACRE

GR10 MAX. BUILDING HEIGHT: 3 STORIES

PROP. BUILDING HEIGHT: 48', 4 STORIES

GR10 BUILDING SETBACKS:

FRONT: 20'

SIDE STREET: 20'

SIDE: 8'

REAR: 25'

PROPOSED BUILDING SETBACKS:

FRONT: 10'

SIDE STREET: 10'

SIDE: 8'

REAR: 25'

AUTO PARKING CALCULATIONS:

REQUIRED PARKING:

MULTI-FAMILY: 1.8 PER UNIT = 1.8 X 108 UNITS = 194 SPACES

PROPOSED PARKING: 216 SPACES (2 PER UNIT) + 48 OFF-STREET SPACES = 264 SPACES

BICYCLE PARKING CALCULATIONS:

REQUIRED PARKING: 2 PER 40 AUTO SPACES = 264 / 40 X 2 = 13 SPACES

PROPOSED PARKING: 24 SPACES (12 INVERTED 'U' RACKS)

GR10 REQUIRED OPEN SPACE: 10% (1.4 AC)

PROPOSED OPEN SPACE: 47.4% (6.7 AC)

GR10 REQUIRED PARK SPACE: 2.5% (0.35 AC)

PROPOSED PARK SPACE: 2.8% (0.40 AC); 0.20 AC (50%) SHALL BE ACTIVE RECREATION

EXISTING IMPERVIOUS COVERAGE: 0 SF / 0 AC (0%)

PROPOSED IMPERVIOUS COVERAGE: 235,700 SF / 5.41 AC (38.3%)

**RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD**

DATE _____

**APPROVAL BY THE
WAKE FOREST BOARD OF
COMMISSIONERS**

DATE _____

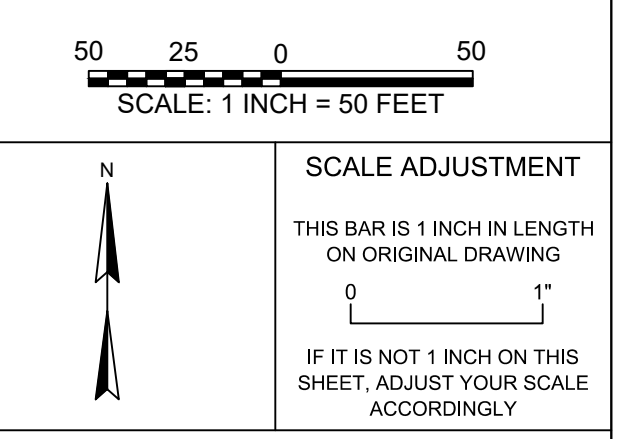


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**PRELIMINARY
PLANS**
DO NOT USE FOR CONSTRUCTION



MASTER SITE PLANS
RZ-24-07
SD-24-06

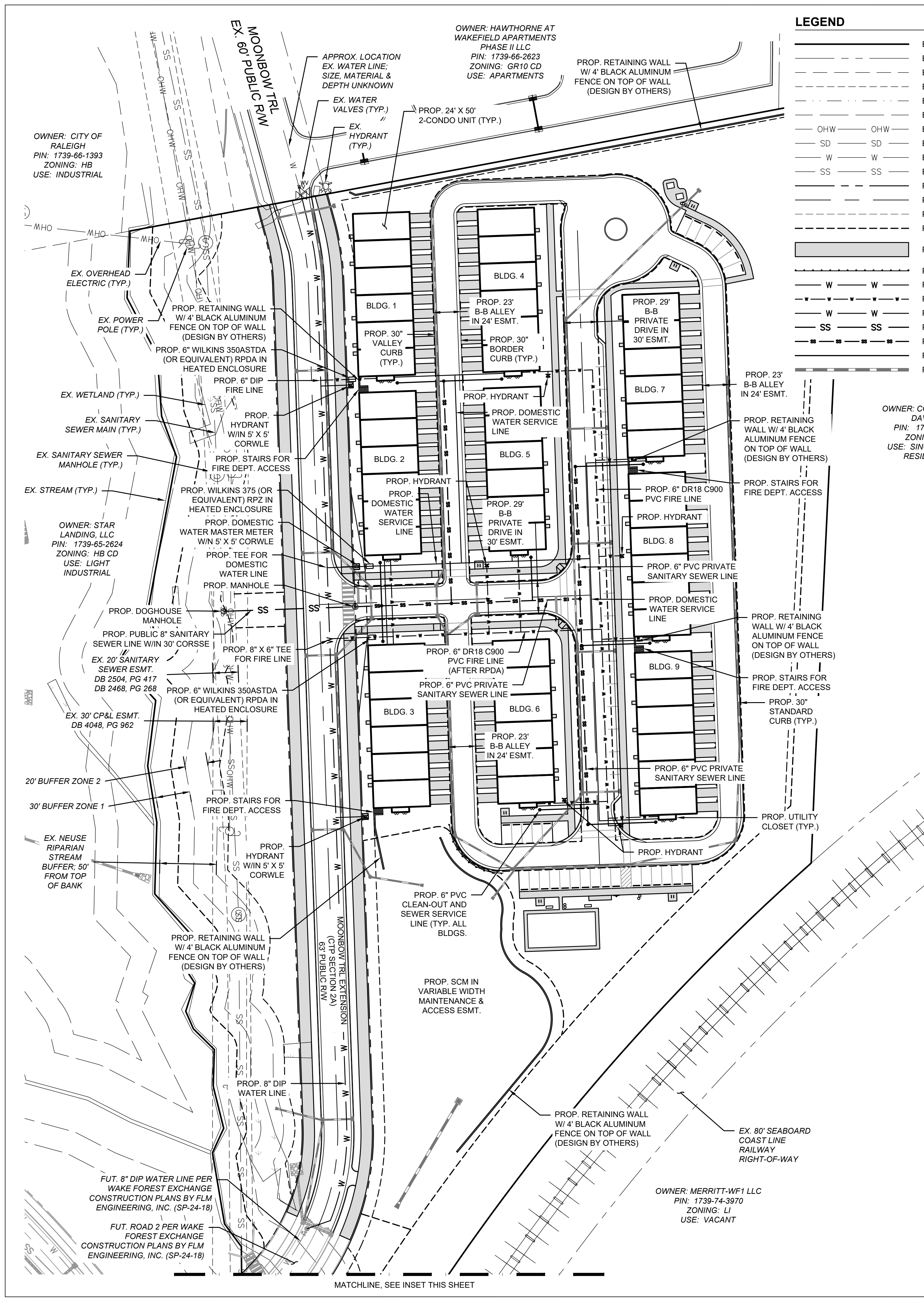
STAR ROAD CONDOS
WAKE FOREST, NC



DATE:	12-10-2024
SCALE:	AS SHOWN
DESIGNED BY:	FLM
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PROJECT NO.:	24051

SITE PLAN

C-4
SHEET 4 OF 10



LEGEND

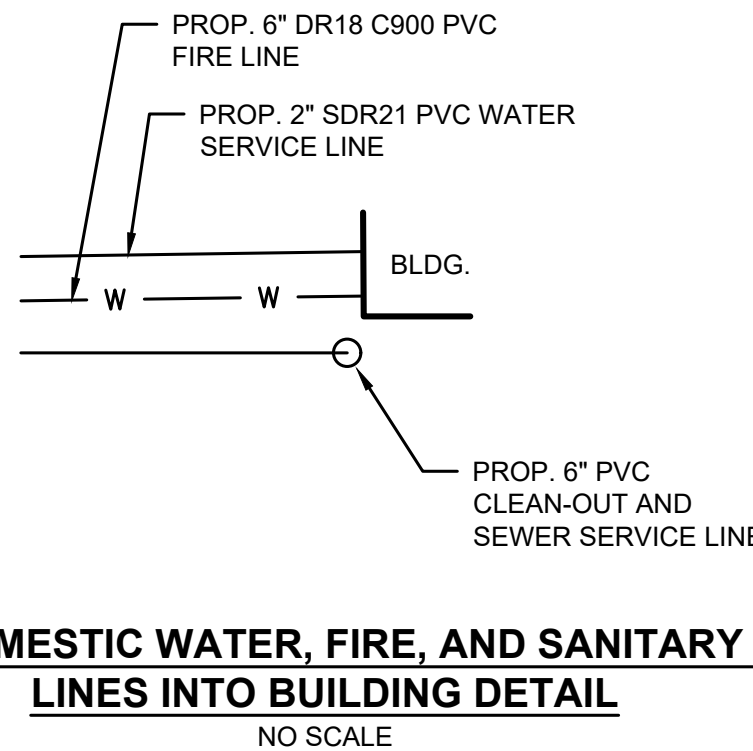
- EX. PROPERTY LINE
- EX. RIGHT-OF-WAY
- EX. ADJACENT OWNERS
- EX. EASEMENT
- EX. CHANNEL/STREAM
- EX. STREAM BUFFER
- EX. OVERHEAD ELECTRIC LINE
- EX. STORM SEWER
- EX. WATER LINE
- EX. SANITARY SEWER
- PROP. RIGHT-OF-WAY
- PROP. ROADWAY CENTER LINE
- PROP. SETBACK LINE
- PROP. EASEMENT/BUFFER
- PROP. CONCRETE
- PROP. GUARDRAIL
- PROP. PUBLIC WATER LINE
- PROP. PRIVATE FIRE LINE
- PROP. DOMESTIC WATER SERVICE LINE
- PROP. PUBLIC SANITARY SEWER
- PROP. PRIVATE SANITARY SEWER
- PROP. SANITARY SEWER SERVICE LINE
- PROP. STORM SEWER

OWNER: COOKE, JAMES
DAVID JR.
PIN: 1739-77-6074
ZONING: RD
USE: SINGLE-FAMILY
RESIDENTIAL

CITY OF RALEIGH STANDARD UTILITY NOTES
(AS APPLICABLE)

- 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) A DISTANCE OF 100' SHALL BE MAINTAINED BETWEEN SANITARY SEWER & ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED RESERVOIR USED AS A SOURCE OF DRINKING WATER. IF ADEQUATE LATERAL SEPARATION CANNOT BE ACHIEVED, FERROUS SANITARY SEWER PIPE SHALL BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS. HOWEVER, THE MINIMUM SEPARATION SHALL NOT BE LESS THAN 25' FROM A PRIVATE WELL OR 50' FROM A PUBLIC WELL.
 - B) WHEN INSTALLING WATER &/OR SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10'. IF THIS SEPARATION CANNOT BE MAINTAINED DUE TO EXISTING CONDITIONS, THE VARIATION ALLOWED IS THE WATER MAIN IN A SEPARATE TRENCH WITH THE ELEVATION OF THE WATER MAIN AT LEAST 18" ABOVE THE TOP OF THE SEWER & MUST BE APPROVED BY THE PUBLIC UTILITIES DIRECTOR. ALL DISTANCES ARE MEASURED FROM OUTSIDE DIAMETER TO OUTSIDE DIAMETER.
 - C) WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASEMENT EXTENDED 10" ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS.
 - D) 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER.
 - E) MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS. MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS. WHERE ADEQUATE SEPARATIONS CANNOT BE ACHIEVED, SPECIFY DIP MATERIALS & A CONCRETE CRADLE HAVING 6" MIN. CLEARANCE (PER CORPUD DETAILS W-41 & S-49).
 - F) ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED.
- 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 TRAVERSING 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 REUSE 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 NCDWQ, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION
- NCDOT / 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 CORPUD FOG PROGRAM COORDINATOR PRIOR TO ISSUANCE OF A BUILDING PERMIT. CONTACT STEPHEN CALVERLEY AT (919) 996-2334 OR STEPHEN.CALVERLEY@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 FOR EACH DEVICE PRIOR TO ISSUANCE OF A BUILDING PERMIT. CONTACT JOANIE HARTLEY AT (919) 996-5923 OR JOANIE.HARTLEY@RALEIGHNC.GOV FOR MORE INFORMATION

TYPICAL DOMESTIC WATER, FIRE, AND SANITARY SEWER
LINES INTO BUILDING DETAIL



FUT. ROAD 1 PER WAKE
FOREST EXCHANGE
CONSTRUCTION PLANS BY FLM
ENGINEERING, INC. (SP-24-18)

OWNER: STAR
LANDING, LLC
PIN: 1739-65-2624
ZONING: HB CD
USE: LIGHT
INDUSTRIAL

FUT. ROAD 2 PER WAKE
FOREST EXCHANGE
CONSTRUCTION PLANS BY FLM
ENGINEERING, INC. (SP-24-18)

FUT. 8" DIP WATER LINE PER
WAKE FOREST EXCHANGE
CONSTRUCTION PLANS BY FLM
ENGINEERING, INC. (SP-24-18)

OWNER: LIVING WORD
FAMILY CHURCH INC
PIN: 1739-64-0646
ZONING: HB
USE: CHURCH

OWNER: MERRITT-WF1 LLC
PIN: 1739-74-3970
ZONING: LI
USE: VACANT

INSET
SCALE: 1" = 50'

NOTES

- ALL BUILDINGS SHALL BE EQUIPPED WITH AN AUTOMATIC SPRINKLER SYSTEM. FIRE DEPARTMENT CONNECTIONS (FDC) SHALL BE ON UTILITY CLOSETS. ALL UTILITY CLOSETS ARE WITHIN 40' OF FIRE APPARATUS ACCESS AND WITHIN 150' OF FIRE HYDRANTS.
- ALL WATER AND SANITARY SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH STANDARDS AND SPECIFICATIONS.
- CONSTRUCTION APPROVAL THROUGH THE CITY OF RALEIGH IS REQUIRED FOR WATER AND SANITARY SEWER MAIN EXTENSIONS.
- ON-SITE SANITARY SEWER EASEMENTS SHALL BE DEDICATED AS NECESSARY SO THAT THE COMBINATION OF RIGHT-OF-WAY AND EASEMENT EQUALS 15' ON EACH SIDE OF THE SANITARY SEWER MAIN.
- THE UTILITIES SHOWN ARE NOT GUARANTEED TO BE A REPRESENTATION OF ALL UTILITIES WITHIN THE PROJECT EXTENT.
- THE CONTRACTOR SHALL CALL THE NORTH CAROLINA ONE-CALL-CENTER AT LEAST 48 HOURS PRIOR TO BEGINNING WORK.
- THE CONTRACTOR SHALL VERIFY DEPTHS AND LOCATIONS OF ALL UTILITIES PRIOR TO BEGINNING WORK AND SHALL USE CARE WHEN OPERATING AROUND EXISTING UTILITIES.
- THE CONTRACTOR SHALL BE FINANCIALLY RESPONSIBLE FOR THE REPAIR OF ANY EXISTING UTILITIES DAMAGED DURING CONSTRUCTION.

RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE

APPROVAL BY THE
WAKE FOREST BOARD OF
COMMISSIONERS

DATE



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PRELIMINARY
PLANS
DO NOT USE FOR CONSTRUCTION

50 25 0 50
SCALE: 1" = 50 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

MASTER SITE PLANS
RZ-24-07
SD-24-06

STAR ROAD CONDOS
WAKE FOREST, NC

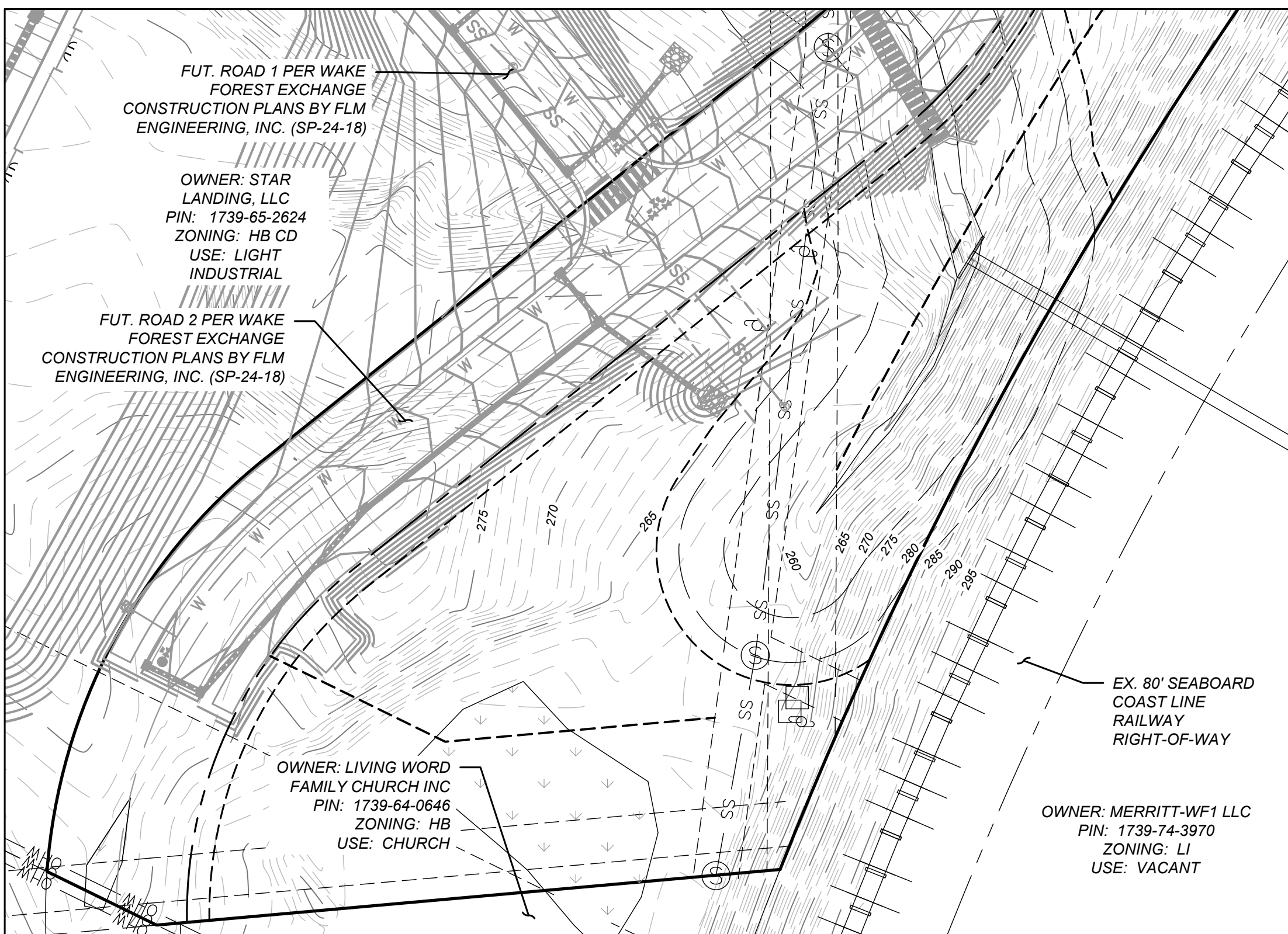


DATE:	12-10-2024
SCALE:	AS SHOWN
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APPROVED BY:	FLM
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UTILITY PLAN

C-5

SHEET 5 OF 10



INSET
SCALE: 1" = 50'

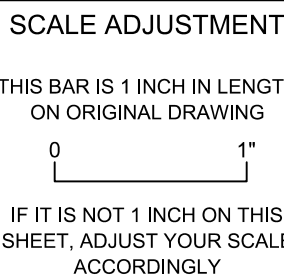
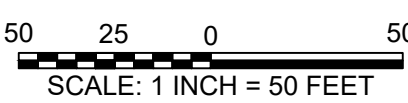
1. PRELIMINARY GRADES SHOWN REPRESENT FINISHED GRADES AND ARE SUBJECT TO CHANGE AS PART OF CONSTRUCTION PLAN DESIGN.
2. CUT/FILL SLOPES ARE 2H:1V UNLESS OTHERWISE NOTED.
3. REFER TO STORM DRAINAGE CALCULATIONS ON SHEET C-2 FOR STORM STRUCTURE AND PIPE INFORMATION.
4. ALL STORMWATER INFRASTRUCTURE OUTSIDE OF THE PUBLIC RIGHT-OF-WAY SHALL BE PRIVATELY MAINTAINED WITHIN PRIVATE DRAINAGE EASEMENTS.

