



Wake Forest Board of Commissioners
Meeting Agenda
February 15, 2022 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 [Deeda Harris](#) at 919-435-9413 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 7 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 Town Clerk's office at 919-435-9413. 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 five 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 five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

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](#) or email Town Clerk [Deeda Harris](#) by 9 a.m. the day of the meeting. 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 3-5 minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

2.A. Approval of the meeting minutes from:

- January 4, 2022, work session
- January 18, 2022, regular meeting
- [WSMinutesDraft2022Jan04.pdf](#)
- [BOCMinutesDraft2022Jan18.pdf](#)

3. Presentations

3.A. Presentation of Proclamation Proclaiming March 2022 as Developmental Disabilities Awareness Month

[Proclamation-DevelopmentalDisabilityAwareness2022.pdf](#)

4. Public Hearings / Public Comment

4.A. Public hearing on a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).

[021522 BOC Agenda Summary RZ-21-13](#)

[RZ-21-13 Staff Report](#)

[Attachment A: Neighborhood Meeting Information](#)

[Attachment B: RZ-21-13 Application](#)

[Attachment C: RZ-21-13 Maps](#)

[Attachment D: Consistency Analysis - RZ-21-13](#)

[Attachment E: Planning Board Recommendation](#)

[Ordinance RZ-21-13](#)

[Exhibit 1: Legal Description](#)

[Exhibit 2: Consistency Statement](#)

4.B. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect

Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5. Consent Agenda

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

- 5.A. Authorization to Waive Wake Forest Town Ordinance 20-2.
(Public Consumption, Possession, etc. of Alcohol)
(Amend RESOLUTION 2021-140; previously adopted 11/16/2021)

[Resolution2022-05-Resolution_for_Open_Container_Waiver_FNOW_Series_2022.pdf](#)
[Resolution2022-05AttachmentA_FINAL__2021_WEBSITE_VENUE_MAP_SIGN_24x36 \(003\).jpg](#)
[ATTACHMENT_B_2022_Series_Friday_Night_on_White_Alcohol_Ordinance_Waiver_Request \(1\).docx](#)

- 5.B. Approval of Budget Ordinance Amendment # 2 - FY 2021-2022
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment #2.pdf](#)

- 5.C. Appointment of an Alternate Member to CAMPO Executive Committee
[ResolutionCAMPOAppointment.docx](#)

6. Legislative Items

7. Planning Items

- 7.A. Consideration of a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).
[021522 BOC Agenda Summary RZ-21-13](#)
[RZ-21-13 Staff Report](#)
[Attachment A: Neighborhood Meeting Information](#)
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[Attachment E: Planning Board Recommendation](#)

[Ordinance RZ-21-13](#)

[Exhibit 1: Legal Description](#)

[Exhibit 2: Consistency Statement](#)

8. Administration and Financial Items

8.A. Consideration of approval of FY 2022 - 2027 Capital Improvements Plan Update

[CIP Update Approval_summary.pdf](#)

[1st Year Funding - 2022.pdf](#)

[resolution 2022 - CIP Update 2022-2027.doc](#)

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A. Department Monthly Report

[January 2022 Monthly Report.pdf](#)

12.B. Wake County Tax Release

[TaxReportForWakeForestFEB-2022.pdf](#)

12.C. Commissioner Reports

13. Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-497-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: February 15, 2022

SUBJECT

Approval of the meeting minutes from:

-January 4, 2022, work session

-January 18, 2022, regular meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [WSMinutesDraft2022Jan04.pdf](#)
- [BOCMinutesDraft2022Jan18.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 4, 2022**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chard Sary, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Interim Town Clerk Sherry Scoggins
Deputy Town Clerk Terry Savary

Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Chief Finance Officer Aileen Staples
Senior Budget Analyst Ben Blevins

1. Presentations

No presentations were received.

2. Discussion of Monthly Financial Report

Town of Wake Forest Capital Improvements Plan Update 2022-2027 was provided to the Board of Commissioners.

3. Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

Chief Finance Officer Aileen Staples stated an addition to the agenda is a public hearing to receive citizen comment on the Capital Improvement Project (CIP).

4. Other Business

4.1. Resolution of Support with Recommended Changes to North Carolina's Department of Transportation November 2021 Proposed U-5307 (Capital Boulevard) Interchange and Service Road Public Meeting Maps.

Assistant Planning Director Jennifer Currin provided an overview of the U-5307 (Capital Boulevard) interchange and service road public meeting maps; Power Point presentation filed with the January 4, 2022, minutes and available in the Town Clerk's Office for review. She added a revised resolution was placed at each elected official's seat prior to the beginning of the meeting (available below in italics and filed in the Town Clerk's Office).

Mayor Jones stated the resolution is a statement to NCDOT from the Town of Wake Forest. She likes adding more time for comment.

Commissioner Sary stated the modeling that was done is showing what is failing in Wake Forest. An updated modeling is important as well as more feedback.

Mayor Jones stated all the elected officials received comments from Mr. Caster for an overpass. Assistant Planning Director Jennifer Currin stated Mr. Caster is proposing an overpass on Star Road. This is not presently in NCDOT plans. If this is pursued, the cost would possibly be borne by the Town, and it would be expensive. Staff believes there needs to be a connection from Star Road to Ligon Mill Road, and staff is evaluating a second point of ingress and egress for the benefit of the Town of Wake Forest. Staff believes that a request to NCDOT to review a full movement and traffic signal at Wake and South Main Street would help with the present traffic.

Commissioner Shackelford questioned if there is an accommodation for pedestrians. Assistant Planning Director Jennifer Currin stated there is pedestrian accommodation at all the interchanges with multi-use paths and staff is emphasizing safety.

Town Manager Kip Padgett stated over a year ago the mayor, the Town's transportation engineer, and he met with the NCDOT Secretary of Transportation to discuss missed economic development opportunities along Capital Boulevard. The

developers are backing away because of the unknowns of the service roads along Capital Blvd.

Mayor Jones asked if the Town received a response from CAMPO (Capital Area Metropolitan Organization). Assistant Planning Director Jennifer Currin stated the Town provided a draft resolution to CAMPO and there may be a US 1 planning meeting.

Assistant Planning Director Jennifer Currin stated the NCDOT comment review period is through January 7, 2022. NCDOT will begin its next documentation submittal through spring 2022. If NCDOT has time to review comments, it could be completed by spring or summer 2022. She added that when speaking with NCDOT, modeling would cause significant delays. NCDOT did not clarify what significant delays means.

Commissioner Sary stated the Board and staff are doing their best to move the process forward with NCDOT.

Commissioner Sliwinski questioned if the unfunded northern portion would be completed. Assistant Planning Director Jennifer Currin stated Phase D is presently unfunded and it's unknown when funding would be available.

ACTION:

Mover: Commissioner Sary moved to approve the revised resolution.

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

RESOLUTION 2022-01

**RESOLUTION OF SUPPORT OF THE BOARD OF COMMISSIONERS OF THE
TOWN OF WAKE FOREST WITH RECOMMENDED CHANGES TO NORTH
CAROLINA'S DEPARTMENT OF TRANSPORTATION (NCDOT) NOVEMBER 2021
PROPOSED U-5307: US-1 (CAPITAL BOULEVARD) INTERCHANGE AND SERVICE
ROAD PUBLIC MEETING MAPS**

WHEREAS, the Town of Wake Forest ("Town") is committed to preserving the quality of life for all those living in the Town by ensuring an adequate transportation network is provided; and
WHEREAS, US-1 (Capital Boulevard) is the major north/south arterial in the Town of Wake Forest providing local, regional, and state access via connections to I-540, I-440 and I-85; and
WHEREAS, US-1 has 2020 average daily traffic (ADT) volumes of almost 60,000, and it is anticipated that ADT in 2040 will be approaching 110,000 trips through Wake Forest; and

WHEREAS, to address safety and increasing traffic on US-1, the US-1 Corridor Study was originally completed in 2006 in a joint effort between NCDOT, CAMPO, City of Raleigh, Town of Wake Forest, Town of Youngsville, Wake County, Franklin County, Triangle Transit (now GoTriangle) and the Kerr-Tarr RPO; and

WHEREAS, the project purpose of the 2006 US-1 Corridor Study was to develop "...an integrated multimodal transportation plan that provides for a high level of mobility along the US 1 Corridor while maintaining a high-quality environment for the surrounding communities by providing for well-planned and sustainable growth along this corridor"; and

WHEREAS, to address increasing traffic and safety concerns, NCDOT is proposing to convert US-1 to a controlled access freeway by removing direct driveway connections and providing access via interchanges; and

WHEREAS, this project is referenced by the NCDOT STIP project number U-5307; and

WHEREAS, in June 2018, the US 1 (Capital Boulevard) Freeway Upgrade Concurrence Point 1 Final Document for STIP Project U-5307 was provided; and

WHEREAS, Section 4 of the Concurrence Point 1 document noted the overall need of the project is to relieve traffic congestion, improve travel times and reduce or eliminate crashes; and

WHEREAS, Section 5 of the Concurrence Point 1 document stated the overall purpose of the project is to improve traffic congestion and travel times; and

WHEREAS, in June 2018 Concurrence Point 1 was discussed among the NEPA/404 Merger Team and one of the consensus items identified was that the Need of Proposed Action and Purpose for Proposed Action needed to be revised; and

WHEREAS, in March 2021, the US 1 (Capital Boulevard) Freeway Upgrade Concurrence Point 2 Revisions Document for STIP Project U-5307 was provided; and

WHEREAS, Section 1.2 of the Concurrence Point 2 Revisions document noted that the overall need of the project is due to traffic congestion and trip time unreliability; and stated that the purpose for proposed action was to improve traffic congestion and travel times and to maintain regional mobility and local connectivity; and

WHEREAS, the Town of Wake Forest supports U-5307 and the rationale for the improvements to US-1; and

WHEREAS, NCDOT's proposed U-5307: US-1 (Capital Boulevard) project will have a significant impact on the Town of Wake Forest's transportation network and landowners; and

WHEREAS, due to the Town's proximity along US-1, the properties along US-1 are vital to the Town's economic development success; and

WHEREAS, the Town finds that proposed U-5307: US-1 (Capital Boulevard) November 2021 public meeting maps are well intentioned but fall short at providing an adequate transportation network in Wake Forest and ensuring the project allows for successful economic development opportunities along the corridor; and

WHEREAS, the Town has coordinated with NCDOT to ensure the quality of life of Wake Forest citizens, businesses and landowners are minimized to the greatest extent possible; and

WHEREAS, based on the Town concerns raised at the coordination meetings, NCDOT addressed some of the Town of Wake Forest staff comments, such as including multi-use paths where appropriate and some additional service road segments; and

WHEREAS, NCDOT has not addressed all the Town's outstanding comments related to U-5307; and

WHEREAS, this project is likely to have many unintended consequences for municipalities and counties in North Carolina, to established neighborhoods, thriving commercial uses, and future proposed developments and the Town of Wake Forest needs to protect the interests of these parties as much as possible; and

WHEREAS, the Town of Wake Forest believes that, unless the following comments are incorporated into STIP U-5307: US-1 (Capital Boulevard), the project will not meet the stated purpose and need included in the Concurrence Point 1 document:

1. Review the modeling performed for U-5307 to ensure it is updated using the current Triangle Regional Model (TRM) as the TAZs have been updated and are more reflective of realistic development patterns projected to occur in Wake Forest.
2. Provide the service road over the Neuse River connecting Y12A in Raleigh to Y12A in Wake Forest providing regional vehicular, pedestrian and bicycle connectivity and contributes to the reduced travel times on US-1.
3. Provide 16' wide outside shoulders on US-1 for transit and emergency service access.
4. Include Ligon Mill Road and the Ligon Mill Road extension in the study area as it is serving as primary north/south service road in Wake Forest on the east side of US-1.
5. Extend Y25B to Purnell Road.
6. Provide an interchange instead of a grade separated crossing at Stadium and US-1 in accordance with the Northeast Area Plan hotspot study.
7. Revise the U-5307 Project Segments, specifically Segments C and D, to align with the descriptions in the STIP, November 2018 public meeting maps and MTP.
8. Provide a 5' sidewalk on both sides of Y16.
9. Pedestrian infrastructure is a crucial component of this project. Therefore, NCDOT needs to ensure appropriate pedestrian refuges and/or pedestrian signals are being provided at and/or on the proposed ramps and interchanges.
10. Provide a full movement traffic signal at the intersection of Wake Drive and S. Main Street to ensure left turning movements may be made by residential and commercial activity on Star Road.
11. Ensure any radius improvements are made to accommodate a traffic signal at Wake Drive and S. Main Street.

12. *Provide a 10' multi-use path on both sides of Durham Road (Y6).*
13. *Ensure the Y24B T-intersection at Agora Drive can accommodate the ultimate 4-lane median divided cross section identified in the Town of Wake Forest Comprehensive Transportation Plan (CTP).*
14. *Continue the sidewalk on Jenkins Road (Y7).*
15. *Provide outstanding portions of Y25A and Y25B not shown on public meeting maps for review and comment.*
16. *Include sidewalk on Country Club Drive (Y25B-1).*
17. *Revise the sidewalk to a multi-use path at the intersection of Y7 and Y26B.*
18. *Provide sidewalk on both sides of Templeridge Road (Y26B-1).*
19. *Eliminate the easements on the cemetery property (PIN 1831842795) in the Wake Forest Crossing Shopping Center.*
20. *Include 5' sidewalks on both sides of Y28 in Option 1 to connect to existing infrastructure.*
21. *Provide 5' sidewalks on both sides of Y28 in Option 2.*
22. *Show 5' sidewalks on both sides of DR2 at Wallridge Road to connect to existing infrastructure in Option 2.*
23. *Allow an additional 30-day comment period due to the current comment period falling over the holidays.*

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest provide these comments to the North Carolina Department of Transportation for inclusion in the U-5307 design to ensure the project need and purpose are met and severe harm to the Town of Wake Forest is reduced to the greatest extent possible.

As information, the following handouts were provided to the Board of Commissioners and are herewith filed with the January 4, 2022, minutes and available in the Town Clerk's Office for review:

- What is a Merger Process?
- Concurrence Point Overview

5. Commissioner Reports

Commissioner Dyer wished all a happy new year, and he is excited to serve the community.

Commissioner Wright stated no report.

Commissioner Sliwinski stated he is excited to serve the town.

Commissioner Shackelford and Commissioner Sary stated no report.

Mayor Jones stated December was busy in Wake Forest. The schools and Renaissance Centre held performances by our young people. She also attended an Eagle Scout Court of Honor ceremony.

Town Manager Kip Padgett stated the Annual Retreat will be hosted on Friday, January 21, 2022, at the Renaissance Centre beginning at 9 a.m. The morning agenda will be used to wrap up the strategic plan and establish goals. The afternoon agenda will be to discuss use of stimulus monies and projects for the upcoming bonds.

6. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 6:35 p.m.

Duly approved in open session this 15th day of February 2022.

(ATTEST)

Vivian A. Jones
Mayor

Theresa Savary, CMC
Deputy Town Clerk



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 18, 2022** at **6:00** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Mayor Jones led everyone in the Pledge of Allegiance.

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Keith Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Town Attorney Eric Vernon
Assistant Town Manager Candace Davis
Interim Town Clerk Sherry Scoggins
Deputy Town Clerk Terry Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Strategic Performance Manager Lisa Hayes

Chief Finance Officer Aileen Staples
Downtown Development Manager Jennifer Herbert
Human Resources Director Virginia Jones
Police Chief Jeff Leonard
Police Captain Brian Mote
Chief Information Officer Adam Oates
Senior Budget Analyst Ben Blevins

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

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

Second: Commissioner Sary.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- December 7, 2021, Work Session
- December 7, 2021 Joint Public Hearing
- December 21, 2021, Regular Meeting

ACTION:

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

Second: Commissioner Sary.

Vote: Motion carried 5-0.

3. Presentations

Mayor Jones presented Betty Pearce with a resolution and plaque for her 26 years of service with the Town of Wake Forest.

**RESOLUTION 2022-03
RESOLUTION OF APPRECIATION FOR
THE SERVICES OF**

Betty L. Pearce

WHEREAS, Betty L. Pearce was hired as an Office Assistant effective March 7, 1995; and

WHEREAS, Betty L. Pearce was promoted to the position of Office Assistant II effective July 1, 2002; and

WHEREAS, Betty L. Pearce was promoted to Public Works Administrative Specialist effective July 1, 2011; and

WHEREAS, Betty L. Pearce's title was changed from Public Works Administrative Specialist to Electric Administrative Specialist on July 1, 2020; and

WHEREAS, with over 26 years of service to the Town, Betty L. Pearce has served unselfishly in her capacity for the good of the Town of Wake Forest, making sacrifices in personal and family ties; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Betty L. Pearce is hereby officially commended by this Board on behalf of the citizens of the Town of Wake Forest for valuable and outstanding service rendered to the Town in her official capacity as Electric Administrative Specialist with the Town of Wake Forest.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to Betty L. Pearce.

4. Public hearings / Public Comment

- 4.A. Public Hearing to receive public comment on the five-year Capital Improvements Plan (CIP) for FY 2022-2027

CAPITAL IMPROVEMENTS PLAN UPDATE SCHEDULE
For fiscal years 2022 thru 2027

- | | | |
|----|--|--------------------------------------|
| 1) | Materials and instructions distributed to
Department Directors | September 3, 2021 |
| 2) | Completed CIP Requests submitted (via Teams)
to Senior Budget Analyst | October 8, 2021 |
| 3) | Public Hearing on Capital Needs | October 19, 2021 |
| 4) | Meetings with Department Directors
(As needed) | October -November |
| 5) | Present CIP Update to Town Board | January 4, 2022 |
| 6) | Public Hearing on CIP Document | January 18, 2022 |
| 7) | Work Session on CIP with Town Board | February 1, 2022 |
| 8) | Adoption of Updated CIP | February 15, 2022
(Board Meeting) |

Mayor Jones opened the public hearing and asked if anyone wished to speak on this item. No one came forward to speak. Mayor Jones closed the public hearing

4.B. Public Comment

Mayor Jones asked if anyone wished to speak. No one came forward to speak. Mayor Jones closed the public comment.

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 Ordinance Codification for the Town's Code of Ordinances, Supplement 15.
[Filed in the Clerk's Office as Ordinance 2022-01]
- 5.B. Revised Resolution of Support with Recommended Changes to North Carolina's Department of Transportation November 2021 Proposed U-5307 (Capital Boulevard) Interchange and Service Road Public Meeting Maps
[Filed in the Clerk's Office as Resolution 2022-01A.]

ACTION:

Mover: Commissioner Sary moved to approve the consent agenda as presented.
Second: Commissioner Dyer.
Vote: Motion carried 5-0.

6. Legislative Items

- 6.A. Consideration of Appointment of Commissioners and Individuals to Various Committees for 2022.

Mayor Jones stated the resolution, included below in italics, was included in the agenda packet.

ACTION:

Mover: Commissioner Dyer moved to approve as presented.
Second: Commissioner Sary.
Vote: Motion carried 5-0.

RESOLUTION 2022-02
Town of Wake Forest

2022 Board of Commissioners Committee Appointments

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed on the following Committees, Boards and or Councils or until the board wishes to change:

Advisory Boards (Commissioner appointed to each Board as ex-officio)

- *Historic Preservation Commission – Jim Dyer*
- *Human Relations Council – Jim Dyer*
- *Public Art Commission – Chad Sary*
- *Parks, Recreation & Cultural Resources Advisory Board – Nick Sliwinski*

- *Technology Advisory Board – Adam Wright*
- *Urban Forestry Board – Nick Sliwinski*

Miscellaneous Boards

- *Wake Forest Downtown: Keith Shackleford*
- *Wake Forest Business & Industry Partnership – Keith Shackleford*
- *N. C. Eastern Municipal Power Agency:*
 - *Voting Member – Kip Padgett*
 - *Alternate Member – Allison Snyder*
- *Triangle J Council of Governments:*
 - *Voting Member – Chad Sary*
 - *Alternate Member – Vivian Jones*

7. Planning Items

No Planning Items were presented.

8. Administration and Financial Items

8.A. SunTrust Redevelopment Project: Presentation of Predevelopment Plan

Commissioner Shackleford requested to be recused and moved to the audience.

Strategic Performance Manager Lisa Hayes introduced Project Manager Sonyia Turner with the Development Finance Initiative program of UNC Chapel Hill's School of Government. Ms. Turner presented a presentation for the 353 S. White Street Redevelopment (Final Program Recommendation). Attached powerpoint presentation.

Commissioner Dyer asked the cost of parking, per space. Ms. Turner said they estimated roughly \$20,000 cost, per space. Commissioner Dyer asked the annual parking fees. Ms. Turner replied, it's contingent on the rate the Town agrees upon. Ms. Turner said they modeled \$50 per month, per space and would have to check what that final number is.

Mayor Jones thought they were going to see the final presentation that's being sent to the developers. Ms. Turner replied, the solicitation document was shared with Town staff and a portion of the solicitation was shared with the Commissioners for feedback on the language. The final solicitation will be delivered to Town Staff before it's sent

out. Ms. Turner said they're voting on the program recommendation and the final packet will be sent to Town staff to review.

Commissioner Sliwinski asked if any other alternatives outside of a parking structure were considered. Ms. Hayes said they had looked at other alternatives through the years, knowing there was a parking shortage.

Commissioner Dyer stated the revenue on parking spaces would be \$1.66 per day. He believes the revenue should be a more than that. Ms. Turner said this is going to be a long range investment for the Town. She said the \$50 per space, per month is still to be determined and that number was identified as a starting point.

Commissioner Sary remarked the Board is approving the first step towards the project. Ms. Turner responded yes, the Board is approving the program recommendation and the commitment to building the parking structure.

ACTION:

Mover: Commissioner Dyer moved to approve as presented.

Seconder: Commissioner Sary.

Vote: Motion carried 4-0.

Resolution 2022-04

Approval of "Predevelopment Plan" and Release of Solicitation Related to Redevelopment of Property Located at 353 S. White Street, Wake Forest NC

WHEREAS, the Town of Wake Forest is committed to the enrichment and economic vitality of the town's Renaissance Area and the implementation of the town's Renaissance Plan; and

WHEREAS, the Town of Wake Forest has contracted with UNC's School of Government Development Finance Initiative (DFI) to provide pre-development services; and

WHEREAS, the Town of Wake Forest has approved "Guiding Public Interests" as the values they are seeking in the redevelopment of the subject property; and

WHEREAS, the Town of Wake Forest has entered into property purchase contracts with adjacent property owners to allow for project feasibility and a public parking facility; and

WHEREAS, DFI will utilize these approved "Guiding Public Interests" and the approved "Predevelopment Plan" to solicit commercial developers who share the same vision and values of the Town of Wake Forest.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the Town of Wake Forest hereby approves the "Predevelopment Plan" for the redevelopment of the subject property and approves the release of said plan for solicitation of commercial developers.

9. Public Services Items

No Public Services Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Month Report

Received.

12.B. CIP Project Tracker

Received.

12.C. Strategic Plan

Received.

12.D. Wake County Tax Release

Received.

12.E. Commissioner Reports

Commissioner Sary thanked Wake Forest Power for their efforts during the ice storm. He reminded everyone of the Community Plan Open House Workshop on Tuesday, February 1, 2022. He'll be attending the TJCOG Board Delegates Meeting and the Public Arts Commission meeting next week.

Commissioner Shackelford had no update.

Commissioner Sliwinski had no update.

Commissioner Wright stated the government rolled out a website offering four at-home Covid-19 test kits at no-cost. He encouraged Board members to sign up for the Covid-19 test kits.

Commissioner Dyer attended the Historic Advisory Council and had their annual training. He congratulated Staff in the Financing Department for receiving the eighth distinguished budget presentation award.

Mayor Jones attended a ribbon cutting ceremony for Cameron and Furman CPA located at the new Loading Dock. She attended the Wake County Mayors Association Meeting. She will attend the NC Transportation Summit in Raleigh, NC. She reminded everyone about the Martin Luther King celebration on Thursday at 6:30 p.m. located at the Friendship Chapel Baptist Church.

Town Manager Kip Padgett welcomed Hassan Kingsberry as the Town's attorney. He reminded the Board the retreat is this Friday at 9:00 a.m. The Community Plan is now on the Town's Website for review and comments. At the retreat they'll be talking about the Strategic Plan and finalizing it. They'll review the ARPA projects as well as potential bond projects for the Board's consideration. Kip asked the Board to take a look at those items prior to the retreat.

Mayor Jones presented Eric Vernon a plaque for his service as Town Attorney from 1991 - 2022.

13. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 6:45 p.m.

Wake Forest Board of Commissioners
Tuesday, January 18, 2022
Page 9 of 9

Duly approved in open session this 15th day of February 2022.

(ATTEST)

Vivian A. Jones
Mayor

Theresa Savary, CMC
Deputy Town Clerk

DRAFT



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-504-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 15, 2022

SUBJECT

Presentation of Proclamation Proclaiming March 2022 as Developmental Disabilities Awareness Month

Recommendation:

Item Summary:

ATTACHMENTS

- [Proclamation-DevelopmentalDisabilityAwareness2022.pdf](#)



TOWN *of* WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
(919) 435.9400

www.wakeforestnc.gov

PROCLAMATION RECOGNIZING MARCH 2022 AS “DEVELOPMENTAL DISABILITY AWARENESS MONTH”

WHEREAS: A Developmental Disability is a diverse group of chronic conditions that are due to mental or physical impairments that arise before adulthood.

WHEREAS: The condition is likely to continue indefinitely and limits the individual in 3 or more of the following areas: Self-care, Receptive and expressive language, Learning, Mobility, Self-direction, Capacity for independent living, and Economic self-sufficiency.

WHEREAS: The condition creates the individual's need for a combination of special, interdisciplinary services, individualized/person-centered supports, and other forms of long-term assistance that are individually planned and coordinated.

WHEREAS: The disability experience is a natural part of life and is valued as a part of our rich diversity.

WHEREAS: Disability is a social construct. The ‘problem’ is not the medical condition that resides within the individual, but the ‘problem’ is that society does not create welcoming, supporting, and inclusive environments, policies, and/or systems for all, to promote equality and acceptance in all areas of life, including schools, places of employment, and in our communities.

WHEREAS: The most effective way to increase awareness is through everyone’s openness to learn and acknowledge that there are systemic barriers that reduce the likelihood of those with disabilities enjoying equitable experiences and living independent, productive lives within their communities.

WHEREAS: Policies must be developed, attitudes shaped, and equitable experiences be offered to all individuals, including those with developmental disabilities.

WHEREAS: Citizens should do all in their power to:

- Recognize the value of the disability experience in our lives and the valued role it has in our rich diversity.
- Recognize the barriers presented to those with disabilities across all aspects of their lives.
- Create ways to include everyone; especially those with developmental disabilities, to be fully included in all aspects of life.
- Understand the losses (financial, spiritual, human rights, contributions to community, and otherwise) when our communities segregate and create barriers for those with disabilities.
- Demand policymakers no longer invest in segregation and create inclusive, equitable policies and systems for all.

And,

NOW, THEREFORE, I Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim March 2022 as:

“DEVELOPMENTAL DISABILITIES AWARENESS MONTH”

and galvanize efforts that will lead our communities and policy makers to create real system changes so people with developmental disabilities will enjoy equitable, inclusive lives.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 15th day of March, in the year of our Lord, two thousand and twenty-two.

Mayor

Attest:

Deputy Town Clerk





Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-404-
Submitted by: Kari Grace
Submitting Department: Planning
Meeting Date: February 15, 2022

SUBJECT

Public hearing on a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).

Recommendation:

Item Summary:

ATTACHMENTS

- [021522 BOC Agenda Summary RZ-21-13](#)
- [RZ-21-13 Staff Report](#)
- [Attachment A: Neighborhood Meeting Information](#)
- [Attachment B: RZ-21-13 Application](#)
- [Attachment C: RZ-21-13 Maps](#)
- [Attachment D: Consistency Analysis - RZ-21-13](#)
- [Attachment E: Planning Board Recommendation](#)
- [Ordinance RZ-21-13](#)
- [Exhibit 1: Legal Description](#)
- [Exhibit 2: Consistency Statement](#)

Agenda Item: Public hearing and consideration of a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).

Summary: A public comment session was held at the January 11, 2022 Planning Board meeting. The Planning Board voted 7-0 to find the request consistent with the Community Plan and recommend approval of the zoning map amendment (rezoning) request.

Attachments: Staff Report

Attachment A: Neighborhood Meeting Information

Attachment B: RZ-21-13 Application

Attachment C: RZ-21-13 Maps

Attachment D: Consistency Analysis

Attachment E: Planning Board Recommendation

Proposed Ordinance

Exhibit 1 – Legal Description

Exhibit 2 – Consistency Statement



Staff Report

Case RZ-21-13: St. John's Episcopal Church

Meeting Date	February 15, 2022
Requested Actions	Consideration of the Following Items related to the Zoning Map Amendment for 834 Durham Road: 1. Act on Plan Consistency Statement 2. Rezone 5.07 acres on the Town of Wake Forest Zoning Map from General Residential 3 (GR3) to Highway Business (HB).
Case Manager	Kari Grace, Senior Planner
Planning Board Recommendation	The Planning Board unanimously recommended approval of the rezoning request. <i>See Attachment E for Planning Board recommendation.</i>

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
December 2, 2021 <i>(See Attachment A)</i>	January 11, 2022	February 15, 2022

PUBLIC COMMENTS

At the January 11, 2022 public comment session Mr. Hill, a member of the applicant team, spoke in favor of the request, citing the property location, surrounding land uses, and future road and transportation conditions that are appropriate for the requested Highway Business zoning district. One public comment was made by a resident also in support of the request.

CASE INFORMATION

Applicant	Suzanne Hetzel 834 Durham Road Wake Forest, NC 27587
Property Owner	St. John's Episcopal Church 830 Durham Road Wake Forest, NC 27587
Location	Near the northeast corner of Durham Road and Capital Boulevard
Address	834 Durham Road

Wake County Tax PIN(s)	1831721164
Acreage	5.07 acres
Zoning	Existing: General Residential 3 (GR3), US 1 Special Highway Overlay (SH1-O), Richland Creek Watershed Management Area District (RC-WMA)
	Proposed: Highway Business (HB)
Land Use	Existing: Religious Institution
	Proposed: Religious Institution
Corporate Limits	This application is in the Town's corporate limits.
<i>See Attachment B for a copy of the application.</i>	

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Forestry	Highway Business
South	Durham Road (NC98)	N/A
East	Forestry	General Residential 3
West	Forestry; Single Family Detached	Highway Business and Conditional Use Highway Business
The proposed land use is generally compatible with surrounding land uses. The proposed zoning is generally compatible with surrounding zoning. <i>See Attachment C for associated maps.</i>		

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2009)	The proposed zoning map amendment request is generally consistent with the adopted Community Plan.
Comprehensive Transportation Plan (2019)	The Comprehensive Transportation Plan is not applicable to the zoning map amendment request.
Historic Preservation Plan (2012)	The Historic Preservation Plan is not applicable to the zoning map amendment request.