	EX. PROPERTY LINE
	EX. RIGHT-OF-WAY
	EX. ADJACENT OWNERS
	EX. EASEMENT
	EX. CHANNEL/STREAM
	EX. STREAM BUFFER
	EX. OVERHEAD ELECTRIC LINE
	EX. STORM SEWER
	EX. WATER LINE
	EX. SANITARY SEWER
	EX. MAJOR CONTOUR (5')
	EX. MINOR CONTOUR (1')
	PROP. RIGHT-OF-WAY
	PROP. ROADWAY CENTER LINE
	PROP. SETBACK LINE
	PROP. EASEMENT/BUFFER
	PROP. CONCRETE
	PROP. GUARDRAIL
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	PROP. STORM SEWER
	PROP. MAJOR CONTOUR (5')
	PROP. MINOR CONTOUR (1')

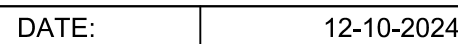
DATE _____

ORIGINAL PLAN SIZE: 24" X 36"

DO NOT USE FOR CONSTRUCTION

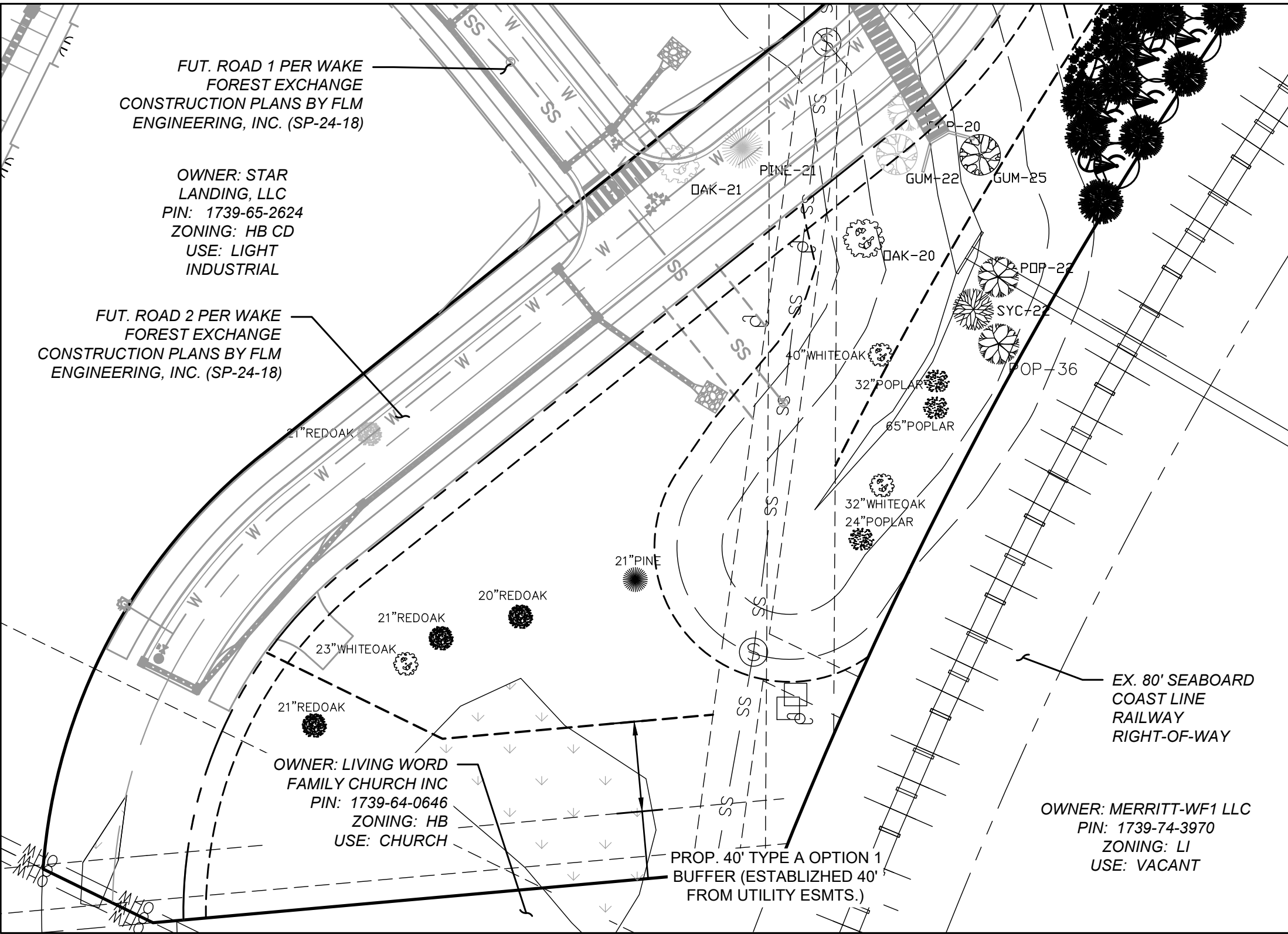
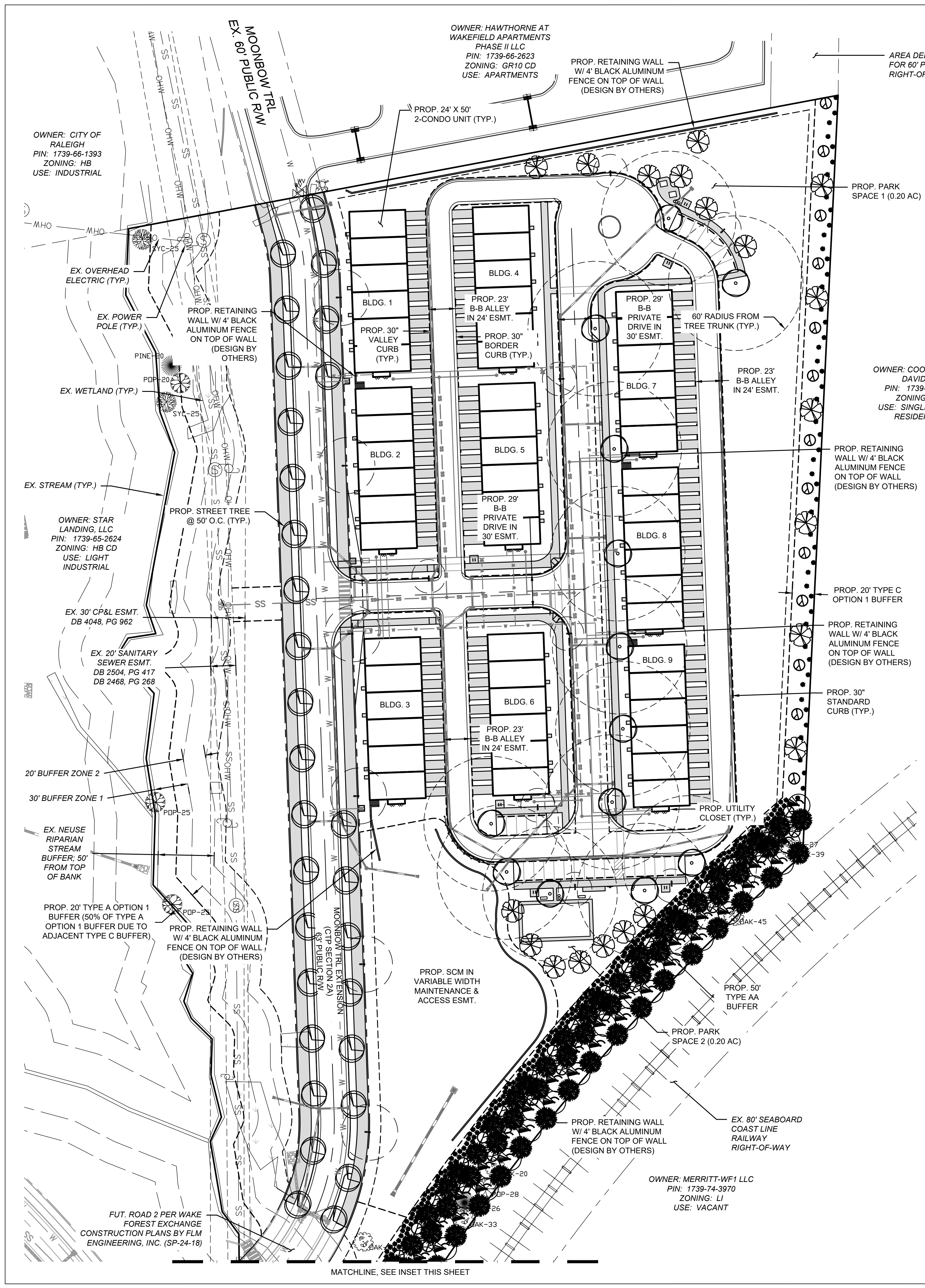


STAR ROAD CONDOS
WAKE FOREST, NC



GRADING & DRAINAGE PLAN

SHEET 6 OF 10



LEGEND

- EX. PROPERTY LINE
- EX. RIGHT-OF-WAY
- EX. ADJACENT OWNERS
- EX. EASEMENT
- EX. CHANNEL/STREAM
- EX. STREAM BUFFER
- OHW OHW
- SD SD
- W W
- SS SS
- EX. SPECIMEN TREE TO REMAIN
- PROP. RIGHT-OF-WAY
- PROP. ROADWAY CENTER LINE
- PROP. SETBACK LINE
- PROP. EASEMENT/BUFFER
- PROP. CONCRETE
- PROP. GUARDRAIL
- W W
- SS SS
- PROP. CANOPY TREE (ZS)
- PROP. CANOPY TREE (UP)
- PROP. CANOPY TREE (BN)
- PROP. CANOPY TREE (QA)
- PROP. EVERGREEN TREE (PT)
- PROP. UNDERSTORY TREE (CC)
- PROP. SHRUB (IC)
- PROP. LIGHT POLE WITH RADIUS FROM TREE

PLANT LIST									
KEY	SCIENTIFIC NAME	COMMON NAME	LOCATION	QUAN.	CAL.	HT.	MATURITY HT.	MATURITY SPREAD	
CANOPY TREES									
ZS	ZELKOVA SERRATA	JAPANESE ZELKOVA	TYPE C BUFFER AND PARK SPACE	20	1.5"	8'	70' - 80'		
UP	ULMUS PARVIFOLIA	CHINESE ELM	VEHICULAR USE AREAS	13	1.5"	8'	45' - 50'		
BN	BETULA NIGRA 'HERITAGE'	RIVER BIRCH	TYPE AA BUFFER	37	1.5"	8'	40' - 70'		
QA	QUERCUS ALBA	WHITE OAK	STREET TREE	30	1.5"	8'	60' - 100'		
EVERGREEN TREES									
PT	PINUS TAEDA	LOBLOLLY PINE	TYPE AA BUFFER	62	1.5"	8'	80' - 90'		
UNDERSTORY TREES									
CC	CERCIS CANADENSIS	EASTERN REDBUD	TYPE AA AND TYPE C BUFFERS	50	1.5"	8'	20' - 30'		
SHRUBS									
IC	ILEX CORNUTA 'CARISSA'	CARISSA HOLLY	TYPE AA AND TYPE C BUFFERS	345		18"	3' - 4'	3' - 6'	

CREDIT FOR PRESERVATION OF EXISTING SPECIMEN TREES				
EXISTING DBH OF PRESERVED EXISTING TREES	QUANTITY	CREDITS PER TREE	TOTAL CREDITS	
8" - 20" (UNDERSTORY)	0	2	UNDERSTORY	0
20" - 30"	22	3	CANOPY	66
30" - 41"	5	4	CANOPY	20
41" +	3	5	CANOPY	15
TOTAL:			101	CREDITS

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STAR ROAD CONDOS
WAKE FOREST, NC



DATE: 12-10-2024
SCALE: AS SHOWN
DESIGNED BY: FLM
APPROVED BY: FLM
PROJECT NO.: 24051

LANDSCAPING & LIGHTING PLAN

C-7

SHEET 7 OF 10

LANDSCAPING REQUIREMENTS

STREET TREES:

STREET TREES SHALL BE PLACED AT 50' O.C.

CANOPY TREES PROVIDED: 30 (16 ADDITIONAL CANOPY TREES PROVIDED ALONG ROAD 2 PER WAKE FOREST EXCHANGE CONSTRUCTION PLANS BY FLM ENGINEERING, INC. (SP-24-18))

TYPE C, OPTION 1 BUFFER (623 LF ALONG PIN 1739-77-6074)

1 CANOPY TREES PER 100 LF
2 UNDERSTORY TREES PER 100 LF
8 SHRUBS PER 100 LF (50% OF REQUIRED SHRUBS MUST BE EVERGREEN SPECIES)

CANOPY TREES REQUIRED: 6
CANOPY TREES PROVIDED: 6

UNDERSTORY TREES REQUIRED: 13
UNDERSTORY TREES PROVIDED: 13

SHRUBS REQUIRED: 50
SHRUBS PROVIDED: 51 (100% EVERGREEN)

50% TYPE A, OPTION 1 BUFFER (20'-WIDE AND 971 LF ALONG PIN 1739-65-2624)

3 EVERGREEN TREES PER 100 LF
2 CANOPY TREES PER 100 LF
2 UNDERSTORY TREES PER 100 LF
24 SHRUBS PER 100 LF

EVERGREEN TREES REQUIRED: 29
CANOPY TREES REQUIRED: 20
UNDERSTORY TREES REQUIRED: 20
SHRUBS REQUIRED: 234

NOTES: ONLY 50% OF THE BUFFER IS REQUIRED BECAUSE OF THE TYPE C BUFFER PROVIDED BY THE WAKE FOREST EXCHANGE PROJECT (SP-24-18). BUFFER IS NOT PROPOSED TO BE DISTURBED AND SHALL UTILIZE EXISTING VEGETATION, WHICH SHALL BE SUPPLEMENTED AS NECESSARY TO MEET THE BUFFER STANDARD

TYPE A, OPTION 1 BUFFER (40'-WIDE AND 207 LF ALONG PIN 1739-64-0646)

6 EVERGREEN TREES PER 100 LF
4 CANOPY TREES PER 100 LF
4 UNDERSTORY TREES PER 100 LF
48 SHRUBS PER 100 LF

EVERGREEN TREES REQUIRED: 13
CANOPY TREES REQUIRED: 9
UNDERSTORY TREES REQUIRED: 9
SHRUBS REQUIRED: 100

NOTE: BUFFER IS NOT PROPOSED TO BE DISTURBED AND SHALL UTILIZE EXISTING VEGETATION, WHICH SHALL BE SUPPLEMENTED AS NECESSARY TO MEET THE BUFFER STANDARD

TYPE AA, OPTION 1 BUFFER (612 LF FROM STREAM BUFFER TO SOUTHEAST CORNER)

10 EVERGREEN TREES PER 100 LF
6 CANOPY TREES PER 100 LF
6 UNDERSTORY TREES PER 100 LF
48 SHRUBS PER 100 LF

EVERGREEN TREES REQUIRED: 61
EVERGREEN TREES PROVIDED: 62

CANOPY TREES REQUIRED: 37
CANOPY TREES PROVIDED: 37

UNDERSTORY TREES REQUIRED: 37
UNDERSTORY TREES PROVIDED: 37

SHRUBS REQUIRED: 294
SHRUBS PROVIDED: 294

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: 13
SHRUBS PROVIDED: APPLICABLE PARKING AREAS SCREENED BY CHANGES IN TOPOGRAPHY AND/OR PROVIDED BUFFER VEGETATION

PARK SPACE SUPPLEMENTAL TREE PLANTING:

MINIMUM 1 TREE PER 2,500 SF OF PARK SPACE (17,500 SF / 2,500 SF = 7 TREES)

CANOPY TREES REQUIRED: 7
CANOPY TREES PROVIDED: 20

MINIMUM CANOPY COVERAGE:

2 CANOPY TREES PER 5,000 SF OF PARCEL AREA (615,026 SF / 5,000 SF X 2 = 245)

CANOPY TREES REQUIRED: 245

CANOPY TREES PROVIDED: SEE "TOTAL TREES REQUIRED AND PROVIDED" BELOW

SPECIMEN TREE CALCUATIONS:

21 SPECIMEN TREES ARE PROPOSED TO BE REMOVED FOR A REPLACEMENT VALUE OF 84 TREES. (VALUE IS \$1,000 OR 4 REPLACEMENT TREES PER SPECIMEN TREE REMOVED.)

30 SPECIMEN TREES ARE PROPOSED TO BE PRESERVED FOR 101 TOTAL CREDITS AS SHOWN IN THE TABLE ON SHEET C-7

TOTAL TREES REQUIRED AND PROVIDED:

TOTAL TREES REQUIRED: 245 MINIMUM CANOPY COVERAGE + 84 SPECIMEN TREE RELACEMENT = 329 TREES

TOTAL TREES PROVIDED: 212 PROPOSED TREES + 101 SPECIMEN TREE PRESERVATION CREDITS + 16 CANOPY TREES PROVIDED ALONG ROAD 2 PER WAKE FOREST EXCHANGE CONSTRUCTION PLANS = 329

329 REQUIRED TREES = 329 PROPOSED TREES, THUS NO ADDITIONAL TREES OR PAYMENT REQUIRED

LIGHTING NOTES

1. LIGHTING DESIGN SHALL BE IN ACCORDANCE WITH SECTION 10 OF THE WAKE FOREST UDO.

LUMINAIRE SCHEDULE				
SYMBOL	DESCRIPTION*	LAMP	HEIGHT (FT)**	QUANTITY
	DUKE ENERGY ROADWAY LED	(1) LED	25	14

*APPROVED EQUALS ACCEPTED
**HEIGHT IS FROM BOTTOM OF BASE TO TOP OF FIXTURE

RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE_____

APPROVAL BY THE
WAKE FOREST BOARD OF
COMMISSIONERS

DATE_____



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	TOWF & CORPUD COMMENTS	1/23/2025	FLM
2	TOWF COMMENTS	4/16/2025	FLM
3	TOWF COMMENTS	5/20/2025	FLM
4	TOWF COMMENTS	6/12/2025	FLM

ORIGINAL PLAN SIZE: 24" X 36"

PRELIMINARY
PLANS
DO NOT USE FOR CONSTRUCTION

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

MASTER SITE PLANS
RZ-24-07
SD-24-06

STAR ROAD CONDOS
WAKE FOREST, NC

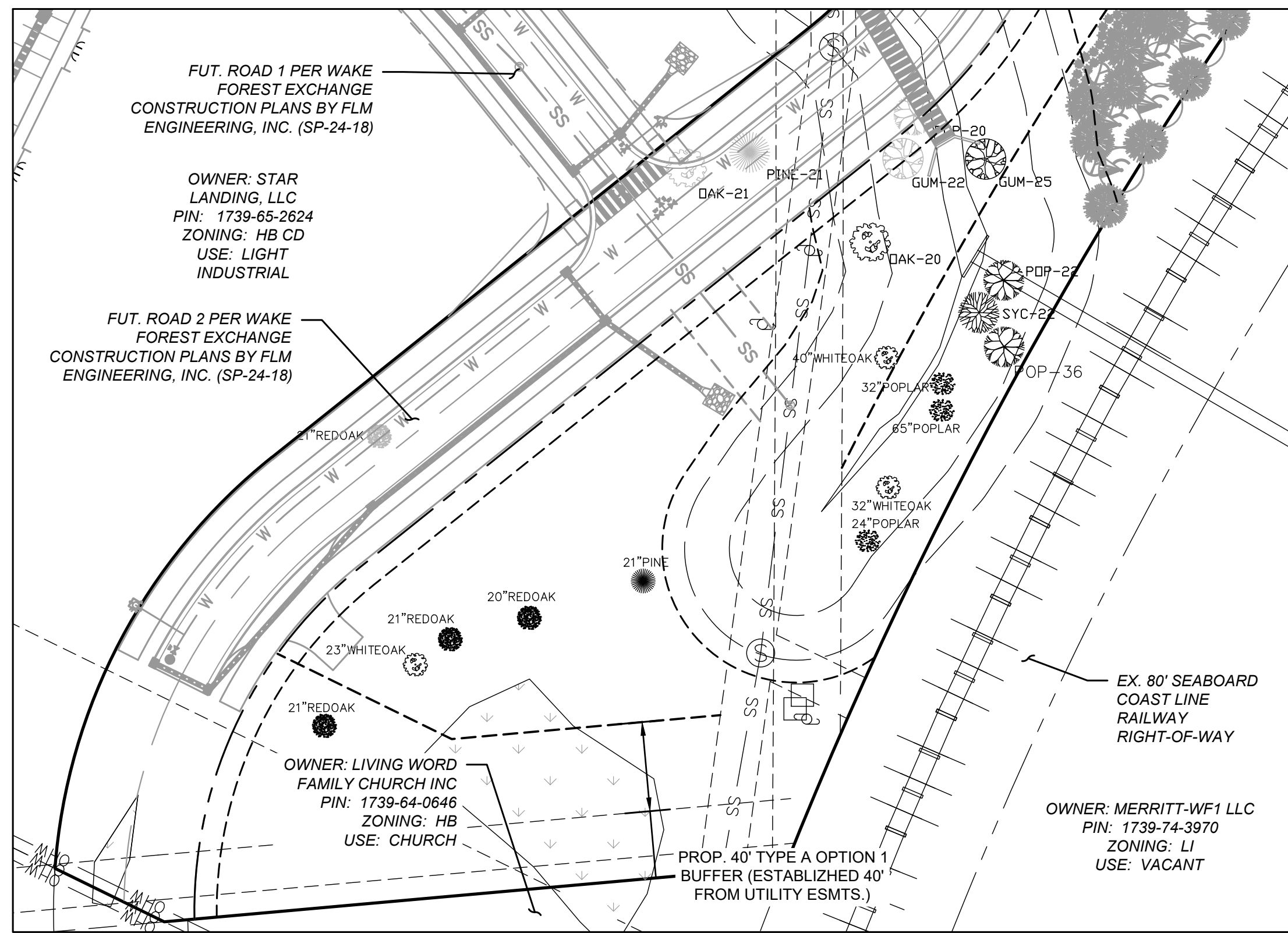


DATE:	12-10-2024
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	24051

LANDSCAPING & LIGHTING
NOTES

C-8

SHEET 8 OF 10



	EX. PROPERTY LINE		PROP. CANOPY TREE (ZS)
	EX. RIGHT-OF-WAY		PROP. CANOPY TREE (UP)
	EX. ADJACENT OWNERS		PROP. CANOPY TREE (BN)
	EX. EASEMENT		PROP. CANOPY TREE (QA)
	EX. CHANNEL/STREAM		PROP. EVERGREEN TREE (PT)
	EX. STREAM BUFFER		PROP. UNDERSTORY TREE (CC)
	EX. OVERHEAD ELECTRIC LINE		PROP. SHRUB (IC)
	EX. STORM SEWER		PROP. LIGHT POLE WITH RADIUS FROM TREE
	EX. WATER LINE		PROP. PARK SPACE
	EX. SANITARY SEWER		
	EX. SPECIMEN TREE TO REMAIN		
	PROP. RIGHT-OF-WAY		
	PROP. ROADWAY CENTER LINE		
	PROP. SETBACK LINE		
	PROP. EASEMENT/BUFFER		
	PROP. CONCRETE		
	PROP. GUARDRAIL		
	PROP. WATER LINE		
	PROP. SANITARY SEWER		
	PROP. STORM SEWER		

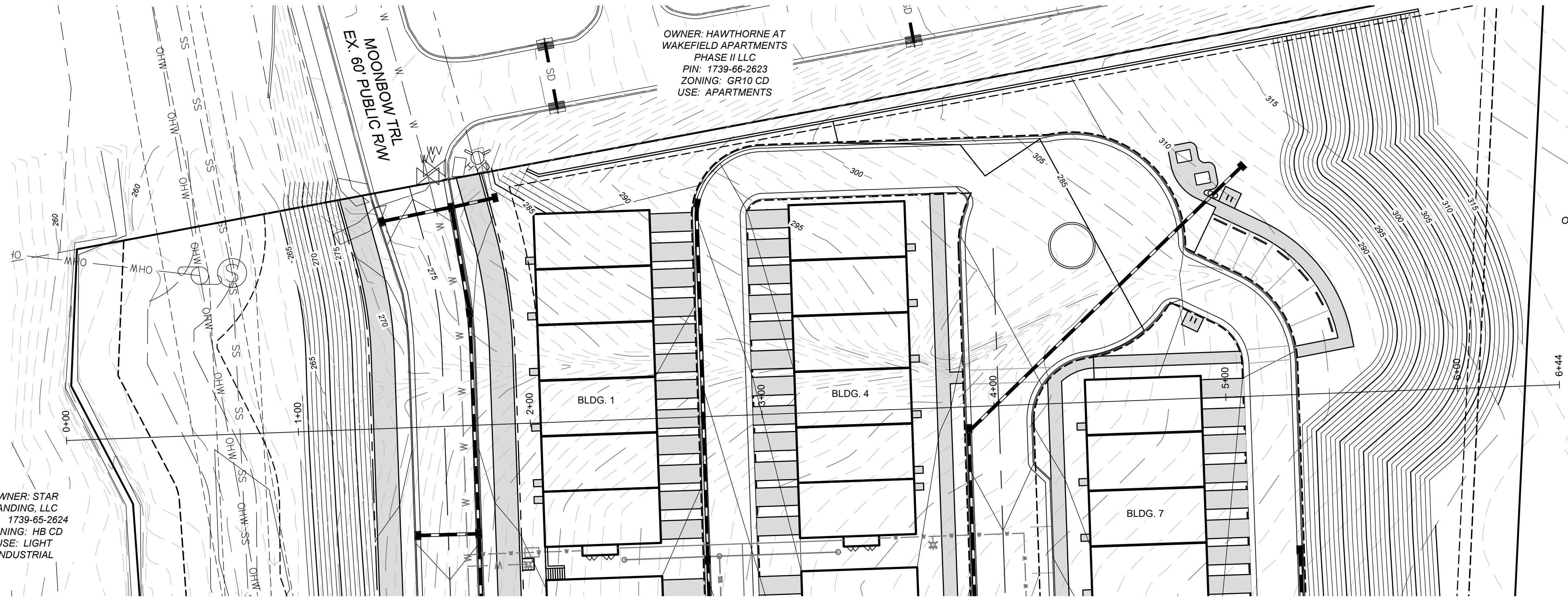
1. OPEN AND PARK SPACE AREAS:
GR10 REQUIRED DEDICATED OPEN AND PARK SPACE: 1.75 AC (12.5%)
PROPOSED DEDICATED OPEN AND PARK SPACE: 7.10 AC (50.3%)