Northeast Neighborhood Plan (2007)	The Northeast Neighborhood Plan is not applicable to the zoning map amendment request.
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Recourses Master Plan is not applicable to the zoning map amendment request.
Public Art Vision Plan (2009)	The Public Art Vision Plan is not applicable to the zoning map amendment request.
Renaissance Plan (2017)	The Renaissance Plan is not applicable to the zoning map amendment request.
<i>See Attachment D for detailed Plan Consistency Analysis.</i>	

STAFF RECOMMENDATION

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

ATTACHMENTS

- Attachment A: Neighborhood Meeting Minutes
- Attachment B: Application
- Attachment C: Maps
- Attachment D: Plan Consistency Analysis
- Attachment E: Planning Board Recommendation

EXHIBITS

- Exhibit 1: Legal Description
- Exhibit 2: Consistency Statement

RE: 834 Durham Road
Parcel # 1831721164

November 19, 2021

Dear Neighbor,

Saint John's Episcopal Church, at 834 Durham Road, Wake Forest, NC is requesting to be rezoned from our current zoning district of GR3, General Residential 3 to HB, Highway Business. The Town of Wake Forest requires a meeting of the adjoining property owners whose property is within 500'. You are receiving this letter because you own or represent an owner of adjoining property to 834 Durham Road. We have attached an area map showing the property proposed for rezoning.

Saint John's Episcopal Church is requesting to be rezoned in order to place a more visible ground sign on the property in accordance with the signage regulations of the Highway Business zoning district, and because the property is not for residential use.

The rezoning request will go before the Planning Board and the Board of Commissioners at a public comment session and public hearing at a future date. There will be an opportunity for public comment on the rezoning request at that hearing as well.

We are inviting all adjoining property owners to an informal meeting in the church Parish Hall at 834 Durham Rd. on Thursday, December 2, 2021 at 6:00pm. At this time, you can hear a presentation and comment on the rezoning request. The Parish Hall is located to the left of the sanctuary. We look forward to meeting with everyone on December 2nd.

If you have any questions, please contact:
Stephanie Rogers at 252-431-7142 or Suzanne Hetzel at 847-372-5622

St. John's Episcopal Church
Neighborhood Meeting for Rezoning

Meeting was called to order at 6:00 pm. A sign-in sheet was provided for guests to sign in.

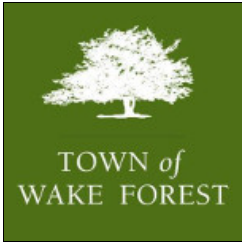
Suzanne welcomed the gentleman who attended at 6:15 pm.

Robert Hill gave a synopsis of the church and the area, sharing his experience on the Zoning Board. He explained the history of the area, and the function of the process of rezoning. He explained how the church was growing, and a more visible presence on Durham Rd. was needed.

Stephanie Rogers explained the goal of the church; to become rezoned so a larger sign can be installed in the near future. There was discussion of the sign itself, and an example of the proposed sign was presented. There was also discussion of why the church needed to be rezoned, and what this would mean to surrounding properties and the church itself. When no concerns were expressed, the meeting was adjourned at 6:45.

Respectfully submitted,
Suzanne Hetzel

NAME	ADDRESS
SUZANNE HETZEL	2505 HAPPY LANE,
Stephanie H. Rogers	6556 Wakefalls Dr. WF
BOB HILL	934 DURHAM RD.
Mark Peck (Clergyman)	801 Tony Franklin Road.
Horse Creek Assoc. (phone)	8120 Diazit Dr. WF



Map Amendment (Rezoning)

Map Amendment (Rezoning)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

TEL (919) 435-9510 | FAX (919) 435-9539

Project Overview

#641348

Project Title: St. Johns Episcopal Church

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Map Amendment (Rezoning)

State: NC

Workflow: Map Amendment (Rezoning)

County: Wake

Checklist - Map Amendment (Rezoning)

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

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

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

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

Pre-Application Meeting

Has a pre-application conference been held?: Yes

This type of project requires a pre-application conference be completed prior to official submittal. 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 and Time: 10/12/2021 9:00 AM **Staff Member Met With:** Kari Grace

Project Tracking ID:

Project Information

Project/Development Name: St. John's Episcopal Church

Project Address or PIN: 834 DURHAM RD (1831721164)

Tax PIN: 1831721164

Zoning: Zoning

- 834 DURHAM RD: GR3

Current Zoning Overlay: NA, Not Applicable to this Project

Town Limits: Inside corporate limits

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

Land Use: Land Use Development

Acreage: 5

- 834 DURHAM RD: Residential

GIS Acreage: Parcel

- 834 DURHAM RD: 5.07

Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

Is there an existing Special Use Permit for the Property?: No **Related Town of Wake Forest Case Numbers:**

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

Suzanne Hetzel
St. John's Episcopal Church
834 Durham Rd.
Wake Forest, NC 27587
P:8473725622
suzannehetzel@yahoo.com

Project Contact - Property Owner

Suzanne Hetzel
St. John's Episcopal Church
834 Durham Rd.
Wake Forest, NC 27587
P:8473725622
suzannehetzel@yahoo.com

Map Amendment: Rezoning

Proposed Zoning: HB, Highway Business

Description of Request:

St. John's Episcopal Church requests to be rezoned from residential to Highway business. There is currently no one residing on this property. It is our wish to be rezoned so we can erect an appropriate sign identifying our church.

Justification of Consistency with Comprehensive Plan:

There are no changes to the building or the property.

WAKE COUNTY, NC 129
 LAURA M RIDDICK
 REGISTER OF DEEDS
 PRESENTED & RECORDED ON
 07/16/2009 AT 11:18:48

BOOK:013627 PAGE:01368 - 01372

PIN: 0088609
 Parcel: 1831721164

Excise Tax: -0-

Brief Description

Prepared by: Edward L. Embree, III (No title Examination)

Mail to: ~~Grantee~~

Prepared by and hold for:
 Kathryn S Drake
 Attorney at Law

THIS DEED, made and entered into this 22nd day of June, 2009, by and between THE TRUSTEES OF THE PROTESTANT EPISCOPAL CHURCH IN THE DIOCESE OF NORTH CAROLINA, authorized under the law and Canons of said Church to hold legal title to its Property and the property of its mission congregations pursuant to the provisions of Chapter 61-2 of the General Statutes of North Carolina, party of the first part (hereinafter referred to as "Grantor") and THE WARDENS AND VESTRY OF ST. JOHN'S EPISCOPAL CHURCH, Wake Forest, North Carolina, a Parish of the Protestant Episcopal Church in the Diocese of North Carolina, in the State of North Carolina, authorized under the law and Canons of said Diocese to hold title to the property of said Parish, as trustees for said Parish and the Church, by virtue of § 61-2 of the General Statutes of North Carolina, party of the second part (hereinafter referred to as "Grantee"), whose address is 830 Durham Road, Wake Forest, NC 27587-8792.

WITNESSETH, that St. John's Episcopal Church having had its status changed from a mission congregation of the Diocese of North Carolina to that of a parish and the Wardens and Vestry being authorized under the Constitution and Canons of the Episcopal Church and the Diocese to hold title to the property of the parish, as trustees for the parish and the Church in the Diocese, the Grantor does grant and convey unto the Grantee in fee simple all that certain lot or parcel of land situated in Wake County, North Carolina and more particularly described as follows:

See attached Exhibit "A"

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the said Wardens and Vestry, their successors in office and assigns, in fee simple forever, in trust for the use and benefit of said Parish and the Protestant Episcopal Church in the Diocese of North Carolina.

BK013627PG01369

This Deed is made without warranties.

IN WITNESS WHEREOF, the Grantor with the written consent of the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee of the Diocese, has caused this instrument to be executed in their name by the Bishop and three of their number on behalf of all of the Trustees as provided by Canon 10, Section 2(e) of the Canons of the Diocese, all as of the day and year first above written.

THE TRUSTEES OF THE PROTESTANT EPISCOPAL
CHURCH IN THE DIOCESE OF NORTH CAROLINA

Michael B. Curry (SEAL)
The Rt. Rev. Michael B. Curry/Bishop/Trustee

Rebecca K. Gray (SEAL)
Rebecca K. Gray, Trustee

Thomas C. Church (SEAL)
Thomas C. Church, Trustee

David R. Shumate (SEAL)
David R. Shumate Trustee

STATE OF NORTH CAROLINA

COUNTY OF WAKE

I certify that Michael B. Curry, Bishop of the Diocese of North Carolina of the Protestant Episcopal Church in the United States of America, personally appeared before me this day, and I have personal knowledge of the identity of the principal; and acknowledged to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Date: June 22, 2009

Rebecca K. Gray
(Official Signature of Notary)

Rebecca K. Gray, Notary Public
(Printed or Typed Name)

My commission expires 4-23-13

BK013627PG01370

STATE OF NORTH CAROLINA
COUNTY OF Wake

I certify that the following persons personally appeared before me this day, and I have personal knowledge of the identity of the principals; each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Lorraine Ljunggren, Thomas C. Church, David E. Shumate
(Name of Principals)

Date:



Rebecca K. Gray
(Official Signature of Notary)

Rebecca K Gray, Notary Public
(Printed or Typed Name)

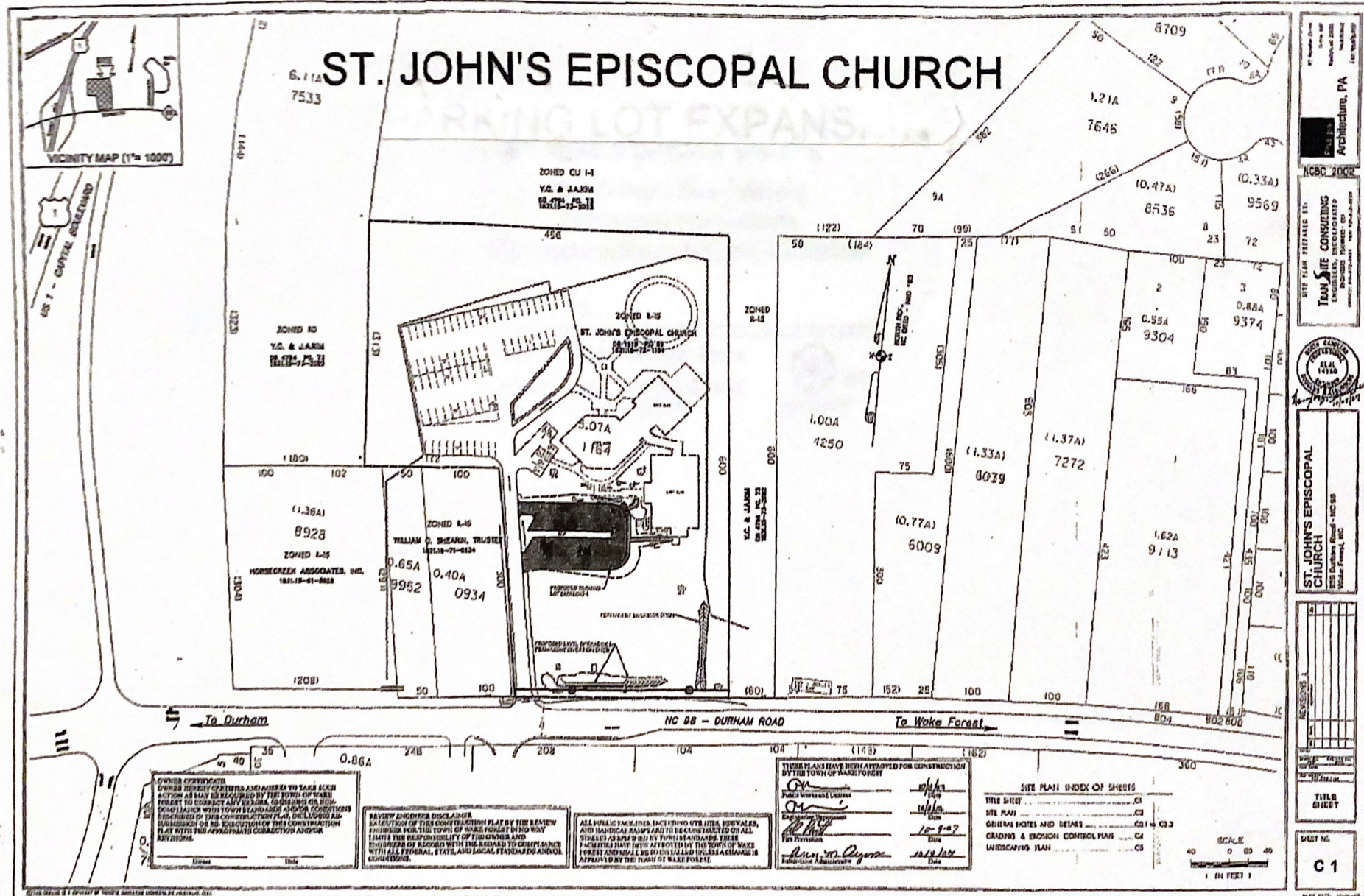
My commission expires: 4/23/13

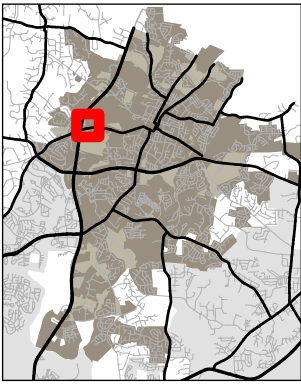
BK013627PG01371

EXHIBIT A

BEGINNING at an iron pipe on the North side of North Carolina Highway #98, said pipe being located North 64 deg 09 min 29 sec West 118.55 feet from N.C.G.S. Monument "BEEJAY" having coordinates: $N(y)=811,803.62'$ and $E(x)=2,137,488.73'$; thence in a western direction along the North line of the right of way of Highway 98 South 84 deg 29 min 18 sec West 272.96 feet to an iron pipe, corner of Mabel B. Shearin; thence with Shearin's line North 11 deg 15 min 43 sec West 301.93 feet to an iron pipe; and South 88 deg 12 min 52 sec West 172.58 feet to an iron pipe in the line of Horse Creek Associates and Y.C. Kim; thence with Kim's line the following calls and distances: North 04 deg 13 min 49 sec West 307.93 feet to an iron pipe; North 86 deg 52 min 43 sec East 456.13 feet; and South 06 deg 44 min 64 sec East 600.59 feet to the BEGINNING containing 5.229 acres, more or less, according to the survey of Cawthorne, Moss & Panciera, P.C., dated January 6, 2000.

This is the same property previously conveyed to the Granator by deed dated August 24, 1962, and recorded in Book 1519 at page 59, Wake County Registry.





12/2/2021



TOWN of
WAKE FOREST

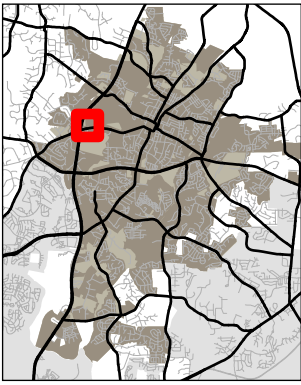
RZ-21-13
834 Durham Road
PIN: 1831-72-1164



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.

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Feet



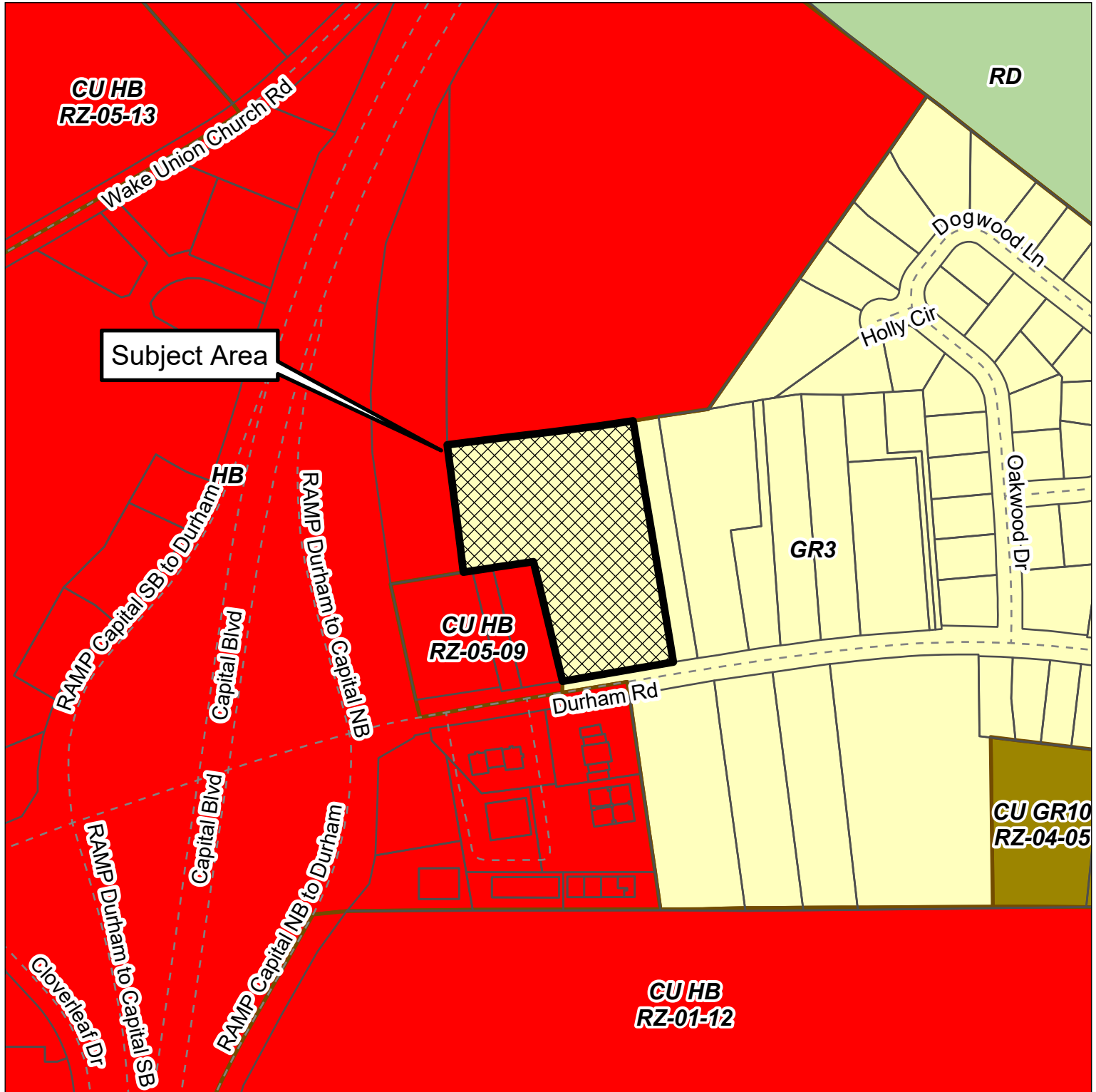


12/2/2021



TOWN of
WAKE FOREST

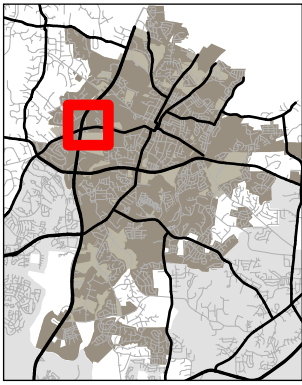
RZ-21-13
834 Durham Road
PIN: 1831-72-1164



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Town Wake Forest Planning Department at 919-435-9510.

0 500 1,000 Feet





Community Plan Zones



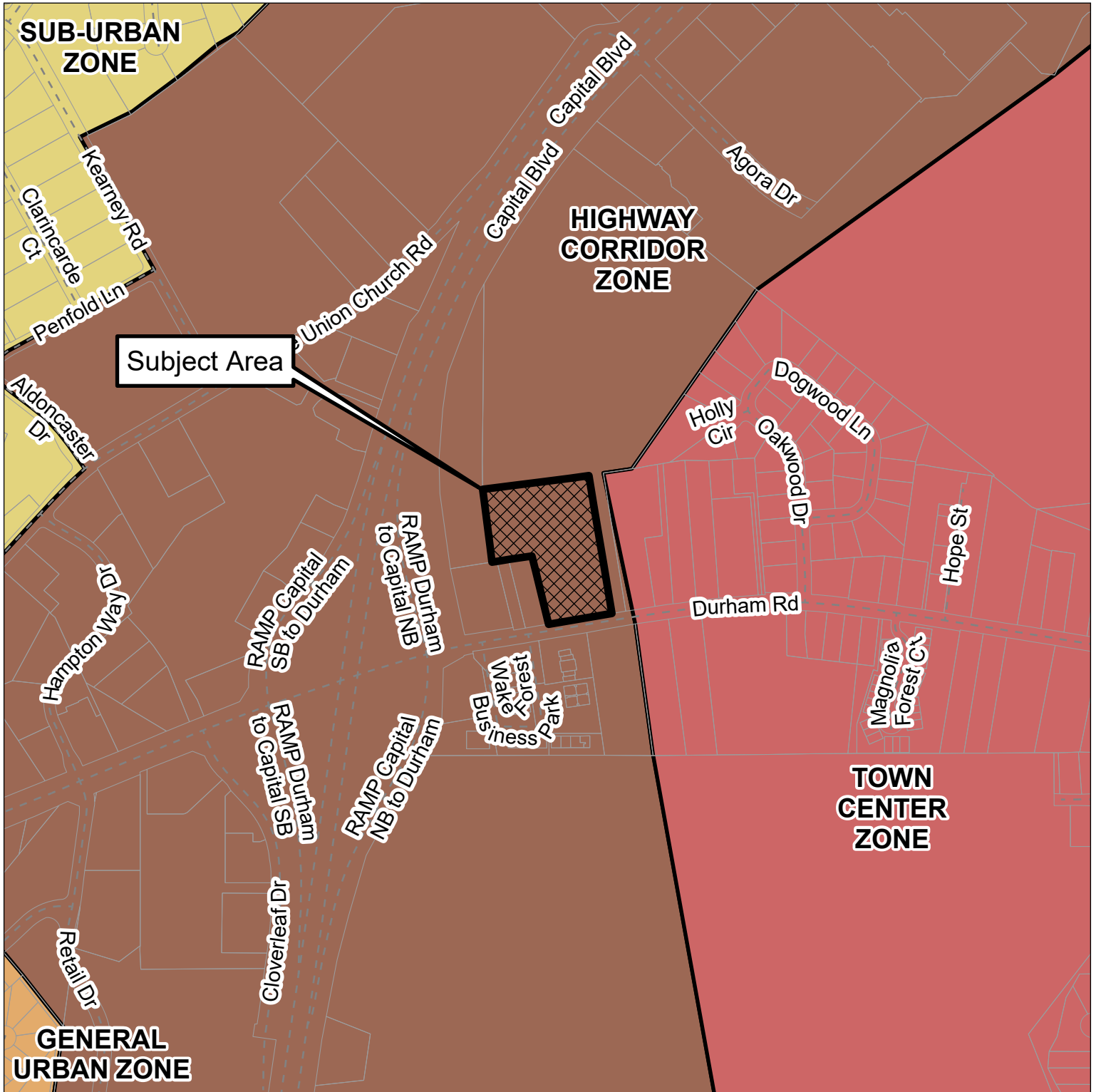
TOWN of
WAKE FOREST

RZ-21-13

834 Durham Road

PIN: 1831-72-1164

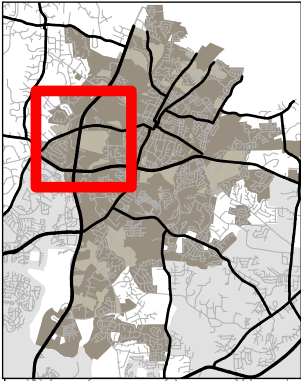
12/2/2021



Please note that this map is intended for illustrative purposes only.
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Town Wake Forest Planning Department at 919-435-9510.

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Miles





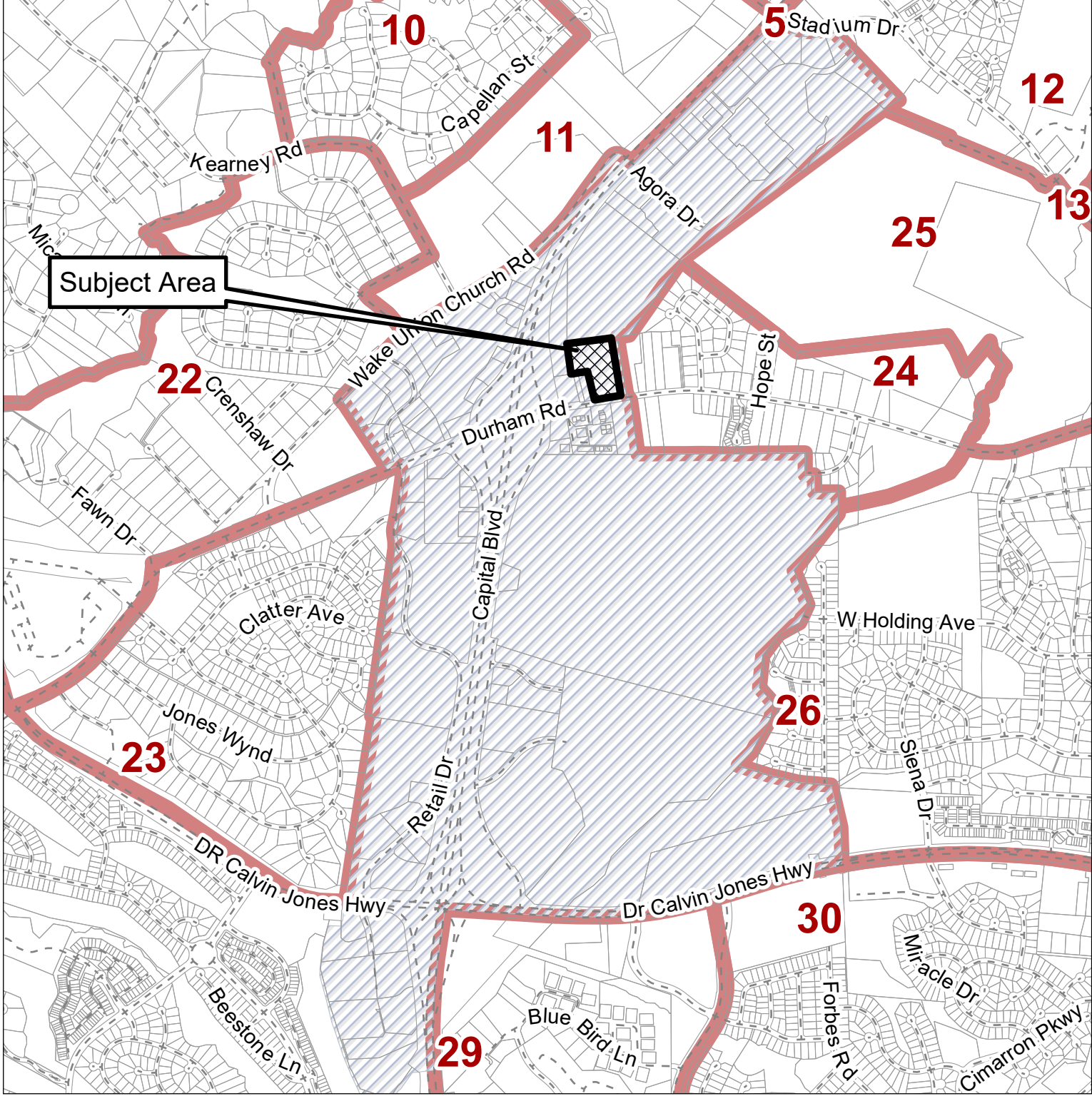
Neighborhood Planning Areas



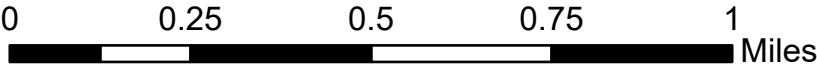
TOWN of
WAKE FOREST

RZ-21-13
834 Durham Road
PIN: 1831-72-1164

12/2/2021



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.