GR10 REQUIRED PARK SPACE: 0.35 AC (2.5%)
PROPOSED PARK SPACE: 0.40 AC (2.8%); 0.20 AC (50%) SHALL BE ACTIVE RECREATION

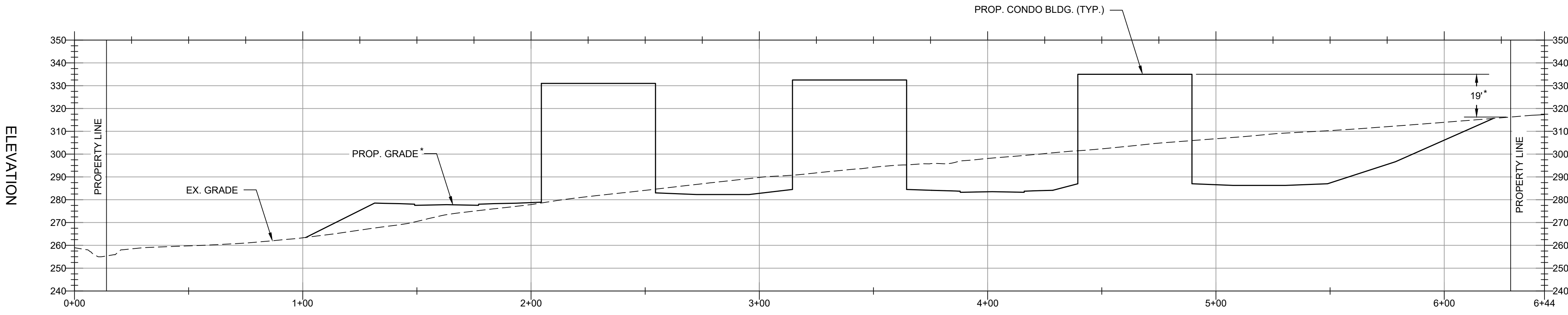
GR10 REQUIRED OPEN SPACE: 1.40 AC (10%)
PROPOSED OPEN SPACE: 6.70 AC (47.4%)
2. PARK SPACE SHALL BE PARK, GREEN, OR PLAYGROUND PER SECTION 7.5.1 OF THE UDO.
3. A SEPARATE PARK SPACE SITE PLAN SHALL BE PROVIDED FOR TOWN OF WAKE FOREST APPROVAL PRIOR TO FINAL PLAT APPROVAL.
4. PUBLIC SEATING SHALL BE PROVIDED PER SECTION 7.5.5.A.2 OF THE UDO.
5. 10 SUPPLEMENTAL TREE PLANTINGS ARE PROPOSED WITHIN THE PARK SPACE PER SECTION 7.5.5.A.3 OF THE UDO (ONE (1) TREE PER EVERY 2,500 SQUARE FEET OF REQUIRED PARK SPACE). SEE LANDSCAPING & LIGHTING PLAN AND NOTES, SHEETS C-6 AND C-7.
6. GARBAGE AND RECYCLE RECEPTACLES SHALL BE PROVIDED PER SECTION 7.5.5.A.4 OF THE UDO.
7. 8 CLASS III BICYCLE PARKING SPACES SHALL BE PROVIDED PER SECTION 7.5.5.A.5 OF THE UDO (FOUR (4) SPACES PER EVERY ONE-QUARTER ACRE OF PARK SPACE = 0.35 AC / 0.25 AC X 4 BICYCLE SPACES = 6 SPACES REQUIRED).

DATE _____

SHEET 9 OF 10



PLAN VIEW



CROSS-SECTION VIEW

NOTES

1. PROPOSED GRADES SHOWN ARE PRELIMINARY AND MAY VARY WITH FINAL DESIGN.

LEGEND

EX. PROPERTY LINE

EX. RIGHT-OF-WAY

EX. ADJACENT OWNERS

EX. EASEMENT

EX. CHANNEL/STREAM

EX. STREAM BUFFER

EX. OVERHEAD ELECTRIC LINE

EX. STORM SEWER

EX. WATER LINE

EX. SANITARY SEWER

EX. MAJOR CONTOUR (5')

EX. MINOR CONTOUR (1')

PROP. RIGHT-OF-WAY

PROP. ROADWAY CENTER LINE

PROP. SETBACK LINE

PROP. EASEMENT/BUFFER

PROP. CONCRETE

PROP. WATER LINE

PROP. SANITARY SEWER

PROP. STORM SEWER

PROP. MAJOR CONTOUR (5')

PROP. MINOR CONTOUR (1')

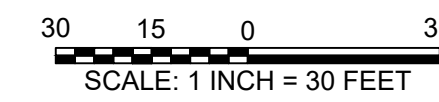


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PRELIMINARY
PLANS
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N

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MASTER SITE PLANS
RZ-24-07
SD-24-06

STAR ROAD CONDOS
WAKE FOREST, NC



DATE:	12-10-2024
SCALE:	AS SHOWN
DESIGNED BY:	FLM
APPROVED BY:	FLM
PROJECT NO.:	24051

SITE CROSS-SECTION EXHIBIT

C-10
SHEET 10 OF 10

RECOMMENDATION FOR APPROVAL
BY THE WAKE FOREST
PLANNING BOARD

DATE _____

APPROVAL BY THE
WAKE FOREST BOARD OF
COMMISSIONERS

DATE _____



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-552-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: September 2, 2025

Subject

Proclamation Recognizing Annual Constitution Week

Recommendation:

item Summary:

ATTACHMENTS:

- [ProclamationConstitutionWeekSeptember2025.pdf](#)



TOWN *of* WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9400

www.wakeforestnc.gov

PROCLAMATION CONSTITUTION WEEK

WHEREAS, September 17, 2025, marks the two hundred and thirty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

WHEREAS, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

WHEREAS, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW, THEREFORE, I, Vivian A. Jones, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners do hereby proclaim the week of

“SEPTEMBER 17 THROUGH SEPTEMBER 23 CONSTITUTION WEEK”

in the Town of Wake Forest and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787.

This the 2nd day of September 2025.

ATTEST:

Evelyn Wright
Town Clerk



Vivian A. Jones
Mayor



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-560-

Submitted by: Kip Padgett, Public Safety

Submitting Department: Public Safety

Meeting Date: September 2, 2025

Subject

Wake County Emergency Operations Plan and Mutual Aid Agreement

Recommendation:

item Summary:

ATTACHMENTS:

- [Wake County EOP 2025.pdf](#)
- [Mutual Aid Agreement Town of Wake Forest - _TWF_07.31.2025.pdf](#)

Wake County Emergency Operations Plan

TABLE OF CONTENTS

1	Introduction	5
2	EOP Structure.....	6
2.1	Base Plan.....	6
2.2	Annexes	6
2.2.1	Functional Support Annexes.....	6
2.2.2	Hazard-Specific Annexes	7
2.3	Standard Operating Procedures (SOPs)	7
2.4	Job Aides	7
2.5	Supporting Plans/Documents.....	7
2.5.1	Memorandum Of Understanding (MOU)	7
3	Promulgation	9
3.1	Wake County Emergency Operations Plan Promulgation	9
4	Statement of Approval and Implementation	10
5	Purpose, Scope, Situation, Assumptions	12
5.1	Purpose	12
5.2	Scope	12
5.3	Situation Overview	12
5.3.1	Geography	13
5.3.2	Topography	13
5.3.3	Population Characteristics.....	13
5.3.4	Risk Profile	14
5.4	Planning Assumptions	16
6	Concept of Operations.....	17
6.1	Phases of Emergency Management	17
6.1.1	Prevention.....	18
6.1.2	Protection	18
6.1.3	Response.....	18
6.1.4	Recovery.....	19
6.1.5	Mitigation	20
6.2	National Incident Management System (NIMS).....	20
6.3	State and Federal Emergency Functions.....	21
6.3.1	Federal.....	21
6.3.2	State of North Carolina	21

6.4	Emergency Operations Center (EOC)	21
6.4.1	Activation Levels for EOC	22
6.4.2	EOC Deactivation	23
6.5	Continuity Of Operations Plan	23
6.6	Continuity Of Government	23
7	Organization and Assignment of Responsibilities	24
7.1	Incident Command System	24
7.2	EOC Policy Group	27
7.3	EOC Executive Group	28
7.4	Command Staff	28
7.5	General Staff	30
7.6	Disaster Service Worker Program	34
7.7	Non-governmental, Private Sector, and Volunteer Organizations	34
8	Direction, Control, and Coordination	35
8.1	Incident Command Post	35
8.2	Multiagency Coordination	36
8.2.1	Coordination with Local Jurisdictions	36
8.2.2	Coordination with State and Federal Resources	36
8.3	Succession of Command & Delegation of Authority	36
9	Mutual Aid and Mutual Assistance	37
9.1	Mutual Aid Background and Considerations	37
9.1.1	Direct Mutual Aid	37
9.1.2	State-Coordinated Mutual Aid	37
9.1.3	Interstate Mutual Aid	37
9.2	Mutual Aid Processes	38
10	Communications and Information	39
10.1	Information Gathering and Dissemination	39
10.2	Public Information	40
10.3	Communications Systems	40
10.3.1	Two-Way Communications Systems	40
11	Administrative Practices, Logistics, and Finance	41
11.1	Administrative Practices	41
11.1.1	Documentation	41
11.2	Logistics	41

11.2.1	Resource Management	42
11.2.2	Resource Requests.....	42
11.3	Finance	42
11.3.1	Emergency Purchasing and Acquisition	42
11.3.2	Agreements and Understandings.....	42
12	Plan Development, Approval, and Maintenance	44
12.1	Plan Development	44
12.2	Plan Maintenance and Evaluation.....	44
12.3	Plan Approval Process	45
13	Authorities and References	46
13.1	Authorities	48
13.1.1	Federal.....	48
13.1.2	State	48
13.2	References	48
13.2.1	Federal.....	48
13.2.2	State.....	49
13.2.3	County	49
14	Appendixes	50
14.1	Appendix A: Acronyms.....	50
14.2	Appendix B: Glossary	51
14.3	Appendix C: Adoption of the National Incident Management System.....	55
14.4	Appendix D: Wake County Political Boundary Maps	57
14.7	Appendix E: Wake County State of Emergency Declaration Procedure	59
14.7.1	Emergency Management Document # 100.04.02.....	59
14.7.2	Attachment E-1: State of Emergency Proclamation Template.....	62
14.7.3	Attachment E-2: State of Emergency Termination Template	65
14.8	Appendix F: Wake County Critical Assets and Infrastructure	66

1 INTRODUCTION

The Emergency Operations Plan (EOP) for Wake County, NC, outlines the County's response framework for emergencies and disasters, serving as the foundation for managing both planned and unplanned events. It establishes coordination before, during, and after an event in accordance with local, state, and federal emergency response guidance. The plan details the functions, structure, stakeholders, activities, personnel, resources, capabilities, mutual aid processes, and goals of Wake County during emergencies or disasters.

The EOP emphasizes response operations, which include actions taken immediately after an incident to save and sustain lives, meet basic human needs, and reduce property loss and impacts on critical infrastructure and the environment. These operations also aim to lessen the physical, psychological, social, and economic effects of an incident.

Designed to be read and understood before an emergency occurs, the EOP outlines the activities of Wake County employees and partner agencies within a county-wide emergency management system. Wake County recognizes that effective preparedness requires a collaborative approach, involving a wide range of individuals, agencies, organizations, and other whole-community partners. This inclusive approach ensures that everyone who lives, works, or travels in Wake County receives the most effective response possible.

2 EOP STRUCTURE

The Wake County Emergency Operations Plan is supported by a wide range of documents. Some of these documents are stored separately for ease of use.

2.1 Base Plan

The base plan describes the fundamental systems, strategies, policies, assumptions, responsibilities, and operational priorities Wake County will utilize to guide emergency management efforts. Essential elements of the Base Plan include high-level overviews of:

- Services that are provided by governmental departments and agencies and how resources are mobilized.
- Methods for carrying out emergency operations and the process for rendering mutual aid.
- Systems for providing public information.
- Continuity planning to ensure uninterrupted government operations.

These elements culminate with a comprehensive emergency management concept of operations, which outlines the relationships and responsibilities of county government and its departments.

Appendices are part of the main base plan and provide additional information that supports the document. The Emergency Operations Base Plan is utilized congruently with all appendices and supporting documentation during emergency response and recovery operations.

2.2 Annexes

Annexes are stand-alone documents that provide greater details or supplementary material while supporting the main document. The Wake County Emergency Operations Plan organizes the annexes by either function or hazard type. Annexes are supported by Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOG) that outline specific tasks for each position listed within the plan.

2.2.1 Functional Support Annexes

Functional support annexes contain plans that describe and identify key operational functions for emergency purposes not described within the base plan. These annexes build upon the base plan and provide roles and responsibilities of stakeholders, government, and non-government agencies to carry out specific emergency functions.

2.2.2 Hazard-Specific Annexes

Hazard-specific annexes contain plans that describe operational response information applicable to a particular threat or hazard. These annexes include hazard-specific information and provide the roles and responsibilities of stakeholders, government, and non-government agencies to meet operational response needs during a particular type of disaster event.

2.3 Standard Operating Procedures (SOPs)

SOPs are documents that support a specific plan by providing formal, written guidelines or instructions for performing the duties of a role within incident response. When developing SOPs, planners should also consider how any activities delineated within the EOP interact with, support, or require support from other partners. SOPs must also ensure inclusionary planning for vulnerable people, including those with access and functional needs.

Documents that support SOP/SOGs are either referred to as job aides or attachments.

2.4 Job Aides

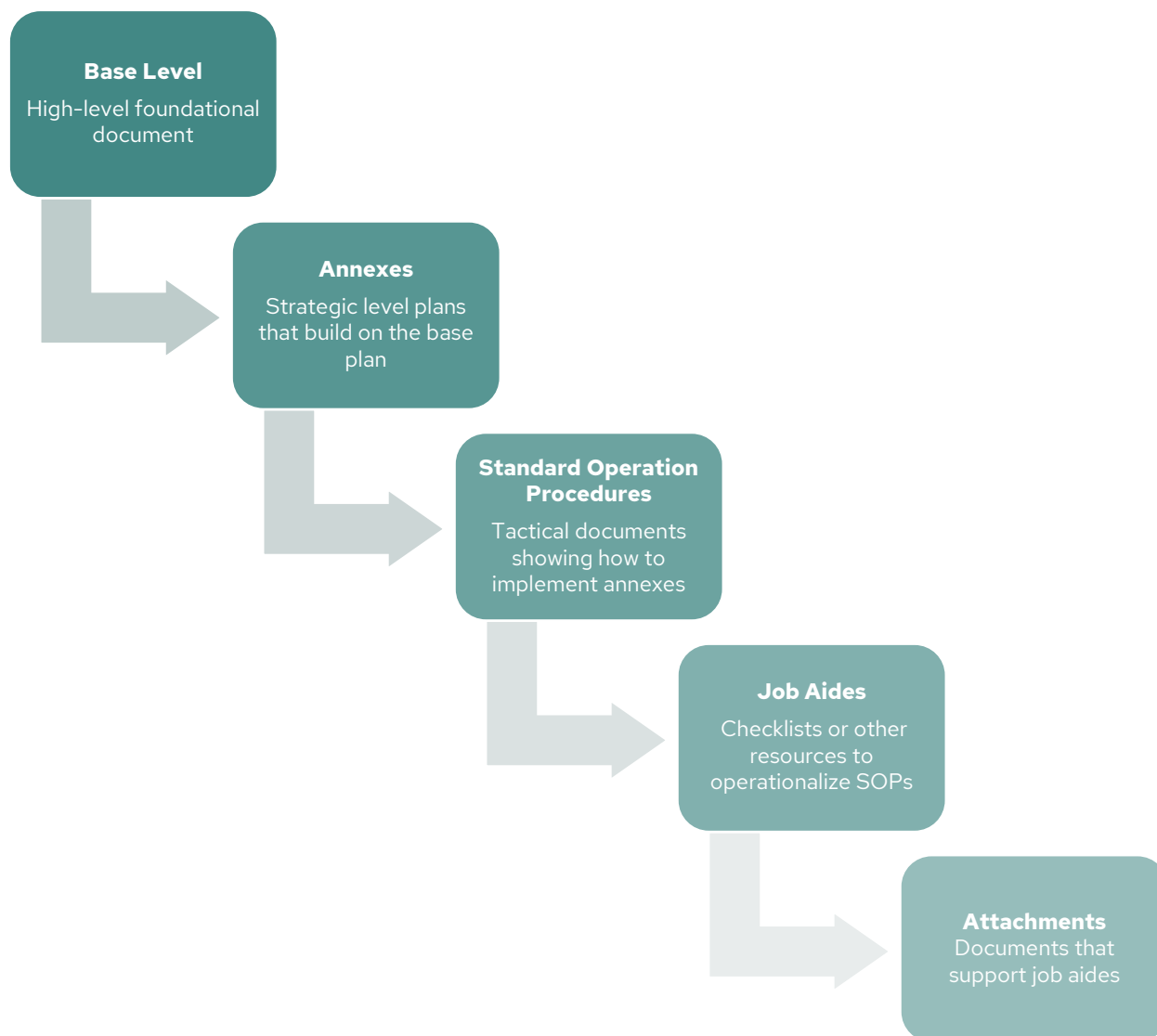
Job aides are documents that provide written instructions for performing a task so that the task is performed uniformly across the incident. Job aides assist responders in implementing their SOP/SOGs.

2.5 Supporting Plans/Documents

Additional plans and procedures developed in support of the EOP, such as mutual aid agreements, mitigation plans, Wake County departmental Standard Operating Procedures (SOPs), and any related procedures, are incorporated by reference and maintained separately from the Base Plan. Some of these supporting plans may be appended to the end of the Base Plan as deemed appropriate. Where supporting plans are inconsistent with the general principles described in the Wake County EOP, the Wake County plan will supersede supporting plans.

2.5.1 Memorandum Of Understanding (MOU)

MOUs are also referred to as Memorandums of Agreement (MOAs). These agreements are worked out before an event to specify the mutually accepted expectations of all parties for the use of resources, personnel, equipment, or facilities during an emergency. Wake County also participates in mutual aid agreements, which will be discussed later in this document.



3 PROMULGATION

3.1 Wake County Emergency Operations Plan Promulgation

The primary role of government is to provide for its residents' safety and welfare through certain services. Said welfare and safety is rarely more threatened than during disasters. Emergency management aims to ensure that measures for protection, prevention, mitigation, response, and recovery exist so that public welfare and safety are preserved.

The Wake County Emergency Operations Plan provides a comprehensive framework for county-wide emergency management and addresses the roles and responsibilities of governmental organizations. The planning process engages local, State, Federal, private, and other whole-community stakeholders, organizations, and resources that may be obligated to address disasters and emergencies in Wake County.

The Wake County Emergency Operations Plan ensures consistency with current policy guidance. The plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance. Minor updates to this document will be completed in the course of normal business operations, and material changes will be presented to the Wake County Board of Commissioners.

Therefore, in recognition of the emergency management responsibilities of the Wake County government and with the authority vested in the Wake County Board of Commissioners, the Wake County Emergency Operations Plan is hereby promulgated.

This plan supersedes all previously dated versions of the Wake County Emergency Operations Plan.

Date

Chairman, Wake County Board of Commissioner

4 STATEMENT OF APPROVAL AND IMPLEMENTATION

The undersigned agrees to the responsibilities assigned to the named agency or jurisdiction in the Wake County Emergency Operations Plan. By signing this Statement of Approval, I agree to implement the roles and responsibilities outlined in this plan with the equivalent departments within my jurisdiction or organization. Any revisions to emergency operations plans within my jurisdiction or organization should be consistent and allow integration with this plan.

Date	Chairman, Wake County Board of Commissioner
Date	Mayor, City of Durham
Date	Mayor, City of Raleigh
Date	Mayor, Town of Angier
Date	Mayor, Town of Apex
Date	Mayor, Town of Cary
Date	Mayor, Town of Fuquay-Varina
Date	Mayor, Town of Garner

Date	Mayor, Town of Holly Springs
Date	Mayor, Town of Knightdale
Date	Mayor, Town of Morrisville
Date	Mayor, Town of Rolesville
Date	Mayor, Town of Wake Forest
Date	Mayor, Town of Wendell
Date	Mayor, Town of Zebulon
Date	Chairman, Raleigh-Durham International Airport

5 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

5.1 Purpose

The purpose of the Wake County Emergency Operations Plan (EOP) is to describe and define the actions and roles necessary to provide a coordinated response to planned events, emergencies, or disasters affecting Wake County. This plan establishes the mechanism to determine necessary actions by Wake County departments, agencies, private organizations, and other partners to protect life, property, the environment, and the economy.