Community Plan Consistency Grid				
GENERAL POLICY RECOMMENDATIONS		YES	NO	NA
GPR-1	Develop complete neighborhoods built around gathering spaces with a mix of housing types, lot sizes, and integrated commercial uses versus monolithic subdivisions			
GPR-2	Appropriately transition large-scale commercial, institutional, and industrial uses into surrounding neighborhoods			
GPR-3	Integrate alternative modes of transportation, such as transit and biking, into development			
GPR-4	Carefully configure street patterns to allow for multiple outlets from neighborhoods, and to continue the policy of providing for connections between neighborhoods, without encouraging through traffic			
GPR-5	Require sidewalks, bikeways and greenways as part of the necessary infrastructure for new development			
GPR-6	Require regularly spaced street trees, selected and planted in accordance with a street tree master plan, in new developments, whether commercial, office or residential			
GPR-7	Place new public and private buildings of architectural significance in locations of prominence and visual importance			
GPR-8	Ensure neighborhoods have adequate open space areas designed into the development			
GPR-9	Ensure residential architecture respects the value of the street upon which it faces with houses pulled up to the street, porches in the front, garages to the rear or setback from the rest of the home's front facade, and front walkways to the sidewalk			
POLICIES FOR OLDER NEIGHBORHOODS		YES	NO	NA
ON-1	Concentrate police protection, preferably in the form of foot and bicycle patrols, as part of a comprehensive strategy for neighborhood revitalization and crime prevention			
ON-2	Encourage pedestrian-level streetlights and appropriately designed private property lights , particularly in the town's older walkable neighborhoods			
ON-3	Implement housing programs, code enforcement activities, and public improvements in partnership with residents in targeted neighborhood areas and include restoration and rehabilitation activities			
ON-4	Ensure new infill development is architecturally compatible with existing structures, site layout and the streetscape within its vicinity			
ON-5	Continually reinvest in the infrastructure of older urban neighborhoods, including but not limited to: park improvements, sidewalks, street paving and maintenance, street trees, street lights, water and sewer lines, and drainage			
ON-6	Encourage pedestrian-oriented, designed and scaled stores and services providing basic necessities to residents of the town's older neighborhoods			
ON-7	Facilitate mass transit services through recognition of planned transit routes, development mix and density, and accommodation for future transit stop locations in redevelopment and infill projects in older neighborhoods			
POLICIES FOR NEWER NEIGHBORHOODS		YES	NO	NA
NN-1	Encourage architecturally compatible accessory housing on developed lots within existing neighborhood areas, especially for the elderly			
NN-2	Working in cooperation with neighborhood residents, support the provision of greenways, bikeways and walkways within existing neighborhoods			
NN-3	Architecturally compatible, residentially scaled office and institutional development may be permitted along major streets forming a boundary of a neighborhood planning area			
NN-4	Existing, less intensive development (i.e. residential or office uses) located at the intersection of two or more major streets may be allowed to undergo an orderly transition to appropriate commercial use, provided that original use is no longer viable and that careful site design will allow for compatibility with adjoining areas			

Community Plan Consistency Grid				
POLICIES FOR FUTURE NEIGHBORHOODS		YES	NO	NA
FN-1	Promote a walkable community to minimize sprawl, as most new neighborhoods should be compact in form			
FN-2	Ensure new neighborhood streets are no wider than necessary to serve their intended purpose			
FN-3	Consider future transit service corridors and reinforce these corridors with development mixtures and densities appropriate for transit services			
FN-4	Include at least one neighborhood center or focal point in neighborhood planning areas			
FN-5	Encourage neighborhood serving businesses in neighborhood design			
FN-6	Encourage centrally located amenity centers and discourage them on the periphery of neighborhoods			
FN-7	Encourage a mixture of housing types, sizes, and prices for each neighborhood planning area			
FN-8	Encourage higher density housing that is served by transit and located close to adjoining work and shopping areas			
FN-9	Ensure new neighborhoods are connected to other neighborhoods, shopping, and work areas within the neighborhood planning area			
FN-10	Ensure street design gives equal priority to pedestrians and automobiles			
FN-11	Recognize bike routes and greenways in neighborhoods at the time of development			
POLICIES FOR EXISTING COMMERCIAL AREAS		YES	NO	NA
EC-1	Encourage appropriate landscaping and reconfiguration of large, existing unlandscaped parking areas.			
EC-2	Encourage the provision of convenience clusters for pedestrians, bicyclists and future transit services at strategic locations in existing commercial areas			
EC-3	Encourage the consolidation of commercial driveways onto major streets and the connection of adjacent parking lots			
EC-4	Encourage businesses to replace existing, non-conforming signage with more attractive, conforming signage.			
EC-5	Encourage new infill development across the front street face of existing, over-designed parking lots			
EC-6	Continue to prohibit billboards within the planning jurisdiction of Wake Forest			
EC-7	Ensure bicycle and pedestrian access to existing commercial areas			
POLICIES FOR FUTURE LARGE-SCALE COMMERCIAL AREAS		YES	NO	NA
LSC-1	Encourage large-scale commercial developments where appropriate, to contain a diverse mixture of retail, office, restaurant and service uses			
LSC-2	Locate large-scale commercial uses on the corners of neighborhood planning areas, that is, at the intersection of two or more major streets			
LSC-3	Allow planned mixed-use developments which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design should be encouraged			
LSC-4	In planning for a new large scale development, buffer large-scale uses from adjacent residential areas by smaller scale buildings or by buffer strips			
LSC-5	Except for limited access highways, pull up new commercial buildings to the street; parking should be placed to the rear or side of the structure			
LSC-6	When appropriate, require the use of all around architecture (high quality facades on all sides of a building)			
LSC-7	Plan ahead for new large-scale commercial development in regards to future public transit stops and convenience clusters			
LSC-8	Limit driveway access for new large-scale commercial development to major thoroughfares and connect all adjacent parking lots			
LSC-9	Cluster together auto dealerships, large equipment sales and other businesses primarily dependent upon expansive outdoor sales lots for both functional and economic reasons			
LSC-10	Strongly discourage the abandonment of "big box" retail stores, for the purpose of relocating to another "bigger box" location in the community			

Community Plan Consistency Grid				
POLICIES FOR SMALL SCALE NEIGHBORHOOD BUSINESSES		YES	NO	NA
SSB-1	Encourage small scale, pedestrian-oriented shopping and work places in the design of new neighborhoods			
SSB-2	Locate neighborhood businesses at center of planning area rather than major thoroughfares			
SSB-3	Ensure neighborhood businesses are designed at a residential scale and character			
SSB-4	Coordinate the location of neighborhood serving businesses with bikeways and, where appropriate, future transit stops			
SSB-5	Employ on-street parking in coordination with a limited amount of off-street parking for neighborhood serving businesses			
SSB-6	Ensure neighborhood businesses have residential scale signage and lighting			
SSB-7	Ensure neighborhood businesses encouraged as upfront infrastructure cost of new development			
SSB-8	Ensure neighborhood businesses locate near public amenities if opportunity allows			
SSB-9	Encourage living quarters over small retail shops and offices			
POLICIES FOR FIRST GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
FGI-1	Actively participate, facilitate and partner in the adaptive reuse and conversion of former production, warehousing and manufacturing buildings into uses compatible with their design and location			
FGI-2	If the demolition of an old industrial building or complex becomes necessary, any new structure(s) and site redevelopment should be compatible with the neighborhood context; such redevelopment should serve to improve the quality, character and livability of the surrounding area			
POLICIES FOR SECOND GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
SGI-1	Encourage and support the rehabilitation, improvement, and re-occupancy of viable business and industrial properties that have become vacant.			
SGI-2	The Town of Wake Forest acknowledges and supports the work of state and federal agencies, as well as its own town building inspectors, concerning the enforcement of environmental regulations and building standards, particularly concerning the redevelopment or adaptive reuse of manufacturing sites and buildings			
POLICIES FOR THIRD GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
TGI-1	Periodically examine zoning ordinance and other development regulations to maintain or update appropriate standards and locations for manufacturing, warehouse and distribution opportunities within the Town's planning jurisdiction			
TGI-2	Employ industrial development performance standards to promote the establishment or expansion of industries that are compatible with the public health, safety, and welfare of area residents, and that are supportive of the long term economic prosperity and environmental quality of the community			
TGI-3	Provide and maintain adequate screening and buffering between residential areas and newly developed industrial sites			
TGI-4	Ensure industrial and warehouse sites located within view of a public right-of-way or nearby property provide landscaping that enhances the property and is consistent with a quality image			

Community Plan Consistency Grid				
POLICIES FOR DOWNTOWN		YES	NO	NA
D-1	Encourage a compatible, diverse mixture of retail, office, institutional, residential, dining, services, entertainment, and public open space in the downtown area			
D-2	Recognize the advantages of clustering similar activities and development forms in appropriate parts of the downtown			
D-3	Expand pedestrian oriented streetscape improvements, including wider sidewalks, street trees, decorative street lights, street furniture, and landscaping			
D-4	Direct new and expanding businesses to compatible buildings and sites in or near the downtown area			
D-5	Reserve ground floor space for retail uses with office and other uses on upper floors			
D-6	Maintain a tangible presence and commitment to the downtown through the location of the Town's major municipal offices there and encourage other local, state and federal government agencies to maintain similar commitments to the downtown			
D-7	Continue to support the Wake Forest farmers market at the municipal parking lot in downtown Wake Forest			
D-8	Continue to utilize the Renaissance Area Urban Code to ensure that development and redevelopment will be supportive of the architectural and historic context that is vital to the economic success of downtown Wake Forest			
D-9	Encourage efforts to restore missing or underutilized street frontages, particularly on lots where previous buildings have been demolished and replaced with (oftentimes) surface parking			
D-10	Locate parking lots to the side or behind buildings or in the interior of the block with off-street parking spaces for multi-family buildings being in the rear yard			
POLICIES FOR PARKS, OPEN SPACE AND RECREATION		YES	NO	NA
PR-1	In cooperation with private sector interests, develop a system of open space greenways and walking trails to connect to residential areas with, especially, schools and park facilities			
PR-2	Include mini-parks in existing and proposed developments to meet the needs of small children and the elderly, and to encourage social interaction and mutual support among area families			
PR-3	Locate parks in full view of residential/non-residential activity for security			
PR-4	Provide funding to help demand for open space and recreation created by development			
PR-5	Co-locate parks & recreation facilities with schools, utility companies, and federal, state and local government agencies			
PR-6	Continue to seek efficiencies, cost savings, and quality services for park maintenance as the Town grows			
PR-7	Continue to explore new opportunities for providing recreation programs with all available partners			
POLICIES FOR MAJOR STREETS		YES	NO	NA
S-1	Space major streets no more than 1 mile apart			
S-2	Ensure access to undeveloped sections of major streets are from intersecting minor streets, rather than private driveways			
S-3	Ensure minor streets intersect major streets regularly at approximately every 400 to 600 feet			
S-4	Incorporate central medians into the design of new or improved major streets			
S-5	Plant landscaping, and where possible, street trees in central medians of major streets			
S-6	Plant and retain streetyard vegetation along major streets to soften and unify the streetscape			
S-7	Ensure contrasting streetyards along major streets for change in visual character			
S-8	Preserve and enhance natural, cultural and historic features along major streets			
S-9	Ensure parking areas are screened from view within major street corridors			
S-10	Employ special roadway overlay zoning to help implement corridor plans			
S-11	Ensure road widenings and/or one-way pairs are avoided for streets where the original design intent and relationship to adjoining land uses was otherwise			

Community Plan Consistency Grid				
POLICIES FOR MINOR STREETS		YES	NO	NA
S-12	Encourage street patterns that respond to site topography, accentuate focal points and interesting vistas, create interesting public spaces and intersections, and that are coordinated with the placement of significant structures or open spaces			
S-13	Consider incorporation of medians in neighborhood axial streets			
S-14	Create short blocks of 300-500 feet in length to allow for many alternative routes for walking and biking, as well as a beneficial network of local streets			
S-15	Design street widths to fit the intended use of the street, corresponding to the traffic load and planned development types			
S-16	Employ a fully-connected honeycomb of streets to promote convenient circulation within the neighborhood and provide for multiple, alternative outlets from the area to adjoining neighborhoods and major streets			
S-17	Encourage on-street parking in compact neighborhoods			
S-18	Utilize grass swales to capture runoff in conservation subdivisions			
S-19	Ensure turning radius of corners at intersections are as small as possible to shorten the street crossing distance for pedestrians at intersections			
S-20	Install traffic calming methods as necessary to enhance livability			
POLICIES FOR SIDEWALKS		YES	NO	NA
SW-1	Where no sidewalks are present, provide sidewalks in existing developed areas to connect residential areas to walkable pedestrian destinations			
SW-2	Ensure sidewalks are required on both sides of the street in new developments when along thoroughfares and collectors, in multi-family developments, in "front porch" developments, and along local streets within walking distance of a major pedestrian trip attractor			
SW-3	Ensure sidewalk widths correspond with anticipated pedestrian traffic volumes, adjoining land uses, and sidewalk activities with minimum sidewalk widths at 5 feet, or 6 feet if along the verge of a street			
SW-4	Continue curb stamp installation and retrofit curb ramps in existing sidewalks			
SW-5	Ensure crosswalks are plainly marked and well lit, especially where significant pedestrian activity is observed or expected			
POLICIES FOR BIKEWAYS		YES	NO	NA
B-1	The bicycle facility selection guide, as used by the Federal Highway Administration, shall be employed for determining the most suitable type of bicycle facility for any new or upgraded roads in Wake Forest			
B-2	Facilitate bicycle and pedestrian way connections between neighborhoods, either by street or connecting path, to enable the effective use of local, minor streets for pedestrian and bicycle travel			
B-3	Install striped bicycle lanes and appropriate signage along existing streets where called for in the Bicycle Plan			
B-4	Install striped bicycle lanes and appropriate signage along new collector streets			
B-5	Install bicycle-responsive signals at intersections where appropriate			
B-6	Ensure all new public and private developments have bike parking and bicycle access			
B-7	Examine all future road construction and improvements for bikeway feasibility and conformity with the Town of Wake Forest Bicycle Plan			
B-8	Examine all future developments and site plans for bicycle compatibility and conformity with the town Bicycle Plan			
B-9	Include bicycle facilities and their impacts in traffic impact analyses for new private developments			
B-10	Establish and implement pedestrian and bicycle friendly schools zones around all schools			
B-11	Ensure bicycle-related improvements are an integral component of the Town's annual budget for public infrastructure investment			

Community Plan Consistency Grid				
POLICIES FOR GREENWAY TRAILS		YES	NO	NA
GT-1	Continue to pursue a greenway trails system that connects residential areas with schools and park facilities			
GT-2	Develop greenway trails in accordance with the environmental conditions of its corridor, its intended use for travel versus recreation, and the anticipated traffic volume of pedestrians and bicyclists			
GT-3	Ensure greenway construction is treated as a normal element of infrastructure necessary to support new development			
GT-4	Ensure greenway maintenance and safety in Town control after transfer from private control			
POLICIES FOR PUBLIC TRANSPORTATION		YES	NO	NA
PT-1	Support the successful operation and expansion of transit with compact, transit-compatible development patterns			
PT-2	Require site planning that incorporates transit stops and convenience clusters			
POLICIES FOR STREET TREES		YES	NO	NA
ST-1	Prepare and maintain an official Street Tree Planting Master Plan			
ST-2	Ensure consistent street tree species occur along certain sections of streets			
ST-3	Ensure a diversity of street tree species Town wide with no single species comprising more than 10-15% of total trees			
ST-4	Install regularly spaced street trees in central medians and frontage street medians			
ST-5	Continue to require The planting or preservation of street trees of appropriate size and species			
ST-6	Maximize available budget dollars for street tree master plan implementation			
POLICIES FOR STREETLIGHTS		YES	NO	NA
SL-1	Ensure streetlights are installed according to the design speed and/or intended use of the street or area they serve			
SL-2	Periodically evaluate emerging lighting technologies for best color, brightness and energy efficiency			
SL-3	Continue to develop and implement joint policies and standards for street light selection, installation, operation and maintenance in cooperation with Wake Electric and Duke/Progress Energy			
SL-4	Ensure streetlights are installed on both sides of streets unless a newly approved street is planned from the outset to have a sidewalk on only one side			
POLICIES FOR UTILITY POLES AND WIRES		YES	NO	NA
UPW-1	Maintain a master plan for the undergrounding of utilities, with priority given to pre-determined areas			
UPW-2	Ensure major town entrances and gateway corridors receive first priority for the undergrounding of overhead utilities			
UPW-3	Ensure high visibility, pedestrian-oriented areas receive second priority for the undergrounding of overhead utilities			
UPW-4	Ensure overhead utilities in other priority areas are placed underground or relocated as opportunities arise			
POLICIES FOR WIRELESS TELECOMMUNICATION FACILITIES		YES	NO	NA
WTF-1	Facilitate the development of wireless service technology as an economic development asset and significant benefit to the town and its residents			
WTF-2	Ensure the impacts of wireless telecommunication facilities should not be permitted to compromise the health, safety and public welfare of area residents; nor should such facilities be allowed to diminish the character of the community and visual quality of its environment			
WTF-3	Ensure that in residential areas, historic districts and the Renaissance districts, cell towers are only considered when there is no alternative for serving those areas and no other alternative wireless telecommunication structure can be utilized			
WTF-4	Initiate updates to standards for wireless telecommunication facilities as new technologies and structural requirements for wireless capabilities emerge over time			

Community Plan Consistency Grid				
POLICIES FOR TOWN AND SPECIAL AREA ENTRANCES		YES	NO	NA
TSE-1	Employ noticeable streetscape improvements to clearly announce a town entrance and to enhance gateway corridors			
TSE-2	Extend streetscape improvements as the Town limits expand			
TSE-3	Employ special "gateway" treatment where where a bridge, underpass, overpass or other roadway feature is located at an entry point to the town or some portion of it			
POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Employ architectural standards consistent with Wake Forest's architectural character for new, expanding, or improved businesses			
CC-2	Exceptional locations, views and vistas in the town should receive exceptional treatment and/or protection in design and development			
CC-3	Place noteworthy buildings, important outdoor spaces, objects of historic merit, important monuments, and significant works of art in positions of visibility and prominence			
CC-4	Incorporate significant natural and existing man-made elements into the thematic design of new developments			
CC-5	Save large trees, ponds, creeks, or other natural features of the landscape when locating new streets, buildings, parking lots, etc			
CC-6	Support community character by ensuring development is compatible with surrounding area			
CC-7	Ensure exterior lighting is attractive, functional and safety conscious, while also avoiding negative impacts on the night sky visibility of Wake Forest			
POLICIES FOR REGIONAL TRANSPORTATION		YES	NO	NA
RT-1	Continue to anticipate and plan for the impacts of new high speed rail service as it passes through Wake Forest en route to major urban centers north and south along the east coast			
RT-2	Continue to anticipate and plan for the transformation of US 1 Capital Blvd into a limited access freeway and multi-modal transportation corridor as per the plans of the US 1 Corridor Study			
RT-3	Support the express bus service between downtown Wake Forest and downtown Raleigh			
POLICIES FOR WATER AND SEWER		YES	NO	NA
WS-1	Work proactively with other local governments, utility service providers, and the State of North Carolina on regional, long term solutions for water supplies and sewage treatment			
WS-2	Place water and sewer utilities in areas where growth is desired			
WS-3	Avoid placing sewer utilities in environmentally sensitive areas or in areas where open space is desired			
WS-4	Encourage the development of sewer services that employ water reuse technologies			
POLICIES FOR WATER CONSERVATION		YES	NO	NA
WC-1	Conserve, to the fullest extent possible, potable water and waste water treatment capacity			
WC-2	Employ other types of non-municipal water supplies such as wells, rainwater catching systems, rain barrels and in-ground cisterns			
WC-3	Eliminate or reduce usage of the municipal water supply for outside irrigation			
WC-4	Encourage new development to plant drought tolerant grasses on lawns			
WC-5	Encourage construction of new rainwater retainage systems			
WC-6	Encourage new development to include traditional plants native to the area			
WC-7	Encourage the installation of water saving devices in new and existing development			

Community Plan Consistency Grid				
POLICIES FOR COMMUNITY ORIENTED SCHOOLS		YES	NO	NA
S-1	Plan for new school locations in advance through joint collaboration between the Town and School Board — with emphasis on steering facilities to desirable growth areas and avoiding sprawl			
S-2	Encourage offering land for new school facilities, particularly in conjunction with related neighborhood development			
S-3	Design safe campuses with pedestrian access to adjoining neighborhoods			
S-4	Prioritize traffic management and safety in the vicinity of public schools			
S-5	Co-locate school facilities with other community facilities and services			
S-6	Ensure costs for new schools should be borne largely by new growth and development creating the demand			
S-7	Foster diversity in community-oriented public schools by encouraging diversity in nearby neighborhoods feeding each school			
POLICIES FOR PAYING FOR GROWTH		YES	NO	NA
PFG-1	Ensure the costs of infrastructure, facilities and services related to new growth and development should be borne primarily by those creating the demand			
PFG-2	Continually seek to balance residential and non-residential development to foster a favorable service-cost to revenue-generated tax base			
PFG-3	Fees charged by the Town for development reviews and inspections should approximate the actual costs to the Town of conducting such work			
PFG-4	Explore cost recovery fees for new "greenfield" development			
PFG-5	Undertake annual planning and budgeting for capital facilities			
POLICIES FOR A HEALTHY SUSTAINABLE ENVIRONMENT		YES	NO	NA
HSE-1	Ensure development policies work to make Wake Forest more walkable and pedestrian-friendly, and less dependent on the single-occupant automobile			
HSE-2	Encourage compact, transit-oriented, mixed-use developments to facilitate walking, biking and transit options			
HSE-3	Locate new higher density residential development within walking distance of jobs and services and design it to be transit compatible with current and future transit services			
HSE-4	Recognize and facilitate low impact development			
HSE-5	Ensure runoff and drainage from development is of a quality and quantity as near to natural conditions as possible			
HSE-6	Require vegetative riparian buffers along all creeks, rivers, lakes and other water bodies in Wake Forest			
HSE-7	Encourage conservation subdivisions where site conditions call for minimizing environmental disturbance and protecting adjoining natural resources			
HSE-8	Ensure large parking lots have landscaped planting islands and perimeter buffer strips and may use other design technologies to intercept and absorb runoff			
HSE-9	Carefully control development activities in the special flood hazard areas			
HSE-10	Encourage the construction of energy efficient structures, including the use of "green" building design			
HSE-11	Ensure site plans for new development work sympathetically with the natural features of the land, including existing topography and significant existing vegetation			
HSE-12	Explore a combination of incentives and disincentives to protect existing trees and/or require the replacement of trees removed for development			
HSE-13	Encourage green infrastructure (grassed swales, rain gardens, bio-retention strips, cisterns, rain barrels, permeable pavements, etc.)			
HSE-14	Offer a variety of solid waste reduction strategies and services including educational programs on waste prevention, recycling and reuse			
HSE-15	Facilitate proper disposal of household hazardous waste materials			
HSE-16	Encourage on-site residential composting			
HSE-17	Continue off-site mulching and redistribution of landscape yard waste			
HSE-18	Continue to support education and activities that reduce litter and illegal dumping			
HSE-19	Continue to plan in advance for area requirements concerning solid waste collection and disposal			

Community Plan Consistency Grid				
POLICIES FOR ECONOMIC DEVELOPMENT		YES	NO	NA
ED-1	Encourage new and expanding industries and businesses that are compatible with the long-term quality of the area's natural and cultural resources, match up well with the area's infrastructure and services, employ and develop the skills of area workers, and diversify the local economy			
ED-2	Retain quality businesses and to attract new ones continue to invest in infrastructure and services that sustain and enhance the area's already high quality of life, image and cultural identity			
ED-3	Pursue economic and business development partnerships between the Town, other local jurisdictions, other economic development organizations, and private companies			
ED-4	Strive for a financial and regulatory environment that supports the establishment and growth of small business			
ED-5	Develop real estate "product" suitable for business placement that focuses on the identification, enhancement and certification of buildings and sites readily available for construction and/or occupancy			
POLICIES FOR ARTS CULTURE AND HISTORIC PRESERVATION		YES	NO	NA
ACH-1	Encourage efforts and actively participate in the provision of indoor and outdoor public and private spaces to showcase the work of visual and performing artists in Wake Forest			
ACH-2	Encourage new private sector developments to include art as an integral element of privately owned common areas and semi-public spaces			
ACH-3	Ensure budgets for new construction and renovations of town buildings include a line item for the purchase and display of art			
ACH-4	Continue to have cultural arts be enhanced as a permanent function of the Town's recreation program offerings			
ACH-5	Employ design standards that ensure development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest			
ACH-6	Encourage the identification, restoration, and active use of structures, buildings, monuments, landmarks, sites and neighborhoods of historic or architectural significance			
ACH-7	Strongly discourage the destruction of architectural, historic, and archeological resources of Wake Forest			
POLICIES FOR PUBLIC SAFETY		YES	NO	NA
PS-1	Employ community education, school, and public involvement programs to enhance community awareness of public safety issues			
PS-2	Periodically review the need for additional paid personnel, capital improvements and equipment needs to meet or exceed public safety standards, insurance ratings and other measures of public safety			
PS-3	Strategically locate additional public safety substations, provided that sufficient resources can be made available to properly staff and equip them			
PS-4	Proactively support legislative efforts to strengthen local law enforcement tools			
PS-5	Employ a holistic approach to public safety involving residents, businesses, and institutions in the preparation of neighborhood improvement plans, with priority given to public safety concerns			
PS-6	Encourage excellence in law enforcement, fire protection, and emergency services through on-going education, training and participation in national accreditation programs			
PS-7	Support the establishment of an east-west through street (or loop road) on the north side of town to improve emergency access to locations in that area			

Community Plan Consistency Grid				
POLICIES FOR LEADERSHIP AND COMMUNITY INVOLVEMENT		YES	NO	NA
LCI-1	Continue to emphasize the importance of advisory boards & committees in conducting the Town's business			
LCI-2	Ensure boards and committees of the Town are representative of the population and geography of the planning area or subject matter being addressed			
LCI-3	Encourage public involvement in decisions on land use and development by making the public aware of proposed developments at the earliest lawful opportunity, as well as fostering communication between developers and the general public			
LCI-4	Encourage neighborhood and special area planning			
LCI-5	Continue to ensure maintenance and enhancements to the Town's internet and multi-media news dissemination capabilities			
LCI-6	Participate proactively in the cooperation of efforts among civic and volunteer organizations for maximum impact in the community			



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: Suzanne Hetzel

Owner: St. John's Episcopal Church

Requested Action: Review and approval of a general rezoning request to Highway Business (HB)

Existing Zoning: General Residential 3 (GR3)

Location: 834 Durham Road

Size: 5.07 acres

Tax PINs: 1831-72-1164

Existing Land Use: Religious Institution and Daycare

Applicable Officially Adopted Plans:

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

This report reflects the recommendation of the Planning Board, this the 11th day of January 2022.

Introduced by Planning Board member: JOYNER

Seconded by Planning Board member: HICKEY

Attest:


Joe Kimray
Planning Board Chair


Courtney Tanner
Asst. Planning Director

Community Plan Consistency Grid				
GENERAL POLICY RECOMMENDATIONS		YES	NO	NA
GPR-1	Develop complete neighborhoods built around gathering spaces with a mix of housing types, lot sizes, and integrated commercial uses versus monolithic subdivisions			
GPR-2	Appropriately transition large-scale commercial, institutional, and industrial uses into surrounding neighborhoods			
GPR-3	Integrate alternative modes of transportation, such as transit and biking, into development			
GPR-4	Carefully configure street patterns to allow for multiple outlets from neighborhoods, and to continue the policy of providing for connections between neighborhoods, without encouraging through traffic			
GPR-5	Require sidewalks, bikeways and greenways as part of the necessary infrastructure for new development			
GPR-6	Require regularly spaced street trees, selected and planted in accordance with a street tree master plan, in new developments, whether commercial, office or residential			
GPR-7	Place new public and private buildings of architectural significance in locations of prominence and visual importance			
GPR-8	Ensure neighborhoods have adequate open space areas designed into the development			
GPR-9	Ensure residential architecture respects the value of the street upon which it faces with houses pulled up to the street, porches in the front, garages to the rear or setback from the rest of the home's front facade, and front walkways to the sidewalk			
POLICIES FOR OLDER NEIGHBORHOODS		YES	NO	NA
ON-1	Concentrate police protection, preferably in the form of foot and bicycle patrols, as part of a comprehensive strategy for neighborhood revitalization and crime prevention			
ON-2	Encourage pedestrian-level streetlights and appropriately designed private property lights , particularly in the town's older walkable neighborhoods			
ON-3	Implement housing programs, code enforcement activities, and public improvements in partnership with residents in targeted neighborhood areas and include restoration and rehabilitation activities			
ON-4	Ensure new infill development is architecturally compatible with existing structures, site layout and the streetscape within its vicinity			
ON-5	Continually reinvest in the infrastructure of older urban neighborhoods, including but not limited to: park improvements, sidewalks, street paving and maintenance, street trees, street lights, water and sewer lines, and drainage			
ON-6	Encourage pedestrian-oriented, designed and scaled stores and services providing basic necessities to residents of the town's older neighborhoods			
ON-7	Facilitate mass transit services through recognition of planned transit routes, development mix and density, and accommodation for future transit stop locations in redevelopment and infill projects in older neighborhoods			
POLICIES FOR NEWER NEIGHBORHOODS		YES	NO	NA
NN-1	Encourage architecturally compatible accessory housing on developed lots within existing neighborhood areas, especially for the elderly			
NN-2	Working in cooperation with neighborhood residents, support the provision of greenways, bikeways and walkways within existing neighborhoods			
NN-3	Architecturally compatible, residentially scaled office and institutional development may be permitted along major streets forming a boundary of a neighborhood planning area			
NN-4	Existing, less intensive development (i.e. residential or office uses) located at the intersection of two or more major streets may be allowed to undergo an orderly transition to appropriate commercial use, provided that original use is no longer viable and that careful site design will allow for compatibility with adjoining areas			

Community Plan Consistency Grid				
POLICIES FOR FUTURE NEIGHBORHOODS		YES	NO	NA
FN-1	Promote a walkable community to minimize sprawl, as most new neighborhoods should be compact in form			
FN-2	Ensure new neighborhood streets are no wider than necessary to serve their intended purpose			
FN-3	Consider future transit service corridors and reinforce these corridors with development mixtures and densities appropriate for transit services			
FN-4	Include at least one neighborhood center or focal point in neighborhood planning areas			
FN-5	Encourage neighborhood serving businesses in neighborhood design			
FN-6	Encourage centrally located amenity centers and discourage them on the periphery of neighborhoods			
FN-7	Encourage a mixture of housing types, sizes, and prices for each neighborhood planning area			
FN-8	Encourage higher density housing that is served by transit and located close to adjoining work and shopping areas			
FN-9	Ensure new neighborhoods are connected to other neighborhoods, shopping, and work areas within the neighborhood planning area			
FN-10	Ensure street design gives equal priority to pedestrians and automobiles			
FN-11	Recognize bike routes and greenways in neighborhoods at the time of development			
POLICIES FOR EXISTING COMMERCIAL AREAS		YES	NO	NA
EC-1	Encourage appropriate landscaping and reconfiguration of large, existing unlandscaped parking areas.			
EC-2	Encourage the provision of convenience clusters for pedestrians, bicyclists and future transit services at strategic locations in existing commercial areas			
EC-3	Encourage the consolidation of commercial driveways onto major streets and the connection of adjacent parking lots			
EC-4	Encourage businesses to replace existing, non-conforming signage with more attractive, conforming signage.			
EC-5	Encourage new infill development across the front street face of existing, over-designed parking lots			
EC-6	Continue to prohibit billboards within the planning jurisdiction of Wake Forest			
EC-7	Ensure bicycle and pedestrian access to existing commercial areas			
POLICIES FOR FUTURE LARGE-SCALE COMMERCIAL AREAS		YES	NO	NA
LSC-1	Encourage large-scale commercial developments where appropriate, to contain a diverse mixture of retail, office, restaurant and service uses			
LSC-2	Locate large-scale commercial uses on the corners of neighborhood planning areas, that is, at the intersection of two or more major streets			
LSC-3	Allow planned mixed-use developments which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design should be encouraged			
LSC-4	In planning for a new large scale development, buffer large-scale uses from adjacent residential areas by smaller scale buildings or by buffer strips			
LSC-5	Except for limited access highways, pull up new commercial buildings to the street; parking should be placed to the rear or side of the structure			
LSC-6	When appropriate, require the use of all around architecture (high quality facades on all sides of a building)			
LSC-7	Plan ahead for new large-scale commercial development in regards to future public transit stops and convenience clusters			
LSC-8	Limit driveway access for new large-scale commercial development to major thoroughfares and connect all adjacent parking lots			
LSC-9	Cluster together auto dealerships, large equipment sales and other businesses primarily dependent upon expansive outdoor sales lots for both functional and economic reasons			
LSC-10	Strongly discourage the abandonment of "big box" retail stores, for the purpose of relocating to another "bigger box" location in the community			