5.2 Scope

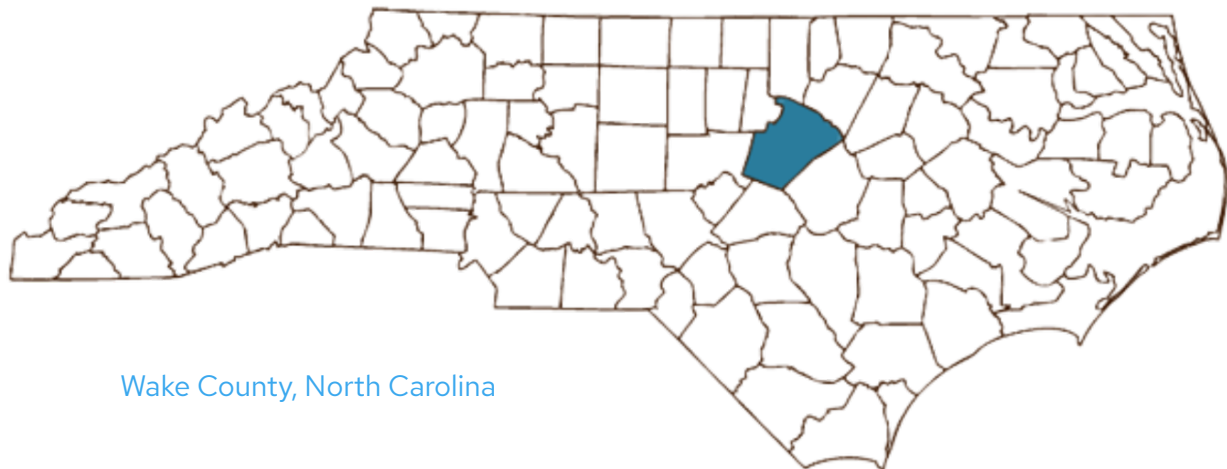
This plan applies to all participating departments, agencies, partner organizations, and other identified stakeholders within Wake County. It may be activated in support of planned events, local emergency situations, and major disasters affecting the entire county or a portion of the county and in support of disaster response elsewhere in the State or country. The precipitating event may be anticipated or in progress when this plan is activated.

It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, protect the environment, and guide the recovery of the economy.

5.3 Situation Overview

This section provides a general outline of Wake County's characteristics and an overview of steps taken to prepare for disasters. A detailed analysis of historic hazards, existing vulnerabilities, assessed risks, and potential terrorist threats is provided in the Wake County Threat Hazard Identification and Risk Assessment (THIRA).

Any emergency or disaster, individually or in combination with other emergencies, may cause a serious situation within the County. These incidents will vary in size and intensity. For this reason, planning efforts are made as general as possible so that significant latitude is available in their application and considering the potential for simultaneous occurrence of emergencies or disasters in multiple locations.



Wake County, North Carolina

5.3.1 Geography

Wake County is located in the North Carolina Emergency Management Central Branch, Area 7, and U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA) Region IV. Wake County lies in the Piedmont region of North Carolina and is bounded on the east by Nash County, the south by Harnett and Johnston counties, the north by Franklin and Granville counties, and the west by Durham and Chatham counties. Wake County contains the state capital and comprises 12 municipalities, 20 townships, and approximately 500 square miles of unincorporated communities (see Appendix F).

5.3.2 Topography

Wake County occupies a total area of 860 square miles, of which 835 square miles is land and 25 square miles is water. Some topographic markers are Harris Lake, Lake Crabtree, Crabtree Creek, Lake Johnson, the Neuse River, and portions of Falls Lake.

5.3.3 Population Characteristics

Wake County, North Carolina, is home to over 1 million residents, with thousands more visiting regularly to study, work, and relax. According to the 2022 North Carolina State Demographer, the county has a population of approximately 1.1 million people. During daytime hours, the population is estimated to exceed 1.9 million due to the influx of workers, students, and visitors attending significant events such as the North Carolina State Fair and traveling through Raleigh-Durham International Airport (RDU).

5.3.4 Risk Profile

5.3.4.1 NATURAL HAZARDS

5.3.4.1.1 Climate

Wake County has a subtropical climate with four distinct seasons and moderate temperatures in the fall, winter, and spring. The county's average annual rainfall is 44.7 inches, the average annual snowfall is 4.7 inches, and the average annual precipitation is 45.23 inches.

5.3.4.1.2 Severe Weather

Wake County is susceptible to a variety of severe weather events. These include, but are not limited to, tornados, damaging winds, heavy rainfall, and hail. Severe weather events can cause cascading effects such as impacts on transportation systems, utilities, or critical infrastructure.

5.3.4.2 HUMAN-CAUSED

5.3.4.2.1 Domestic/International Terrorism

According to the Federal Bureau of Investigations, terrorism remains a significant threat to the safety of residents across the United States. Terrorism is defined as acts dangerous to human life that are a violation of the criminal laws of the United States or of any State that appear to be intended either to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion; or to affect the conduct of a government by mass destruction, assassination, or kidnapping. There are three major types of terrorism.

5.3.4.2.1.1 International Terrorism

Violent, criminal acts committed by individuals and/or groups inspired by, or associated with, designated foreign terrorist organizations or nations (state-sponsored).

5.3.4.2.1.2 Domestic Terrorism

Violent, criminal acts committed by individuals and/or groups to further ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature.

5.3.4.2.1.3 Lone Offenders

Terrorist threats have evolved from large-group conspiracies toward lone-offender attacks. These individuals often radicalize online and mobilize to violence quickly. Without a clear group affiliation or guidance, lone offenders are challenging to identify, investigate, and disrupt.

5.3.4.2.2 Targets

Wake County is a high-profile area with numerous potential targets. As the host of North Carolina's capital, it features several major sports teams, event venues, religious institutions, and a variety of both soft and hard targets. These diverse locations and events present potential opportunities for terrorist attacks.

5.3.4.2.3 Resources

There are significant law enforcement and intelligence resources available within Wake County. The Raleigh Police Department has a bomb squad, as do several other law enforcement agencies at the state and federal levels within Wake County. There are also several special tactical response teams as well as fusion centers operating within Wake County.

5.3.4.2.4 Hazardous Materials

Wake County has a variety of industries as well as educational, agricultural, and governmental facilities located throughout the county. As a result, a large amount of hazardous material is produced, stored, used, and transported throughout Wake County.

All fire departments in Wake County are trained to the Operations Level for hazardous materials response. The Raleigh Fire Department has one of seven Hazardous Materials Regional Response Teams (RRTs) within North Carolina. It is classified as a FEMA Type II Hazardous Materials team. Type II teams are qualified to respond to, assess, and mitigate a large-scale, complex, and sustained-duration incident that may involve multiple hazards comprised of known and/or unknown hazardous materials.

5.3.4.2.5 Transportation

Multiple major transportation corridors cross Wake County, including major U.S. interstate highways, rail, aviation, and pipeline routes.

5.3.4.2.5.1 *Major Motor Vehicle Traffic Arteries*

- Interstate 40
- Interstate 87
- Interstate 440
- Interstate 540
- U.S. Highway 1
- U.S. Highway 64
- U.S. Highway 70
- U.S. Highway 264
- U.S. Highway 401

- North Carolina Highway 42
- North Carolina Highway 50
- North Carolina Highway 54
- North Carolina Highway 55
- North Carolina Highway 96
- North Carolina Highway 97
- North Carolina Highway 98
- North Carolina Highway 231

5.3.4.2.5.2 *Railroads*

- Norfolk-Southern Railway
- CSX Transportation, Inc.
- Passenger rail operations

5.3.4.2.5.3 *Major Pipelines*

- Colonial Pipeline Company
- Dixie Pipeline Company
- Cardinal Pipeline Company
- Piedmont Natural Gas Company
- Public Service Company of North Carolina

5.4 Planning Assumptions

Wake County Office of Emergency Management considers the following assumptions to be fact for planning purposes and to execute the Wake County EOP. These assumptions indicate areas where adjustments to the plan must be made ad hoc, as any emergency or disaster evolves.

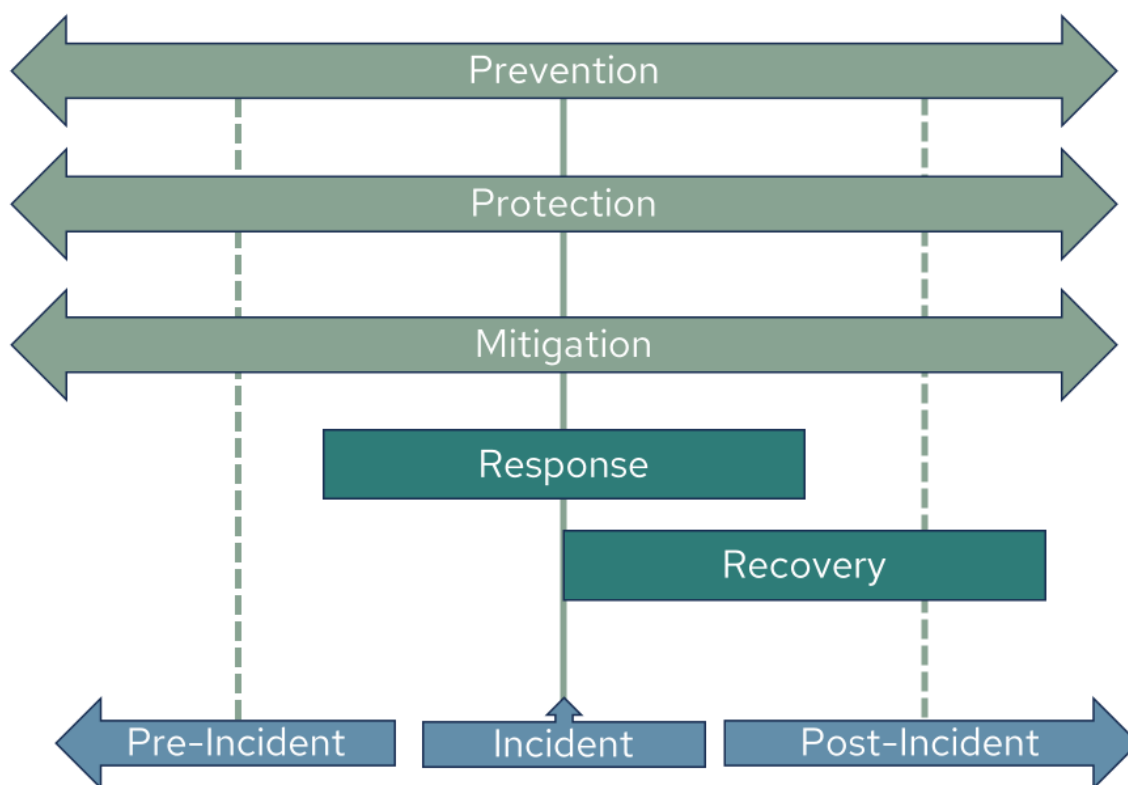
- Wake County officials are aware of the possible occurrence of an emergency or major disaster and their subsequent responsibilities in executing this plan.
- Wake County possesses sufficient resources to manage day-to-day emergencies. When Wake County resources are deemed insufficient, Wake County expects assistance from response organizations and departments from neighboring jurisdictions, the State of North Carolina, and/or the Federal government to supplement Wake County efforts in an efficient, effective, and coordinated response.
- State and Federal disaster assistance, if provided, will supplement rather than substitute for Wake County resources and efforts.
- Wake County does not expect any supplemental or outside assistance for at least 96 hours following the beginning of an emergency or disaster situation.
- Recovery planning will be implemented when Wake County begins emergency response actions necessary to protect the public.

6 CONCEPT OF OPERATIONS

This section provides a clear methodology to realize goals and objectives for executing the EOP. It includes an overview of the phases of emergency management, the general framework Wake County uses to manage emergencies, and how state and federal partners work with Wake County.

6.1 Phases of Emergency Management

Wake County recognizes that most emergencies occur with little or no warning, requiring near-immediate activation of this plan and the commitment and deployment of all obligated resources and personnel. This response is coordinated through five emergency management phases, implemented in the Presidential Policy Directive 8: National Preparedness. The National Preparedness Goal (NPG), published in September 2015, identifies 32 core capabilities grouped into five mission areas. While not every emergency or disaster will require coordination through all five phases, general response activities and emergency operations are accomplished through phase-specific objectives.



6.1.1 Prevention

The prevention phase includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Wake County's goal during the prevention phase is to identify threats and hazards as well as share information with assisting parties. With this goal in mind, Wake County coordinates across all disciplines to ensure intelligence and information is shared in a timely manner. Prevention activities include the following:

- Intelligence and information sharing
- Critical infrastructure and key resource identification and risk analysis

6.1.2 Protection

The protection phase includes activities to safeguard the homeland against acts of terrorism and human-made or natural disasters. Wake County's goal during the protection phase is to increase readiness and resiliency. Protection activities include the following:

- Wake County EOP activation, training, exercise, and updates.
- Public information, education, and outreach
- County- and department-level policies and procedures

6.1.3 Response

Coordination and response actions are transitioned from the preparedness to the response phase when a hazard is recognized as active or imminent. The goals of response actions for Wake County focus on the protection of life, property, the environment, and the economy. All response phase decisions are designed as protective measures and are made via the execution of a decision process that is outlined below.

6.1.3.1 *PRE-IMPACT RESPONSE PHASE*

Hazard Control and Assessment. Wake County will act to perceive and assess the threat or hazard and begin to select control and mitigation strategies. Primary operational priorities may include the following:

- Dissemination of accurate and timely emergency public information and warnings.
- Intelligence gathering and assessment of the evolving situation.
- Resource allocation and coordination.
- Incident access and control.

6.1.3.2 IMPACT RESPONSE PHASE

Protective Action Implementation. In this phase, Wake County will select protective action(s) appropriate to the evolving situation and deploy additional primary and support resources. Operational priorities may include the following:

- Dissemination of accurate and timely emergency public information and warnings.
- Deploying law enforcement.
- Coordinating emergency medical services (EMS), fire services, search, and HazMat.
- Ordering protective actions.
- Providing public health and medical care.
- Determination of the need for mutual aid.

6.1.3.3 ASSESSMENT AND ALLOCATION OF SHORT-TERM NEEDS

Short-term operational needs are determined and dependent upon actions and assessment during the Impact Response Phase. These operations often transcend the response and recovery phases. Short-term needs may include the following:

- Dissemination of accurate and timely emergency public information and warnings.
- Shelter operations.
- Continued medical treatment.
- Access and security adjustments.
- Determination of the need for (continued) mutual aid.

6.1.4 Recovery

Following stabilization of the emergency or disaster situation and resolution or establishment of life-safety issues, Wake County will shift the operational focus to recovery. Recovery operations may continue for an extended time frame. Strategies will be developed for short-term and long-term recovery. Recovery priorities may include the following:

- Physical restoration of essential services, facilities, and infrastructure.
- Facilitating search for funding sources.
- Making recommendations on restoration priorities.
- Coordinating and assisting with the recovery of other whole community and social services.
- Assisting as necessary with economic recovery.

6.1.4.1 SHORT TERM RECOVERY

Short-term recovery happens during days and weeks immediately following the disaster and is focused on addressing immediate needs. Short-term recovery phase activities will be simultaneous with the post-impact response phase.

- Impact area security
- Temporary shelter/housing
- Infrastructure restoration
- Debris management
- Emergency demolition
- Repair permitting
- Donations management
- Disaster assistance

6.1.4.2 LONG TERM RECOVERY

Long-term recovery happens months and years following the disaster, and is focused on rebuilding the physical, social, environmental, and economic components of an area.

- Land use practices
- Building construction practices
- Public health/mental health recovery
- Economic development
- Infrastructure resilience
- Historic preservation
- Environmental recovery
- Disaster memorialization

6.1.5 Mitigation

The mitigation phase transcends all phases of emergency management, as it involves actions that occur before, during, and after an emergency or disaster event. Mitigation focuses on eliminating or reducing the impact of hazards that threaten life, property, the environment, and the economy. All mitigation actions and the mitigation planning process are detailed in the Wake County Multi-Jurisdictional Hazard Mitigation Plan (2024).

The county is responsible for identifying potential improvements to reduce or remove the hazard vulnerability. All incident documentation, including damage assessments, situation reports, and action plans, will be reviewed to identify potential mitigation strategies that could be included in a future revision of the Wake County Hazard Mitigation Plan.

6.2 National Incident Management System (NIMS)

NIMS is a nationwide standardized approach to incident management and response. It establishes a uniform framework and vocabulary for emergency responders at all levels of government to utilize to conduct response operations. Wake County utilizes NIMS for organizing

emergency response operations in the field, in the emergency operations center, and integrates it into emergency plans across the county.

6.3 State and Federal Emergency Functions

6.3.1 Federal

Federal assistance will be provided to Wake County via the State under the overall direction of the Federal Coordinating Officer, as described in the North Carolina EOP (NC EOP Basic Plan, Concept of Operations). Federal assistance may consist of a Presidential Declaration of Emergency to facilitate supplemental Federal response and financial or technical assistance if resources are needed beyond the capabilities of the State of North Carolina. Some types of federal assistance may still be available even if there is not a federally declared event.

6.3.2 State of North Carolina

The North Carolina Department of Public Safety (NCDPS) maintains responsibility for statewide emergency operations coordination, including mutual aid requests as well as the coordination and communication link between the State and Federal disaster response systems. This coordination is managed by the Division of Emergency Management and assisted by the State Emergency Response Commission (SERC). The SERC acts in an advisory capacity to the Secretary of Public Safety, who serves as the State Administrative Agent to coordinate activities of the North Carolina State Homeland Security Program and the Domestic Preparedness Regions.

6.4 Emergency Operations Center (EOC)

The Wake County Emergency Operations Center (EOC) serves as a centralized hub for coordinating multi-agency operations, managing emergency response information, allocating resources, and tracking costs. It supports emergency responders, county departments, volunteer organizations, stakeholders, and, when necessary, state and federal agencies. While the EOC does not oversee tactical field operations, it enhances field response efforts by securing additional resources, sharing critical information, and planning for evolving incident needs. Upon activation, the EOC establishes communication and coordination with the Incident Commander (IC).

Initial incident response in Wake County is managed by Public Safety Answering Points (PSAPs) and dispatchers. The Wake County EOC is activated when a hazard poses, or is expected to pose, conditions requiring a significant deployment of resources from multiple sources. Its operational framework aligns with the North Carolina EOC to ensure seamless integration if state-level assistance is needed. The authority to activate the Wake County EOC rests with the Director of the Wake County Office of Emergency Management or their designated representative.

6.4.1 Activation Levels for EOC

Level IV (Monitoring Activation)

This level may be implemented whenever WCEM receives notice of an incident that may escalate to threaten the safety of the public. Information will be disseminated to pre-identified personnel via the Wake County EOC Standard Operating Procedure (SOP) during this activation. Personnel may partially staff the EOC to monitor conditions.

Level III (Event-specific Activation)

This activation is in response to a hazard-specific event that requires coordination. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

Level II (Limited Staff Activation)

This level may be implemented for a significant event. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

Level I (Full Staff Activation)

This level builds upon Level II and may include representatives from affected municipalities and representatives from agencies that support the functional branches, including North Carolina and Federal agencies. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

6.4.2 EOC Deactivation

The EOC Manager determines EOC deactivation or a change in activation level in consultation and agreement with Incident Commanders. The EOC Manager determines the need to deactivate or change activation level for an EOC based on incident stabilization, recovery needs, demobilization of field resources, public information needs, and on meeting of incident objectives.

6.5 Continuity Of Operations Plan

Continuity of Operations ensures that each organization within the county government can continue to perform its Mission Essential Functions (MEF), provide essential services, and deliver core capabilities during a disruption to routine operations. The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations capabilities. These procedures will designate who will make decisions if a manager is unavailable.

6.6 Continuity Of Government

Continuity of Government (COG) is a coordinated effort within the executive, legislative, and judicial branches to ensure that governance and essential functions continue to be performed before, during, and after an emergency. COG planning is intended to preserve essential functions and the statutory and constitutional authority of all levels of government across the United States. Wake County maintains a Continuity of Government (COG) plan that specifies and details issues of succession of command and authority.

7 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

In addition to routine day-to-day responsibilities, all departments and divisions in Wake County maintain obligations to emergency functions to provide the most effective and efficient emergency operations in Wake County. Each department is responsible for understanding these obligations, as well as maintaining workforce development practices, training, and plans (as necessary) to maintain its own emergency preparedness as well as to participate in the Wake County Disaster Service Worker program, in which all Wake County employees are assigned specific roles they may be asked to perform during a disaster within Wake County. In addition, each department and division must appoint representatives to lead, and to coordinate required and requested emergency operations via the Wake County EOC. These EOC representatives must have the ability and authority to make decisions that affect emergency operations on behalf of their respective organizations. Delaying decisions such as allocating resources and personnel or providing additional services to the public can lead to serious consequences within the increased tempo of the EOC environment.

7.1 Incident Command System

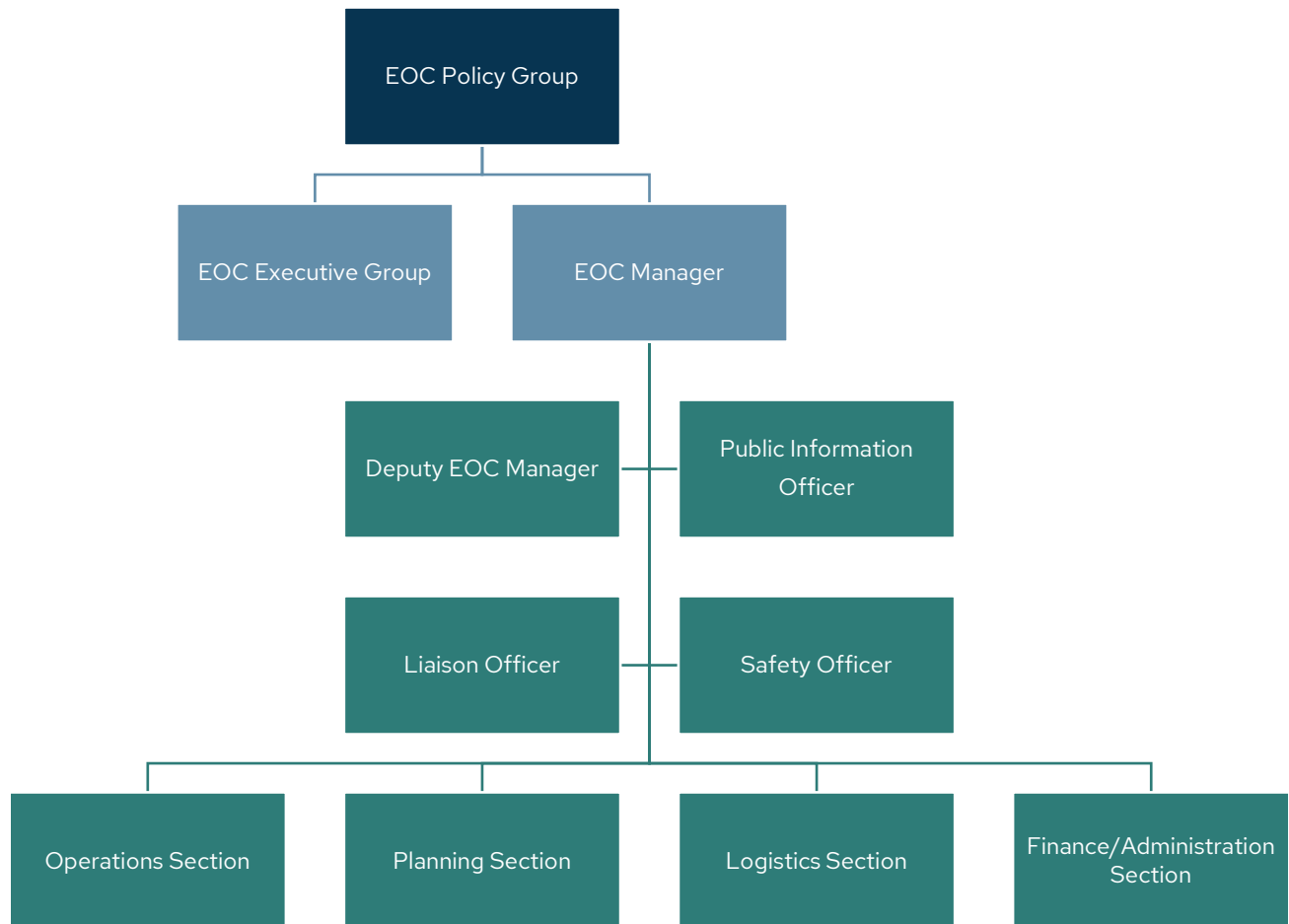
The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It enables incident managers to identify the key concerns associated with the incident, often under urgent conditions, without sacrificing attention to any component of the command system. ICS is used in the EOC as well as in the field daily for ease of communication.

The organizational structure used in Wake County during emergencies originates from three sources: the State of North Carolina Emergency Operations Plan, National Incident Management System (NIMS), and the Incident Command System (ICS) structure. The organizational structure is configured this way to maximize compatibility with State assets and incident commanders in the field. The response function format is compatible with State and Federal organizational structures, but these functions are placed in the context of the ICS.

ICS is structured to facilitate activities in several major functional areas.

ICS Functional Area	Wake County EOC Group	Responsibilities
Unified Coordination Groups	- EOC Policy Group - EOC Executive Group	- Policy Group: Make policy decisions for the incident. - Executive Group: Make policy decisions for county employees and county business operations based on the needs of the incident.
Command	- EOC Manager - Public Information Officer (PIO) - Liaison Officer - Safety Officer - Intelligence Officer (optional)	- EOC Manager: Make strategic decisions for EOC response. - PIO: Coordinates communication about the incident and response. - Liaison: Works with partner agencies to exchange information and determine needs. - Safety: Ensures that safety protocols are being followed during response operations. - Intelligence: Conducts information management.
Operations	Operations Section	Ensures that all essential emergency-related information and resource requests are received, processed, internally coordinated, and executed.
Planning	Planning Section	Responsible for collecting, evaluating, processing, distributing, and cataloging information about the emergency to all functional elements and agencies.
Logistics	Logistics Section	Obtains and provides essential personnel, facilities, equipment, and supplies and maintains an inventory of designed critical resources.
Finance and Administration	Finance and Administration Section	Provides general administrative and finance support related to EOC activities.

The organization chart below shows how the sections above are operationalized in the Wake County EOC.



7.2 EOC Policy Group

As required by North Carolina General Statute 166A 19.15, the Wake County Government will provide emergency management services and facilitate prevention, protection, mitigation, response, and recovery actions for presenting emergency or disaster situations.

The Wake County EOC Policy Group is responsible for overseeing county operations, including emergency operations. Its members include the Chairman of the Board of County Commissioners, the Wake County Attorney, the Wake County Manager, the Wake County Sheriff, and others as needed and dictated by the collective Policy Group and as an incident requires.

Position	Duties
Chairman of the Board of County Commissioners	- Issues emergency proclamations declaring States of Emergency or evacuation orders (see Appendix 7: Wake County State of Emergency Declaration Procedure). - Terminates States of Emergency or evacuation orders.
Wake County Legal Counsel	- Advises the EOC Policy Group on pertinent regulations and laws required for the acquisition and/or control of critical resources. - Advises the EOC Policy Group on the necessary ordinances and regulations to provide the legal basis for evacuation and/or population control. - Commences civil proceedings, as necessary and appropriate, to implement and enforce emergency actions and in cooperation with the Wake County District Attorney.
Wake County Manager	- Assures that members of the EOC Policy Group are aware of situation updates. - Serves as the liaison between the Chair of the Board of Commissioners and the EOC. - Appoints the EOC Manager.
Wake County Sheriff	- Assists in decision-making efforts and policy development on emergency operations and public affairs as required. - Advises the EOC Policy Group on law enforcement and public safety requirements and obligations.

7.3 EOC Executive Group

The Wake County EOC Executive Group oversees daily county operations during an emergency. This group includes representatives from the County Manager's Office and select members of the Senior Leadership Team, with additional members added as needed. The specific composition of the group for any incident is determined by the collective Executive Group based on the incident's requirements. This is not a standing group and has no permanent assignments; it is activated only when an incident necessitates changes in daily county operations.

7.4 Command Staff

Command Staff coordinates the overall county response effort and operates in conjunction with neighboring county resources as well as Federal and State assets that may be involved in emergency activities. Activities overseen by Command Staff are reported directly to the Wake County Policy Group. Command Staff includes the following members: the EOC Manager, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer(s).

Position	Duties
EOC Manager	• Issues formal requests for additional resources and assistance (other jurisdictions, State, Federal) • Evaluates incoming information and direct response efforts • Keeps the Policy Group and the EOC staff updated • Prioritizes emergency efforts taking place across the county when limited resources are available • Approves Incident Action Plans (IAPs) for each operational period • Delegates and designates responsibilities appropriate to the size and scope of the presenting emergency or disaster situation, including: • Serving as liaison with State and Federal agencies participating in response and recovery efforts • Maintaining coordination with appropriate governmental, public, and private enterprises to ensure their cooperative support in the event it is needed • Ensuring necessary narrative and operationally essential records are maintained during emergencies, and that appropriate information and reports are provided to higher, adjacent, and support jurisdictions
Public Information Officer (PIO)	• Collects and distributes accurate and timely information regarding emergency events as approved by the EOC Manager or their designee* • Advises the EOC Manager on public information matters • Leads and oversees communications functions in the Joint Information Center (JIC)/Joint Information System (JIS)

	• Participates in command and general staff meetings (the primary responding agency will take the lead in releasing information) • Establishes and maintains ground rules with the media and is the central clearinghouse for public communications and releases. *The Incident Commander/Unified Command or their designee must approve the release of all incident-related information. Note: Wake County appoints a single PIO per incident. All other PIOs participate as Assistants or as part of the JIS or JIC.
Safety Officer	• Monitors incident operations at an EOC level and advises the EOC Manager on pertinent life safety protective actions for the incident as a whole • Assumes responsibility for the safety of the EOC • Directs EOC staff and other personnel to appropriate actions in the event of an emergency at the EOC location • Holds the authority to suspend part or all of response or recovery operations if work conditions become unsafe for responders
Liaison Officer(s)	• Obtains cooperating and assisting agency information • Contacts and briefs assisting/cooperating agency representatives and mutual aid cooperators • Interviews agency representatives concerning resources and capabilities and restrictions on use and provide this information at planning meetings • Works with the PIO and the EOC Manager to coordinate media releases associated with inter-governmental cooperation issues • Manages partnerships with outside organizations, including private, corporate, and non-governmental organizations
Intelligence Officer (staffed by choice of the EOC Manager or their designee)	• Coordinates collection and handling of sensitive or critical intelligence • Analyzes and shares intelligence related to county, State, and National security, classified information, or other operational information, such as risk assessments, medical intelligence, and surveillance • Develops and manages information-related security plans and operations • Protects sensitive information of all types and ensures its transfer only to those needing access and maintain proper clearance

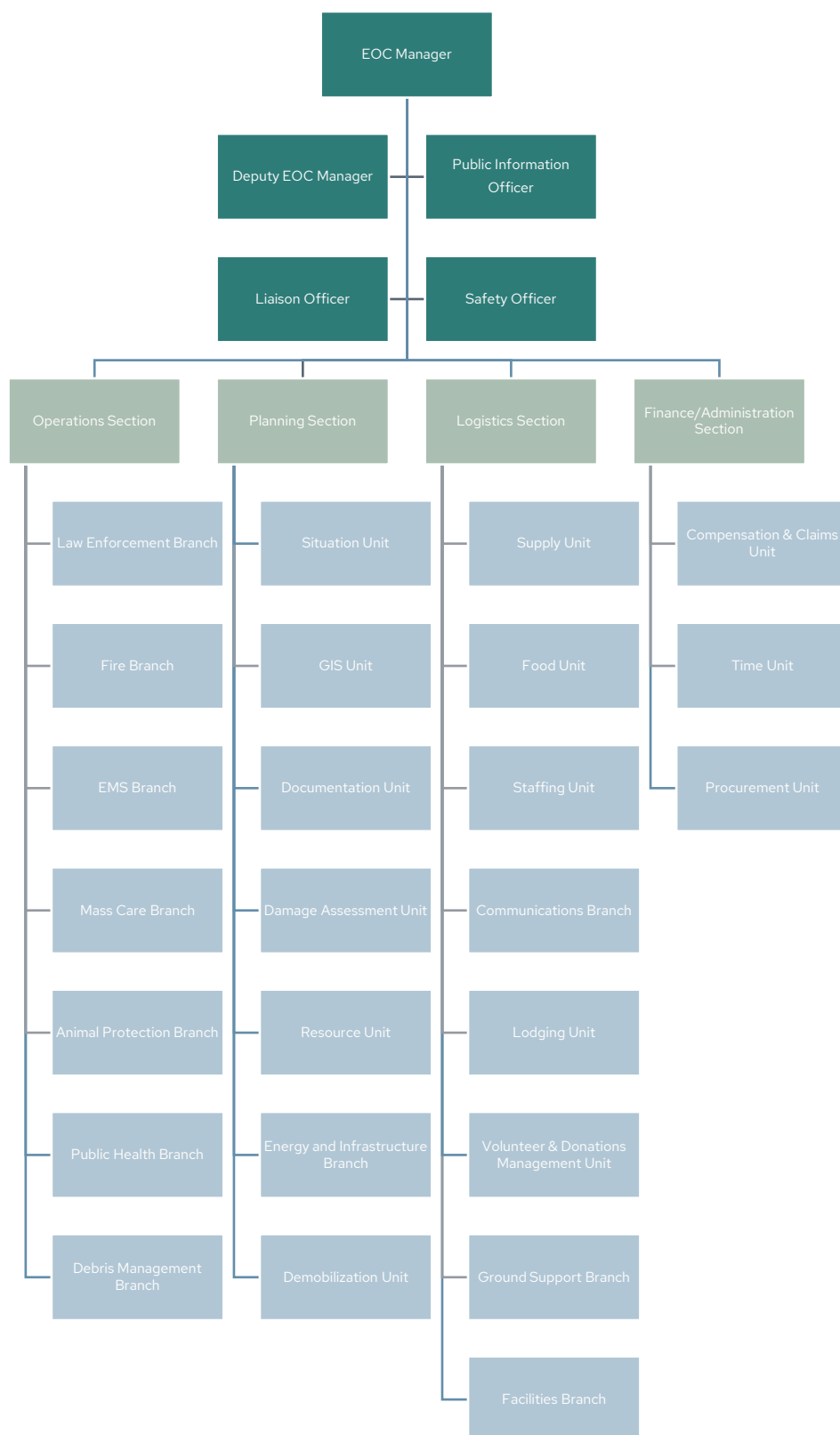
7.5 General Staff

General Staff direct the majority of EOC staffing and operations. In addition to the responsibilities outlined below, each section maintains a detailed Annex to the functions outlined in this Wake County EOP Basic Plan. The General Staff comprises the chiefs responsible for the four functional sections: the Operations Section Chief, the Planning Section Chief, the Logistics Section Chief, and the Finance and Administration Section Chief.

Section	Units/Branches
Operations	• Fire ○ Coordinates fire and technical rescue activities to ensure the safety of life and property within Wake County. • EMS ○ Coordinates and provides emergency medical assistance and treatment to residents following an emergency or disaster situation. • Law Enforcement ○ Coordinates law enforcement to maintain law and order, traffic control, and other law-related needs as they arise during emergency or disaster situations. ○ Minimizes the impact of civil disturbances upon the residents and property of Wake County. • Public Health ○ Provides and coordinates health surveillance, mental health, and environmental health response requirements. ○ Coordinates the maintenance of and integrity of essential services, including solid waste, air, and water quality monitoring. ○ Manages all medical countermeasures. • Animal Protection ○ Provides direction and coordination of wild and domesticated animal-related issues before, during, and after an emergency or disaster situation. • Debris Management ○ Coordinates the collection, removal, and disposal of debris following a disaster. • Mass Care ○ Provides protection for the population from the effects of hazards by coordinating shelter facilities, family assistance centers, and radiological reception centers.
Planning	• Situation ○ Determines needs, gathers information, and turns information into intelligence. • Documentation

	○ Ensures information and documentation is correctly preserved and easily accessible both during and after a disaster. • Resource ○ Coordinates tracking and/or directing resources needed for ground support of operations functions. • Geographic Information Systems (GIS) ○ Create incident-specific data collection tools, maps, and dashboards. • Damage Assessment ○ Coordinates damage assessment for the impacted area. • Energy/Infrastructure ○ Facilitates restoration of energy systems following an emergency or disaster situation. ○ Coordinates providing emergency power and fuel to support emergency response operations. • Demobilization ○ Coordinates all demobilization activities, short-term recovery operations, and reentry.
Logistics	• Food ○ Ensures personnel at all duty stations have sufficient food and water. • Lodging ○ Coordinates lodging for response personnel. • Staffing ○ Ensures adequate staff are present to meet operational needs. • Supply ○ Orders, receives, distributes, and stores supplies and equipment. • Communications ○ Supports and provides all required telecommunications, radio support, and phone bank operations for disaster incidents. • Volunteer/Donations Management ○ Coordinates receiving and tracking donations offered to support emergency response and disaster recovery operations. ○ Establishes volunteer staging and facilitates volunteer training and assignment to emergency response operations, as required. • Facilities ○ Coordinates fleet management, repair of facilities and utilities, lodging for responders, and long-term sheltering requirements. • Ground Support ○ Coordinates storage, staging, and maintenance of resources acquired, procured, and/or donated to support emergency response and disaster recovery operations.

Finance and Administration	• Time ○ Ensures proper recording of personnel time and equipment-use time, in coordination with the Logistics Section. • Procurement ○ Administers all financial matters pertaining to vendor contracts. ○ Assists in identifying sources for equipment and facilitates requirements for rental and supply of needed resources. • Compensations/Claims ○ Coordinates tracking of financial expenditures resulting from the incident.
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7.6 Disaster Service Worker Program

The Disaster Service Worker (DSW) program is intended to efficiently mobilize county staff to fulfill critical roles during a disaster. When the EOC is activated, the EOC Manager or their designee may activate the DSW program to ensure adequate staffing to support EOC activities. All county employees are considered Disaster Services Workers and will be assigned a secondary job. Employees identified as Continuity of Operations Employees will respond in their traditional roles. In contrast, other employees may be required to perform work to support the EOC that is outside the scope of their regular duties. Employees receive training in their assigned roles, which may include online, in-person, and hands-on training.

7.7 Non-governmental, Private Sector, and Volunteer Organizations

Nongovernmental organizations (NGOs), private-sector businesses, and volunteer organizations are vital to emergency response operations. Businesses and industries own or have access to substantial support resources. Community-based organizations, volunteer networks, and other NGOs provide valuable resources before, during, and after a disaster. The Volunteer and Donations Management Branch will manage coordination with these groups to ensure that the resources from these organizations are used effectively. Organizations will be encouraged to coordinate through established Voluntary Organizations Active in Disasters (VOADs) that are registered with North Carolina Voluntary Organizations Active in Disasters (NCVOAD).

8 DIRECTION, CONTROL, AND COORDINATION

Coordinating response and recovery activities through one central location provides an efficient emergency response. When activated during a county emergency, the Wake County EOC acts as the base of direction, control, and coordination for emergency management operations in the county. Command, control, and coordinating mechanisms described in this plan are implemented when:

- The Emergency Operations Center (EOC) is activated during or in advance of an event; or
- A State of Emergency is declared within Wake County; or
- Municipal resources are exceeded, and assistance from Wake County is requested in either an advisory or field-response capacity.

Once a municipality or Wake County issues a State of Emergency proclamation, the issuing governmental body has additional authority to address the situation effectively as per North Carolina General Statute 166A.

8.1 Incident Command Post

An Incident Command Post (ICP) is a central location for field-level coordination and response. An ICP is typically located near the incident and obtains information directly from responders in the field. Emergency responders utilize the ICP to convey information between incident responders and other levels of command. Command posts are structured following the Incident Command System, and agencies within the ICP may disseminate information to an Emergency Operations Center (EOC) when it is activated and deemed necessary. ICPs are always activated when an emergency occurs and may receive liaisons from other agencies when deemed appropriate.

Immediate response is accomplished within the affected area by the first responders who arrive at the incident and function within their established field-level plans and procedures. Details on specific activities, techniques, and procedures necessary to accomplish assigned tasks are included in department plans and SOPs. Incident Command is established to direct, order, or control resources by virtue of some explicit legal, agency, or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC) or Unified Command (UC). The IC/UC may implement an Area Command to oversee multiple incidents that are being handled simultaneously or to oversee the management of a very large or evolving incident that has multiple response teams engaged. Area Command may also be utilized during incidents that involve a large geographic area or multi-incident situations.

8.2 Multiagency Coordination

Larger-scale emergencies and planned events include one or more responsible jurisdictions and/or multiple departments and agencies. Management personnel from the responsible jurisdictions can form a Unified Command and/or Multiagency Coordination (MAC) Group. Unified Command and MAC Groups provide situation assessments, determine resource requirements, establish a logistical system, and allocate resources. Any affected jurisdiction may activate its EOC and any additional resources needed to support the MAC.

8.2.1 Coordination with Local Jurisdictions

There are 12 core municipalities within Wake County, each with an EOC. Each municipality should exercise its full authority in executing locally designed EOPs and procedures; however, such activities should be coordinated with the Wake County EOC if activated. Depending on the scope of the event, both a local EOC and the county EOC may be activated.

Significant emergency situations affecting the unincorporated portions of the county will be under the auspices of Wake County government. Emergencies that affect multi-jurisdictional areas, the county, and municipalities will be managed in a cooperative effort, with each entity providing mutual support as required. Regardless of if the county EOC is activated, the Wake County Office of Emergency Management may provide coordination either in the EOC, the field, or both.

8.2.2 Coordination with State and Federal Resources

State and Federal officials will coordinate their operations through the Wake County EOC via EOC Liaison Officer(s) or other designated representatives.

8.3 Succession of Command & Delegation of Authority

The line of succession of the Board of County Commissioners proceeds from the Chair to the Vice Chair to members of the Board, in accordance with county ordinance and State law, as indicated in the Wake County Continuity of Operations Plan and Continuity of Governance plans.

9 MUTUAL AID AND MUTUAL ASSISTANCE

Mutual aid and mutual assistance are support from one jurisdiction or agency to another. The purpose of mutual aid and mutual assistance is to provide personnel and logistical support to meet the immediate requirements of an emergency when the resources normally available to the requesting department(s) are insufficient to meet the needs of an event.

9.1 Mutual Aid Background and Considerations

Within the State of North Carolina, there are three main types of mutual aid.

9.1.1 Direct Mutual Aid

Organizations may have reached agreements with other agencies, or local communities may call another community or county directly to request additional equipment or personnel. All coordination is done by the participating agencies, with logistics and reimbursements specified in the applicable mutual aid agreement. This is the most common form of mutual aid. If this mutual aid utilizes the Statewide Mutual Aid Agreement, the requestor must also notify the North Carolina Division of Emergency Management (NCEM) 24-hr Watch for documentation of the mutual aid response.

Some services, such as HazMat, may be provided through contract instead of mutual aid agreements. If these services are needed, all services will be provided as per the pre-existing contract.

9.1.2 State-Coordinated Mutual Aid

Communities overwhelmed by a catastrophe may ask NCEM to coordinate its aid and record keeping. Logistics and reimbursement are then coordinated between NCEM and county emergency managers. The appropriate NCEM Regional Coordination Center will work with Division staff and the local government providing aid to coordinate resource delivery. Local governments who provide aid should be informed of the nature of their deployments and if the resource requires reimbursement of response costs.

9.1.3 Interstate Mutual Aid

Requests for out-of-state resources are coordinated through the Emergency Management Assistance Compact. Resources deployed through this system are considered State resources and are coordinated through NCEM. Local governments providing aid will be reimbursed by NCEM, which will then seek reimbursement from the requesting state.

9.2 Mutual Aid Processes

Wake County has chosen to participate in North Carolina's Mutual Aid System. While signing the agreement enables Wake County to receive or provide assistance to another community, there is an understanding that meeting the needs of one's own municipal residents remains the first priority. Each municipality may decline to provide assistance when resources are needed for their residents.

10 COMMUNICATIONS AND INFORMATION

Communication will be coordinated between the Wake County EOC and all responding supporting agencies through various communication devices, channels, and methods. If the Wake County EOC is activated, all incident-related information, updates, resource requests, etc. should be shared via the Incident Management System in addition to any other chosen communication methods. The Incident Management System will be the system of record for all incident-related information.

Communication should be a two-way flow (both top-down and bottom-up) through the established ICS structure. All communications should use plain language and avoid acronyms.

Communications requirements in emergency or disaster situations are supported through the protocols and coordination procedures that Wake County executes as part of routine, day-to-day operations. As required, the Communications Branch Director will establish procedures to activate additional EOC communications support personnel and expand the EOC communications capability. These procedures will address the provisions for EOC message handling, which include record-keeping/documentation, distribution/internal message flow, and coordination of incoming/outgoing information.

10.1 Information Gathering and Dissemination

During an emergency or disaster requiring activation of the Wake County EOC, the EOC will coordinate all forms of gathering information (raw data) and disseminating intelligence (data that has been analyzed and put into context).

Coordination of disaster intelligence may require the following activities:

- Identification of types of information needed.
- Determination of where information is expected to come from.
- Identification of what sections will use the information.
- Establishing how the information will be disseminated.
- Verifying the authenticity or veracity of the information.
- Timely and accurate information sharing to responders, partner agencies, and the public.

Disaster information is managed primarily under the Planning Section but may come into the EOC through any functional branch or via Command Staff or Policy Group representatives. Information dissemination will be handled through liaison officers, general staff, or the Joint Information Center/Joint Information System based on the intended audience. Position checklists within the Wake County EOC Standard Operating Procedures dictate specific handling requirements and accountability for all information received involving an existing emergency or disaster situation.