Community Plan Consistency Grid				
POLICIES FOR SMALL SCALE NEIGHBORHOOD BUSINESSES		YES	NO	NA
SSB-1	Encourage small scale, pedestrian-oriented shopping and work places in the design of new neighborhoods			
SSB-2	Locate neighborhood businesses at center of planning area rather than major thoroughfares			
SSB-3	Ensure neighborhood businesses are designed at a residential scale and character			
SSB-4	Coordinate the location of neighborhood serving businesses with bikeways and, where appropriate, future transit stops			
SSB-5	Employ on-street parking in coordination with a limited amount of off-street parking for neighborhood serving businesses			
SSB-6	Ensure neighborhood businesses have residential scale signage and lighting			
SSB-7	Ensure neighborhood businesses encouraged as upfront infrastructure cost of new development			
SSB-8	Ensure neighborhood businesses locate near public amenities if opportunity allows			
SSB-9	Encourage living quarters over small retail shops and offices			
POLICIES FOR FIRST GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
FGI-1	Actively participate, facilitate and partner in the adaptive reuse and conversion of former production, warehousing and manufacturing buildings into uses compatible with their design and location			
FGI-2	If the demolition of an old industrial building or complex becomes necessary, any new structure(s) and site redevelopment should be compatible with the neighborhood context; such redevelopment should serve to improve the quality, character and livability of the surrounding area			
POLICIES FOR SECOND GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
SIG-1	Encourage and support the rehabilitation, improvement, and re-occupancy of viable business and industrial properties that have become vacant.			
SIG-2	The Town of Wake Forest acknowledges and supports the work of state and federal agencies, as well as its own town building inspectors, concerning the enforcement of environmental regulations and building standards, particularly concerning the redevelopment or adaptive reuse of manufacturing sites and buildings			
POLICIES FOR THIRD GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
TGI-1	Periodically examine zoning ordinance and other development regulations to maintain or update appropriate standards and locations for manufacturing, warehouse and distribution opportunities within the Town's planning jurisdiction			
TGI-2	Employ industrial development performance standards to promote the establishment or expansion of industries that are compatible with the public health, safety, and welfare of area residents, and that are supportive of the long term economic prosperity and environmental quality of the community			
TGI-3	Provide and maintain adequate screening and buffering between residential areas and newly developed industrial sites			
TGI-4	Ensure industrial and warehouse sites located within view of a public right-of-way or nearby property provide landscaping that enhances the property and is consistent with a quality image			

Community Plan Consistency Grid				
POLICIES FOR DOWNTOWN		YES	NO	NA
D-1	Encourage a compatible, diverse mixture of retail, office, institutional, residential, dining, services, entertainment, and public open space in the downtown area			
D-2	Recognize the advantages of clustering similar activities and development forms in appropriate parts of the downtown			
D-3	Expand pedestrian oriented streetscape improvements, including wider sidewalks, street trees, decorative street lights, street furniture, and landscaping			
D-4	Direct new and expanding businesses to compatible buildings and sites in or near the downtown area			
D-5	Reserve ground floor space for retail uses with office and other uses on upper floors			
D-6	Maintain a tangible presence and commitment to the downtown through the location of the Town's major municipal offices there and encourage other local, state and federal government agencies to maintain similar commitments to the downtown			
D-7	Continue to support the Wake Forest farmers market at the municipal parking lot in downtown Wake Forest			
D-8	Continue to utilize the Renaissance Area Urban Code to ensure that development and redevelopment will be supportive of the architectural and historic context that is vital to the economic success of downtown Wake Forest			
D-9	Encourage efforts to restore missing or underutilized street frontages, particularly on lots where previous buildings have been demolished and replaced with (oftentimes) surface parking			
D-10	Locate parking lots to the side or behind buildings or in the interior of the block with off-street parking spaces for multi-family buildings being in the rear yard			
POLICIES FOR PARKS, OPEN SPACE AND RECREATION		YES	NO	NA
PR-1	In cooperation with private sector interests, develop a system of open space greenways and walking trails to connect to residential areas with, especially, schools and park facilities			
PR-2	Include mini-parks in existing and proposed developments to meet the needs of small children and the elderly, and to encourage social interaction and mutual support among area families			
PR-3	Locate parks in full view of residential/non-residential activity for security			
PR-4	Provide funding to help demand for open space and recreation created by development			
PR-5	Co-locate parks & recreation facilities with schools, utility companies, and federal, state and local government agencies			
PR-6	Continue to seek efficiencies, cost savings, and quality services for park maintenance as the Town grows			
PR-7	Continue to explore new opportunities for providing recreation programs with all available partners			
POLICIES FOR MAJOR STREETS		YES	NO	NA
S-1	Space major streets no more than 1 mile apart			
S-2	Ensure access to undeveloped sections of major streets are from intersecting minor streets, rather than private driveways			
S-3	Ensure minor streets intersect major streets regularly at approximately every 400 to 600 feet			
S-4	Incorporate central medians into the design of new or improved major streets			
S-5	Plant landscaping, and where possible, street trees in central medians of major streets			
S-6	Plant and retain streetyard vegetation along major streets to soften and unify the streetscape			
S-7	Ensure contrasting streetyards along major streets for change in visual character			
S-8	Preserve and enhance natural, cultural and historic features along major streets			
S-9	Ensure parking areas are screened from view within major street corridors			
S-10	Employ special roadway overlay zoning to help implement corridor plans			
S-11	Ensure road widenings and/or one-way pairs are avoided for streets where the original design intent and relationship to adjoining land uses was otherwise			

Community Plan Consistency Grid				
POLICIES FOR MINOR STREETS		YES	NO	NA
S-12	Encourage street patterns that respond to site topography, accentuate focal points and interesting vistas, create interesting public spaces and intersections, and that are coordinated with the placement of significant structures or open spaces			
S-13	Consider incorporation of medians in neighborhood axial streets			
S-14	Create short blocks of 300-500 feet in length to allow for many alternative routes for walking and biking, as well as a beneficial network of local streets			
S-15	Design street widths to fit the intended use of the street, corresponding to the traffic load and planned development types			
S-16	Employ a fully-connected honeycomb of streets to promote convenient circulation within the neighborhood and provide for multiple, alternative outlets from the area to adjoining neighborhoods and major streets			
S-17	Encourage on-street parking in compact neighborhoods			
S-18	Utilize grass swales to capture runoff in conservation subdivisions			
S-19	Ensure turning radius of corners at intersections are as small as possible to shorten the street crossing distance for pedestrians at intersections			
S-20	Install traffic calming methods as necessary to enhance livability			
POLICIES FOR SIDEWALKS		YES	NO	NA
SW-1	Where no sidewalks are present, provide sidewalks in existing developed areas to connect residential areas to walkable pedestrian destinations			
SW-2	Ensure sidewalks are required on both sides of the street in new developments when along thoroughfares and collectors, in multi-family developments, in "front porch" developments, and along local streets within walking distance of a major pedestrian trip attractor			
SW-3	Ensure sidewalk widths correspond with anticipated pedestrian traffic volumes, adjoining land uses, and sidewalk activities with minimum sidewalk widths at 5 feet, or 6 feet if along the verge of a street			
SW-4	Continue curb stamp installation and retrofit curb ramps in existing sidewalks			
SW-5	Ensure crosswalks are plainly marked and well lit, especially where significant pedestrian activity is observed or expected			
POLICIES FOR BIKEWAYS		YES	NO	NA
B-1	The bicycle facility selection guide, as used by the Federal Highway Administration, shall be employed for determining the most suitable type of bicycle facility for any new or upgraded roads in Wake Forest			
B-2	Facilitate bicycle and pedestrian way connections between neighborhoods, either by street or connecting path, to enable the effective use of local, minor streets for pedestrian and bicycle travel			
B-3	Install striped bicycle lanes and appropriate signage along existing streets where called for in the Bicycle Plan			
B-4	Install striped bicycle lanes and appropriate signage along new collector streets			
B-5	Install bicycle-responsive signals at intersections where appropriate			
B-6	Ensure all new public and private developments have bike parking and bicycle access			
B-7	Examine all future road construction and improvements for bikeway feasibility and conformity with the Town of Wake Forest Bicycle Plan			
B-8	Examine all future developments and site plans for bicycle compatibility and conformity with the town Bicycle Plan			
B-9	Include bicycle facilities and their impacts in traffic impact analyses for new private developments			
B-10	Establish and implement pedestrian and bicycle friendly schools zones around all schools			
B-11	Ensure bicycle-related improvements are an integral component of the Town's annual budget for public infrastructure investment			

Community Plan Consistency Grid				
POLICIES FOR GREENWAY TRAILS		YES	NO	NA
GT-1	Continue to pursue a greenway trails system that connects residential areas with schools and park facilities			
GT-2	Develop greenway trails in accordance with the environmental conditions of its corridor, its intended use for travel versus recreation, and the anticipated traffic volume of pedestrians and bicyclists			
GT-3	Ensure greenway construction is treated as a normal element of infrastructure necessary to support new development			
GT-4	Ensure greenway maintenance and safety in Town control after transfer from private control			
POLICIES FOR PUBLIC TRANSPORTATION		YES	NO	NA
PT-1	Support the successful operation and expansion of transit with compact, transit-compatible development patterns			
PT-2	Require site planning that incorporates transit stops and convenience clusters			
POLICIES FOR STREET TREES		YES	NO	NA
ST-1	Prepare and maintain an official Street Tree Planting Master Plan			
ST-2	Ensure consistent street tree species occur along certain sections of streets			
ST-3	Ensure a diversity of street tree species Town wide with no single species comprising more than 10-15% of total trees			
ST-4	Install regularly spaced street trees in central medians and frontage street medians			
ST-5	Continue to require The planting or preservation of street trees of appropriate size and species			
ST-6	Maximize available budget dollars for street tree master plan implementation			
POLICIES FOR STREETLIGHTS		YES	NO	NA
SL-1	Ensure streetlights are installed according to the design speed and/or intended use of the street or area they serve			
SL-2	Periodically evaluate emerging lighting technologies for best color, brightness and energy efficiency			
SL-3	Continue to develop and implement joint policies and standards for street light selection, installation, operation and maintenance in cooperation with Wake Electric and Duke/Progress Energy			
SL-4	Ensure streetlights are installed on both sides of streets unless a newly approved street is planned from the outset to have a sidewalk on only one side			
POLICIES FOR UTILITY POLES AND WIRES		YES	NO	NA
UPW-1	Maintain a master plan for the undergrounding of utilities, with priority given to pre-determined areas			
UPW-2	Ensure major town entrances and gateway corridors receive first priority for the undergrounding of overhead utilities			
UPW-3	Ensure high visibility, pedestrian-oriented areas receive second priority for the undergrounding of overhead utilities			
UPW-4	Ensure overhead utilities in other priority areas are placed underground or relocated as opportunities arise			
POLICIES FOR WIRELESS TELECOMMUNICATION FACILITIES		YES	NO	NA
WTF-1	Facilitate the development of wireless service technology as an economic development asset and significant benefit to the town and its residents			
WTF-2	Ensure the impacts of wireless telecommunication facilities should not be permitted to compromise the health, safety and public welfare of area residents; nor should such facilities be allowed to diminish the character of the community and visual quality of its environment			
WTF-3	Ensure that in residential areas, historic districts and the Renaissance districts, cell towers are only considered when there is no alternative for serving those areas and no other alternative wireless telecommunication structure can be utilized			
WTF-4	Initiate updates to standards for wireless telecommunication facilities as new technologies and structural requirements for wireless capabilities emerge over time			

Community Plan Consistency Grid				
POLICIES FOR TOWN AND SPECIAL AREA ENTRANCES		YES	NO	NA
TSE-1	Employ noticeable streetscape improvements to clearly announce a town entrance and to enhance gateway corridors			
TSE-2	Extend streetscape improvements as the Town limits expand			
TSE-3	Employ special "gateway" treatment where where a bridge, underpass, overpass or other roadway feature is located at an entry point to the town or some portion of it			
POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Employ architectural standards consistent with Wake Forest's architectural character for new, expanding, or improved businesses			
CC-2	Exceptional locations, views and vistas in the town should receive exceptional treatment and/or protection in design and development			
CC-3	Place noteworthy buildings, important outdoor spaces, objects of historic merit, important monuments, and significant works of art in positions of visibility and prominence			
CC-4	Incorporate significant natural and existing man-made elements into the thematic design of new developments			
CC-5	Save large trees, ponds, creeks, or other natural features of the landscape when locating new streets, buildings, parking lots, etc			
CC-6	Support community character by ensuring development is compatible with surrounding area			
CC-7	Ensure exterior lighting is attractive, functional and safety conscious, while also avoiding negative impacts on the night sky visibility of Wake Forest			
POLICIES FOR REGIONAL TRANSPORTATION		YES	NO	NA
RT-1	Continue to anticipate and plan for the impacts of new high speed rail service as it passes through Wake Forest en route to major urban centers north and south along the east coast			
RT-2	Continue to anticipate and plan for the transformation of US 1 Capital Blvd into a limited access freeway and multi-modal transportation corridor as per the plans of the US 1 Corridor Study			
RT-3	Support the express bus service between downtown Wake Forest and downtown Raleigh			
POLICIES FOR WATER AND SEWER		YES	NO	NA
WS-1	Work proactively with other local governments, utility service providers, and the State of North Carolina on regional, long term solutions for water supplies and sewage treatment			
WS-2	Place water and sewer utilities in areas where growth is desired			
WS-3	Avoid placing sewer utilities in environmentally sensitive areas or in areas where open space is desired			
WS-4	Encourage the development of sewer services that employ water reuse technologies			
POLICIES FOR WATER CONSERVATION		YES	NO	NA
WC-1	Conserve, to the fullest extent possible, potable water and waste water treatment capacity			
WC-2	Employ other types of non-municipal water supplies such as wells, rainwater catching systems, rain barrels and in-ground cisterns			
WC-3	Eliminate or reduce usage of the municipal water supply for outside irrigation			
WC-4	Encourage new development to plant drought tolerant grasses on lawns			
WC-5	Encourage construction of new rainwater retainage systems			
WC-6	Encourage new development to include traditional plants native to the area			
WC-7	Encourage the installation of water saving devices in new and existing development			

Community Plan Consistency Grid				
POLICIES FOR COMMUNITY ORIENTED SCHOOLS		YES	NO	NA
S-1	Plan for new school locations in advance through joint collaboration between the Town and School Board — with emphasis on steering facilities to desirable growth areas and avoiding sprawl			
S-2	Encourage offering land for new school facilities, particularly in conjunction with related neighborhood development			
S-3	Design safe campuses with pedestrian access to adjoining neighborhoods			
S-4	Prioritize traffic management and safety in the vicinity of public schools			
S-5	Co-locate school facilities with other community facilities and services			
S-6	Ensure costs for new schools should be borne largely by new growth and development creating the demand			
S-7	Foster diversity in community-oriented public schools by encouraging diversity in nearby neighborhoods feeding each school			
POLICIES FOR PAYING FOR GROWTH		YES	NO	NA
PFG-1	Ensure the costs of infrastructure, facilities and services related to new growth and development should be borne primarily by those creating the demand			
PFG-2	Continually seek to balance residential and non-residential development to foster a favorable service-cost to revenue-generated tax base			
PFG-3	Fees charged by the Town for development reviews and inspections should approximate the actual costs to the Town of conducting such work			
PFG-4	Explore cost recovery fees for new "greenfield" development			
PFG-5	Undertake annual planning and budgeting for capital facilities			
POLICIES FOR A HEALTHY SUSTAINABLE ENVIRONMENT		YES	NO	NA
HSE-1	Ensure development policies work to make Wake Forest more walkable and pedestrian-friendly, and less dependent on the single-occupant automobile			
HSE-2	Encourage compact, transit-oriented, mixed-use developments to facilitate walking, biking and transit options			
HSE-3	Locate new higher density residential development within walking distance of jobs and services and design it to be transit compatible with current and future transit services			
HSE-4	Recognize and facilitate low impact development			
HSE-5	Ensure runoff and drainage from development is of a quality and quantity as near to natural conditions as possible			
HSE-6	Require vegetative riparian buffers along all creeks, rivers, lakes and other water bodies in Wake Forest			
HSE-7	Encourage conservation subdivisions where site conditions call for minimizing environmental disturbance and protecting adjoining natural resources			
HSE-8	Ensure large parking lots have landscaped planting islands and perimeter buffer strips and may use other design technologies to intercept and absorb runoff			
HSE-9	Carefully control development activities in the special flood hazard areas			
HSE-10	Encourage the construction of energy efficient structures, including the use of "green" building design			
HSE-11	Ensure site plans for new development work sympathetically with the natural features of the land, including existing topography and significant existing vegetation			
HSE-12	Explore a combination of incentives and disincentives to protect existing trees and/or require the replacement of trees removed for development			
HSE-13	Encourage green infrastructure (grassed swales, rain gardens, bio-retention strips, cisterns, rain barrels, permeable pavements, etc.)			
HSE-14	Offer a variety of solid waste reduction strategies and services including educational programs on waste prevention, recycling and reuse			
HSE-15	Facilitate proper disposal of household hazardous waste materials			
HSE-16	Encourage on-site residential composting			
HSE-17	Continue off-site mulching and redistribution of landscape yard waste			
HSE-18	Continue to support education and activities that reduce litter and illegal dumping			
HSE-19	Continue to plan in advance for area requirements concerning solid waste collection and disposal			

Community Plan Consistency Grid				
POLICIES FOR ECONOMIC DEVELOPMENT		YES	NO	NA
ED-1	Encourage new and expanding industries and businesses that are compatible with the long-term quality of the area's natural and cultural resources, match up well with the area's infrastructure and services, employ and develop the skills of area workers, and diversify the local economy			
ED-2	Retain quality businesses and to attract new ones continue to invest in infrastructure and services that sustain and enhance the area's already high quality of life, image and cultural identity			
ED-3	Pursue economic and business development partnerships between the Town, other local jurisdictions, other economic development organizations, and private companies			
ED-4	Strive for a financial and regulatory environment that supports the establishment and growth of small business			
ED-5	Develop real estate "product" suitable for business placement that focuses on the identification, enhancement and certification of buildings and sites readily available for construction and/or occupancy			
POLICIES FOR ARTS CULTURE AND HISTORIC PRESERVATION		YES	NO	NA
ACH-1	Encourage efforts and actively participate in the provision of indoor and outdoor public and private spaces to showcase the work of visual and performing artists in Wake Forest			
ACH-2	Encourage new private sector developments to include art as an integral element of privately owned common areas and semi-public spaces			
ACH-3	Ensure budgets for new construction and renovations of town buildings include a line item for the purchase and display of art			
ACH-4	Continue to have cultural arts be enhanced as a permanent function of the Town's recreation program offerings			
ACH-5	Employ design standards that ensure development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest			
ACH-6	Encourage the identification, restoration, and active use of structures, buildings, monuments, landmarks, sites and neighborhoods of historic or architectural significance			
ACH-7	Strongly discourage the destruction of architectural, historic, and archeological resources of Wake Forest			
POLICIES FOR PUBLIC SAFETY		YES	NO	NA
PS-1	Employ community education, school, and public involvement programs to enhance community awareness of public safety issues			
PS-2	Periodically review the need for additional paid personnel, capital improvements and equipment needs to meet or exceed public safety standards, insurance ratings and other measures of public safety			
PS-3	Strategically locate additional public safety substations, provided that sufficient resources can be made available to properly staff and equip them			
PS-4	Proactively support legislative efforts to strengthen local law enforcement tools			
PS-5	Employ a holistic approach to public safety involving residents, businesses, and institutions in the preparation of neighborhood improvement plans, with priority given to public safety concerns			
PS-6	Encourage excellence in law enforcement, fire protection, and emergency services through on-going education, training and participation in national accreditation programs			
PS-7	Support the establishment of an east-west through street (or loop road) on the north side of town to improve emergency access to locations in that area			

Community Plan Consistency Grid				
POLICIES FOR LEADERSHIP AND COMMUNITY INVOLVEMENT		YES	NO	NA
LCI-1	Continue to emphasize the importance of advisory boards & committees in conducting the Town's business			
LCI-2	Ensure boards and committees of the Town are representative of the population and geography of the planning area or subject matter being addressed			
LCI-3	Encourage public involvement in decisions on land use and development by making the public aware of proposed developments at the earliest lawful opportunity, as well as fostering communication between developers and the general public			
LCI-4	Encourage neighborhood and special area planning			
LCI-5	Continue to ensure maintenance and enhancements to the Town's internet and multi-media news dissemination capabilities			
LCI-6	Participate proactively in the cooperation of efforts among civic and volunteer organizations for maximum impact in the community			

ORDINANCE 2022-XX

ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF WAKE FOREST TO CHANGE THE ZONING OF APPROXIMATELY 5.07 ACRES LOCATED AT 834 DURHAM ROAD (WAKE COUNTY TAX PIN 1831-72-1164) FROM GENERAL RESIDENTIAL 3 (GR3) TO HIGHWAY BUSINESS (HB)

RZ-21-13, ST JOHNS EPISCOPAL CHURCH

WHEREAS, the application submitted by St. John's Episcopal Church for the rezoning of land hereinafter described was duly filed with the Planning Department; and

WHEREAS, the Planning Board held a public comment session on January 11, 2022 and the Board of Commissioners held a public hearing on February 15, 2022; and

WHEREAS, mailed notices, property sign postings, and a newspaper notice publication were carried out for the public comment session and public hearing pursuant to G.S. § 160D-602 and the Unified Development Ordinance; and

WHEREAS, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application that was generally consistent with the Comprehensive Plan for the lands hereinafter described, all in accordance with the requirements of the Town of Wake Forest Unified Development Ordinance and the provisions of Chapter 160D, Article 6, of the North Carolina General Statutes; NOW, THEREFORE,

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST

Section 1: The lands that are the subject of the Ordinance are those certain lands described in *Exhibit 1 – Legal Description*, which is incorporated herein by reference, and said lands are hereafter referred to as the “Rezoned Lands.”

Section 2: The parcel identified by the Wake County Tax Parcel Identification Number 1831-72-1164, and described in *Exhibit 1*, is located within the Town's Corporate Limits.

Section 3: The Town of Wake Forest Unified Development Ordinance, including the Town of Wake Forest North Carolina Official Zoning Map, which is a part of said Ordinance, is hereby amended by changing the zoning classification of the “Rezoned Lands” from General Residential 3 (GR3) to Highway Business (HB).

Section 4: The Administrator is hereby authorized and directed to cause the said Official Zoning District Map for the Town of Wake Forest, North Carolina, to be physically revised and amended to reflect the zoning changes ordained by this Ordinance.

Section 5: After reviewing all the information presented and the Wake Forest plans, policies and ordinances, the Wake Forest Board of Commissioners find the zoning map amendment request consistent with the Comprehensive Plans, and reasonable and in the public interest and adopted a written consistency statement, which is on file with the Wake Forest Planning Department and as shown in *Exhibit 2*.

Section 6: The “Rezoned Lands” shall be perpetually bound to the conditions imposed including the uses authorized, unless subsequently changed or amended as provided for in the Unified Development Ordinance.

Section 7: This ordinance shall be in full force and effect from and after its adoption.

This the ____ day of _____ 2022.

TOWN OF WAKE FOREST

Mayor

ATTEST:

Deputy Town Clerk

APPROVED AS TO FORM:

Town Attorney

BK013627PG01371

BEGINNING at an iron pipe on the North side of North Carolina Highway #98, said pipe being located North 64 deg 09 min 29 sec West 118.55 feet from N.C.G.S. Monument "BEEJAY" having coordinates: $N(y)=811,803.62'$ and $E(x)=2,137,488.73'$; thence in a western direction along the North line of the right of way of Highway 98 South 84 deg 29 min 18 sec West 272.96 feet to an iron pipe, corner of Mabel B. Shearin; thence with Shearin's line North 11 deg 15 min 43 sec West 301.93 feet to an iron pipe; and South 88 deg 12 min 52 sec West 172.58 feet to an iron pipe in the line of Horse Creek Associates and Y.C. Kim; thence with Kim's line the following calls and distances: North 04 deg 13 min 49 sec West 307.93 feet to an iron pipe; North 86 deg 52 min 43 sec East 456.13 feet; and South 06 deg 44 min 64 sec East 600.59 feet to the BEGINNING containing 5.229 acres, more or less, according to the survey of Cawthorne, Moss & Panciera, P.C., dated January 6, 2000.

This is the same property previously conveyed to the Granator by deed dated August 24, 1962, and recorded in Book 1519 at page 59, Wake County Registry.

**Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Zoning Map Amendment RZ-21-13: St. John's Episcopal Church
834 Durham Road**

The Wake Forest Board of Commissioners finds that RZ-21-13 is consistent with the Wake Forest Community Plan. The Wake Forest Board of Commissioners finds that the approval of the rezoning request is reasonable and in the public interest for the following reasons:

1. The proposed zoning district is consistent with the zoning district of adjacent and nearby properties, is consistent with the existing Special Highway Overlay District, and is consistent with the Growth Strategies designation.
2. The proposed zoning district allows for greater flexibility of uses and development, which is appropriate due to location along a major thoroughfare.
3. The proposed land use remains the same, which is compatible with the existing surrounding land uses.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-412-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: February 15, 2022

SUBJECT

Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-490-

Submitted by: Jennifer Herbert

Submitting Department: Downtown Development

Meeting Date: February 15, 2022

SUBJECT

Authorization to Waive Wake Forest Town Ordinance 20-2.

(Public Consumption, Possession, etc. of Alcohol)

(Amend RESOLUTION 2021-140; previously adopted 11/16/2021)

Recommendation:

Amend RESOLUTION 2021-140; previously adopted 11/16/2021.

Previously adopted resolution reflected correct dates at top, but a conflicting incorrect date at the bottom and this amendment corrects that.

Item Summary:

ATTACHMENTS

- [Resolution2022-05-Resolution_for_Open_Container_Waiver_FNOW_Series_2022.pdf](#)
- [Resolution2022-05AttachmentA_FINAL_2021_WEBSITE_VENUE_MAP_SIGN_24x36 \(003\).jpg](#)
- [ATTACHMENT_B_2022_Series_Friday_Night_on_White_Alcohol_Ordinance_Waiver_Request \(1\).docx](#)

RESOLUTION 2022-05

**Authorization to Waive Wake Forest Town Ordinance 20-2.
(Public Consumption, Possession, etc. of Alcohol)**

(Amend RESOLUTION 2021-140; previously adopted 11/16/2021)

WHEREAS the Town of Wake Forest is dedicated to the enrichment of the town's civic, social, and economic welfare; creating a better understanding and appreciation for the importance of downtown to the community; and are continuously seeking to develop downtown as a center of government, service, professional, retail, and cultural activity; and

WHEREAS the Town of Wake Forest will celebrate "Friday Night on White" from 5 pm - 9 pm on the following dates in 2022: April 8, May 13, June 10, July 15, August 12, and September 9; and

WHEREAS, the "Friday Night on White" event will take place in the Historic Downtown Commercial District, as defined in Attachment A; and

WHEREAS the Town of Wake Forest's alcoholic beverage ordinance shall be relaxed to allow the sale of alcohol for public consumption as set forth in Attachment B. The consumption of alcohol will be permitted within the parameters as shown in Attachment A.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the Town of Wake Forest hereby authorizes the Town of Wake Forest to celebrate "Friday Night on White" event in the Historic Downtown District from 5 pm - 9 pm on the following dates in 2022: April 8, May 13, June 10, July 15, August 12, and September 9.

BE IT FURTHER RESOLVED THAT the area as shown in Attachment A shall allow for the sale and consumption of beer and wine as described in Attachment B.

Adopted this 15th day of February 2022.