As mentioned above, the Incident Management System will be the system of record for all incident-related information.

10.2 Public Information

Public information will be managed through the PIO, Joint Information System (JIS), and Joint Information Center (JIC), if established. Information will be coordinated to flow through one central point to ensure accuracy, quality, and efficiency in dissemination.

The PIO maintains responsibility for all actions and efforts surrounding the following:

- Media management
- Public relations strategy
- Videography and photography
- Public information administration and multi-agency/department coordination

10.3 Communications Systems

Wake County utilizes various communications systems, including phones, radios, e-mail, and other electronic communication methods. During an emergency, communication will occur as described in the communications plan for the incident, which may vary depending on the situation and function. Amateur radio operators or law enforcement personnel may be assigned to field locations to provide additional communication capabilities. Request for these services will flow through the EOC.

The communications network between county, municipal, and State law enforcement agencies will be structured to obtain maximum benefit from radio and telephone communication resources.

10.3.1 Two-Way Communications Systems

The two-way radio system is designated to be used for operational direction and control activities. It provides voice communications between mobile, portable, and fixed stations.

Wake County departments, agencies, and organizations that operate two-way radio systems include the following:

- Wake County 800 MHz radio system
- Cary 800 MHz radio system
- NC Voice Interoperability Plan for Emergency Responders (VIPER)

Other two-way communication systems that may be used to communicate during emergencies include the following:

- Amateur Radio Emergency Service (ARES)
- Radio Amateur Civil Emergency Service (RACES)
- Military Auxiliary Radio System (MARS)
- Civil Air Patrol (CAP) Radio Systems
- Commercial Telephone
- VOIP (Voice Over Internet Protocol) Phones

11 ADMINISTRATIVE PRACTICES, LOGISTICS, AND FINANCE

Adherence to standard administrative and financial procedures is critical to ensure that resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

The Finance and Administration section will develop a method for collecting financial documentation from departments as needed for submission as part of the county's reimbursement application process.

11.1 Administrative Practices

11.1.1 Documentation

During an emergency or incident, it is important to keep specific records related to staff assignments and costs related to the response to and recovery from the emergency/incident. Proper documentation allows Wake County to obtain state and federal assistance related to disaster recovery. During an EOC activation, the Documentation Unit will determine the preferred method of creating, sharing, and preserving documentation pertaining to the incident.

In preparation for an emergency, training and appropriate forms are provided, including procedures for all units of potential response organizations. During a response, entities ensure that adequate documentation is collected through the Documentation Unit at the incident and EOC for personnel activities, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Finance and Administration Section in the EOC is responsible for cost recovery records and assisting in collecting any missing information.

All Wake County departments operate based on established Wake County policies, such as the Wake County Code of Ordinances. In addition to these, response activities adhere to the North Carolina General Statutes and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement-eligible costs. Maintenance of administrative records continues throughout all phases of an emergency.

11.2 Logistics

This section describes the logistics and resource management mechanisms used to identify and acquire resources for emergency response and operations. Within Wake County, resource management coordination activities follow ICS and established mutual aid processes.

11.2.1 Resource Management

Resource management includes providing or obtaining goods or services, executing logistical or administrative activities for Wake County emergency response operations, and coordinating the use of the resources to facilitate an effective and efficient result. Wake County resources, as well as mutual aid and donated resources and services, will be managed according to policies and procedures of the Logistics Section as well as Wake County policy.

Wake County will administer and leverage its Incident Management Software to account for all resources, personnel, and other support to emergency operations.

11.2.2 Resource Requests

Any EOC staff member, ICP, municipalities, partner agency, or authorized field personnel can initiate resource requests. Resource requests will be managed through the Incident Management Software. Requests will be filled based on incident needs rather than the time requested.

11.3 Finance

During an EOC activation, the Finance and Administration Section supports the purchasing, financial, and administrative coordination of a response. The Finance and Administration Section is responsible for distributing approved forms for this purpose and collecting and processing them during and after an emergency.

11.3.1 Emergency Purchasing and Acquisition

The EOC Manager or their designee may authorize emergency purchases, acquisitions, and other procurements to support and facilitate objectives of Wake County emergency operations. Purchases must be made in accordance with Wake County emergency purchasing guidance.

Expenditures and obligations of public funds during emergency operations must be recorded by the responsible agencies in accordance with Wake County policies and procedures.

11.3.2 Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance. Should Wake County resources prove inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector per existing contracts or negotiated emergency agreements. A list of all current and active mutual-aid agreements

(MAAs) between Wake County and a third party is available within the Office of Emergency Management.

There will be no discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency preparedness, response, or relief and assistance functions. Consumer complaints concerning alleged unfair or illegal business practices during emergencies will be referred to the North Carolina Attorney General's Office.

12 PLAN DEVELOPMENT, APPROVAL, AND MAINTENANCE

The Wake County Emergency Operations Plan is intended to be read and understood before an emergency occurs. Upon completion, the Plan is approved by the Wake County Board of County Commissioners and the senior elected official of all municipalities within Wake County. Upon formal approval by the Chair and adoption by the County Commissioners, this Plan becomes the official Wake County EOP.

The Emergency Management Director is responsible for coordinating the plan development and maintenance process.

12.1 Plan Development

This plan has been developed to guide and structure emergency operations within Wake County. It describes county-wide response functions and capabilities and should be used by each function identified within this plan to develop their own SOPs specifically for their own operations. When developing SOPs, each function is to take into consideration all the activities identified in this plan directly related to their own functions, as well as how those activities interact with, support, or require support from other partners identified within this plan. Functions must ensure that their SOPs include planning for people with access and functional needs. If, at any time, any function identifies a conflict in how their field response or support activities are performed in comparison to what is described in this plan or identifies a conflict between their listed activities and/or responsibilities within this plan and how they relate to or support another functions' listed activities, such conflict is to be immediately reported to the Office of Emergency Management.

12.2 Plan Maintenance and Evaluation

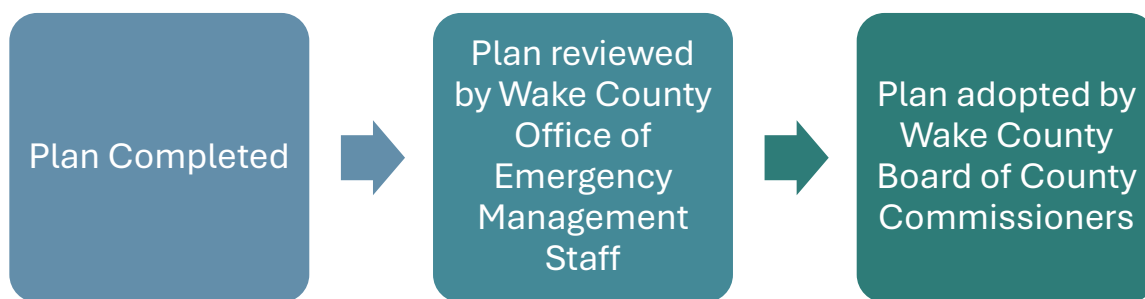
The Emergency Management Director is responsible for performing periodic reviews of plans and standard operating procedures (SOPs) with appropriate agencies and departments. The revision process will incorporate necessary changes based on periodic tests, drills, exercises, or actual events. Appropriate signatures and approval dates will identify revisions to this plan. Wake County will annually review, update (if needed), and ensure this plan is current.

Reasons Wake County will update this plan (in its entirety or individual components) may include:

- Changes to hazard consequences or risk areas.
- Changes to the Wake County concept of operations for emergency or disaster response.

- Reorganization of supporting departments, agencies, and other stakeholders that results in a change in Wake County's capability to respond to an emergency or disaster situation.
- Significant deficiencies in this plan or its components revealed by a training exercise or an actual emergency.
- Changes to Wake County ordinances, State requirements, or Federal planning standards.

12.3 Plan Approval Process



13 AUTHORITIES AND REFERENCES

Wake County Ordinance Chapter 70 assigns the responsibilities of the Wake County Office of Emergency Management. Key sections are included below.

§ 70.02 PURPOSES.

(B) The Office of Emergency Management shall be the coordinating agency for all activity in connection with emergency management within the county including the municipalities within the geographical limits of the county; it will be the agency through which the Board of Commissioners and municipal councils will exercise the authority and discharge the responsibilities vested in them during states of disaster or local emergency.

(E) The Office of Emergency Management shall be the central coordinating agency for activities and programs relating to emergency and disaster prevention, mitigation, preparedness, response and recovery, homeland security, among agencies and officials of the county and with similar agencies and officials of other counties, the state and federal agencies; and with other private and quasi-official organizations.

§ 70.06 EMERGENCY POWERS AND DUTIES.

(A) The Director shall promulgate a local emergency plan which shall be approved by the Board of Commissioners and which shall be activated whenever a local state of emergency is declared by the Board of Commissioners pursuant to local ordinance and G.S. § 166A, or when the Governor of the state declares a state of disaster in all or any part of the county.

(B) During states of declared disaster or local emergency, the Board of Commissioners may delegate to the Director the power to implement the additional plans as are necessary for the efficient administration of state or federal disaster plans and for the preservation of the public safety, health and welfare.

(C) During states of declared disaster or local emergency, the Director is authorized to utilize all available county resources as reasonably necessary to cope with an emergency, including the transfer and direction of personnel or functions of county agencies or units thereof for the purpose of performing or facilitating emergency services to the full extent allowed by G.S. 166A-19.15 or subject to the direction and guidance of the Board of Commissioners.

§ 70.07 DIRECTOR; DAY-TO-DAY DUTIES AND RESPONSIBILITIES.

(A) (1) The Director shall be responsible to the Board of Commissioners, through the County Manager, in regard to all phases of the emergency management activities. The Director shall be responsible for the planning, coordination and operation of emergency management and homeland security activities in the county. The Director shall maintain communication with state and federal authorities and authorities of nearby political subdivisions to ensure the most effective operation of the emergency management plans.

(B) The Director's duties shall include, but not be limited to, the following:

- (1) Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the county and its municipalities for emergency management purposes;
- (2) Developing and coordinating of plans for the immediate use of all facilities, equipment, manpower and resources of the county for the purpose of minimizing or preventing damage to persons and property; and protecting or restoring governmental services and public utilities necessary for the public health, safety and welfare;
- (3) Negotiating and entering into agreements with owners or persons in control of real property for the use of buildings and properties for emergency management purposes, pursuant to the agreements designating suitable buildings;
- (4) Educating the populace through public information programs about procedures required for the protection of its persons and property in case of disaster, as defined herein;
- (5) Conducting public exercises to ensure efficient operation of the emergency management forces and to familiarize residents with emergency management plans, procedures and operations;
- (6) Coordinating the activity of other public and private agencies engaged in any emergency management activities and implementing state disaster procedures; and
- (7) Negotiating and entering into agreements with other political subdivisions for mutual aid assistance providing such agreements are consistent with the state emergency management program and plans.
- (8) Coordinating and maintaining a county wide public alert and warning system.
- (9) Coordinating a program to maintain situational awareness of complex incidents and events to ensure a coordinated response per local plans.

The Wake County EOP is authorized by and promulgated under the authority contained by those local, State, and Federal statutes listed herein. This document has the concurrence of the North Carolina Division of Emergency Management, and by that authority, the concurrence of all other branches of the state government that operate under their direction and/or coordination.

The following listed authorities and references support and/or were consulted during the drafting and subsequent revisions and updates to this plan.

13.1 Authorities

13.1.1 Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended
- National Security Decision Directive #259, U.S. Civil Defense, February 4, 1987
- Nuclear Attack Planning Base, 1990 (NAPB 90) April 1987
- Superfund Amendments and Reauthorization Act (SARA), Title III, The Emergency Planning and Community Right-To-Know Act of 1986
- 2018 Edition of the North Carolina State Building Code - Fire Code

13.1.2 State

- North Carolina (N.C.) General Statutes 58-9; 118-38; 143-166.1, 143-507 through 517, 153-A and 160-A
- N.C. General Statutes 166A
- N.C. Executive Order 72.
- N.C. General Statutes 115C-242 (6)
- N.C. General Statutes Article 36A of Chapter 14
- State of North Carolina Executive Order 43, North Carolina Emergency Response Commission (NCERC), April 7, 1987
- North Carolina General Statute, Chapter 95, Article 8, The Hazardous Chemical Right-To-Know Act
- North Carolina Hazardous Materials Right-To-Know Law

13.2 References

13.2.1 Federal

- Comprehensive Preparedness Guide (CPG) 101 version 3.0, September 2021
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, 2003
- Presidential Policy Directive 8: National Preparedness, 2011
- Homeland Security Exercise and Evaluation Program (HSEEP)
- Pets Evacuation and Transportation Standards Act of 2006 10/6/2006 - Public Law.
 - Pets Evacuation and Transportation Standards Act of 2006 - Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of the Federal Emergency Management Agency (FEMA) to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.

13.2.2 State

- North Carolina Emergency Operations Plan
- State of North Carolina Radiological Emergency Response Plan

13.2.3 County

- Wake County Continuity of Operations/Continuity of Government Plan
- Wake County Threat and Hazard Identification and Risk Assessment
- Wake County Hazard Mitigation Plan
- Wake County Animal Protection Plan

14 APPENDIXES

14.1 Appendix A: Acronyms

AUXCOMM	Auxiliary Communications
CAP	Civil Air Patrol
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
DHS	U.S. Department of Homeland Security
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
G.S.	General Statute
GIS	Geographic Information Systems
GSA	General Services Administration
HazMat	Hazardous Material
THIRA	Threat Hazard Identification and Risk Assessment
HNPP	Harris Nuclear Power Plant
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MAA	Mutual-aid Agreement
MOU	Memorandum of Understanding
NCDPS	North Carolina Department of Public Safety
NIMS	National Incident Management System
PIO	Public Information Officer
PSAP	Public Service Answering Point
RRT	Regional Response Team
RDU	Raleigh-Durham International Airport
SOP	Standard Operating Procedure
WCEM	Wake County Emergency Management

14.2 Appendix B: Glossary

Alert: An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented, and additional assistance requested from Wake County Emergency Management.

Applicant: A State agency, local government, or private nonprofit facility submitting a project application or request for direct Federal assistance under the Disaster Act or on whose behalf the Governor's Authorized Representative takes such action.

Community-Based Planning: is the concept that planning must not only be representative of the actual population within the community but also must involve the whole community in the planning process.

Direction and Control (D&C): The Emergency Operations Center Policy Group is comprised of representatives from the Wake County Board of Commissioners, municipal leadership, and legal advisors as deemed necessary.

Disaster: An event, the effects of which cause loss of life; human suffering; property damage, both public and private; and severe economic and social disruption. Disasters can be natural or human-caused, major accidents, or enemy attack. Disasters are differentiated from day-today emergencies and accidents that are routinely responded to by local emergency organizations and may be of such magnitude or unusual circumstance as to require response by all levels of government—Federal, State, and local.

Emergency: A disaster occurrence or a situation that seriously threatens loss of life and damage to property. It usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private-sector organizations to protect lives and limit damage to property. Examples of emergency situations that could result in a disaster include an accident involving hazardous material that threatens to explode or rupture endangering the surrounding population; a period of time prior to the onset of a severe storm, such as a hurricane; and a period of intense international crisis that could lead to nuclear warfare. In addition, an emergency is any of the various types of catastrophes included in the definition of a "major disaster" that requires Federal emergency assistance to supplement State and local efforts to save lives and protect property, public health, and safety or to avert or lessen the threat of a disaster.

Emergency Alerting System (EAS): A network of broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other natural emergency as provided by the Emergency Alerting System Plan.

Emergency Operations Center (EOC): The site from which civil government officials (municipal, State, and Federal) exercise direction and control in an emergency.

Emergency Operations Plan (EOP): A document that describes actions to be executed, provides instruction to all individuals and local government services, and states what will be done in the event of an anticipated emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state what action is to be taken, when and where it is to take place, and who is responsible, based on predetermined assumptions, objectives, and capabilities.

Emergency Public Information (EPI): Information that is disseminated before, during, and/or after an emergency designed to instruct and transmit direct orders to the public via news media.

Federal Coordinating Officer (FCO): Responsible for the coordination of all Federal disaster assistance efforts in an affected area. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs. The FCO is located in the Disaster Field Office.

Federal-State Agreement (FEMA-State Agreement): The document executed by the Governor, acting for the State and the Regional Director, for FEMA. The agreement will contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders, and regulations that the Associate Director may require and will set forth the type and extent of Federal assistance.

Floodplain: Any normally dry land area that is susceptible to being inundated by water from any natural source. This area is usually low land adjacent to a river, stream, watercourse, ocean, or lake.

Governor's Authorized Representative (GAR): The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

Hazard Area: Area designated by the Federal government or locally through a hazard vulnerability analysis that is relatively more likely to experience the direct effect of certain natural or human-caused disasters.

Hazard Mitigation: Any cost-effective measure that will reduce the potential for damage to a facility or structure from a disaster event.

Hazardous Materials (HazMat): Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when

released into the environment. These are four traditional classes: chemical, biological, radiological, and explosive; however, the U.S. Department of Transportation lists 15 different classes.

Local Government: Any city, town, or other political subdivision within the State of North Carolina.

Point of Distribution (POD): A site established and operated by a jurisdiction where the general public can obtain basic life-sustaining emergency relief commodities (e.g., food, water, ice, tarps). These sites are typically not established to dispense medicines, vaccines, or other health care supplies.

Policy Group: The governing body of a local jurisdiction; it may include members of mutual-aid associations and the mayors of the towns, cities, and communities in the jurisdiction.

Reception Area: A specified area relatively unlikely to experience the direct effects of a particular natural disaster or nuclear attack and designated for the reception, care, and logistical support of hazard evacuees.

Resources: Manpower; raw or basic materials; finished goods; and products, services, and facilities.

Staging Area (SA): A pre-selected location having larger parking areas and cover for equipment, vehicle operators, and other personnel (i.e., a major shopping area or school). SAs provide a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees.

Standard Operating Procedure (SOP): A set of instructions having the force of a directive covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness.

State: State of North Carolina

State Coordinating Officer (SCO): The State official designated by the Governor to act as his or her principal assistant in the coordination and supervision of the State Disaster Assistance Program and to act in cooperation with the Federal Coordinating Officer for the purpose of coordinating State and local assistance efforts with those of the Federal Government.

State Emergency Operations Center (SEOC): Facility designated as the area of mobilization of all resources of the State during times of emergencies.

State Emergency Plan: State plan designed specifically for State-level response to emergencies or major disaster and that sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance.

Vulnerability: The degree to which people, property, the environment, or social and economic activity—in short, all elements at-risk—are susceptible to injury, damage, disruption, or loss of life.

14.3 Appendix C: Adoption of the National Incident Management System

*Wake County Board of Commissioners Meeting
January 17, 2006*

APPROVAL OF AMENDED WAKE COUNTY EMERGENCY OPERATIONS PLAN AND ADOPTION OF RESOLUTION ADOPTING NATIONAL INCIDENT MANAGEMENT SYSTEM FOR USE IN WAKE COUNTY

The federal government has introduced and incorporated two standards for emergency operations—the National Incident Management System (NIMS) and the National Response Plan. In order to provide for a smooth and effective transition in event of a major disaster, Wake County Public Safety/Emergency Management staff have amended Wake County’s Emergency Operations Plan so that it is consistent with the new federal standards. The amendments are technical and organizational in nature, and affect the Emergency Operations Plan as follows:

- Wake County’s Emergency Operations Center (EOC) chain of command and general structure is modified.
- The Plan’s focus on assignment of EOC tasks and responsibilities by department has been shifted to a focus on assignment by function.

Wake County’s emergency management ordinances require approval by the Board of Commissioners of amendments to the County’s Emergency Operations Plan.

In order to retain eligibility for a wide range of federal grant programs—including disaster recovery grants—Homeland Security Presidential Directive 5 requires that all state and local governments adopt NIMS as the common national incident command system, to monitor its use and to provide for primary and continuing education in NIMS operations. Public Safety/Emergency Management staff recommends that this adoption be undertaken by the Board of Commissioners by resolution.

Upon motion of Commissioner Gardner, seconded by Commissioner Ward, the Board unanimously approved an amendment to the Wake County Emergency Operations Plan and the approval of a resolution to adopt the National Incident Management System (NIMS) for Use in Wake County.