ATTEST:

Vivian A. Jones,
Mayor

Theresa Savary, CMC
Deputy Town Clerk



ATTACHMENT B

CONDITIONS OF THE SALE AND CONSUMPTION OF ALCOHOL

1. The sale and public consumption of beer and wine is allowed within the designated area as shown on Attachment A for Friday Night on White for the 2022 Series dates from 5 PM to 9 PM. The FNOW 2022 series dates are April 8, May 13, June 10, July 15, August 12, and September 9.
2. All alcohol sales must conform to current state and local laws and comply with all applicable codes. All alcohol must be distributed in clear plastic containers, no greater than 20 fluid ounces in size.
3. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass or to possess in an open can, bottle, or glass any alcoholic beverage on the streets, sidewalks, rights-of-way, and parking lots, whether public or private.
4. No alcoholic beverages purchased within the designated area as shown on Attachment A shall be allowed to leave or be consumed outside of the designated area. No alcoholic beverages purchased from outside of the designated area shall be allowed within the designated area.
5. Each vendor shall be responsible for checking the identification of patrons before selling alcohol.
6. No establishment shall dispense to any person more than one such alcoholic beverage at a time for removal from the premises, and no person shall remove at one time more than one such alcoholic beverage from the licensed premises.
7. The prohibitions and restrictions defined in Sec. 20-2 (Public consumption, possession, etc., of alcohol) of the Town of Wake Forest Code of Ordinances, shall not apply during the specific time and dates set out above.
8. Each vendor allowed to sell alcoholic beverages must provide a Certificate of Insurance showing "liquor liability" coverage in an amount no less than \$3,000,000. For businesses that do not typically sell alcohol, a commercial general liability policy with host liquor coverage will suffice. Certificates of Insurance must list the Town of Wake Forest as an additional insured for the Friday Night on White event. Policies should be endorsed to support the additional insured language. Certificates and a copy of the additional insured endorsement (CG 20 10 or equivalent) must be provided to the Town of Wake Forest's Safety and Risk Manager no less than 10 days prior to the event.
9. The Town Manager upon recommendation of the Chief of Police may reinstate the Town of Wake Forest's alcoholic beverage ordinance to disallow the sale of alcohol for public consumption, in the occurrence of any violation, which threatens the safety, public health or welfare of the community. The Town Manager may also reinstate the Town of Wake Forest's alcoholic beverage

ordinance to disallow the sale of alcohol for public consumption for any other reason the Town Manager deems is in the best interest of the Town. Such action by the Town Manager shall remain in effect until ratified by the Board of Commissioners at its next scheduled voting meeting.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-495-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: February 15, 2022

SUBJECT

Approval of Budget Ordinance Amendment # 2 - FY 2021-2022

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Budget Ordinance Amendment_summary.pdf](#)
- [Budget Ordinance Amendment #2.pdf](#)

Agenda Item: Budget Ordinance Amendment # 2 – FY 2021-2022

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

Attachments: Summary worksheets

Budget Amendment # 2

General Fund Budget Amendment Worksheet For the fiscal year ending June 30, 2022

		Prior Budget	Current Budget	Amended
Estimated Revenues:	Dept. Budget Adopted	Amendments	Amendments	Budget
General Fund revenues	\$ 56,497,285	-	328,500	56,825,785
Total Revenues	56,497,285	-	328,500	56,825,785
Appropriations:				
Governing Body	410 518,320	(48,300)	6,550	476,570
Legal Services	412 310,310		165,000	475,310
Administration	420 875,430	56,940	47,295	979,665
Communications	425 994,560			994,560
Human Resources	430 827,935	6,750		834,685
Downtown Development	435 458,175			458,175
Finance	440 1,369,625			1,369,625
Information Technology	445 1,585,360		-	1,585,360
Inspections	480 1,838,265		10,000	1,848,265
Planning	490 2,727,150	337,985	5,500	3,070,635
Public Facilities	500 2,906,935	76,535		2,983,470
Public Safety: Police	510 14,144,970	94,897	3,000	14,242,867
Public Safety: Fire	520 9,746,020	84,894		9,830,914
Public Works:				
PW Administration	530 291,575			291,575
Urban Forestry	535 229,820		7,210	237,030
Fleet Maintenance	550 601,525			601,525
Streets	560 3,040,000	38,319		3,078,319
Solid Waste	580 4,617,620	216,000		4,833,620
Engineering	540 1,568,360	11,910		1,580,270
Parks, Recreation & Cultural Resources	620 4,368,280	35,250		4,403,530
Transfers	999 6,859,265		(32,295)	6,826,970
Total Appropriations	59,879,500	911,180	212,260	61,002,940
Estimated revenues over total appropriations	\$ (3,382,215)	\$ (911,180)	\$ 116,240	\$ (4,177,155)
Other financing sources (uses):				
Sale of assets	125,000			125,000
Installment note proceeds	1,304,500			1,304,500
Operating transfers from other funds:				
Special Revenue Fund - DMSD	97,500			97,500
Special Revenue Fund - Police	62,615			62,615
Special Revenue Fund - Futures Fund				-
Gen Capital Reserve Fund	60,000		7,210	67,210
Recreation Capital Reserve Fund	82,000			82,000
Proceeds from NCCHIP Reserve	450,000			450,000
Appropriated Fund Balance	1,200,600	911,180	(123,450)	1,988,330
Total other financing sources	3,382,215	911,180	(116,240)	4,177,155
Estimated revenues and other sources over appropriations and other uses	\$ -	\$ -	\$ -	\$ -

Budget Amendment # 2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2022
GENERAL FUND

Funds coming from:						
	Fund	Dept	Account	Project/Department	Account Description	Amount
1	100	000	4351		Building Permits - Commercial	67,500
	100	000	4353		Zoning Requests	10,000
	100	000	4354		Sign Permits	11,000
	100	000	4355		Subdivision Review	30,000
	100	000	4417		Off Duty Police Officer	45,000
2	100	000	4740	PIL - Tree Funds	Interfund Transfers	7,210
3	100	999	5903	Transfers (WFBIP)	Transfer to Special Revenue	32,295
4	100	000	4310		Local Option Sales Tax	100,000
	100	000	4311		Sales Tax - Article 40	25,000
	100	000	4312		Sales Tax - Article 42	25,000
	100	000	4313		Sales Tax - Article 44	15,000
						368,005

368,005

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
100	410	5600	Board of Commissioners	Departmental Supplies	1,000
100	410	5610	Board of Commissioners	Computer Supplies	2,800
100	410	5635	Board of Commissioners	Special Events	2,750
100	420	5460	Administration	Contracted Services	15,000
100	480	5102	Inspections	Salaries & Wages - Part-Time	10,000
100	490-200	5120	Planning (Dev Serv/Admin)	Temporary Employment	4,500
100	490-200	5520	Planning (Dev Serv/Admin)	Insurance & Bonds	1,000
100	510	5120	Police	Temporary Employment	3,000
100	000	4990		Appropriated Fund Balance	123,450
100	535	5730	Urban Forestry	Cap Outlay - Improvements	7,210
100	420	5102	Administration	Salaries & Wages - Part Time	30,000
100	420	5210	Administration	FICA	2,295
100	412	5310	Legal Services	Professional Services - Legal	162,500
100	412	5610	Legal Services	Computer Supplies	2,500

368,005

Explanation:

- 1 - Recognize additional revenues received, allocate to respective expenditure line items and reduce appropriated fund balance accordingly to reflect actual through January 31, 2022.
- 2 - Allocate funds received from charter school development/construction for tree preservation for use of removal of street trees per Urban Forestry.
- 3 - Re-allocate funds for part time administrative support in WFBIP/Economic Development to Administration.
- 4 - Recognize additional sales tax revenue and allocate to legal services. Town attorney was retained later in the fiscal year - professional services - legal line item amended to reflected projected through March 31, 2022.

Budget Amendment #2
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2019
OTHER FUNDS

Funds coming from:					
Fund	Dept	Account	Project/Department	Account Description	Amount
DEBT SERVICE FUND					
200	000	4330	N/A	Powell Bill	356,785
WAKE FOREST BIP/ECONOMIC DEVELOPMENT FUND					
415	000	4500		Miscellaneous Revenue	8,000
415	415	5102	Economic Development	Salaries & Wages - Part Time	30,000
415	415	5210	Economic Development	FICA	2,295

397,080

Explanation:

Recognize additional Powell Bill funds received and allocate to fund balance.

Recognize revenues received and allocate resources to reflect transfer of part time position from Economic Development to Administration.

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
DEBT SERVICE FUND					
200	000	4990	N/A	Appropriated Fund Balance	356,785
WAKE FOREST BIP/ECONOMIC DEVELOPMENT FUND					
415	415	5245	Economic Development	Longevity	300
415	415	5692	Economic Development	Contributions - Other	250
415	415	5405	Economic Development	Marketing/PR/Communications	7,450
415	000	4720		Transfer from General Fund	32,295

397,080



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-498-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: February 15, 2022

SUBJECT

Appointment of an Alternate Member to CAMPO Executive Committee

Recommendation:

Approval

Item Summary:

ATTACHMENTS

- [ResolutionCAMPOAppointment.docx](#)

RESOLUTION 2022-06

Appointment of an Alternate Member to the Capital Area Metropolitan Planning Organization Executive Committee

WHEREAS, the Mayor serves as a member of the Capital Area Metropolitan Planning Organization (CAMPO) Executive Committee by virtue of her position; and

WHEREAS, there is a need to appoint a member of the Board of Commissioners as an alternate member in the event the Mayor is unable to attend.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Commissioner Chad Sary is appointed as the alternate member to the CAMPO Executive Committee.

Adopted this 15th day of February 2022 while in regular session.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary, CMC
Deputy Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-404-
Submitted by: Kari Grace
Submitting Department: Planning
Meeting Date: February 15, 2022

SUBJECT

Consideration of a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).

Recommendation:

Item Summary:

ATTACHMENTS

- [021522 BOC Agenda Summary RZ-21-13](#)
- [RZ-21-13 Staff Report](#)
- [Attachment A: Neighborhood Meeting Information](#)
- [Attachment B: RZ-21-13 Application](#)
- [Attachment C: RZ-21-13 Maps](#)
- [Attachment D: Consistency Analysis - RZ-21-13](#)
- [Attachment E: Planning Board Recommendation](#)
- [Ordinance RZ-21-13](#)
- [Exhibit 1: Legal Description](#)
- [Exhibit 2: Consistency Statement](#)

Agenda Item: Public hearing and consideration of a rezoning filed by St. John's Episcopal Church to rezone 5.07± acres located at 834 Durham Road, being Wake County Tax PIN 1831721164, from General Residential 3 (GR3) to Highway Business (HB).

Summary: A public comment session was held at the January 11, 2022 Planning Board meeting. The Planning Board voted 7-0 to find the request consistent with the Community Plan and recommend approval of the zoning map amendment (rezoning) request.

Attachments: Staff Report

Attachment A: Neighborhood Meeting Information

Attachment B: RZ-21-13 Application

Attachment C: RZ-21-13 Maps

Attachment D: Consistency Analysis

Attachment E: Planning Board Recommendation

Proposed Ordinance

Exhibit 1 – Legal Description

Exhibit 2 – Consistency Statement



Staff Report

Case RZ-21-13: St. John's Episcopal Church

Meeting Date	February 15, 2022
Requested Actions	Consideration of the Following Items related to the Zoning Map Amendment for 834 Durham Road: 1. Act on Plan Consistency Statement 2. Rezone 5.07 acres on the Town of Wake Forest Zoning Map from General Residential 3 (GR3) to Highway Business (HB).
Case Manager	Kari Grace, Senior Planner
Planning Board Recommendation	The Planning Board unanimously recommended approval of the rezoning request. <i>See Attachment E for Planning Board recommendation.</i>

PUBLIC MEETINGS

Neighborhood Meeting	Public Comment Session	Public Hearing
December 2, 2021 <i>(See Attachment A)</i>	January 11, 2022	February 15, 2022

PUBLIC COMMENTS

At the January 11, 2022 public comment session Mr. Hill, a member of the applicant team, spoke in favor of the request, citing the property location, surrounding land uses, and future road and transportation conditions that are appropriate for the requested Highway Business zoning district. One public comment was made by a resident also in support of the request.

CASE INFORMATION

Applicant	Suzanne Hetzel 834 Durham Road Wake Forest, NC 27587
Property Owner	St. John's Episcopal Church 830 Durham Road Wake Forest, NC 27587
Location	Near the northeast corner of Durham Road and Capital Boulevard
Address	834 Durham Road

Wake County Tax PIN(s)	1831721164
Acreage	5.07 acres
Zoning	Existing: General Residential 3 (GR3), US 1 Special Highway Overlay (SH1-O), Richland Creek Watershed Management Area District (RC-WMA)
	Proposed: Highway Business (HB)
Land Use	Existing: Religious Institution
	Proposed: Religious Institution
Corporate Limits	This application is in the Town's corporate limits.
<i>See Attachment B for a copy of the application.</i>	

SURROUNDING LAND USES AND ZONING

	Land Use	Zoning
North	Forestry	Highway Business
South	Durham Road (NC98)	N/A
East	Forestry	General Residential 3
West	Forestry; Single Family Detached	Highway Business and Conditional Use Highway Business
The proposed land use is generally compatible with surrounding land uses. The proposed zoning is generally compatible with surrounding zoning. <i>See Attachment C for associated maps.</i>		

COMPREHENSIVE PLAN CONSISTENCY

Community Plan (2009)	The proposed zoning map amendment request is generally consistent with the adopted Community Plan.
Comprehensive Transportation Plan (2019)	The Comprehensive Transportation Plan is not applicable to the zoning map amendment request.
Historic Preservation Plan (2012)	The Historic Preservation Plan is not applicable to the zoning map amendment request.

Northeast Neighborhood Plan (2007)	The Northeast Neighborhood Plan is not applicable to the zoning map amendment request.
Park, Recreation, and Cultural Resources Master Plan (2015)	The Parks, Recreation, and Cultural Recourses Master Plan is not applicable to the zoning map amendment request.
Public Art Vision Plan (2009)	The Public Art Vision Plan is not applicable to the zoning map amendment request.
Renaissance Plan (2017)	The Renaissance Plan is not applicable to the zoning map amendment request.
<i>See Attachment D for detailed Plan Consistency Analysis.</i>	

STAFF RECOMMENDATION

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

ATTACHMENTS

- Attachment A: Neighborhood Meeting Minutes
- Attachment B: Application
- Attachment C: Maps
- Attachment D: Plan Consistency Analysis
- Attachment E: Planning Board Recommendation

EXHIBITS

- Exhibit 1: Legal Description
- Exhibit 2: Consistency Statement

RE: 834 Durham Road
Parcel # 1831721164

November 19, 2021

Dear Neighbor,

Saint John's Episcopal Church, at 834 Durham Road, Wake Forest, NC is requesting to be rezoned from our current zoning district of GR3, General Residential 3 to HB, Highway Business. The Town of Wake Forest requires a meeting of the adjoining property owners whose property is within 500'. You are receiving this letter because you own or represent an owner of adjoining property to 834 Durham Road. We have attached an area map showing the property proposed for rezoning.

Saint John's Episcopal Church is requesting to be rezoned in order to place a more visible ground sign on the property in accordance with the signage regulations of the Highway Business zoning district, and because the property is not for residential use.

The rezoning request will go before the Planning Board and the Board of Commissioners at a public comment session and public hearing at a future date. There will be an opportunity for public comment on the rezoning request at that hearing as well.

We are inviting all adjoining property owners to an informal meeting in the church Parish Hall at 834 Durham Rd. on Thursday, December 2, 2021 at 6:00pm. At this time, you can hear a presentation and comment on the rezoning request. The Parish Hall is located to the left of the sanctuary. We look forward to meeting with everyone on December 2nd.

If you have any questions, please contact:
Stephanie Rogers at 252-431-7142 or Suzanne Hetzel at 847-372-5622

St. John's Episcopal Church
Neighborhood Meeting for Rezoning

Meeting was called to order at 6:00 pm. A sign-in sheet was provided for guests to sign in.

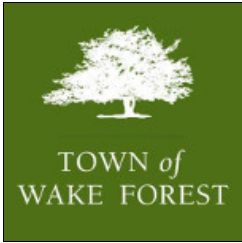
Suzanne welcomed the gentleman who attended at 6:15 pm.

Robert Hill gave a synopsis of the church and the area, sharing his experience on the Zoning Board. He explained the history of the area, and the function of the process of rezoning. He explained how the church was growing, and a more visible presence on Durham Rd. was needed.

Stephanie Rogers explained the goal of the church; to become rezoned so a larger sign can be installed in the near future. There was discussion of the sign itself, and an example of the proposed sign was presented. There was also discussion of why the church needed to be rezoned, and what this would mean to surrounding properties and the church itself. When no concerns were expressed, the meeting was adjourned at 6:45.

Respectfully submitted,
Suzanne Hetzel

NAME	ADDRESS
SUZANNE HETZEL	2505 HAPPY LANE,
Stephanie H. Rogers	6556 Wakefalls Dr. WF
BOB HILL	934 DURHAM RD.
Mark Peck (Clergyman)	801 Tony Franklin Road.
Horse Creek Assoc. (phone)	8120 Diazit Dr. WF



Map Amendment (Rezoning)

Map Amendment (Rezoning)

Town of Wake Forest, NC

301 S. Brooks St.

Wake Forest, NC 27587-2932

TEL (919) 435-9510 | FAX (919) 435-9539

Project Overview

#641348

Project Title: St. Johns Episcopal Church

Jurisdiction: Town of Wake Forest (Wake County)

Application Type: Map Amendment (Rezoning)

State: NC

Workflow: Map Amendment (Rezoning)

County: Wake

Checklist - Map Amendment (Rezoning)

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

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

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

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

Pre-Application Meeting

Has a pre-application conference been held?: Yes

This type of project requires a pre-application conference be completed prior to official submittal. 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 and Time: 10/12/2021 9:00 AM **Staff Member Met With:** Kari Grace

Project Tracking ID:

Project Information

Project/Development Name: St. John's Episcopal Church

Project Address or PIN: 834 DURHAM RD (1831721164)

Tax PIN: 1831721164

Zoning: Zoning

- 834 DURHAM RD: GR3

Current Zoning Overlay: NA, Not Applicable to this Project

Town Limits: Inside corporate limits

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

Land Use: Land Use Development

Acreage: 5

- 834 DURHAM RD: Residential

GIS Acreage: Parcel

- 834 DURHAM RD: 5.07

Zoning Information

Currently a Conditional District?: No

Currently a Conditional Use?: No

Is there an existing Special Use Permit for the Property?: No **Related Town of Wake Forest Case Numbers:**

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

Suzanne Hetzel
St. John's Episcopal Church
834 Durham Rd.
Wake Forest, NC 27587
P:8473725622
suzannehetzel@yahoo.com

Project Contact - Property Owner

Suzanne Hetzel
St. John's Episcopal Church
834 Durham Rd.
Wake Forest, NC 27587
P:8473725622
suzannehetzel@yahoo.com

Map Amendment: Rezoning

Proposed Zoning: HB, Highway Business

Description of Request:

St. John's Episcopal Church requests to be rezoned from residential to Highway business. There is currently no one residing on this property. It is our wish to be rezoned so we can erect an appropriate sign identifying our church.

Justification of Consistency with Comprehensive Plan:

There are no changes to the building or the property.

WAKE COUNTY, NC 129
 LAURA M RIDDICK
 REGISTER OF DEEDS
 PRESENTED & RECORDED ON
 07/16/2009 AT 11:18:48

BOOK:013627 PAGE:01368 - 01372

PIN: 0088609
 Parcel: 1831721164

Excise Tax: -0-

Brief Description

Prepared by: Edward L. Embree, III (No title Examination)

Mail to: ~~Grantee~~

Prepared by and hold for:
 Kathryn S Drake
 Attorney at Law

THIS DEED, made and entered into this 22nd day of June, 2009, by and between THE TRUSTEES OF THE PROTESTANT EPISCOPAL CHURCH IN THE DIOCESE OF NORTH CAROLINA, authorized under the law and Canons of said Church to hold legal title to its Property and the property of its mission congregations pursuant to the provisions of Chapter 61-2 of the General Statutes of North Carolina, party of the first part (hereinafter referred to as "Grantor") and THE WARDENS AND VESTRY OF ST. JOHN'S EPISCOPAL CHURCH, Wake Forest, North Carolina, a Parish of the Protestant Episcopal Church in the Diocese of North Carolina, in the State of North Carolina, authorized under the law and Canons of said Diocese to hold title to the property of said Parish, as trustees for said Parish and the Church, by virtue of § 61-2 of the General Statutes of North Carolina, party of the second part (hereinafter referred to as "Grantee"), whose address is 830 Durham Road, Wake Forest, NC 27587-8792.

WITNESSETH, that St. John's Episcopal Church having had its status changed from a mission congregation of the Diocese of North Carolina to that of a parish and the Wardens and Vestry being authorized under the Constitution and Canons of the Episcopal Church and the Diocese to hold title to the property of the parish, as trustees for the parish and the Church in the Diocese, the Grantor does grant and convey unto the Grantee in fee simple all that certain lot or parcel of land situated in Wake County, North Carolina and more particularly described as follows:

See attached Exhibit "A"

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the said Wardens and Vestry, their successors in office and assigns, in fee simple forever, in trust for the use and benefit of said Parish and the Protestant Episcopal Church in the Diocese of North Carolina.

BK013627PG01369

This Deed is made without warranties.

IN WITNESS WHEREOF, the Grantor with the written consent of the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee of the Diocese, has caused this instrument to be executed in their name by the Bishop and three of their number on behalf of all of the Trustees as provided by Canon 10, Section 2(e) of the Canons of the Diocese, all as of the day and year first above written.

THE TRUSTEES OF THE PROTESTANT EPISCOPAL
CHURCH IN THE DIOCESE OF NORTH CAROLINA

Michael B. Curry (SEAL)
The Rt. Rev. Michael B. Curry/Bishop/Trustee

Rebecca K. Gray (SEAL)
Rebecca K. Gray, Trustee

Thomas C. Church (SEAL)
Thomas C. Church, Trustee

David R. Shumate (SEAL)
David R. Shumate Trustee

STATE OF NORTH CAROLINA

COUNTY OF WAKE

I certify that Michael B. Curry, Bishop of the Diocese of North Carolina of the Protestant Episcopal Church in the United States of America, personally appeared before me this day, and I have personal knowledge of the identity of the principal; and acknowledged to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Date: June 22, 2009

Rebecca K. Gray
(Official Signature of Notary)

Rebecca K. Gray, Notary Public
(Printed or Typed Name)

My commission expires 4-23-13

BK013627PG01370

STATE OF NORTH CAROLINA
COUNTY OF Wake

I certify that the following persons personally appeared before me this day, and I have personal knowledge of the identity of the principals; each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Lorraine Ljunggren, Thomas C. Church, David E. Shumate
(Name of Principals)

Date:



Rebecca K. Gray
(Official Signature of Notary)

Rebecca K Gray, Notary Public
(Printed or Typed Name)

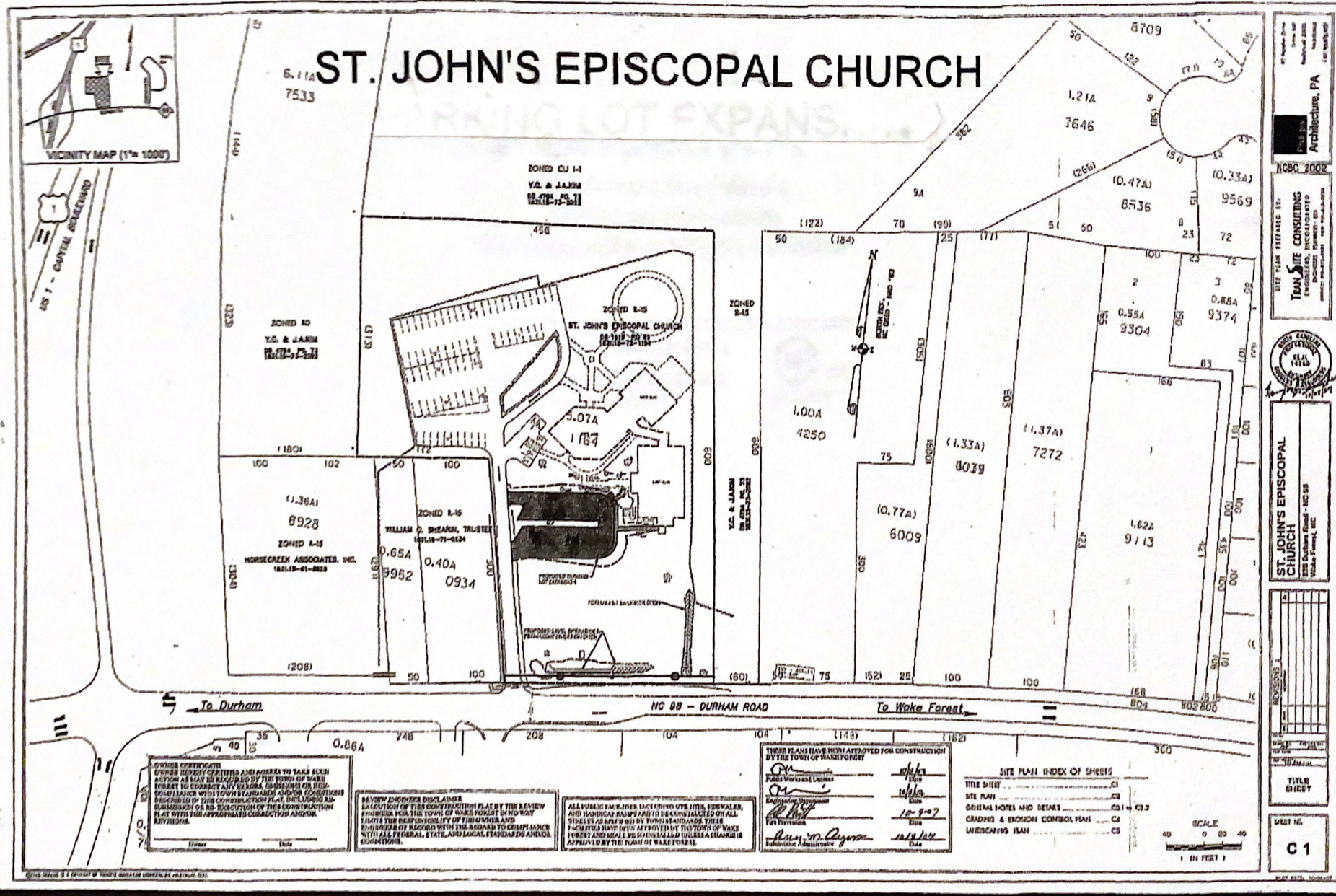
My commission expires: 4/23/13

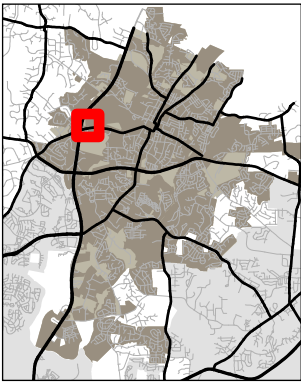
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EXHIBIT A

BEGINNING at an iron pipe on the North side of North Carolina Highway #98, said pipe being located North 64 deg 09 min 29 sec West 118.55 feet from N.C.G.S. Monument "BEEJAY" having coordinates: $N(y)=811,803.62'$ and $E(x)=2,137,488.73'$; thence in a western direction along the North line of the right of way of Highway 98 South 84 deg 29 min 18 sec West 272.96 feet to an iron pipe, corner of Mabel B. Shearin; thence with Shearin's line North 11 deg 15 min 43 sec West 301.93 feet to an iron pipe; and South 88 deg 12 min 52 sec West 172.58 feet to an iron pipe in the line of Horse Creek Associates and Y.C. Kim; thence with Kim's line the following calls and distances: North 04 deg 13 min 49 sec West 307.93 feet to an iron pipe; North 86 deg 52 min 43 sec East 456.13 feet; and South 06 deg 44 min 64 sec East 600.59 feet to the BEGINNING containing 5.229 acres, more or less, according to the survey of Cawthorne, Moss & Panciera, P.C., dated January 6, 2000.

This is the same property previously conveyed to the Granator by deed dated August 24, 1962, and recorded in Book 1519 at page 59, Wake County Registry.





12/2/2021



TOWN of
WAKE FOREST

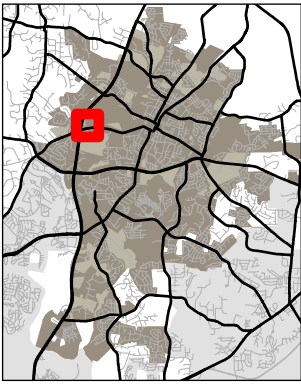
RZ-21-13
834 Durham Road
PIN: 1831-72-1164



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

0 500
Feet



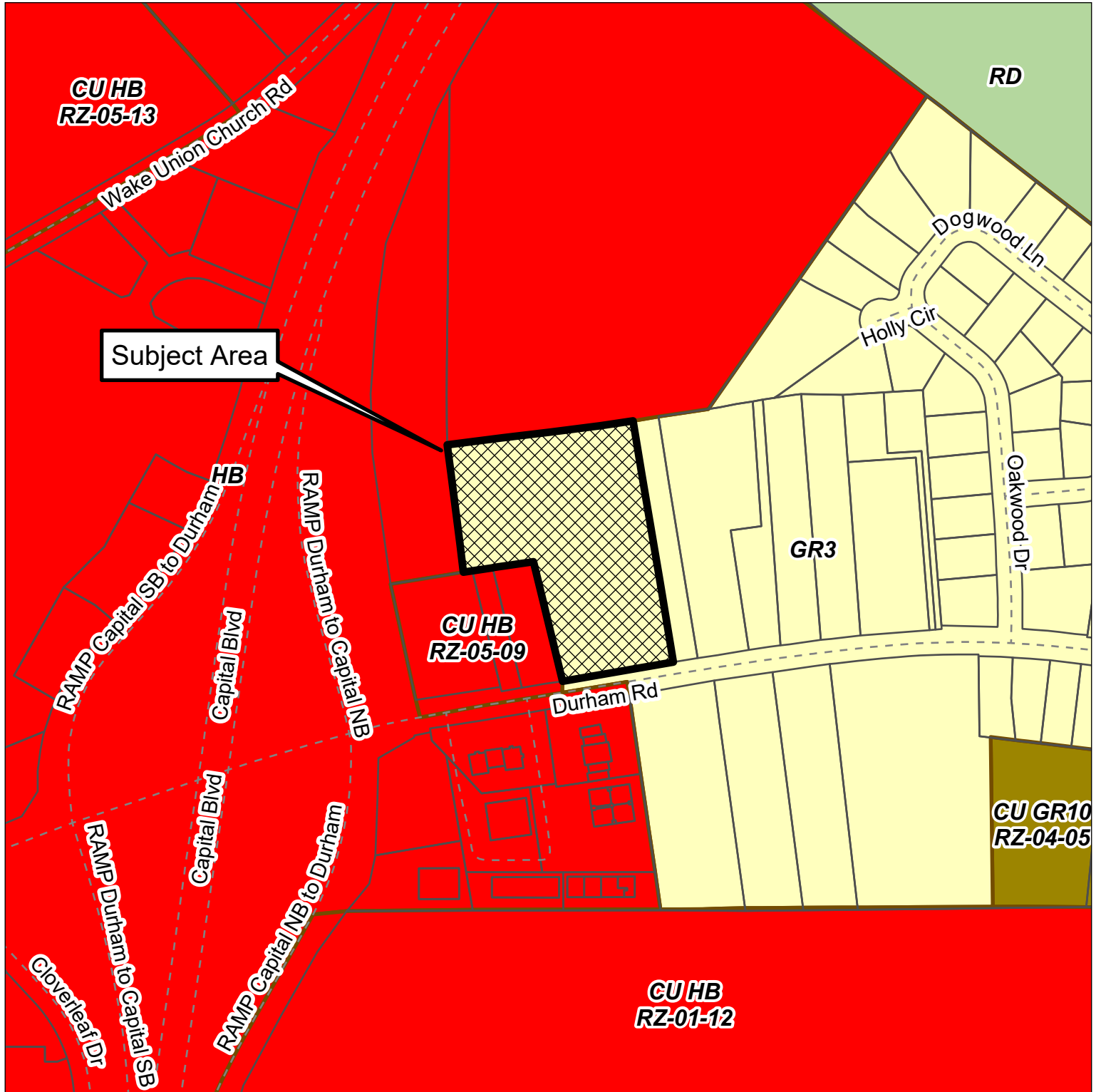


12/2/2021



TOWN of
WAKE FOREST

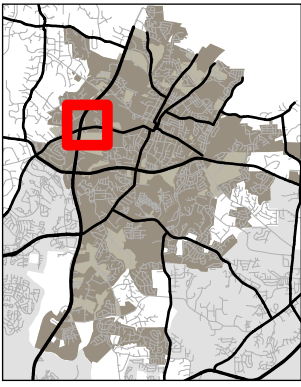
RZ-21-13
834 Durham Road
PIN: 1831-72-1164



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





Community Plan Zones



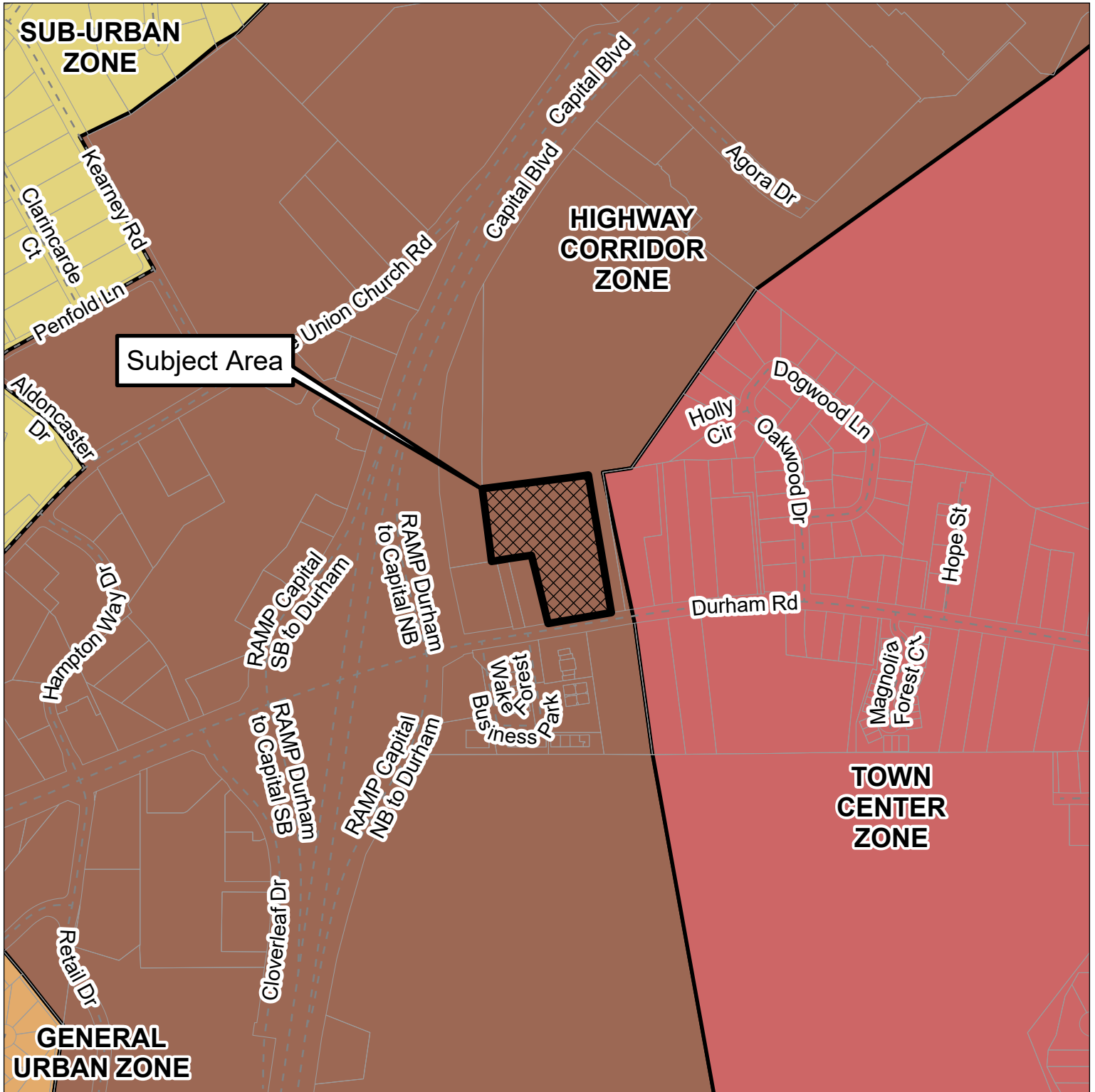
TOWN of
WAKE FOREST

RZ-21-13

834 Durham Road

PIN: 1831-72-1164

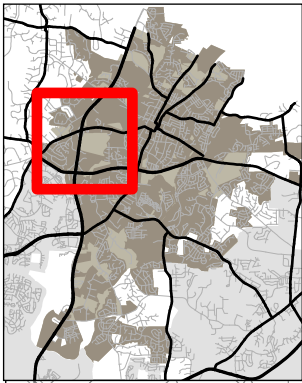
12/2/2021



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.

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Miles





Neighborhood Planning Areas



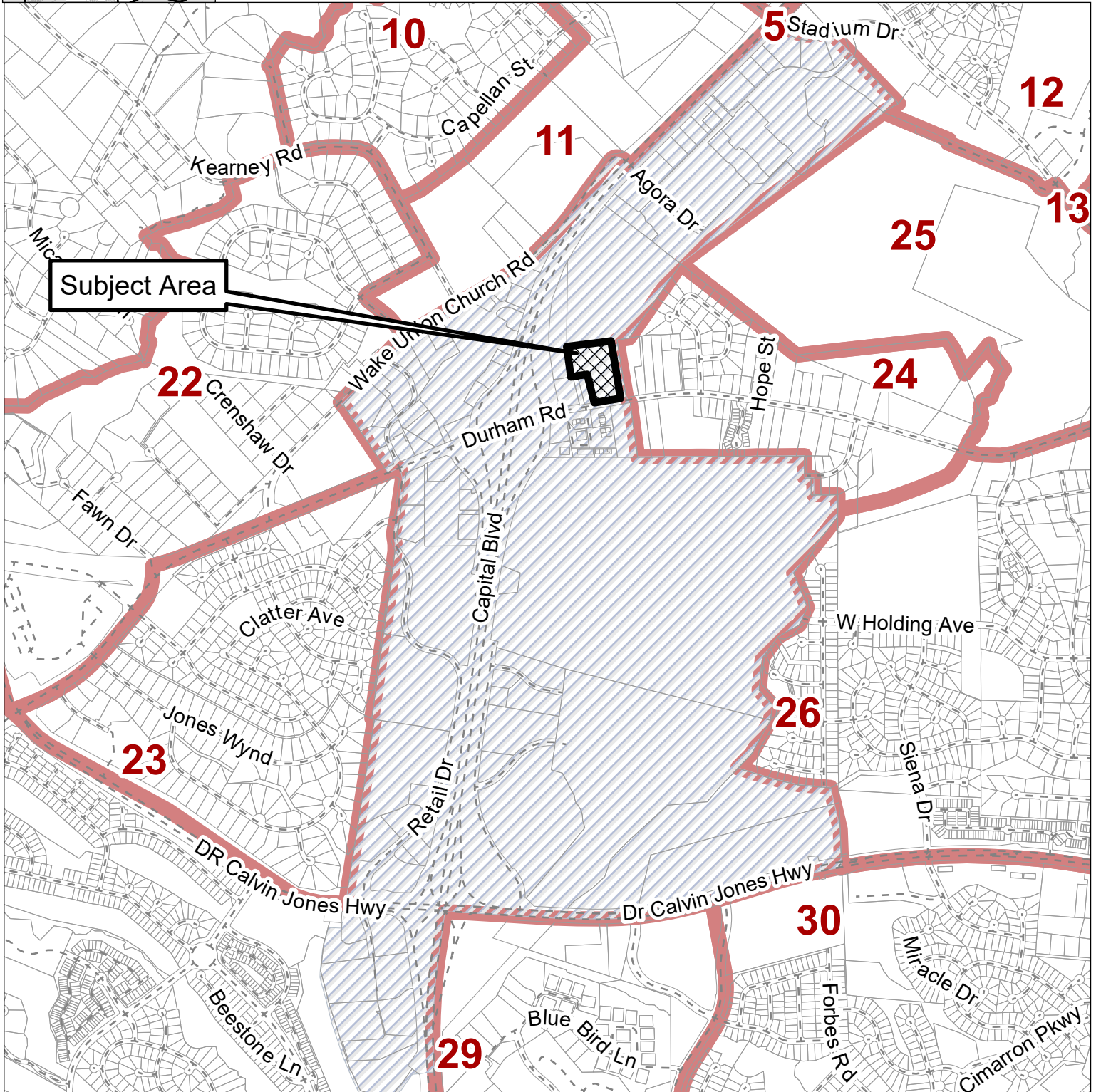
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0 0.25 0.5 0.75 1 Miles



Community Plan Consistency Grid				
GENERAL POLICY RECOMMENDATIONS		YES	NO	NA
GPR-1	Develop complete neighborhoods built around gathering spaces with a mix of housing types, lot sizes, and integrated commercial uses versus monolithic subdivisions			
GPR-2	Appropriately transition large-scale commercial, institutional, and industrial uses into surrounding neighborhoods			
GPR-3	Integrate alternative modes of transportation, such as transit and biking, into development			
GPR-4	Carefully configure street patterns to allow for multiple outlets from neighborhoods, and to continue the policy of providing for connections between neighborhoods, without encouraging through traffic			
GPR-5	Require sidewalks, bikeways and greenways as part of the necessary infrastructure for new development			
GPR-6	Require regularly spaced street trees, selected and planted in accordance with a street tree master plan, in new developments, whether commercial, office or residential			
GPR-7	Place new public and private buildings of architectural significance in locations of prominence and visual importance			
GPR-8	Ensure neighborhoods have adequate open space areas designed into the development			
GPR-9	Ensure residential architecture respects the value of the street upon which it faces with houses pulled up to the street, porches in the front, garages to the rear or setback from the rest of the home's front facade, and front walkways to the sidewalk			
POLICIES FOR OLDER NEIGHBORHOODS		YES	NO	NA
ON-1	Concentrate police protection, preferably in the form of foot and bicycle patrols, as part of a comprehensive strategy for neighborhood revitalization and crime prevention			
ON-2	Encourage pedestrian-level streetlights and appropriately designed private property lights , particularly in the town's older walkable neighborhoods			
ON-3	Implement housing programs, code enforcement activities, and public improvements in partnership with residents in targeted neighborhood areas and include restoration and rehabilitation activities			
ON-4	Ensure new infill development is architecturally compatible with existing structures, site layout and the streetscape within its vicinity			
ON-5	Continually reinvest in the infrastructure of older urban neighborhoods, including but not limited to: park improvements, sidewalks, street paving and maintenance, street trees, street lights, water and sewer lines, and drainage			
ON-6	Encourage pedestrian-oriented, designed and scaled stores and services providing basic necessities to residents of the town's older neighborhoods			
ON-7	Facilitate mass transit services through recognition of planned transit routes, development mix and density, and accommodation for future transit stop locations in redevelopment and infill projects in older neighborhoods			
POLICIES FOR NEWER NEIGHBORHOODS		YES	NO	NA
NN-1	Encourage architecturally compatible accessory housing on developed lots within existing neighborhood areas, especially for the elderly			
NN-2	Working in cooperation with neighborhood residents, support the provision of greenways, bikeways and walkways within existing neighborhoods			
NN-3	Architecturally compatible, residentially scaled office and institutional development may be permitted along major streets forming a boundary of a neighborhood planning area			
NN-4	Existing, less intensive development (i.e. residential or office uses) located at the intersection of two or more major streets may be allowed to undergo an orderly transition to appropriate commercial use, provided that original use is no longer viable and that careful site design will allow for compatibility with adjoining areas			

Community Plan Consistency Grid				
POLICIES FOR FUTURE NEIGHBORHOODS		YES	NO	NA
FN-1	Promote a walkable community to minimize sprawl, as most new neighborhoods should be compact in form			
FN-2	Ensure new neighborhood streets are no wider than necessary to serve their intended purpose			
FN-3	Consider future transit service corridors and reinforce these corridors with development mixtures and densities appropriate for transit services			
FN-4	Include at least one neighborhood center or focal point in neighborhood planning areas			
FN-5	Encourage neighborhood serving businesses in neighborhood design			
FN-6	Encourage centrally located amenity centers and discourage them on the periphery of neighborhoods			
FN-7	Encourage a mixture of housing types, sizes, and prices for each neighborhood planning area			
FN-8	Encourage higher density housing that is served by transit and located close to adjoining work and shopping areas			
FN-9	Ensure new neighborhoods are connected to other neighborhoods, shopping, and work areas within the neighborhood planning area			
FN-10	Ensure street design gives equal priority to pedestrians and automobiles			
FN-11	Recognize bike routes and greenways in neighborhoods at the time of development			
POLICIES FOR EXISTING COMMERCIAL AREAS		YES	NO	NA
EC-1	Encourage appropriate landscaping and reconfiguration of large, existing unlandscaped parking areas.			
EC-2	Encourage the provision of convenience clusters for pedestrians, bicyclists and future transit services at strategic locations in existing commercial areas			
EC-3	Encourage the consolidation of commercial driveways onto major streets and the connection of adjacent parking lots			
EC-4	Encourage businesses to replace existing, non-conforming signage with more attractive, conforming signage.			
EC-5	Encourage new infill development across the front street face of existing, over-designed parking lots			
EC-6	Continue to prohibit billboards within the planning jurisdiction of Wake Forest			
EC-7	Ensure bicycle and pedestrian access to existing commercial areas			
POLICIES FOR FUTURE LARGE-SCALE COMMERCIAL AREAS		YES	NO	NA
LSC-1	Encourage large-scale commercial developments where appropriate, to contain a diverse mixture of retail, office, restaurant and service uses			
LSC-2	Locate large-scale commercial uses on the corners of neighborhood planning areas, that is, at the intersection of two or more major streets			
LSC-3	Allow planned mixed-use developments which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design should be encouraged			
LSC-4	In planning for a new large scale development, buffer large-scale uses from adjacent residential areas by smaller scale buildings or by buffer strips			
LSC-5	Except for limited access highways, pull up new commercial buildings to the street; parking should be placed to the rear or side of the structure			
LSC-6	When appropriate, require the use of all around architecture (high quality facades on all sides of a building)			
LSC-7	Plan ahead for new large-scale commercial development in regards to future public transit stops and convenience clusters			
LSC-8	Limit driveway access for new large-scale commercial development to major thoroughfares and connect all adjacent parking lots			
LSC-9	Cluster together auto dealerships, large equipment sales and other businesses primarily dependent upon expansive outdoor sales lots for both functional and economic reasons			
LSC-10	Strongly discourage the abandonment of "big box" retail stores, for the purpose of relocating to another "bigger box" location in the community			

Community Plan Consistency Grid				
POLICIES FOR SMALL SCALE NEIGHBORHOOD BUSINESSES		YES	NO	NA
SSB-1	Encourage small scale, pedestrian-oriented shopping and work places in the design of new neighborhoods			
SSB-2	Locate neighborhood businesses at center of planning area rather than major thoroughfares			
SSB-3	Ensure neighborhood businesses are designed at a residential scale and character			
SSB-4	Coordinate the location of neighborhood serving businesses with bikeways and, where appropriate, future transit stops			
SSB-5	Employ on-street parking in coordination with a limited amount of off-street parking for neighborhood serving businesses			
SSB-6	Ensure neighborhood businesses have residential scale signage and lighting			
SSB-7	Ensure neighborhood businesses encouraged as upfront infrastructure cost of new development			
SSB-8	Ensure neighborhood businesses locate near public amenities if opportunity allows			
SSB-9	Encourage living quarters over small retail shops and offices			
POLICIES FOR FIRST GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
FGI-1	Actively participate, facilitate and partner in the adaptive reuse and conversion of former production, warehousing and manufacturing buildings into uses compatible with their design and location			
FGI-2	If the demolition of an old industrial building or complex becomes necessary, any new structure(s) and site redevelopment should be compatible with the neighborhood context; such redevelopment should serve to improve the quality, character and livability of the surrounding area			
POLICIES FOR SECOND GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
SGI-1	Encourage and support the rehabilitation, improvement, and re-occupancy of viable business and industrial properties that have become vacant.			
SGI-2	The Town of Wake Forest acknowledges and supports the work of state and federal agencies, as well as its own town building inspectors, concerning the enforcement of environmental regulations and building standards, particularly concerning the redevelopment or adaptive reuse of manufacturing sites and buildings			
POLICIES FOR THIRD GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
TGI-1	Periodically examine zoning ordinance and other development regulations to maintain or update appropriate standards and locations for manufacturing, warehouse and distribution opportunities within the Town's planning jurisdiction			
TGI-2	Employ industrial development performance standards to promote the establishment or expansion of industries that are compatible with the public health, safety, and welfare of area residents, and that are supportive of the long term economic prosperity and environmental quality of the community			
TGI-3	Provide and maintain adequate screening and buffering between residential areas and newly developed industrial sites			
TGI-4	Ensure industrial and warehouse sites located within view of a public right-of-way or nearby property provide landscaping that enhances the property and is consistent with a quality image			

Community Plan Consistency Grid				
POLICIES FOR DOWNTOWN		YES	NO	NA
D-1	Encourage a compatible, diverse mixture of retail, office, institutional, residential, dining, services, entertainment, and public open space in the downtown area			
D-2	Recognize the advantages of clustering similar activities and development forms in appropriate parts of the downtown			
D-3	Expand pedestrian oriented streetscape improvements, including wider sidewalks, street trees, decorative street lights, street furniture, and landscaping			
D-4	Direct new and expanding businesses to compatible buildings and sites in or near the downtown area			
D-5	Reserve ground floor space for retail uses with office and other uses on upper floors			
D-6	Maintain a tangible presence and commitment to the downtown through the location of the Town's major municipal offices there and encourage other local, state and federal government agencies to maintain similar commitments to the downtown			
D-7	Continue to support the Wake Forest farmers market at the municipal parking lot in downtown Wake Forest			
D-8	Continue to utilize the Renaissance Area Urban Code to ensure that development and redevelopment will be supportive of the architectural and historic context that is vital to the economic success of downtown Wake Forest			
D-9	Encourage efforts to restore missing or underutilized street frontages, particularly on lots where previous buildings have been demolished and replaced with (oftentimes) surface parking			
D-10	Locate parking lots to the side or behind buildings or in the interior of the block with off-street parking spaces for multi-family buildings being in the rear yard			
POLICIES FOR PARKS, OPEN SPACE AND RECREATION		YES	NO	NA
PR-1	In cooperation with private sector interests, develop a system of open space greenways and walking trails to connect to residential areas with, especially, schools and park facilities			
PR-2	Include mini-parks in existing and proposed developments to meet the needs of small children and the elderly, and to encourage social interaction and mutual support among area families			
PR-3	Locate parks in full view of residential/non-residential activity for security			
PR-4	Provide funding to help demand for open space and recreation created by development			
PR-5	Co-locate parks & recreation facilities with schools, utility companies, and federal, state and local government agencies			
PR-6	Continue to seek efficiencies, cost savings, and quality services for park maintenance as the Town grows			
PR-7	Continue to explore new opportunities for providing recreation programs with all available partners			
POLICIES FOR MAJOR STREETS		YES	NO	NA
S-1	Space major streets no more than 1 mile apart			
S-2	Ensure access to undeveloped sections of major streets are from intersecting minor streets, rather than private driveways			
S-3	Ensure minor streets intersect major streets regularly at approximately every 400 to 600 feet			
S-4	Incorporate central medians into the design of new or improved major streets			
S-5	Plant landscaping, and where possible, street trees in central medians of major streets			
S-6	Plant and retain streetyard vegetation along major streets to soften and unify the streetscape			
S-7	Ensure contrasting streetyards along major streets for change in visual character			
S-8	Preserve and enhance natural, cultural and historic features along major streets			
S-9	Ensure parking areas are screened from view within major street corridors			
S-10	Employ special roadway overlay zoning to help implement corridor plans			
S-11	Ensure road widenings and/or one-way pairs are avoided for streets where the original design intent and relationship to adjoining land uses was otherwise			

Community Plan Consistency Grid				
POLICIES FOR MINOR STREETS		YES	NO	NA
S-12	Encourage street patterns that respond to site topography, accentuate focal points and interesting vistas, create interesting public spaces and intersections, and that are coordinated with the placement of significant structures or open spaces			
S-13	Consider incorporation of medians in neighborhood axial streets			
S-14	Create short blocks of 300-500 feet in length to allow for many alternative routes for walking and biking, as well as a beneficial network of local streets			
S-15	Design street widths to fit the intended use of the street, corresponding to the traffic load and planned development types			
S-16	Employ a fully-connected honeycomb of streets to promote convenient circulation within the neighborhood and provide for multiple, alternative outlets from the area to adjoining neighborhoods and major streets			
S-17	Encourage on-street parking in compact neighborhoods			
S-18	Utilize grass swales to capture runoff in conservation subdivisions			
S-19	Ensure turning radius of corners at intersections are as small as possible to shorten the street crossing distance for pedestrians at intersections			
S-20	Install traffic calming methods as necessary to enhance livability			
POLICIES FOR SIDEWALKS		YES	NO	NA
SW-1	Where no sidewalks are present, provide sidewalks in existing developed areas to connect residential areas to walkable pedestrian destinations			
SW-2	Ensure sidewalks are required on both sides of the street in new developments when along thoroughfares and collectors, in multi-family developments, in "front porch" developments, and along local streets within walking distance of a major pedestrian trip attractor			
SW-3	Ensure sidewalk widths correspond with anticipated pedestrian traffic volumes, adjoining land uses, and sidewalk activities with minimum sidewalk widths at 5 feet, or 6 feet if along the verge of a street			
SW-4	Continue curb stamp installation and retrofit curb ramps in existing sidewalks			
SW-5	Ensure crosswalks are plainly marked and well lit, especially where significant pedestrian activity is observed or expected			
POLICIES FOR BIKEWAYS		YES	NO	NA
B-1	The bicycle facility selection guide, as used by the Federal Highway Administration, shall be employed for determining the most suitable type of bicycle facility for any new or upgraded roads in Wake Forest			
B-2	Facilitate bicycle and pedestrian way connections between neighborhoods, either by street or connecting path, to enable the effective use of local, minor streets for pedestrian and bicycle travel			
B-3	Install striped bicycle lanes and appropriate signage along existing streets where called for in the Bicycle Plan			
B-4	Install striped bicycle lanes and appropriate signage along new collector streets			
B-5	Install bicycle-responsive signals at intersections where appropriate			
B-6	Ensure all new public and private developments have bike parking and bicycle access			
B-7	Examine all future road construction and improvements for bikeway feasibility and conformity with the Town of Wake Forest Bicycle Plan			
B-8	Examine all future developments and site plans for bicycle compatibility and conformity with the town Bicycle Plan			
B-9	Include bicycle facilities and their impacts in traffic impact analyses for new private developments			
B-10	Establish and implement pedestrian and bicycle friendly schools zones around all schools			
B-11	Ensure bicycle-related improvements are an integral component of the Town's annual budget for public infrastructure investment			

Community Plan Consistency Grid				
POLICIES FOR GREENWAY TRAILS		YES	NO	NA
GT-1	Continue to pursue a greenway trails system that connects residential areas with schools and park facilities			
GT-2	Develop greenway trails in accordance with the environmental conditions of its corridor, its intended use for travel versus recreation, and the anticipated traffic volume of pedestrians and bicyclists			
GT-3	Ensure greenway construction is treated as a normal element of infrastructure necessary to support new development			
GT-4	Ensure greenway maintenance and safety in Town control after transfer from private control			
POLICIES FOR PUBLIC TRANSPORTATION		YES	NO	NA
PT-1	Support the successful operation and expansion of transit with compact, transit-compatible development patterns			
PT-2	Require site planning that incorporates transit stops and convenience clusters			
POLICIES FOR STREET TREES		YES	NO	NA
ST-1	Prepare and maintain an official Street Tree Planting Master Plan			
ST-2	Ensure consistent street tree species occur along certain sections of streets			
ST-3	Ensure a diversity of street tree species Town wide with no single species comprising more than 10-15% of total trees			
ST-4	Install regularly spaced street trees in central medians and frontage street medians			
ST-5	Continue to require The planting or preservation of street trees of appropriate size and species			
ST-6	Maximize available budget dollars for street tree master plan implementation			
POLICIES FOR STREETLIGHTS		YES	NO	NA
SL-1	Ensure streetlights are installed according to the design speed and/or intended use of the street or area they serve			
SL-2	Periodically evaluate emerging lighting technologies for best color, brightness and energy efficiency			
SL-3	Continue to develop and implement joint policies and standards for street light selection, installation, operation and maintenance in cooperation with Wake Electric and Duke/Progress Energy			
SL-4	Ensure streetlights are installed on both sides of streets unless a newly approved street is planned from the outset to have a sidewalk on only one side			
POLICIES FOR UTILITY POLES AND WIRES		YES	NO	NA
UPW-1	Maintain a master plan for the undergrounding of utilities, with priority given to pre-determined areas			
UPW-2	Ensure major town entrances and gateway corridors receive first priority for the undergrounding of overhead utilities			
UPW-3	Ensure high visibility, pedestrian-oriented areas receive second priority for the undergrounding of overhead utilities			
UPW-4	Ensure overhead utilities in other priority areas are placed underground or relocated as opportunities arise			
POLICIES FOR WIRELESS TELECOMMUNICATION FACILITIES		YES	NO	NA
WTF-1	Facilitate the development of wireless service technology as an economic development asset and significant benefit to the town and its residents			
WTF-2	Ensure the impacts of wireless telecommunication facilities should not be permitted to compromise the health, safety and public welfare of area residents; nor should such facilities be allowed to diminish the character of the community and visual quality of its environment			
WTF-3	Ensure that in residential areas, historic districts and the Renaissance districts, cell towers are only considered when there is no alternative for serving those areas and no other alternative wireless telecommunication structure can be utilized			
WTF-4	Initiate updates to standards for wireless telecommunication facilities as new technologies and structural requirements for wireless capabilities emerge over time			

Community Plan Consistency Grid				
POLICIES FOR TOWN AND SPECIAL AREA ENTRANCES		YES	NO	NA
TSE-1	Employ noticeable streetscape improvements to clearly announce a town entrance and to enhance gateway corridors			
TSE-2	Extend streetscape improvements as the Town limits expand			
TSE-3	Employ special "gateway" treatment where where a bridge, underpass, overpass or other roadway feature is located at an entry point to the town or some portion of it			
POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Employ architectural standards consistent with Wake Forest's architectural character for new, expanding, or improved businesses			
CC-2	Exceptional locations, views and vistas in the town should receive exceptional treatment and/or protection in design and development			
CC-3	Place noteworthy buildings, important outdoor spaces, objects of historic merit, important monuments, and significant works of art in positions of visibility and prominence			
CC-4	Incorporate significant natural and existing man-made elements into the thematic design of new developments			
CC-5	Save large trees, ponds, creeks, or other natural features of the landscape when locating new streets, buildings, parking lots, etc			
CC-6	Support community character by ensuring development is compatible with surrounding area			
CC-7	Ensure exterior lighting is attractive, functional and safety conscious, while also avoiding negative impacts on the night sky visibility of Wake Forest			
POLICIES FOR REGIONAL TRANSPORTATION		YES	NO	NA
RT-1	Continue to anticipate and plan for the impacts of new high speed rail service as it passes through Wake Forest en route to major urban centers north and south along the east coast			
RT-2	Continue to anticipate and plan for the transformation of US 1 Capital Blvd into a limited access freeway and multi-modal transportation corridor as per the plans of the US 1 Corridor Study			
RT-3	Support the express bus service between downtown Wake Forest and downtown Raleigh			
POLICIES FOR WATER AND SEWER		YES	NO	NA
WS-1	Work proactively with other local governments, utility service providers, and the State of North Carolina on regional, long term solutions for water supplies and sewage treatment			
WS-2	Place water and sewer utilities in areas where growth is desired			
WS-3	Avoid placing sewer utilities in environmentally sensitive areas or in areas where open space is desired			
WS-4	Encourage the development of sewer services that employ water reuse technologies			
POLICIES FOR WATER CONSERVATION		YES	NO	NA
WC-1	Conserve, to the fullest extent possible, potable water and waste water treatment capacity			
WC-2	Employ other types of non-municipal water supplies such as wells, rainwater catching systems, rain barrels and in-ground cisterns			
WC-3	Eliminate or reduce usage of the municipal water supply for outside irrigation			
WC-4	Encourage new development to plant drought tolerant grasses on lawns			
WC-5	Encourage construction of new rainwater retainage systems			
WC-6	Encourage new development to include traditional plants native to the area			
WC-7	Encourage the installation of water saving devices in new and existing development			

Community Plan Consistency Grid				
POLICIES FOR COMMUNITY ORIENTED SCHOOLS		YES	NO	NA
S-1	Plan for new school locations in advance through joint collaboration between the Town and School Board — with emphasis on steering facilities to desirable growth areas and avoiding sprawl			
S-2	Encourage offering land for new school facilities, particularly in conjunction with related neighborhood development			
S-3	Design safe campuses with pedestrian access to adjoining neighborhoods			
S-4	Prioritize traffic management and safety in the vicinity of public schools			
S-5	Co-locate school facilities with other community facilities and services			
S-6	Ensure costs for new schools should be borne largely by new growth and development creating the demand			
S-7	Foster diversity in community-oriented public schools by encouraging diversity in nearby neighborhoods feeding each school			
POLICIES FOR PAYING FOR GROWTH		YES	NO	NA
PFG-1	Ensure the costs of infrastructure, facilities and services related to new growth and development should be borne primarily by those creating the demand			
PFG-2	Continually seek to balance residential and non-residential development to foster a favorable service-cost to revenue-generated tax base			
PFG-3	Fees charged by the Town for development reviews and inspections should approximate the actual costs to the Town of conducting such work			
PFG-4	Explore cost recovery fees for new "greenfield" development			
PFG-5	Undertake annual planning and budgeting for capital facilities			
POLICIES FOR A HEALTHY SUSTAINABLE ENVIRONMENT		YES	NO	NA
HSE-1	Ensure development policies work to make Wake Forest more walkable and pedestrian-friendly, and less dependent on the single-occupant automobile			
HSE-2	Encourage compact, transit-oriented, mixed-use developments to facilitate walking, biking and transit options			
HSE-3	Locate new higher density residential development within walking distance of jobs and services and design it to be transit compatible with current and future transit services			
HSE-4	Recognize and facilitate low impact development			
HSE-5	Ensure runoff and drainage from development is of a quality and quantity as near to natural conditions as possible			
HSE-6	Require vegetative riparian buffers along all creeks, rivers, lakes and other water bodies in Wake Forest			
HSE-7	Encourage conservation subdivisions where site conditions call for minimizing environmental disturbance and protecting adjoining natural resources			
HSE-8	Ensure large parking lots have landscaped planting islands and perimeter buffer strips and may use other design technologies to intercept and absorb runoff			
HSE-9	Carefully control development activities in the special flood hazard areas			
HSE-10	Encourage the construction of energy efficient structures, including the use of "green" building design			
HSE-11	Ensure site plans for new development work sympathetically with the natural features of the land, including existing topography and significant existing vegetation			
HSE-12	Explore a combination of incentives and disincentives to protect existing trees and/or require the replacement of trees removed for development			
HSE-13	Encourage green infrastructure (grassed swales, rain gardens, bio-retention strips, cisterns, rain barrels, permeable pavements, etc.)			
HSE-14	Offer a variety of solid waste reduction strategies and services including educational programs on waste prevention, recycling and reuse			
HSE-15	Facilitate proper disposal of household hazardous waste materials			
HSE-16	Encourage on-site residential composting			
HSE-17	Continue off-site mulching and redistribution of landscape yard waste			
HSE-18	Continue to support education and activities that reduce litter and illegal dumping			
HSE-19	Continue to plan in advance for area requirements concerning solid waste collection and disposal			

Community Plan Consistency Grid				
POLICIES FOR ECONOMIC DEVELOPMENT		YES	NO	NA
ED-1	Encourage new and expanding industries and businesses that are compatible with the long-term quality of the area's natural and cultural resources, match up well with the area's infrastructure and services, employ and develop the skills of area workers, and diversify the local economy			
ED-2	Retain quality businesses and to attract new ones continue to invest in infrastructure and services that sustain and enhance the area's already high quality of life, image and cultural identity			
ED-3	Pursue economic and business development partnerships between the Town, other local jurisdictions, other economic development organizations, and private companies			
ED-4	Strive for a financial and regulatory environment that supports the establishment and growth of small business			
ED-5	Develop real estate "product" suitable for business placement that focuses on the identification, enhancement and certification of buildings and sites readily available for construction and/or occupancy			
POLICIES FOR ARTS CULTURE AND HISTORIC PRESERVATION		YES	NO	NA
ACH-1	Encourage efforts and actively participate in the provision of indoor and outdoor public and private spaces to showcase the work of visual and performing artists in Wake Forest			
ACH-2	Encourage new private sector developments to include art as an integral element of privately owned common areas and semi-public spaces			
ACH-3	Ensure budgets for new construction and renovations of town buildings include a line item for the purchase and display of art			
ACH-4	Continue to have cultural arts be enhanced as a permanent function of the Town's recreation program offerings			
ACH-5	Employ design standards that ensure development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest			
ACH-6	Encourage the identification, restoration, and active use of structures, buildings, monuments, landmarks, sites and neighborhoods of historic or architectural significance			
ACH-7	Strongly discourage the destruction of architectural, historic, and archeological resources of Wake Forest			
POLICIES FOR PUBLIC SAFETY		YES	NO	NA
PS-1	Employ community education, school, and public involvement programs to enhance community awareness of public safety issues			
PS-2	Periodically review the need for additional paid personnel, capital improvements and equipment needs to meet or exceed public safety standards, insurance ratings and other measures of public safety			
PS-3	Strategically locate additional public safety substations, provided that sufficient resources can be made available to properly staff and equip them			
PS-4	Proactively support legislative efforts to strengthen local law enforcement tools			
PS-5	Employ a holistic approach to public safety involving residents, businesses, and institutions in the preparation of neighborhood improvement plans, with priority given to public safety concerns			
PS-6	Encourage excellence in law enforcement, fire protection, and emergency services through on-going education, training and participation in national accreditation programs			
PS-7	Support the establishment of an east-west through street (or loop road) on the north side of town to improve emergency access to locations in that area			

Community Plan Consistency Grid				
POLICIES FOR LEADERSHIP AND COMMUNITY INVOLVEMENT		YES	NO	NA
LCI-1	Continue to emphasize the importance of advisory boards & committees in conducting the Town's business			
LCI-2	Ensure boards and committees of the Town are representative of the population and geography of the planning area or subject matter being addressed			
LCI-3	Encourage public involvement in decisions on land use and development by making the public aware of proposed developments at the earliest lawful opportunity, as well as fostering communication between developers and the general public			
LCI-4	Encourage neighborhood and special area planning			
LCI-5	Continue to ensure maintenance and enhancements to the Town's internet and multi-media news dissemination capabilities			
LCI-6	Participate proactively in the cooperation of efforts among civic and volunteer organizations for maximum impact in the community			



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: Suzanne Hetzel

Owner: St. John's Episcopal Church

Requested Action: Review and approval of a general rezoning request to Highway Business (HB)

Existing Zoning: General Residential 3 (GR3)

Location: 834 Durham Road

Size: 5.07 acres

Tax PINs: 1831-72-1164

Existing Land Use: Religious Institution and Daycare

Applicable Officially Adopted Plans:

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

This report reflects the recommendation of the Planning Board, this the 11th day of January 2022.

Introduced by Planning Board member: JOYNER

Seconded by Planning Board member: HICKEY

Attest:


Joe Kimray
Planning Board Chair


Courtney Tanner
Jennifer Currin
Asst. Planning Director

Community Plan Consistency Grid				
GENERAL POLICY RECOMMENDATIONS		YES	NO	NA
GPR-1	Develop complete neighborhoods built around gathering spaces with a mix of housing types, lot sizes, and integrated commercial uses versus monolithic subdivisions			
GPR-2	Appropriately transition large-scale commercial, institutional, and industrial uses into surrounding neighborhoods			
GPR-3	Integrate alternative modes of transportation, such as transit and biking, into development			
GPR-4	Carefully configure street patterns to allow for multiple outlets from neighborhoods, and to continue the policy of providing for connections between neighborhoods, without encouraging through traffic			
GPR-5	Require sidewalks, bikeways and greenways as part of the necessary infrastructure for new development			
GPR-6	Require regularly spaced street trees, selected and planted in accordance with a street tree master plan, in new developments, whether commercial, office or residential			
GPR-7	Place new public and private buildings of architectural significance in locations of prominence and visual importance			
GPR-8	Ensure neighborhoods have adequate open space areas designed into the development			
GPR-9	Ensure residential architecture respects the value of the street upon which it faces with houses pulled up to the street, porches in the front, garages to the rear or setback from the rest of the home's front facade, and front walkways to the sidewalk			
POLICIES FOR OLDER NEIGHBORHOODS		YES	NO	NA
ON-1	Concentrate police protection, preferably in the form of foot and bicycle patrols, as part of a comprehensive strategy for neighborhood revitalization and crime prevention			
ON-2	Encourage pedestrian-level streetlights and appropriately designed private property lights , particularly in the town's older walkable neighborhoods			
ON-3	Implement housing programs, code enforcement activities, and public improvements in partnership with residents in targeted neighborhood areas and include restoration and rehabilitation activities			
ON-4	Ensure new infill development is architecturally compatible with existing structures, site layout and the streetscape within its vicinity			
ON-5	Continually reinvest in the infrastructure of older urban neighborhoods, including but not limited to: park improvements, sidewalks, street paving and maintenance, street trees, street lights, water and sewer lines, and drainage			
ON-6	Encourage pedestrian-oriented, designed and scaled stores and services providing basic necessities to residents of the town's older neighborhoods			
ON-7	Facilitate mass transit services through recognition of planned transit routes, development mix and density, and accommodation for future transit stop locations in redevelopment and infill projects in older neighborhoods			
POLICIES FOR NEWER NEIGHBORHOODS		YES	NO	NA
NN-1	Encourage architecturally compatible accessory housing on developed lots within existing neighborhood areas, especially for the elderly			
NN-2	Working in cooperation with neighborhood residents, support the provision of greenways, bikeways and walkways within existing neighborhoods			
NN-3	Architecturally compatible, residentially scaled office and institutional development may be permitted along major streets forming a boundary of a neighborhood planning area			
NN-4	Existing, less intensive development (i.e. residential or office uses) located at the intersection of two or more major streets may be allowed to undergo an orderly transition to appropriate commercial use, provided that original use is no longer viable and that careful site design will allow for compatibility with adjoining areas			

Community Plan Consistency Grid				
POLICIES FOR FUTURE NEIGHBORHOODS		YES	NO	NA
FN-1	Promote a walkable community to minimize sprawl, as most new neighborhoods should be compact in form			
FN-2	Ensure new neighborhood streets are no wider than necessary to serve their intended purpose			
FN-3	Consider future transit service corridors and reinforce these corridors with development mixtures and densities appropriate for transit services			
FN-4	Include at least one neighborhood center or focal point in neighborhood planning areas			
FN-5	Encourage neighborhood serving businesses in neighborhood design			
FN-6	Encourage centrally located amenity centers and discourage them on the periphery of neighborhoods			
FN-7	Encourage a mixture of housing types, sizes, and prices for each neighborhood planning area			
FN-8	Encourage higher density housing that is served by transit and located close to adjoining work and shopping areas			
FN-9	Ensure new neighborhoods are connected to other neighborhoods, shopping, and work areas within the neighborhood planning area			
FN-10	Ensure street design gives equal priority to pedestrians and automobiles			
FN-11	Recognize bike routes and greenways in neighborhoods at the time of development			
POLICIES FOR EXISTING COMMERCIAL AREAS		YES	NO	NA
EC-1	Encourage appropriate landscaping and reconfiguration of large, existing unlandscaped parking areas.			
EC-2	Encourage the provision of convenience clusters for pedestrians, bicyclists and future transit services at strategic locations in existing commercial areas			
EC-3	Encourage the consolidation of commercial driveways onto major streets and the connection of adjacent parking lots			
EC-4	Encourage businesses to replace existing, non-conforming signage with more attractive, conforming signage.			
EC-5	Encourage new infill development across the front street face of existing, over-designed parking lots			
EC-6	Continue to prohibit billboards within the planning jurisdiction of Wake Forest			
EC-7	Ensure bicycle and pedestrian access to existing commercial areas			
POLICIES FOR FUTURE LARGE-SCALE COMMERCIAL AREAS		YES	NO	NA
LSC-1	Encourage large-scale commercial developments where appropriate, to contain a diverse mixture of retail, office, restaurant and service uses			
LSC-2	Locate large-scale commercial uses on the corners of neighborhood planning areas, that is, at the intersection of two or more major streets			
LSC-3	Allow planned mixed-use developments which allow for a compatible mixture of residential and non-residential uses with a pedestrian scale and design should be encouraged			
LSC-4	In planning for a new large scale development, buffer large-scale uses from adjacent residential areas by smaller scale buildings or by buffer strips			
LSC-5	Except for limited access highways, pull up new commercial buildings to the street; parking should be placed to the rear or side of the structure			
LSC-6	When appropriate, require the use of all around architecture (high quality facades on all sides of a building)			
LSC-7	Plan ahead for new large-scale commercial development in regards to future public transit stops and convenience clusters			
LSC-8	Limit driveway access for new large-scale commercial development to major thoroughfares and connect all adjacent parking lots			
LSC-9	Cluster together auto dealerships, large equipment sales and other businesses primarily dependent upon expansive outdoor sales lots for both functional and economic reasons			
LSC-10	Strongly discourage the abandonment of "big box" retail stores, for the purpose of relocating to another "bigger box" location in the community			

Community Plan Consistency Grid				
POLICIES FOR SMALL SCALE NEIGHBORHOOD BUSINESSES		YES	NO	NA
SSB-1	Encourage small scale, pedestrian-oriented shopping and work places in the design of new neighborhoods			
SSB-2	Locate neighborhood businesses at center of planning area rather than major thoroughfares			
SSB-3	Ensure neighborhood businesses are designed at a residential scale and character			
SSB-4	Coordinate the location of neighborhood serving businesses with bikeways and, where appropriate, future transit stops			
SSB-5	Employ on-street parking in coordination with a limited amount of off-street parking for neighborhood serving businesses			
SSB-6	Ensure neighborhood businesses have residential scale signage and lighting			
SSB-7	Ensure neighborhood businesses encouraged as upfront infrastructure cost of new development			
SSB-8	Ensure neighborhood businesses locate near public amenities if opportunity allows			
SSB-9	Encourage living quarters over small retail shops and offices			
POLICIES FOR FIRST GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
FGI-1	Actively participate, facilitate and partner in the adaptive reuse and conversion of former production, warehousing and manufacturing buildings into uses compatible with their design and location			
FGI-2	If the demolition of an old industrial building or complex becomes necessary, any new structure(s) and site redevelopment should be compatible with the neighborhood context; such redevelopment should serve to improve the quality, character and livability of the surrounding area			
POLICIES FOR SECOND GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
SGI-1	Encourage and support the rehabilitation, improvement, and re-occupancy of viable business and industrial properties that have become vacant.			
SGI-2	The Town of Wake Forest acknowledges and supports the work of state and federal agencies, as well as its own town building inspectors, concerning the enforcement of environmental regulations and building standards, particularly concerning the redevelopment or adaptive reuse of manufacturing sites and buildings			
POLICIES FOR THIRD GENERATION BUSINESS AND INDUSTRIAL AREAS		YES	NO	NA
TGI-1	Periodically examine zoning ordinance and other development regulations to maintain or update appropriate standards and locations for manufacturing, warehouse and distribution opportunities within the Town's planning jurisdiction			
TGI-2	Employ industrial development performance standards to promote the establishment or expansion of industries that are compatible with the public health, safety, and welfare of area residents, and that are supportive of the long term economic prosperity and environmental quality of the community			
TGI-3	Provide and maintain adequate screening and buffering between residential areas and newly developed industrial sites			
TGI-4	Ensure industrial and warehouse sites located within view of a public right-of-way or nearby property provide landscaping that enhances the property and is consistent with a quality image			

Community Plan Consistency Grid				
POLICIES FOR DOWNTOWN		YES	NO	NA
D-1	Encourage a compatible, diverse mixture of retail, office, institutional, residential, dining, services, entertainment, and public open space in the downtown area			
D-2	Recognize the advantages of clustering similar activities and development forms in appropriate parts of the downtown			
D-3	Expand pedestrian oriented streetscape improvements, including wider sidewalks, street trees, decorative street lights, street furniture, and landscaping			
D-4	Direct new and expanding businesses to compatible buildings and sites in or near the downtown area			
D-5	Reserve ground floor space for retail uses with office and other uses on upper floors			
D-6	Maintain a tangible presence and commitment to the downtown through the location of the Town's major municipal offices there and encourage other local, state and federal government agencies to maintain similar commitments to the downtown			
D-7	Continue to support the Wake Forest farmers market at the municipal parking lot in downtown Wake Forest			
D-8	Continue to utilize the Renaissance Area Urban Code to ensure that development and redevelopment will be supportive of the architectural and historic context that is vital to the economic success of downtown Wake Forest			
D-9	Encourage efforts to restore missing or underutilized street frontages, particularly on lots where previous buildings have been demolished and replaced with (oftentimes) surface parking			
D-10	Locate parking lots to the side or behind buildings or in the interior of the block with off-street parking spaces for multi-family buildings being in the rear yard			
POLICIES FOR PARKS, OPEN SPACE AND RECREATION		YES	NO	NA
PR-1	In cooperation with private sector interests, develop a system of open space greenways and walking trails to connect to residential areas with, especially, schools and park facilities			
PR-2	Include mini-parks in existing and proposed developments to meet the needs of small children and the elderly, and to encourage social interaction and mutual support among area families			
PR-3	Locate parks in full view of residential/non-residential activity for security			
PR-4	Provide funding to help demand for open space and recreation created by development			
PR-5	Co-locate parks & recreation facilities with schools, utility companies, and federal, state and local government agencies			
PR-6	Continue to seek efficiencies, cost savings, and quality services for park maintenance as the Town grows			
PR-7	Continue to explore new opportunities for providing recreation programs with all available partners			
POLICIES FOR MAJOR STREETS		YES	NO	NA
S-1	Space major streets no more than 1 mile apart			
S-2	Ensure access to undeveloped sections of major streets are from intersecting minor streets, rather than private driveways			
S-3	Ensure minor streets intersect major streets regularly at approximately every 400 to 600 feet			
S-4	Incorporate central medians into the design of new or improved major streets			
S-5	Plant landscaping, and where possible, street trees in central medians of major streets			
S-6	Plant and retain streetyard vegetation along major streets to soften and unify the streetscape			
S-7	Ensure contrasting streetyards along major streets for change in visual character			
S-8	Preserve and enhance natural, cultural and historic features along major streets			
S-9	Ensure parking areas are screened from view within major street corridors			
S-10	Employ special roadway overlay zoning to help implement corridor plans			
S-11	Ensure road widenings and/or one-way pairs are avoided for streets where the original design intent and relationship to adjoining land uses was otherwise			

Community Plan Consistency Grid				
POLICIES FOR MINOR STREETS		YES	NO	NA
S-12	Encourage street patterns that respond to site topography, accentuate focal points and interesting vistas, create interesting public spaces and intersections, and that are coordinated with the placement of significant structures or open spaces			
S-13	Consider incorporation of medians in neighborhood axial streets			
S-14	Create short blocks of 300-500 feet in length to allow for many alternative routes for walking and biking, as well as a beneficial network of local streets			
S-15	Design street widths to fit the intended use of the street, corresponding to the traffic load and planned development types			
S-16	Employ a fully-connected honeycomb of streets to promote convenient circulation within the neighborhood and provide for multiple, alternative outlets from the area to adjoining neighborhoods and major streets			
S-17	Encourage on-street parking in compact neighborhoods			
S-18	Utilize grass swales to capture runoff in conservation subdivisions			
S-19	Ensure turning radius of corners at intersections are as small as possible to shorten the street crossing distance for pedestrians at intersections			
S-20	Install traffic calming methods as necessary to enhance livability			
POLICIES FOR SIDEWALKS		YES	NO	NA
SW-1	Where no sidewalks are present, provide sidewalks in existing developed areas to connect residential areas to walkable pedestrian destinations			
SW-2	Ensure sidewalks are required on both sides of the street in new developments when along thoroughfares and collectors, in multi-family developments, in "front porch" developments, and along local streets within walking distance of a major pedestrian trip attractor			
SW-3	Ensure sidewalk widths correspond with anticipated pedestrian traffic volumes, adjoining land uses, and sidewalk activities with minimum sidewalk widths at 5 feet, or 6 feet if along the verge of a street			
SW-4	Continue curb stamp installation and retrofit curb ramps in existing sidewalks			
SW-5	Ensure crosswalks are plainly marked and well lit, especially where significant pedestrian activity is observed or expected			
POLICIES FOR BIKEWAYS		YES	NO	NA
B-1	The bicycle facility selection guide, as used by the Federal Highway Administration, shall be employed for determining the most suitable type of bicycle facility for any new or upgraded roads in Wake Forest			
B-2	Facilitate bicycle and pedestrian way connections between neighborhoods, either by street or connecting path, to enable the effective use of local, minor streets for pedestrian and bicycle travel			
B-3	Install striped bicycle lanes and appropriate signage along existing streets where called for in the Bicycle Plan			
B-4	Install striped bicycle lanes and appropriate signage along new collector streets			
B-5	Install bicycle-responsive signals at intersections where appropriate			
B-6	Ensure all new public and private developments have bike parking and bicycle access			
B-7	Examine all future road construction and improvements for bikeway feasibility and conformity with the Town of Wake Forest Bicycle Plan			
B-8	Examine all future developments and site plans for bicycle compatibility and conformity with the town Bicycle Plan			
B-9	Include bicycle facilities and their impacts in traffic impact analyses for new private developments			
B-10	Establish and implement pedestrian and bicycle friendly schools zones around all schools			
B-11	Ensure bicycle-related improvements are an integral component of the Town's annual budget for public infrastructure investment			

Community Plan Consistency Grid				
POLICIES FOR GREENWAY TRAILS		YES	NO	NA
GT-1	Continue to pursue a greenway trails system that connects residential areas with schools and park facilities			
GT-2	Develop greenway trails in accordance with the environmental conditions of its corridor, its intended use for travel versus recreation, and the anticipated traffic volume of pedestrians and bicyclists			
GT-3	Ensure greenway construction is treated as a normal element of infrastructure necessary to support new development			
GT-4	Ensure greenway maintenance and safety in Town control after transfer from private control			
POLICIES FOR PUBLIC TRANSPORTATION		YES	NO	NA
PT-1	Support the successful operation and expansion of transit with compact, transit-compatible development patterns			
PT-2	Require site planning that incorporates transit stops and convenience clusters			
POLICIES FOR STREET TREES		YES	NO	NA
ST-1	Prepare and maintain an official Street Tree Planting Master Plan			
ST-2	Ensure consistent street tree species occur along certain sections of streets			
ST-3	Ensure a diversity of street tree species Town wide with no single species comprising more than 10-15% of total trees			
ST-4	Install regularly spaced street trees in central medians and frontage street medians			
ST-5	Continue to require The planting or preservation of street trees of appropriate size and species			
ST-6	Maximize available budget dollars for street tree master plan implementation			
POLICIES FOR STREETLIGHTS		YES	NO	NA
SL-1	Ensure streetlights are installed according to the design speed and/or intended use of the street or area they serve			
SL-2	Periodically evaluate emerging lighting technologies for best color, brightness and energy efficiency			
SL-3	Continue to develop and implement joint policies and standards for street light selection, installation, operation and maintenance in cooperation with Wake Electric and Duke/Progress Energy			
SL-4	Ensure streetlights are installed on both sides of streets unless a newly approved street is planned from the outset to have a sidewalk on only one side			
POLICIES FOR UTILITY POLES AND WIRES		YES	NO	NA
UPW-1	Maintain a master plan for the undergrounding of utilities, with priority given to pre-determined areas			
UPW-2	Ensure major town entrances and gateway corridors receive first priority for the undergrounding of overhead utilities			
UPW-3	Ensure high visibility, pedestrian-oriented areas receive second priority for the undergrounding of overhead utilities			
UPW-4	Ensure overhead utilities in other priority areas are placed underground or relocated as opportunities arise			
POLICIES FOR WIRELESS TELECOMMUNICATION FACILITIES		YES	NO	NA
WTF-1	Facilitate the development of wireless service technology as an economic development asset and significant benefit to the town and its residents			
WTF-2	Ensure the impacts of wireless telecommunication facilities should not be permitted to compromise the health, safety and public welfare of area residents; nor should such facilities be allowed to diminish the character of the community and visual quality of its environment			
WTF-3	Ensure that in residential areas, historic districts and the Renaissance districts, cell towers are only considered when there is no alternative for serving those areas and no other alternative wireless telecommunication structure can be utilized			
WTF-4	Initiate updates to standards for wireless telecommunication facilities as new technologies and structural requirements for wireless capabilities emerge over time			

Community Plan Consistency Grid				
POLICIES FOR TOWN AND SPECIAL AREA ENTRANCES		YES	NO	NA
TSE-1	Employ noticeable streetscape improvements to clearly announce a town entrance and to enhance gateway corridors			
TSE-2	Extend streetscape improvements as the Town limits expand			
TSE-3	Employ special "gateway" treatment where where a bridge, underpass, overpass or other roadway feature is located at an entry point to the town or some portion of it			
POLICIES FOR COMMUNITY CHARACTER		YES	NO	NA
CC-1	Employ architectural standards consistent with Wake Forest's architectural character for new, expanding, or improved businesses			
CC-2	Exceptional locations, views and vistas in the town should receive exceptional treatment and/or protection in design and development			
CC-3	Place noteworthy buildings, important outdoor spaces, objects of historic merit, important monuments, and significant works of art in positions of visibility and prominence			
CC-4	Incorporate significant natural and existing man-made elements into the thematic design of new developments			
CC-5	Save large trees, ponds, creeks, or other natural features of the landscape when locating new streets, buildings, parking lots, etc			
CC-6	Support community character by ensuring development is compatible with surrounding area			
CC-7	Ensure exterior lighting is attractive, functional and safety conscious, while also avoiding negative impacts on the night sky visibility of Wake Forest			
POLICIES FOR REGIONAL TRANSPORTATION		YES	NO	NA
RT-1	Continue to anticipate and plan for the impacts of new high speed rail service as it passes through Wake Forest en route to major urban centers north and south along the east coast			
RT-2	Continue to anticipate and plan for the transformation of US 1 Capital Blvd into a limited access freeway and multi-modal transportation corridor as per the plans of the US 1 Corridor Study			
RT-3	Support the express bus service between downtown Wake Forest and downtown Raleigh			
POLICIES FOR WATER AND SEWER		YES	NO	NA
WS-1	Work proactively with other local governments, utility service providers, and the State of North Carolina on regional, long term solutions for water supplies and sewage treatment			
WS-2	Place water and sewer utilities in areas where growth is desired			
WS-3	Avoid placing sewer utilities in environmentally sensitive areas or in areas where open space is desired			
WS-4	Encourage the development of sewer services that employ water reuse technologies			
POLICIES FOR WATER CONSERVATION		YES	NO	NA
WC-1	Conserve, to the fullest extent possible, potable water and waste water treatment capacity			
WC-2	Employ other types of non-municipal water supplies such as wells, rainwater catching systems, rain barrels and in-ground cisterns			
WC-3	Eliminate or reduce usage of the municipal water supply for outside irrigation			
WC-4	Encourage new development to plant drought tolerant grasses on lawns			
WC-5	Encourage construction of new rainwater retainage systems			
WC-6	Encourage new development to include traditional plants native to the area			
WC-7	Encourage the installation of water saving devices in new and existing development			

Community Plan Consistency Grid				
POLICIES FOR COMMUNITY ORIENTED SCHOOLS		YES	NO	NA
S-1	Plan for new school locations in advance through joint collaboration between the Town and School Board — with emphasis on steering facilities to desirable growth areas and avoiding sprawl			
S-2	Encourage offering land for new school facilities, particularly in conjunction with related neighborhood development			
S-3	Design safe campuses with pedestrian access to adjoining neighborhoods			
S-4	Prioritize traffic management and safety in the vicinity of public schools			
S-5	Co-locate school facilities with other community facilities and services			
S-6	Ensure costs for new schools should be borne largely by new growth and development creating the demand			
S-7	Foster diversity in community-oriented public schools by encouraging diversity in nearby neighborhoods feeding each school			
POLICIES FOR PAYING FOR GROWTH		YES	NO	NA
PFG-1	Ensure the costs of infrastructure, facilities and services related to new growth and development should be borne primarily by those creating the demand			
PFG-2	Continually seek to balance residential and non-residential development to foster a favorable service-cost to revenue-generated tax base			
PFG-3	Fees charged by the Town for development reviews and inspections should approximate the actual costs to the Town of conducting such work			
PFG-4	Explore cost recovery fees for new "greenfield" development			
PFG-5	Undertake annual planning and budgeting for capital facilities			
POLICIES FOR A HEALTHY SUSTAINABLE ENVIRONMENT		YES	NO	NA
HSE-1	Ensure development policies work to make Wake Forest more walkable and pedestrian-friendly, and less dependent on the single-occupant automobile			
HSE-2	Encourage compact, transit-oriented, mixed-use developments to facilitate walking, biking and transit options			
HSE-3	Locate new higher density residential development within walking distance of jobs and services and design it to be transit compatible with current and future transit services			
HSE-4	Recognize and facilitate low impact development			
HSE-5	Ensure runoff and drainage from development is of a quality and quantity as near to natural conditions as possible			
HSE-6	Require vegetative riparian buffers along all creeks, rivers, lakes and other water bodies in Wake Forest			
HSE-7	Encourage conservation subdivisions where site conditions call for minimizing environmental disturbance and protecting adjoining natural resources			
HSE-8	Ensure large parking lots have landscaped planting islands and perimeter buffer strips and may use other design technologies to intercept and absorb runoff			
HSE-9	Carefully control development activities in the special flood hazard areas			
HSE-10	Encourage the construction of energy efficient structures, including the use of "green" building design			
HSE-11	Ensure site plans for new development work sympathetically with the natural features of the land, including existing topography and significant existing vegetation			
HSE-12	Explore a combination of incentives and disincentives to protect existing trees and/or require the replacement of trees removed for development			
HSE-13	Encourage green infrastructure (grassed swales, rain gardens, bio-retention strips, cisterns, rain barrels, permeable pavements, etc.)			
HSE-14	Offer a variety of solid waste reduction strategies and services including educational programs on waste prevention, recycling and reuse			
HSE-15	Facilitate proper disposal of household hazardous waste materials			
HSE-16	Encourage on-site residential composting			
HSE-17	Continue off-site mulching and redistribution of landscape yard waste			
HSE-18	Continue to support education and activities that reduce litter and illegal dumping			
HSE-19	Continue to plan in advance for area requirements concerning solid waste collection and disposal			

Community Plan Consistency Grid				
POLICIES FOR ECONOMIC DEVELOPMENT		YES	NO	NA
ED-1	Encourage new and expanding industries and businesses that are compatible with the long-term quality of the area's natural and cultural resources, match up well with the area's infrastructure and services, employ and develop the skills of area workers, and diversify the local economy			
ED-2	Retain quality businesses and to attract new ones continue to invest in infrastructure and services that sustain and enhance the area's already high quality of life, image and cultural identity			
ED-3	Pursue economic and business development partnerships between the Town, other local jurisdictions, other economic development organizations, and private companies			
ED-4	Strive for a financial and regulatory environment that supports the establishment and growth of small business			
ED-5	Develop real estate "product" suitable for business placement that focuses on the identification, enhancement and certification of buildings and sites readily available for construction and/or occupancy			
POLICIES FOR ARTS CULTURE AND HISTORIC PRESERVATION		YES	NO	NA
ACH-1	Encourage efforts and actively participate in the provision of indoor and outdoor public and private spaces to showcase the work of visual and performing artists in Wake Forest			
ACH-2	Encourage new private sector developments to include art as an integral element of privately owned common areas and semi-public spaces			
ACH-3	Ensure budgets for new construction and renovations of town buildings include a line item for the purchase and display of art			
ACH-4	Continue to have cultural arts be enhanced as a permanent function of the Town's recreation program offerings			
ACH-5	Employ design standards that ensure development and redevelopment is consistent with the architectural context, community character, economic attractiveness and livability of Wake Forest			
ACH-6	Encourage the identification, restoration, and active use of structures, buildings, monuments, landmarks, sites and neighborhoods of historic or architectural significance			
ACH-7	Strongly discourage the destruction of architectural, historic, and archeological resources of Wake Forest			
POLICIES FOR PUBLIC SAFETY		YES	NO	NA
PS-1	Employ community education, school, and public involvement programs to enhance community awareness of public safety issues			
PS-2	Periodically review the need for additional paid personnel, capital improvements and equipment needs to meet or exceed public safety standards, insurance ratings and other measures of public safety			
PS-3	Strategically locate additional public safety substations, provided that sufficient resources can be made available to properly staff and equip them			
PS-4	Proactively support legislative efforts to strengthen local law enforcement tools			
PS-5	Employ a holistic approach to public safety involving residents, businesses, and institutions in the preparation of neighborhood improvement plans, with priority given to public safety concerns			
PS-6	Encourage excellence in law enforcement, fire protection, and emergency services through on-going education, training and participation in national accreditation programs			
PS-7	Support the establishment of an east-west through street (or loop road) on the north side of town to improve emergency access to locations in that area			

Community Plan Consistency Grid				
POLICIES FOR LEADERSHIP AND COMMUNITY INVOLVEMENT		YES	NO	NA
LCI-1	Continue to emphasize the importance of advisory boards & committees in conducting the Town's business			
LCI-2	Ensure boards and committees of the Town are representative of the population and geography of the planning area or subject matter being addressed			
LCI-3	Encourage public involvement in decisions on land use and development by making the public aware of proposed developments at the earliest lawful opportunity, as well as fostering communication between developers and the general public			
LCI-4	Encourage neighborhood and special area planning			
LCI-5	Continue to ensure maintenance and enhancements to the Town's internet and multi-media news dissemination capabilities			
LCI-6	Participate proactively in the cooperation of efforts among civic and volunteer organizations for maximum impact in the community			

ORDINANCE 2022-XX

ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF WAKE FOREST TO CHANGE THE ZONING OF APPROXIMATELY 5.07 ACRES LOCATED AT 834 DURHAM ROAD (WAKE COUNTY TAX PIN 1831-72-1164) FROM GENERAL RESIDENTIAL 3 (GR3) TO HIGHWAY BUSINESS (HB)

RZ-21-13, ST JOHNS EPISCOPAL CHURCH

WHEREAS, the application submitted by St. John's Episcopal Church for the rezoning of land hereinafter described was duly filed with the Planning Department; and

WHEREAS, the Planning Board held a public comment session on January 11, 2022 and the Board of Commissioners held a public hearing on February 15, 2022; and

WHEREAS, mailed notices, property sign postings, and a newspaper notice publication were carried out for the public comment session and public hearing pursuant to G.S. § 160D-602 and the Unified Development Ordinance; and

WHEREAS, the Planning Board submitted its recommendation to the Board of Commissioners recommending approval of said application that was generally consistent with the Comprehensive Plan for the lands hereinafter described, all in accordance with the requirements of the Town of Wake Forest Unified Development Ordinance and the provisions of Chapter 160D, Article 6, of the North Carolina General Statutes; NOW, THEREFORE,

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST

Section 1: The lands that are the subject of the Ordinance are those certain lands described in *Exhibit 1 – Legal Description*, which is incorporated herein by reference, and said lands are hereafter referred to as the “Rezoned Lands.”