RESOLUTION-2006-02
ENDORSING NATIONAL INCIDENT MANAGEMENT SYSTEM
AND ESTABLISHING COMMITMENT TO USE OF
THE NATIONAL INCIDENT MANAGEMENT SYSTEM IN WAKE COUNTY
FOR MANAGEMENT OF TECHNOLOGICAL, NATURAL AND
TERRORISM EMERGENCIES BY WAKE COUNTY AGENCIES

WHEREAS, in Homeland Security Presidential Directive (HSPD)-5, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide framework for federal, state, local and tribal governments to work together more effectively and efficiently to respond to domestic emergency incidents, regardless of cause, size or complexity, the use of which would form one basis for federal emergency- and disaster-related grant eligibility; and

WHEREAS, the National Commission of Terrorist Attacks (the "9-11 Commission") strongly and continuously recommended adoption of a standardized Incident Command System; and

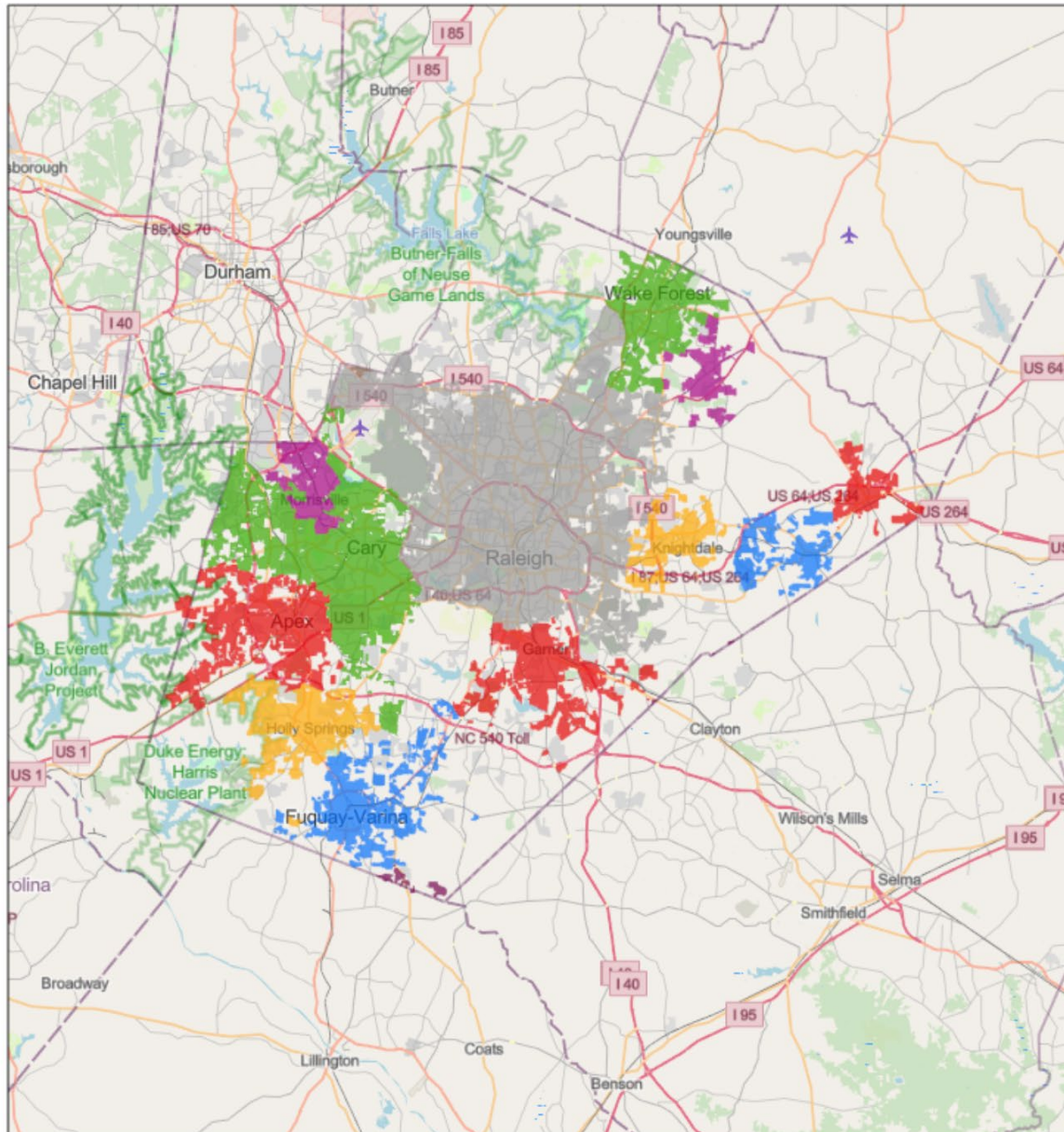
WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, training in, and use of, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve first-responder ability to safely and effectively manage emergency incidents, particularly in major emergencies that involve response of local, county, state and federal agencies; and

WHEREAS, many of the Incident Command System components of NIMS are already in general use by most first-responder agencies in Wake County.

NOW, THEREFORE, BE IT RESOLVED BY THE WAKE COUNTY BOARD OF COMMISSIONERS THAT the National Incident Management System (NIMS) generally, and the incident command system standards contained in NIMS in particular, be adopted as the emergency management standard for all Wake County agencies that might be called upon to respond to a technological, natural or terrorism emergency, regardless of extent or severity, that all Wake County agencies adopt and apply incident-management training and education programs that are consistent with NIMS incident command standards, and that all Wake County agencies maintain incident-management skills and practice incident-management techniques at a frequency that will support a continuing level of readiness to apply NIMS incident command standards as an integral element of response to technological, natural and terrorism emergencies, and that all municipalities, authorities and agencies in Wake County similarly commit to adoption, education in, maintenance of and use of NIMS generally and NIMS incident command standards in particular.

14.4 Appendix D: Wake County Political Boundary Maps



February 6, 2025

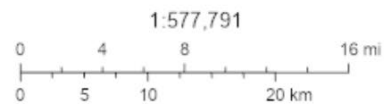
Corporate Limits in Wake County, NC

 Feature layer by [WakeCountyGovernment](#)

Item created: Nov 20, 2024

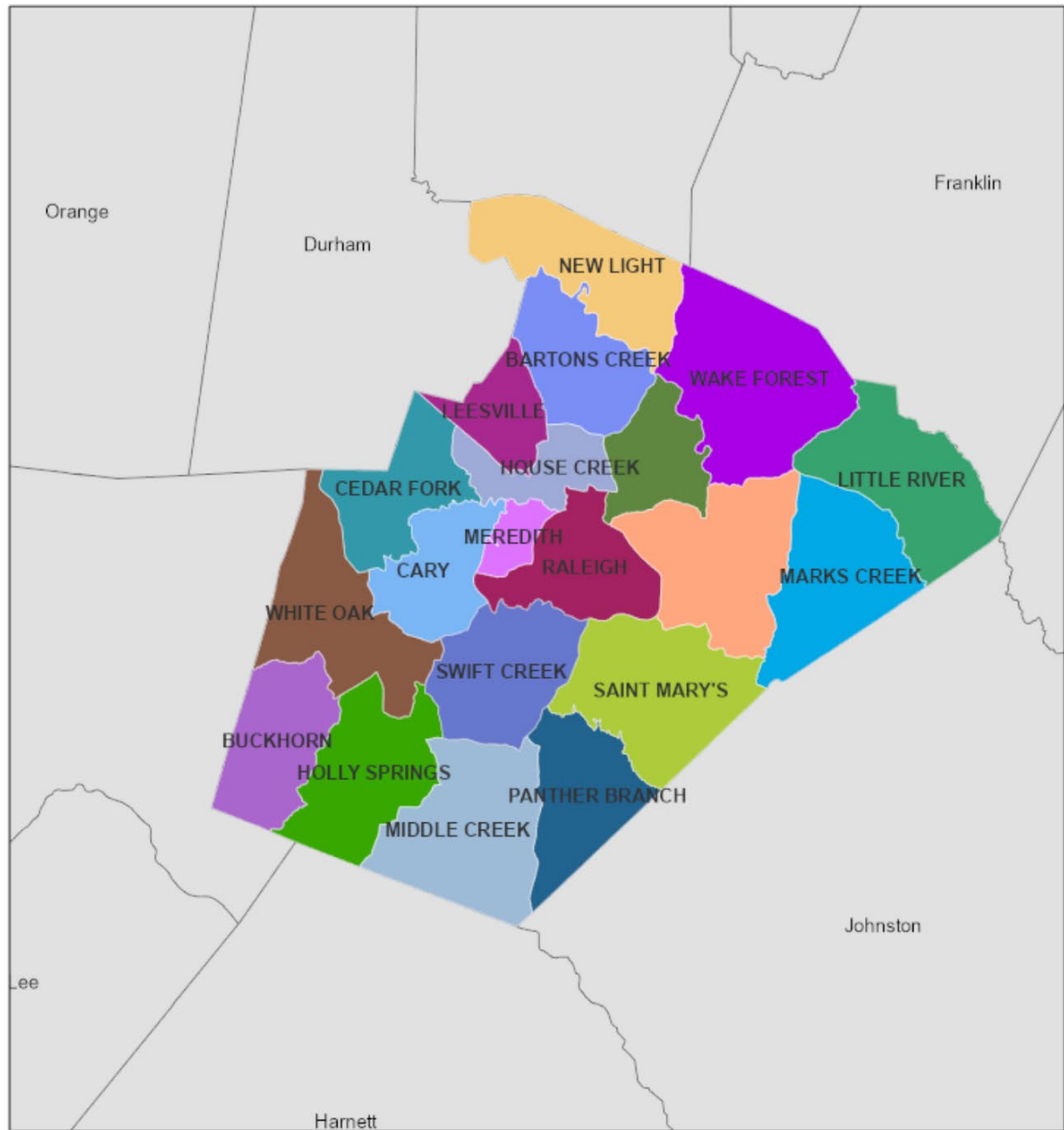
Item updated: Nov 20, 2024

 Authoritative



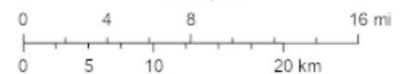
Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri

Township map with surrounding counties



February 6, 2025

1:577,791



Townships in Wake County, NC

Feature layer by [WakeCountyGovernment](#)

Item created: Jun 20, 2016 [Item updated: Aug 27, 2020](#)

Authoritative

City of Raleigh, Wake County

Wake County GIS

14.7 Appendix E: Wake County State of Emergency Declaration Procedure

	Countywide		Department: Fire/Emergency Management		Division: Emergency Management
Supersedes: N/A					Effective Date: 01-15-2011
Authority: N.C.G.S. 166A, Article 1; N.C.G.S. Chapter 14, Article 36A; Wake County Code of Ordinances Chapter 70, Article 7					
Originating Department: Emergency Management					

14.7.1 Emergency Management Document # 100.04.02

Purpose

This procedure outlines the process by which the Chairperson of the Board of County Commissioners should declare a State of Emergency (SOE) in Wake County.

Procedure Statement

- A disaster or emergency situation has taken place OR is anticipated to take place in the near future.
- The Emergency Management Director, or his/her designee, shall consult with the County Manager or his/her designee, discussing the need for a declaration.
- The Emergency Management Director, or his/her designee, should contact county municipalities to seek decision to join in county SOE declaration.
- The Emergency Management Director, or his/her designee, drafts SOE declaration document based on the template located in Appendix E, and provides draft to county municipalities.
- Municipalities respond with decision to join or not to join county in SOE declaration.
- The Emergency Management Director, or his/her designee, submits declaration to County Manager, or his/her designee, for approval.
- The County Manager, or his/her designee, reviews declaration and submits document to County Clerk.
- The County Clerk acquires the signature of the Chairperson of the Board of County Commissioners, authorizing the SOE declaration. *
- The County Clerk returns copy of signed proclamation to Emergency Management Director, or his/her designee.
- The County Clerk publishes proclamation.
- Proclamation takes immediate effect.
- The Emergency Management Director distributes copies of signed proclamation to participating municipalities for record-keeping purposes.

- Proclamation automatically expires five calendar days from enactment, unless rescinded by proclamation by the Chairperson of the Board of County Commissioners.

*If the Chairperson of the Board of County Commissioners is incapacitated or unavailable, obtain authorization through line of succession established by county.

Definitions

County Municipalities – Incorporated cities, towns, and villages within Wake County.

Disaster – An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military or paramilitary cause. An actual or imminent threat where action or assistance, outside the routine practices, is or may be needed to protect the population.

Incapacitated – A state of unavailability by virtue of distance, injury, death or other cause which renders the subject unable to fulfill his or her prescribed duties.

Line of Succession – The order in which authority travels from one official to another in the case of incapacitation.

Proclamation – A formal order from an elected representative that establishes executive policy.

Publish – Make proclamation document available for public inspection through both traditional and electronic means.

Rescind – To terminate a previously issued order, as with the removal of temporary restrictions on travel, firearms possession, or alcohol sales.

State of Emergency – The condition that exists whenever, during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, public safety authorities are unable to maintain public order or afford adequate protection for lives or property, or whenever the occurrence of any such condition is imminent.

Applicability

This procedure applies to all Wake County personnel involved in the declaration of a state of emergency; including the Emergency Management Director, County Manager, County Clerk, the Chairperson of the Board of County Commissioners, and anyone designated to execute this procedure by said officials.

Procedure Responsibility and Management

- The Wake County Emergency Management Director will initiate any SOE declaration in the county.
- WCEM personnel may review this procedure on an annual basis; additionally, personnel will include analysis of the procedure's effectiveness in the After-Action report of a declared SOE.
- This procedure will be disseminated to all pertinent county personnel and will be made available to all incoming Emergency Management staff.
- Contact Wake County Department of Emergency Management at 919-856-6480 for additional information regarding this procedure.

Related Policies, Procedures, and Publications

N.C. General Statutes Chapter 166A, Article 1

N.C. General Statutes Chapter 14, Article 36A

Wake County Code of Ordinances Chapter 70, Article 7

Attachments

Attachment 1: State of Emergency Declaration Template

Attachment 2: State of Emergency Termination Template

14.7.2 Attachment E-1: State of Emergency Proclamation Template

STATE OF NORTH CAROLINA
COUNTY OF WAKE

PROCLAMATION OF A STATE OF EMERGENCY

By the Chairperson of the Board of Commissioners of Wake County

WHEREAS... Briefly describe nature of the emergency (e.g. hurricane, tornado, terrorist attack, biological or chemical agent, etc.).

WHEREAS... Briefly describe the local nature of the threat, including the likelihood and severity of its occurrence.

WHEREAS... Outline the negative consequences of such an emergency, and highlight the importance of sound preparation.

WHEREAS... Explain any additional declarations (Stafford Declaration, State Declaration of Emergency, World Health organization warning, etc.) considered when making proclamation.

NOW, THEREFORE, pursuant to the authority contained in Article 1 of N.C.G.S. Chapter 166A, Article 36A of N.C.G.S. Chapter 14, and Chapter 70, Article 7 of the Wake County Ordinance, I _____, Chairman of the Wake County Board of Commissioners, do hereby proclaim that a State of Emergency exists within the County of Wake.

I further proclaim that the ordinances set forth below, which are contained in Chapter 2-5 of the Wake County Ordinance, are necessary in order to maintain an acceptable level of public order, services, and protection of lives, safety and property during this emergency, and that the same shall be in effect within the County of Wake and, by request of the chief elected officials of (names of included municipalities until this Proclamation expires or is rescinded. I hereby order all county employees and all other emergency management personnel subject to my control to cooperate in the enforcement and implementation of the emergency ordinances set forth below.

I further proclaim that the Emergency Management Plan adopted by the County of Wake, and all applicable mutual assistance compacts and agreements are in effect and shall remain in effect until this proclamation expires or is rescinded. All emergency management personnel subject to my control are hereby ordered to cooperate in the implementation of the provisions of the County's Emergency Management plan and all

applicable mutual assistance compacts and agreements, and to furnish assistance thereunder.

I hereby delegate to the Wake County Emergency Management Director, and/or his designee, all power and authority granted to me and required of me by Chapter 166A and Article 36A of Chapter 14 of the North Carolina General Statutes, and by Wake County Ordinance Chapter 70 Article 7, for the purpose of implementing the referenced Emergency Operations plan, and to take such further action as is necessary to promote and secure the safety and protection of those dwelling in the County.

(Special Sections – Re-number and use as necessary)

Evacuation

I have determined that, in the best interest of public safety and protection, it is necessary to evacuate the civilian population from (area to be evacuated). Citizens are free to use any type of transportation, but they are to use only __ (mode of transport) __ in leaving the county. Evacuation is to occur as soon as possible. Further proclamation concerning evacuation will be issued as needed.

Curfew

Unless a member of the County's law enforcement agency or the emergency management program, every person who is located (location of area affected by curfew) is to be inside a house dwelling from the hours of __ (start of curfew) __ (am/pm) to __ (end of curfew) __ (am/pm).

Alcoholic Beverages

There shall be no sale, consumption, transportation, or possession of alcoholic beverages during the State of Emergency in the County of Wake except that possession or consumption is allowed on a person's own premises.

Access to Restricted Areas

The Sheriff or Chief of Police and his or her subordinates may restrict or deny access to any area, location, or street where such a restriction is necessary in order to help overcome this emergency or to prevent the emergency from worsening.

These restrictions on access shall be indicated by means of barricades, posted notices, or orders to anyone in the area. No person shall obtain access or attempt to obtain access to any area, location, or street to which the Sheriff or Chief of Police or his or her subordinates have restricted access according to the above directive.

I direct that copies of this Proclamation be disseminated to the mass communications media for publication and broadcast, and that a copy of this Proclamation be posted at the Wake County Courthouse and other public buildings as appropriate.

This proclamation shall become effective immediately upon endorsement and shall automatically expire five (5) calendar days unless sooner rescinded pursuant to N.C.G.S. 14-288.16.

Proclaimed this the ____ day of ____ 20__, at ____ (a.m.) (p.m.)

CHAIRPERSON, BOARD OF COUNTY COMMISSIONERS

14.7.3 Attachment E-2: State of Emergency Termination Template

STATE OF NORTH CAROLINA
COUNTY OF WAKE

TERMINATION OF STATE OF EMERGENCY

By the Chairperson of the Board of Commissioners for Wake County

WHEREAS, on _____(date)_____, at _____(time)_____
(a.m./p.m.), I determined and proclaimed a local state of emergency for the County of Wake; and

WHEREAS, on _____(date)_____, at _____(time)_____
(a.m./p.m.), I ordered the evacuation of all civilians from the area, imposed a curfew, imposed restrictions on the sale and transfer of alcoholic beverages, and ordered the implementation of the Emergency Operations plan and mutual assistance compacts and agreements; and

WHEREAS, I have determined that a state of emergency no longer exists in the County of Wake;

NOW THEREFORE, I thereby terminate the above-referenced proclamation of a local state of emergency and all of the restrictions and orders therein.

This proclamation is effective immediately.

Proclaimed this the ____ day of _____, at _____ (a.m./p.m.)

CHAIRPERSON, BOARD OF COUNTY COMMISSIONERS

14.8 Appendix F: Wake County Critical Assets and Infrastructure

A list of critical assets and infrastructure within Wake County is maintained as a separate document by Wake County Emergency Management.

NORTH CAROLINA

WAKE COUNTY

**WAKE COUNTY EMERGENCY MANAGEMENT
MUTUAL AID AGREEMENT**

THIS AGREEMENT is entered into between the County of Wake (the “County”) and the Town of Wake Forest, a North Carolina Municipality, and is effective upon the date of the last party to execute this Agreement;

WITNESSETH:

WHEREAS, Chapter 166A of the North Carolina General Statutes authorizes the development of mutual aid agreements for reciprocal emergency management aid and assistance between political subdivisions in North Carolina provided they are consistent with the State Emergency Management Programs and Plans; and

WHEREAS, mutual aid agreements may include but are not limited to the furnishing or exchange of supplies, equipment, facilities, personnel and services during emergencies as defined in Article 1A of North Carolina General Statute 166A; and

WHEREAS, North Carolina General Statute 166A-19.15 states that the governing body of each county is responsible for emergency management within the geographical limits of the county and all emergency management efforts within the county will be coordinated by the county, including activities of the municipalities within the County; and

WHEREAS, North Carolina General Statute 166A-19.72(c) authorizes the chief executive of each political subdivisions to enter into mutual aid agreements with other political subdivisions, with the concurrence of the subdivision’s governing body for reciprocal emergency management aid and assistance. Such agreements shall be consistent with the State emergency management program and plans; and

WHEREAS, it is the intent of emergency management programs to reduce vulnerability of people and property to damage, injury, and loss of life and property; prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons; provide for the rapid and orderly rehabilitation of persons and restoration of property; and provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response and recovery; and

WHEREAS, mutual aid agreements provide a mechanism to share public sector resources throughout the nation; and

WHEREAS, this Agreement is intended to complement the mutual aid agreement signed between the County of Wake and the State of North Carolina by setting forth the means of resource coordination and open communication between the County and the Municipality during emergencies; and

WHEREAS the statewide agreement effectually contemplates requests for mutual aid and assistance through county emergency management agencies; and

WHEREAS, the Town of Wake Forest desires to render and receive assistance during disasters or emergencies; and

WHEREAS, pursuant to North Carolina General Statute 166A-19.60 all functions and activities performed under this Agreement are hereby declared to be governmental functions; and

WHEREAS, functions and activities performed under this Agreement are to be carried out for the benefit of the general public and not for the benefit of any specific individual or individuals; and

WHEREAS, all immunities provided by law shall be fully applicable as stated in North Carolina General Statute 166A-19.60 or otherwise as by law provided.

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed herein, the parties hereby enter into this mutual aid agreement and agree that the County of Wake and Town of Wake Forest shall participate in coordinated sharing of resources for the purposes of providing protection of the community under the terms as more particularly set forth herein below:

SECTION I. DEFINITIONS

Agreement means this document, the Mutual Aid Agreement for Disasters and Other Emergencies.

Aid and Assistance include, but shall not be limited to, personnel, equipment, facilities, services, supplies, and other resources.

Authorized Representative is an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide aid and assistance under the terms of this Agreement.

Disaster is any emergency which has been officially declared a “disaster” by gubernatorial or presidential executive order.

Emergency means any incident or situation that has occurred, is occurring, or will occur in the immediate future that poses a major threat to public safety and causes or threatens to cause loss of life, serious injury, significant damage to property, or major harm to public health or the environment, as a result of an occurrence or imminent threat of widespread or severe damage or loss of life or property, resulting from natural, technological, or man-made emergency situations, and which a local entity has declared as being beyond the capabilities of its local emergency response agencies.

Incident means an occurrence, natural or manmade, that necessitates a response to protect life or property. In this Agreement, the word “incident” includes planned events as well as emergencies and/or disaster of various kinds and sizes.

Planned Event means an incident that is a scheduled nonemergency activity including but not limited to elections, sporting events, concerts, parades, funeral coverage, or fairs.

Political Subdivision means Counties and incorporated cities, towns, and villages.

Provider is a party to this Agreement that has received a request to furnish aid and assistance to the party in need (“Recipient”).

Recipient is a party to this Agreement requesting or receiving aid and assistance from another party.

SECTION II. OBLIGATIONS OF THE PARTIES

A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a disaster, emergency, planned event, or incident. It is mutually understood that each party's foremost responsibility is to its own citizens within its own respective jurisdiction. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party and;

1. Upon notification or request for resources, the Municipality agrees to contact Wake County Emergency Management or Wake County Emergency Operations Center, if activated, prior to the deployment of said resources outside the geographical limits of the County;
2. If necessary, requests for additional resources will be jointly coordinated by Wake County Emergency Management and the authorized representative of the Municipality to other governmental entities, private sector agencies, and State Division of Emergency Management.

B. Procedures for Requesting Assistance – When Recipient obtains direct knowledge of or becomes affected by an emergency, incident, planned/unplanned event and deems its resources inadequate, it may request mutual aid and assistance by communicating the request to Provider, indicating the request is made pursuant to this Agreement. Such request may be made verbally, to be followed as soon as practicable, by a written confirmation of that request.

Required Information: Each request for assistance shall include the following information, in writing or by any other available means, to the extent known:

1. Identification of the services function(s) for which assistance is needed and the type of assistance needed;
2. The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed;
3. Specifics regarding time and date, location, and a point of contact.

C. Equipment, Supplies, and Material use Guidelines – The guidelines for equipment, supplies, and material use ensure the safe and effective operation and use of the requested items.

1. Equipment Guidelines

- a. Equipment must be used for its intended purpose and in accordance with the manufacturer's instructions.
- b. Equipment must be maintained in good working condition and inspected regularly to ensure that it is safe to use.
- c. Equipment must be returned in the same condition in which it was received, with all parts and accessories intact.
- d. Any damage or malfunction of equipment must be reported immediately to the Provider.