Section 2: The parcel identified by the Wake County Tax Parcel Identification Number 1831-72-1164, and described in *Exhibit 1*, is located within the Town's Corporate Limits.

Section 3: The Town of Wake Forest Unified Development Ordinance, including the Town of Wake Forest North Carolina Official Zoning Map, which is a part of said Ordinance, is hereby amended by changing the zoning classification of the “Rezoned Lands” from General Residential 3 (GR3) to Highway Business (HB).

Section 4: The Administrator is hereby authorized and directed to cause the said Official Zoning District Map for the Town of Wake Forest, North Carolina, to be physically revised and amended to reflect the zoning changes ordained by this Ordinance.

Section 5: After reviewing all the information presented and the Wake Forest plans, policies and ordinances, the Wake Forest Board of Commissioners find the zoning map amendment request consistent with the Comprehensive Plans, and reasonable and in the public interest and adopted a written consistency statement, which is on file with the Wake Forest Planning Department and as shown in *Exhibit 2*.

Section 6: The “Rezoned Lands” shall be perpetually bound to the conditions imposed including the uses authorized, unless subsequently changed or amended as provided for in the Unified Development Ordinance.

Section 7: This ordinance shall be in full force and effect from and after its adoption.

This the ____ day of _____ 2022.

TOWN OF WAKE FOREST

Mayor

ATTEST:

Deputy Town Clerk

APPROVED AS TO FORM:

Town Attorney

BK013627PG01371

BEGINNING at an iron pipe on the North side of North Carolina Highway #98, said pipe being located North 64 deg 09 min 29 sec West 118.55 feet from N.C.G.S. Monument "BEEJAY" having coordinates: $N(y)=811,803.62'$ and $E(x)=2,137,488.73'$; thence in a western direction along the North line of the right of way of Highway 98 South 84 deg 29 min 18 sec West 272.96 feet to an iron pipe, corner of Mabel B. Shearin; thence with Shearin's line North 11 deg 15 min 43 sec West 301.93 feet to an iron pipe; and South 88 deg 12 min 52 sec West 172.58 feet to an iron pipe in the line of Horse Creek Associates and Y.C. Kim; thence with Kim's line the following calls and distances: North 04 deg 13 min 49 sec West 307.93 feet to an iron pipe; North 86 deg 52 min 43 sec East 456.13 feet; and South 06 deg 44 min 64 sec East 600.59 feet to the BEGINNING containing 5.229 acres, more or less, according to the survey of Cawthorne, Moss & Panciera, P.C., dated January 6, 2000.

This is the same property previously conveyed to the Granator by deed dated August 24, 1962, and recorded in Book 1519 at page 59, Wake County Registry.

**Consistency Statement of the Wake Forest Board of Commissioners Pursuant to G.S. 160D-605 Addressing Action on Zoning Map Amendment RZ-21-13: St. John's Episcopal Church
834 Durham Road**

The Wake Forest Board of Commissioners finds that RZ-21-13 is consistent with the Wake Forest Community Plan. The Wake Forest Board of Commissioners finds that the approval of the rezoning request is reasonable and in the public interest for the following reasons:

1. The proposed zoning district is consistent with the zoning district of adjacent and nearby properties, is consistent with the existing Special Highway Overlay District, and is consistent with the Growth Strategies designation.
2. The proposed zoning district allows for greater flexibility of uses and development, which is appropriate due to location along a major thoroughfare.
3. The proposed land use remains the same, which is compatible with the existing surrounding land uses.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-496-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: February 15, 2022

SUBJECT

Consideration of approval of FY 2022 - 2027 Capital Improvements Plan Update

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [CIP Update Approval_summary.pdf](#)
- [1st Year Funding - 2022.pdf](#)
- [resolution 2022 - CIP Update 2022-2027.doc](#)

Agenda Item: Consideration of approval of 2022-2027 Capital Improvements Plan (CIP) Update

Summary: By approving the updated document, this provides staff with direction to put a "financing plan" in place with the preparation of the FY 2022-2023 Annual Operating Budget. Work session was held on February 1 to review the updated CIP document.

Attachment: Resolution; Updated Funding Level Summary for FY 2022-2023

Capital Improvement Plan
FUNDING LEVEL SUMMARY
FISCAL YEAR 2022-2023

PAGE	DEPARTMENT/DIVISION	PROJECT DESCRIPTION	PRIORITY TYPE	1ST YEAR CAPITAL COST	EXTERNAL FUNDING	FISCALLY CONSTRAINED
<u>LEVEL A:</u>						
PF-1	Public Facilities	ADA Improvements for Compliance	H-1	120,000	-	120,000
PF-3	Public Facilities	Fire Training Deck Rebuild	H-1	48,000	-	48,000
F-1	Fire	Mobile & Portable Radios Replacement	H-2	110,000	-	110,000
S-2	Streets	Town Roadway Lighting	M-1	50,000	-	50,000
E-3	Electric	LED Conversion	H-2	125,000	-	125,000
AM-6	Asset Maintenance	Wake Forest Reservoir Improvements	H-2	539,600	-	-
TOTAL LEVEL A				992,600	-	453,000
<u>LEVEL B:</u>						
GG-1	General Government	Vehicle Additions - Planning	M-3	60,000	-	-
GG-2	General Government	Vehicle Additions - Engineering	M-3	35,000	-	-
GG-3	General Government	Ailey Young House Heritage Site	M-3	270,000	-	270,000
GG-4	General Government	Downtown Parking Deck	H-4	700,000	-	700,000
ARP-2	American Rescue Plan	Stormwater Improvements and Enhancements	M-2	3,268,500	3,268,500	-
IT-1	Information Technology	Fleet Management Software	M-3	90,000	-	90,000
PF-2	Public Facilities	Evidence Room at Main Police Station	M-3	21,500	-	21,500
P-1	Police	Patrol Vehicles - Additional	M-3	225,000	-	-
F-2	Fire	Fire Logistics Facility	M-3	75,000	-	-
F-3	Fire	Fire Station #6 Construction and Apparatus	H-3	1,500,000	-	-
S-1	Streets	Transportation New Sidewalk Projects	M-3	100,000	-	100,000
S-3	Streets	Vehicle Addition - Single Axle Dump Truck	M-3	215,000	-	-
S-4	Streets	Town Wide Wayfinding Designs/Signage	M-3	250,000	-	225,000
S-5	Streets	Vehicle Addition - Service Truck	M-3	70,000	-	-
S-6	Streets	Vehicle Addition - Mini Excavator	M-3	140,000	-	-
SW-1	Solid Waste	Vehicle Addition - Rearend Loader	M-3	240,000	-	-
SW-2	Solid Waste	Vehicle Addition - Flat Bed Stake Body Truck	M-3	65,000	-	-
PRCR-1	PRCR	Vehicle Additions	M-3	42,000	-	-
T-1	GTP	Roadway - Ligon Mill Road/Smith Creek Bridge Improvements	H-4	73,000	-	-
T-2	GTP	Rogers Branch Road Extension	H-4	253,000	-	253,000
T-3	GTP	Endeavor Chart School Expansion Offsite Improvements	H-4	250,000	-	-
T-4	GTP	Greenway - Dunn Creek Greenway - Phase 4	M-3	358,500	-	358,500
T-5	GTP	Traffic/Pedestrian Signals	M-3	680,000	-	615,000
T-6	GTP	Bus Shelter Installations	M-3	113,500	-	-
T-7	GTP	Road Connections	M-3	461,500	-	461,500
T-8	GTP	Forbes Property Infrastructure Improvements	H-4	95,000	-	20,000
T-9	GTP	Greenway - Dunn Creek Greenway - Phase 3	M-3	24,500	-	24,500
VR	General Government	Vehicle Replacements	M-2	2,486,000	-	-
AM-1	Asset Maintenance	Transportation Sidewalk Replacement	M-2	100,000	-	100,000
AM-2	Asset Maintenance	Street Preservation and Maintenance	M-2	381,000	-	381,000
AM-3	Asset Maintenance	Street Resurfacing	M-2	142,000	-	-
AM-4	Asset Maintenance	Town Hall	M-2	321,000	-	321,000
AM-5	Asset Maintenance	Maintenance of Facilities (Outside of Town Hall)	M-2	35,000	-	35,000
AM-7	Asset Maintenance	Sports Field Playing Surface Repair	M-2	15,000	-	15,000
AM-8	Asset Maintenance	E. Juniper Avenue & E. Pine Infrastructure Upgrades	L-2	14,000	-	14,000
AM-9	Asset Maintenance	Greenway Infrastructure Improvements	M-2	142,000	-	142,000
AM-10	Asset Maintenance	Joyner Park Farms Building Rehab	M-2	52,500	-	52,500
E-1	Electric	Electric Building Location - 5301 Unicon Dr.	M-3	500,000	-	500,000
E-2	Electric	Line Construction/System Improvements	M-2	1,000,000	-	1,000,000
E-4	Electric	Vehicle Addition - Pick-up	M-3	70,000	-	-
E-5	Electric	Downtown Overhead to Underground Conversion	M-2	350,000	-	250,000
VR	Electric	Vehicle Replacements	M-2	787,000	-	-
TOTAL LEVEL B				16,071,500	3,268,500	5,949,500
<u>LEVEL C:</u>						
				-	-	-
TOTAL LEVEL C				-	-	-
GRAND TOTALS				\$ 17,064,100	\$ 3,268,500	\$ 6,402,500

*External funding represents **ONLY** amounts that have been secured or officially awarded to the Town (i.e. Grants Awarded and Authorized Bond Funding). Projects with bond authorization funding will be presented until the debt is actually issued.

RESOLUTION 2022 - xx

**RESOLUTION APPROVING FY 2022 – 2027 CAPITAL
IMPROVEMENTS PLAN (CIP) UPDATE FOR
THE TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS the Town of Wake Forest prepares a five-year plan identifying the capital improvement and cash expenditures in excess of \$25,000, and;

WHEREAS the CIP is a long-range plan that reflects the Town's policy regarding physical and economic development. This plan contributes to the overall fiscal sustainability and financial health of the Town. Through annual planning retreat(s) and work session(s), the Board of Commissioners focuses on prioritizing the first year's expenditures thereby outlining the Town's official commitment to these expenditures in the upcoming annual budget for FY 2022-2023.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Town of Wake Forest, that the Capital Improvements Plan Update for fiscal years 2022 – 2027 is hereby approved.

This the 15th day of February 2022.

Motion by: _____

Second by: _____

Mayor: _____

ATTEST:

Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-436-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: February 15, 2022

SUBJECT

Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

- [January 2022 Monthly Report.pdf](#)

January 2022 | Department Monthly Report



Administration

- Three public information sessions were offered on the 353 S. White Street (former SunTrust) redevelopment project.
- BOC retreat was held covering Strategic Plan update, American Rescue Plan funds and the upcoming Bond referendum.
- Held monthly Event Coordinator's meeting with staff from across the organization.

Communications

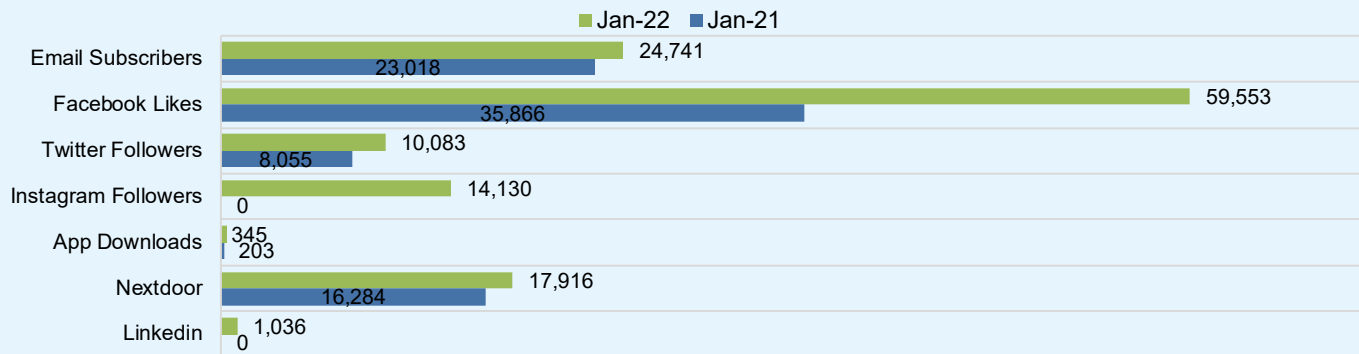
ANNOUNCEMENTS

Media Releases	38
Email Announcements	21
Town-to-Resident Phone Calls/Texts	4

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	COVID Testing	11,283
2	Home	11,134
3	Severe Weather Updates	4,873
4	Online Bill Pay	2,582
5	Jobs	2,575

SUBSCRIBERS



Downtown Development

UPDATES PROVIDED QUARTERLY

OCCUPANCY

	JAN- MAR 2022	OCT-DEC 2021
Occupancy Rate in Percentage	88%	88%

NEW BUSINESSES

	JAN 2022	FISCAL YEAR-TO- DATE
Number of New Businesses	0	6
Number of Businesses Closed	1*	5

*Business closed in preparation for Phase 2 of Powerhouse Row

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (JAN-MAR)	ATTENDANCE IN 2022	ATTENDANCE IN 2021
None		

- Downtown Development Manager and Specialist attended the NC Association of Festival & Events annual conference.
- Planning for 2022 FNOW Concert series.
- Annual Accreditation packet was completed and submitted to North Carolina Main Street for National Main Street Accreditation.
- Planning is underway for Forest Fest. Wake Forest Downtown will be introducing this new event on April 23 to replace Dirt Day. Some components will remain such as the Arbor Day Seedling giveaway and educational components, but there will also be a history component introduced. Arts Wake Forest will also hold their Spring Artisan Market that day.

Economic Development

WFBIP MONTHLY NEWSLETTER

[VIEW](#)

The Wake Forest Business & Industry Partnership's Quarterly Report is updated at the end of each quarter.

Use Chrome, Firefox, Safari or Edge to view the newsletter and/or the report.

REQUESTS FOR INFORMATION (RFIs)

	JAN 2022	DEC 2021
Number of responses to RFIs	1	0

BUSINESS RETENTION & EXPANSION (BRE)

NAMES OF BUSINESSES VISITED THIS MONTH

Norse Brewing

Smith's Smokehouse

Homebuilder's Supply

Engineering

ENGINEERING PROJECTS Public Infrastructure, Environmental Engineering & Construction

PROJECT	CODE	UPDATE
Stormwater Infrastructure Assessment		Freese and Nichols complete the Criticality Assessment Workshop with the Engineering, Public Works, and GIS departments. The Town met internally to review data and discuss condition and risk scales.
MS4 Program Updates		Audit Completed 12/1/21. Still awaiting final report from the State. Need to renew permit before 2/18/22.
Wake Forest Reservoir		The G.G. Hill Lagoon Closure Project will advertise for bids in February 2022. The work will consist of the closure of the existing alum lagoons and related structures and removal of three aboveground storage tanks at the former water treatment plant. Construction is anticipated to take place in the spring. The duration of construction is expected to take 90 days, weather permitting. (Project Manager – Carrie Mitchell)

Finance

FINANCIAL TASKS COMPLETED	
TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500	January 19
941/NC-5Q Quarterly Payroll Tax Returns	January 19
ORBIT/LGERS Report – NC State Treasurer	January 4
Utility Sales Tax Return – E500 E	January 25
Wake County Prepared Food and Beverage	January 19
ACCOUNTING/FINANCE	AMOUNT
Total Accounts Payable Disbursement	\$853,125
Total ePayables Disbursement	410,325
Total Number of Invoices Paid	307
Total Amount of Invoices Paid with credit card	379,619
GENERAL TASKS AND OTHER ITEMS	COMPLETION DATE
W-2's Distributed/Available	January 13
SEC Continuing Disclosure Submission	January 26
Annual TR-2 Report	January 25
FY 2022–2027 CAPITAL IMPROVEMENTS PLAN UPDATE	COMPLETION DATE
Public Hearing and work session scheduled for January 18 and February 1 respectively	

PURCHASING / WAREHOUSE	
New Vendors Set Up	9
Purchase Orders Processed	46
Informal Quotes	16
HUBSCO Report	1

NORTHERN WAKE FOOD SECURITY TEAM	
Staff Hours	20 hours per week (Drew Brown and Corey Johnson)
Updates	Annual planning underway for 2022

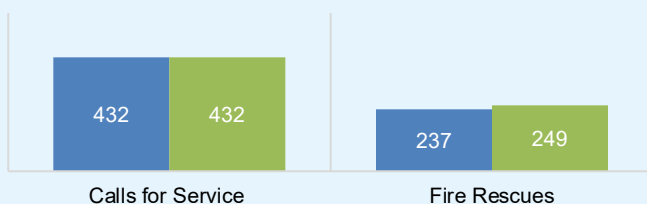
Fire

KEY STATS		
	JAN 2022	DEC 2021
Calls for Service	432	432
Average Response Time	4:32	4:27

TYPES OF CALLS		
	JAN 2022	DEC 2021
Fire	148	159
Medical	249	237
Motor Vehicle Accidents (MVA)	35	36

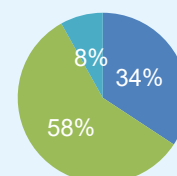
FIRE–KEY STATS

■ Dec-21 ■ Jan-22



TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

PROMOTIONS / TRANSFERS

EMPLOYEE NAME	DEPARTMENT	POSITION	DATE
Jennifer Gonzales	Wake Forest Power	Electric Administrative Specialist	1-24-2022

EMPLOYMENT

Positions Filled	360
Vacancies	35
Total Authorized Positions FY 2020–21	395

Information Technology

SERVICE STATS

	JAN 2022	DEC 2021
Service Requests Completed	319	286
Network Uptime Percentage	100%	100%

FIBER INFRASTRUCTURE DASHBOARD

[VIEW](#)

The Fiber Infrastructure Dashboard can be used to monitor the progress of the Fiber Installation Project.

Use Chrome, Firefox, Safari or Edge when viewing the dashboard.

Inspections & Public Facilities

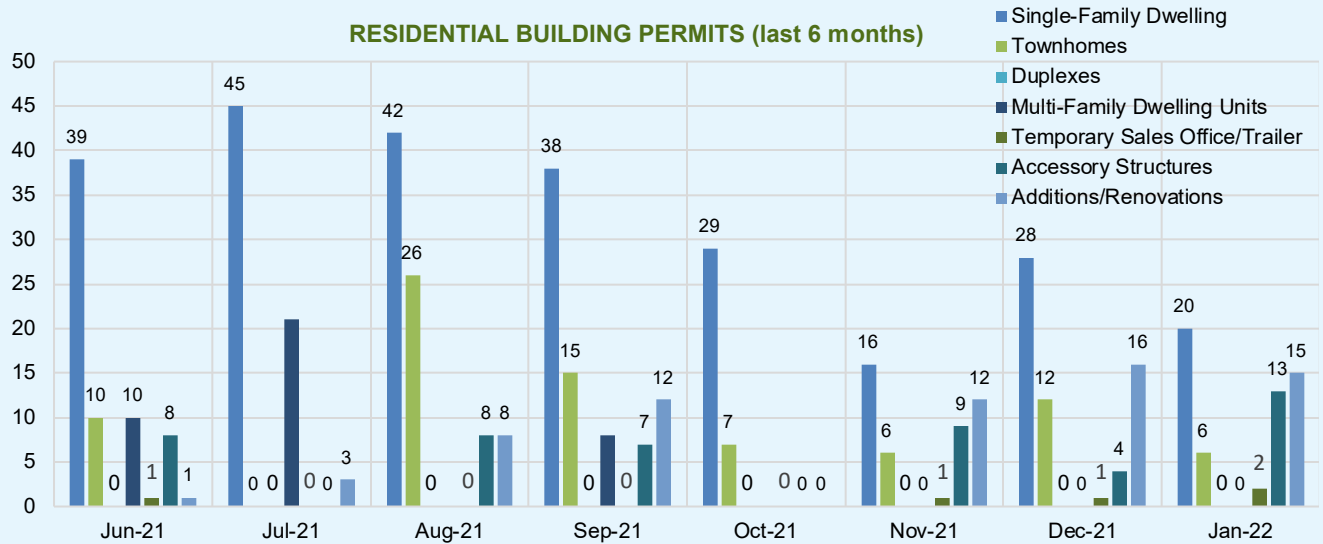
RESIDENTIAL PERMITS

	JAN 2022	DEC 2021
Single-Family Dwelling	020	28
Townhomes	006	12
Duplexes	000	00
Multi-Family Dwelling Units	000	00/000
Other	127	143
Total	153	183

NON-RESIDENTIAL PERMITS

	JAN 2022	DEC 2021
New Commercial	01	01
Fit-Ups	02	02
Other	38	36
Total	41	39

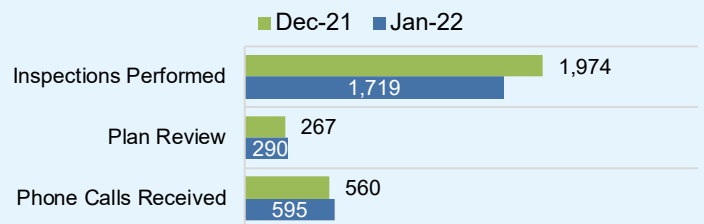
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	JAN 2022	DEC 2021
Preventative Maintenance Completed	414	450
Reactive Work Orders	2	93

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

NEW COMMERCIAL BUSINESSES

Vanilla shell building	911 Gateway Commons Cir
------------------------	-------------------------

FIT-UPS

Vape Shop	3612 Rogers Branch Rd 107
Poki Bown	1898 S Franklin St 110

PRE-OCCUPANCY

Peak Performance Strength & Conditioning	1241 S Main St 23
Person First Counseling Services PLLC	1752 Heritage Center Dr 201
Tone2Flex	2115 S Main St D
Thinking Dog LLC	927 Durham Rd 1058

Parks, Recreation & Cultural Resources

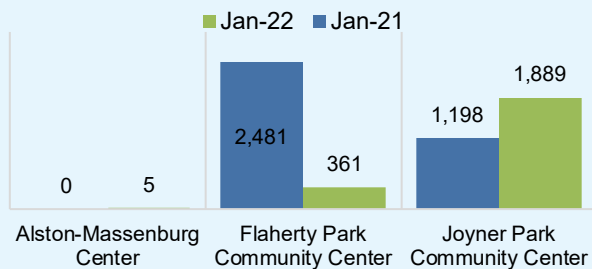
ATHLETICS

	JAN 2022	JAN 2021
Registrations Received – Youth	0	0
Registrations Received – Adult	0	0
Games Held	247	0 COVID
Revenue	0	0

PROGRAMS

	JAN 2022	JAN 2021
Registrations Received – Youth	173	81
Registrations Received – Adult	2113	1519
Classes/Programs Held	37	18
Revenue	\$8,211.10	\$4,354.30

VISITORS TO COMMUNITY CENTERS



RECONNECT PROGRAM GUIDE

[VIEW](#)

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

PARK MAINTENANCE

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

FACILITY RENTALS

	JAN 2022	JAN 2021
Athletic Fields	10	16
Joyner Park Outdoor / Open Space	0	0
General Outdoor / Open Space	0	0
Picnic Shelters	0	0
Wake Forest Community House	2	0
Joyner Park Community Center	0	0
Flaherty Park Community Center	0	0
Alston-Massenburg Community Center	1	0

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	JAN 2022	JAN 2021
Aquatic Center	0	0
Taylor Street Sprayground	0	0

Planning

DEVELOPMENT SERVICES MONTHLY REPORT

[VIEW](#)

ZONING VIOLATIONS DASHB

[VIEW](#)

Use Chrome, Firefox, Safari or Edge when viewing the dashboard.

CERTIFICATES OF APPROPRIATENESS

	JAN 2022	JAN 2021
COAs Received	2	1
COAs Approved	2	2

Police

KEY STATS

	JAN 2022	JAN 2021
Calls for Service	5434	5506
Vehicle Crashes	170	151

Public Works

- Streets- 3 weekend winter events in a row; short staffed; Streets helped collected YW and trash with SW.
- Solid Waste – Jan 21-24 SW serviced trash for Thursday & Friday routes; YW routes were kept on schedule, loose leaves are on schedule & Christmas trees have been serviced in a timely manner. Advertising has begun for the paper bag switch over on March 14th.
- Urban Forestry – Tree planting continues
- Fleet- Issues still occurring in obtaining parts in a timely manner; short staffed

SOLID WASTE

	JAN 2022	JAN 2021
New Construction Homes Added	40	64
New Cart Sets	40	64

RECYCLING

	JAN 2022	JAN 2021
Volunteer Collected Litter	0	0
Volunteer Collected Recycling	0	0
Volunteer Hours	0	0
Volunteer Miles of Streets	0	0
Sections of Roads Cleaned (not miles)	0	0
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued/Returned	0	0

CEMETERY

	JAN 2022	JAN 2021
Number of Plots Sold	7	3
Number of Niches Sold	0	0
Total Plots Available	251	433

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

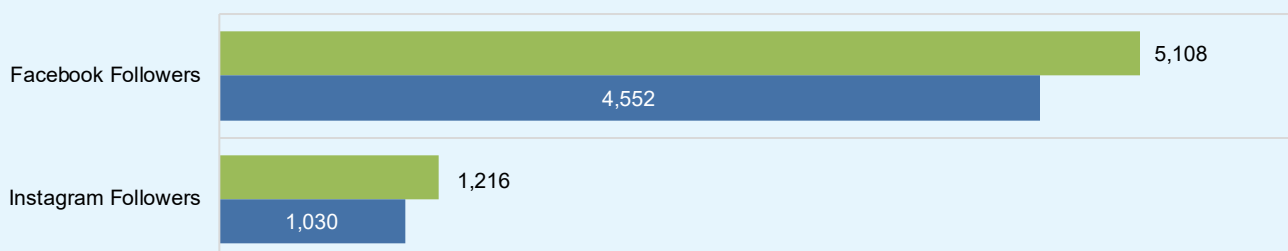
	JAN 2022	JAN 2021
Monthly In-Person Attendance	686	102
Virtual Views	656	1702
Ticketed Events Held	1	0
Free Events Held	0	0

WAKE FOREST FILM FESTIVAL PLAYBILL [VIEW](#)

- The Renaissance Centre staff attended a planning and goal setting session on Thursday, January 13. The retreat took place at the Fuquay-Varina Arts Center. Staff had the opportunity to look back at the accomplishments of 2021 and set goals for 2022.
- The Public Art Commission has purchased another sculpture to add to the permanent municipal art collection. *Dancing in the Moonlight* was created by artist Jordan Parah and is on display at the Renaissance Centre Arts Annex. The purchase was made possible by a donation from the Wake Forest Friends of the Library.

SOCIAL ENGAGEMENT

■ Jan-22 ■ Jan-21



Wake Forest Power

CUSTOMER SUMMARY

	JAN 2022	JAN 2021
Electric Meters/Customers	6,670	n/a
Pre-Pay Power Customers	464	n/a
H.O.P.E. Participants	45	n/a
N.C. GreenPower Participants	17	n/a

POWER OUTAGES

	JAN 2022	JAN 2021
Total Number of Customers Affected by Outages this Month	65	0
Average Number of Customers Affected per Outage	65	0

PAYMENTS RECEIVED

	JAN 2022	DEC 2021
eSuite Credit Card Payments	\$226,427.12	\$149,959
eSuite Credit Card Payments (Pre-Pay)	6,001.12	5,133
Paymentus CC Payments	556,601.85	564,599
Paymentus CC Payments (Pre-Pay)	62,202