- e. The Recipient is responsible for receiving any necessary training or instruction on the proper use of the equipment.
- f. The Recipient of the equipment is responsible for damages to the equipment and any costs associated with the repair or replacement of the equipment due to damage or loss, including loss of use and diminution in value, resulting from or during Recipient's use of the equipment.
- g. The Provider of the equipment reserves the right to refuse to provide equipment due to Provider's assessment of equipment availability relative to Provider's needs. Provider of the equipment reserves the right to refuse to provide to any Recipient who does not comply with this agreement.

2. Materials and Supplies Guidelines

- a. Materials and/or supplies should be used for their intended purpose and in accordance with any applicable laws and regulations.
- b. Materials and/or supplies should be stored in a safe and secure manner to prevent damage or loss.
- c. Materials and/or Supplies should be used in a manner that does not create a hazard to people or the environment.
- d. The Recipient is responsible for receiving the necessary training or instruction on the proper use of the materials and/or supplies.
- e. The Provider of the materials and/or supplies reserves the right to refuse to lend materials and supplies due to Provider's assessment of the availability of its materials and supplies relative to Provider's needs. Provider of the materials and supplies reserves the right to refuse to provide to any Recipient who does not comply with this agreement.

D. Designation of Authorized Representative – Each party to this Agreement shall designate an Authorized Representative. Such designation shall be communicated, in writing, to the Chief Executive Officer of the other party upon the execution of this Agreement. Such designation may be amended at any time by the Chief Executive Officer of a party upon timely written notice.

E. Traveling Employees – Unless otherwise specified by Recipient or agreed by the parties in writing, it is mutually understood that Recipient will provide for the needs and necessary expenses of the Provider's traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's personnel, including, without limitation, transportation expenses for travel to and from the disaster area, food, and, if necessary, lodging. If Recipient cannot provide such food and/or lodging at or near the disaster area, the Recipient shall so advise the Provider, and shall specify in its request for assistance that only personnel who can provide for their own needs are requested.

F. Supervision and Control – The Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to the Recipient. Recipient shall provide necessary credentials to the Provider's personnel authorizing them to operate on behalf of the Recipient. Recipient shall assign

work tasks to Provider's supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordination between Provider's supervisory personnel and Recipient.

Based upon such assignments set forth by Recipient, Provider's supervisory personnel shall:

1. Have the authority to assign work and establish work schedules for Provider's personnel. Further, supervisor shall retain direct supervision and control of Provider's personnel, equipment, and other resources. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;
2. Maintain daily personnel time records, material records, and a log of equipment hours;
3. Report work progress to Recipient at mutually agreed upon intervals.
4. In the event of a conflict between Recipient's and Provider's protocols and procedures, Provider's shall prevail as applicable to Provider's personnel.

G. Period of Service, Renewability, Recall – Unless agreed otherwise, the duration of the Provider's assistance shall be for an initial period of twenty-four (24) hours, starting from the time of arrival. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant, in the sole discretion of the Provider. Provider shall make a good faith effort to provide at least eight (8) hours advance notification to Recipient of Provider's intent to terminate such assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION III. REIMBURSEMENT

Except as otherwise provided below, it is understood that Recipient shall pay to Provider all documented costs and expenses incurred by Provider as a result of extending assistance to Recipient. The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with FEMA Public Assistance Guidelines in addition to the following provisions, unless otherwise agreed in writing by Recipient and Provider. Recipient shall be ultimately responsible for reimbursement of all eligible expenses. The provider may waive some or all requirements for reimbursement; however, such an agreement must be documented in the request and/or offer of assistance.

A. Personnel – During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and agreements. The Recipient shall reimburse Provider for all direct and indirect payroll costs and expenses, including but not limited to travel and employee retirement benefits as provided by Generally Accepted Accounting Principles (GAAP). However, Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's personnel under the terms of the North Carolina Workers' Compensation Act (Chapter 97 of the North Carolina General Statutes).

B. Equipment – Recipient shall reimburse the Providers for the use of equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the FEMA-eligible direct costs shall be determined in accordance with general policies for determining allowable costs which are established in

CFR 200, subpart E, and including exceptions to these policies as allowed in 2 CFR 200, subpart E and 2 CFR 200.102 and as explained in 44 C.F.R 206.228 or other applicable federal laws, regulations, and policies as may be in effect at the time the expenses are incurred. Provider shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition.

At the request of Provider, fuels, miscellaneous supplies, and minor repairs may be provided by Recipient, if practical. The total equipment charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

C. Material and Supplies – Provider shall be reimbursed for all materials and supplies furnished, used, or damaged during the period of assistance. The Recipient shall not be responsible for reimbursing Provider for the costs of any damage caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider’s personnel. Provider’s personnel shall use reasonable care always in rendering mutual aid and in the use and control of all materials and supplies used by them during the period of assistance. The measure for reimbursement for materials and supplies shall be determined in accordance with FEMA and North Carolina reimbursement policies. In the alternative, the parties may agree in writing that Recipient will replace the materials and supplies used or damaged, with materials and supplies of like kind and quality.

D. Record Keeping – Recipient shall provide information, directions, and assistance for record keeping to Provider’s personnel. Provider shall maintain records and invoices for personnel time and costs as well as any reimbursement and cost which may be associated with the inspections of records.

E. Billing and Payment – Provider shall send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the end of the period of assistance. Recipient shall pay the invoice, or advise of any disputed items, not later than forty-five (45) days following the billing date.

SECTION IV. PROVIDER’S EMPLOYEES

A. Rights and Privileges – Pursuant to G.S. 166A-19.60 whenever Provider’s employees are rendering aid and assistance pursuant to this Agreement, such employees shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.

B. Workers’ Compensation - Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider’s employees under the terms of the North Carolina Workers’ Compensation Act, Chapter 97 of the North Carolina General Statutes, due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers’ compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers’ compensation benefits to its own respective employees, the parties agree to such distribution as permitted by G.S. 97-51.

SECTION V. PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS FROM LIABILITY

To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, if any, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement for any claims, whether insured or not.

Notwithstanding the foregoing, to the extent that each party does not purchase insurance and to the full extent permitted by law, no party shall be deemed to have waived its governmental immunity nor any other lawful and available immunity, defense, or remedy.

SECTION VI. AMENDMENTS

This Agreement may be amended as necessary by written, joint agreement between the parties. Subsequent mutual aid agreements may be entered into between the parties and, if so, the subsequent agreement shall replace and supplement any prior agreements.

SECTION VII. DURATION OF AGREEMENT

This Agreement shall continue in perpetuity, unless terminated upon at least ninety (90) days advance written notice by one party to this Agreement to each executive officer of every other participating entity.

SECTION VIII. HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

SECTION IX. SEVERABILITY

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. If parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are superseded by this Agreement.

SECTION X. EFFECTIVE DATE

This Agreement is effective upon the day and date of the last signature affixed hereto.

This Agreement does not encompass the entire understanding of the Parties on the issue of mutual aid activities. This Agreement does not invalidate other mutual aid agreements, either oral or written, that the Parties have with third parties.

IN WITNESS WHEREOF, Wake County and the Town of Wake Forest execute this Agreement in its name and behalf by its Chief Executive Officer, who has signed accordingly and with concurrences of a majority of its governing board, on the date indicated below.

Name
City/Town Manager

Approved as to form:

_____, Town Attorney

COUNTY OF WAKE

David Ellis
County Manager
County of Wake

Darrell Alford
Director
Wake County Fire Services & Emergency
Management

Approved as to form:

Scott W. Warren, County Attorney



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-564-

Submitted by: Jennifer Currin, Planning

Submitting Department: Planning

Meeting Date: September 2, 2025

Subject

Towns of Wake Forest and Youngsville Annexation Agreement Update

Recommendation:

item Summary:

ATTACHMENTS:

- [Wake Forest_Youngsville_Annexation Agreement_Update_BOC WS 090225.pdf](#)

Agenda Item: Towns of Wake Forest and Youngsville Annexation Agreement Update

Summary: The Towns of Wake Forest and Youngsville entered into an annexation agreement in 2007. The approved agreement was for a term not to exceed 20 years. Since we are approaching the end of the 20-year term, the towns of Wake Forest and Youngsville are proposing to extend the annexation agreement for a period of 10 years in accordance with NCGS 160A Part 6. Annexation Agreements.

Attachments: None



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-569-

Submitted by: Aileen J. Staples, Administration

Submitting Department: Administration

Meeting Date: September 2, 2025

Subject

Discussion of July Financial Summaries

Recommendation:

item Summary:

ATTACHMENTS:

- [Monthly Financial Report_summary.pdf](#)
- [July 31, 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

July 31, 2025

OVERALL HIGHLIGHTS:

- Ad valorem taxes represent over 50% of the general fund revenues – they are due September. Penalties and interest do not accrue until January 2026. Majority of this revenue source comes in towards the end of December and before January 6.
- Typical for General Fund to operate at a deficit first five to six months of the fiscal year due to timing of property tax collections and receipt of sales tax revenues.
 - New department effective July 1, 2025 – Center for Active Aging (630)
- Guidelines for spending is slightly above 8% (1/12 of the year). There are some departments that exceed that threshold due to blanket purchase orders issued in July and other expenditures paid early in the fiscal year.
- Encumbrances (purchase orders from FY 25, but items not received) have not been carried forward and are not reflected in the summaries.
- Purchase for resale – power for July (\$1,615,313) is paid in August and not reflected in the attached.
- American Rescue Plan Act (ARPA) is a “life to date” (LTD) fund and everything reported is cumulative from the beginning – July 2021.

GENERAL FUND
July 31, 2025

Monthly Target Percentage

8.33%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 51,031,310	\$ 482,054	-	\$ 50,549,256	0.94%	\$ 256,188
Other Taxes	72,500	-	-	72,500	0.00%	-
Unrestricted Intergovernmental	20,816,945	-	-	20,816,945	0.00%	-
Restricted Governmental	3,403,535	433,675	-	2,969,860	12.74%	215,500
Permits and Fees	2,615,000	153,516	-	2,461,484	5.87%	156,322
Other Revenue	3,142,825	37,211	-	3,105,614	1.18%	11,747
Sales and Services	5,898,535	137,391	-	5,761,144	2.33%	89,555
Investment Earnings	985,500	-	-	985,500	0.00%	117,003
Other Financing Sources	6,009,350	-	-	6,009,350	0.00%	-
General Fund Total	\$ 93,975,500	1,243,849	-	92,731,651	1.32%	\$ 846,315

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	\$ 409,250	\$ 57,575	\$ -	\$ 351,675	14.07%	\$ 93,804
412 Legal Services	489,630	14,515	-	475,115	2.96%	16,461
420 Town Manager's Office	1,059,335	64,512	24,380	970,443	8.39%	73,143
421 Town Clerk	299,600	15,316	-	284,284	5.11%	14,972
422 Organizational Performance	745,350	29,442	12,000	703,908	5.56%	28,982
423 Budget Management	491,600	28,896	12,500	450,204	8.42%	30,795
425 Communications	1,450,765	74,798	172,623	1,203,344	17.05%	59,903
430 Human Resources	1,290,105	117,441	-	1,172,664	9.10%	161,240
431 Risk Management	1,205,650	26,244	-	1,179,406	2.18%	350,422
435 Downtown Development	588,200	47,025	10,178	530,997	9.73%	35,940
440 Financial Services	1,674,505	26,096	21,000	1,627,409	2.81%	94,464
445 Information Technology	2,381,430	108,901	275,279	1,997,251	16.13%	345,012
480 Inspections	2,367,660	128,619	-	2,239,041	5.43%	138,961
490 Planning	5,544,775	105,109	-	5,439,666	1.90%	112,185
500 Public Facilities	3,157,980	99,007	762,112	2,296,861	27.27%	140,554
510 Police	19,363,325	946,014	280,268	18,137,043	6.33%	1,321,139
520 Fire	13,950,725	813,905	77,343	13,059,478	6.39%	887,975
530 Public Works Administration	329,535	18,473	-	311,062	5.61%	18,691
535 Urban Forestry	742,995	32,306	-	710,689	4.35%	29,108
540 Engineering	2,066,010	86,311	-	1,979,699	4.18%	86,665
550 Fleet Maintenance	727,290	32,124	5,380	689,787	5.16%	52,499
560 Streets	4,692,595	199,346	96,000	4,397,249	6.29%	215,742
580 Solid Waste	6,875,705	85,429	-	6,790,276	1.24%	86,733
620 Parks and Recreation	6,940,425	355,550	360,842	6,224,033	10.32%	348,494
630 Center for Active Aging	652,755	25,160	-	627,595	3.85%	-
999 Transfers	14,478,305	1,109,609	-	13,368,696	7.66%	-
General Fund Total	\$ 93,975,500	4,647,720	2,109,904	87,217,876	7.19%	\$ 4,743,885

General Fund - Net Gain (Loss)

\$ (3,403,872)

\$ (3,897,570)

Debt Service Fund
July 31, 2025

Monthly Target Percentage

8.33%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,805,715	-	1,805,715	0.00%	-
Permits and Fees	637,500	75	637,425	0.00%	-
Investment Earnings	106,350	-	106,350	0.00%	7,457
Other Financing Sources	8,854,850	732,488	8,122,363	8.27%	-
General Fund Total	\$ 11,404,415	732,563	10,671,853	6.42%	\$ 7,457

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	\$ 12,820	\$ -	\$ 12,820	0.00%	\$ -
445 Information Technology	615,455	188,259	427,196	30.59%	192,134
480 Building Inspections	13,530	-	13,530	0.00%	-
490 Planning	396,910	-	396,910	0.00%	-
500 Public Facilities	1,103,515	44,842	1,058,673	4.06%	31,607
510 Police	425,790	64,264	361,526	15.09%	64,264
520 Fire	1,199,465	-	1,199,465	0.00%	-
540 Engineering	9,310	-	9,310	0.00%	-
550 Fleet Maintenance	12,050	-	12,050	0.00%	-
560 Streets	1,733,785	-	1,733,785	0.00%	-
570 Powell Bill	2,823,460	-	2,823,460	0.00%	-
580 Solid Waste	255,875	-	255,875	0.00%	-
620 Parks and Recreation	2,802,450	-	2,802,450	0.00%	-
General Fund Total	\$ 11,404,415	297,365	11,107,050	2.61%	\$ 288,005

Debt Service Fund - Net Gain (Loss)

\$ 435,197

\$ (280,549)

DMSD Special Revenue Fund
July 31, 2025

Monthly Target Percentage

8.33%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 209,200	\$ 2,627	-	\$ 206,573	1.26%	\$ 1,090
Investment Earnings	12,500	-	-	12,500	0.00%	1,948
Other Financing Sources	-	-	-	-	0.00%	-
DMSD Special Revenue Fund Total	\$ 221,700	2,627	-	219,073	1.18%	\$ 3,038

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 221,700	\$ -	\$ -	\$ 221,700	0.00%	\$ -
DMSD Special Revenue Fund Total	\$ 221,700	-	-	221,700	0.00%	\$ -

Downtown District - Net Gain (Loss)

2,627

3,038

Wake Forest Renaissance Centre
July 31, 2025

Monthly Target Percentage

8.33%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 322,700	\$ 6,720	\$ -	\$ 315,980	2.08%	\$ 9,927
Other Revenue	184,825	8,931	-	175,894	4.83%	15,377
Other Financing Sources	996,625	77,219	-	919,406	7.75%	-
WFRC Fund Total	\$ 1,504,150	92,870	-	1,411,280	6.17%	\$ 25,305

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 1,504,150	\$ 59,203	\$ 51,193	\$ 1,393,754	7.34%	\$ 105,145
WFRC Fund Total	\$ 1,504,150	59,203	51,193	1,393,754	7.34%	\$ 105,145

WFRC Fund - Net Gain (Loss) **\$ 33,667** **\$ (79,840)**

Wake Forest Business and Industry Partnership Fund (BIP)
July 31, 2025

Monthly Target Percentage

8.33%

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	15,500	-	-	15,500	0.00%	1,724
Other Financing Sources	567,355	47,321	-	520,034	8.34%	-
WFRC Fund Total	\$ 582,855	47,321	-	535,534	8.12%	\$ 1,724

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 582,855	\$ 24,100	\$ -	\$ 558,755	4.13%	\$ 26,220
WFRC Fund Total	\$ 582,855	24,100	-	558,755	4.13%	\$ 26,220

WFBIP Fund - Net Gain (Loss) **\$ 23,221** **\$ (24,496)**

WAKE FOREST POWER (ELECTRIC FUND)
July 31, 2025

Monthly Target Percentage

8.33%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 25,781,250	\$ 2,780,551	-	\$ 23,000,699	10.79%	\$ 2,786,717
Sales Tax - Utility	1,771,610	191,721	-	1,579,889	10.82%	194,019
Other Revenue	407,640	91,920	-	315,720	22.55%	29,146
Investment Earnings	15,000	-	-	15,000	0.00%	7,648
Other Financing Sources	-	-	-	-	0.00%	4,918
Electric Fund Total	\$ 27,975,500	3,064,192	-	24,911,308	10.95%	\$ 3,022,448

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	\$ 872,860	\$ 20,971	\$ -	\$ 851,889	2.40%	\$ 50,891
850 Electric - Operations	\$ 26,572,155	513,867	212,189	25,846,100	2.73%	509,572
860 Electric - Tree Trimming	530,485	21,347	-	509,138	4.02%	23,194
Electric Fund Total	\$ 27,975,500	556,185	212,189	27,207,126	2.75%	\$ 583,656

Electric Fund - Net Gain (Loss)

2,508,008

2,438,793

STORMWATER UTILITY FUND
July 31, 2025

Monthly Target Percentage

8.33%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 3,610,510	\$ 34,110	-	\$ 3,576,400	0.94%	\$ 20,872
Other Revenue	-	-	-	-	0.00%	-
Investment Earnings	25,000	-	-	25,000	0.00%	-
Other Financing Sources	-	-	-	-	0.00%	-
Stormwater Utility Fund	\$ 3,635,510	34,110	-	3,601,400	0.94%	\$ 20,872

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
545 - Stormwater Management	\$ 3,635,510	\$ 26,641	\$ -	\$ 3,608,869	0.73%	\$ 19,322
Stormwater Utility Fund	\$ 3,635,510	26,641	-	3,608,869	0.73%	\$ 19,322

Stormwater Utility Fund - Net Gain/(Loss)

7,469

1,550

AMERICAN RESCUE PLAN ACT (ARPA)
7/31/2025 (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	1,169,850	1,114,348	-	55,502	0.00%	-	
Other Financing Sources	-	-	-	-	0.00%	-	
General Fund Total	\$ 15,710,850	15,656,193	-	54,657	99.65%	\$ -	
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
EXPENDITURES							
445 Information Technology	\$ 825,000	\$ 803,732	\$ 59	\$ 21,209	97.43%	\$ -	
525 Public Safety (ARPA)	3,220,840	1,566,831	1,654,000	9	100.00%	-	
540 Engineering	7,416,320	3,822,707	3,264,738	328,875	95.57%	-	
638 Other Improvements	4,248,690	4,006,579	240,795	1,315	99.97%	-	
General Fund Total	\$ 15,710,850	10,199,850	5,159,592	351,408	97.76%	\$ -	
ARPA Fund - Net Gain (Loss)		\$ 5,456,344					
						\$ -	



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-570-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: September 2, 2025

Subject

Draft Agenda- BOC Regular Meeting September 16, 2025

Recommendation:

item Summary:

ATTACHMENTS:

- [Draft Agenda BOC Regular Meeting Sept202516 Updated.pdf](#)



**Wake Forest Board of Commissioners
Meeting Agenda
September 16, 2025 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

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

Cable & Online Broadcast of Board of Commissioners Meetings

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

Meeting Agendas

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

Public Hearings

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

Public Comment

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

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

3. Presentations

- 3.A Resolution Recognizing Sergeant Charles Babson on his Retirement
[Babson Summary appreciation of services.docx](#)
[Babson Resolution of Appreciation for Services.docx](#)
- 3.B Arts Are Education Resolution
[September AIE Resolution 2025 \(1\).docx](#)

4. Public hearings / Public Comment

- 4.A Consideration of LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).
[Attachment A - Neighborhood Meeting Minutes.pdf](#)
[Attachment B - Application.pdf](#)
[Attachment C - Maps.pdf](#)
[Attachment D - Plan Consistency Analysis.pdf](#)
[Attachment E - CTP Future Road 04 Alignment Maps.pdf](#)
[Attachment F - US-1 Council of Planning Memorandum of Conformity Star Rd Condos.pdf](#)
[Attachment G - TIA Executive Summary and NCDOT Review Report.pdf](#)
[Exhibit 1 - Proposed Star Road Condos Master Plan.pdf](#)
- 4.B Public Hearing on the Towns of Wake Forest and Youngsville Annexation Agreement Update

5. Consent Agenda

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

- 5.A Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Charles Babson
[Babson Summary badge and weapon surplus.docx](#)
[Babson Resolution Badge and Weapon.docx](#)
- 5.B Approval of Wake County Emergency Operations Plan and Mutual Aid Agreement

6. Legislative Items

- 6.A Ordinance Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

[Attachment_A_Summary_Amend_No_Parking_Ordinance.docx](#)

[Attachment_B_Ordinance_Amend_No_Parking_Shearon Farms.docx](#)

[Attachment_C_Shearon Farms Map.pptx](#)

7. Planning Items

- 7.A Consideration of LEGISLATIVE CASE RZ-24-07, Star Road Condos, a rezoning filed by filed by SJP Raleigh-Durham LLC to rezone 14.12 acres located at 0 Star Road, being Wake County Tax PIN 1739659784 from Highway Business (HB) to General Residential 10-Conditional District (GR10-CD).

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

[Attachment B - Application.pdf](#)

[Attachment C - Maps.pdf](#)

[Attachment D - Plan Consistency Analysis.pdf](#)

[Attachment E - CTP Future Road 04 Alignment Maps.pdf](#)

[Attachment F - US-1 Council of Planning Memorandum of Conformity Star Rd Condos.pdf](#)

[Attachment G - TIA Executive Summary and NCDOT Review Report.pdf](#)

[Exhibit 1 - Proposed Star Road Condos Master Plan.pdf](#)

- 7.B Consideration of the Towns of Wake Forest and Youngsville Annexation Agreement Update

- 7.C Review and Consideration of Approval of the Wake Union Villas Site Master Plan (12737, 12739, and 12753 Wake Union Church Road)

8. Administration and Financial Items

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A Town of Wake Forest August Tax Report

[WF-TXREP-AUGUST-2025-BOC-MTG.pdf](#)

- 12.B Department Monthly Report

- 12.C Commissioner Reports

13.Adjournment



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-571-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: September 2, 2025

Subject

Commissioner Reports

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-563-

Submitted by: Kip Padgett, Administration

Submitting Department: Administration

Meeting Date: September 2, 2025

Subject

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

Recommendation:

item Summary:

ATTACHMENTS: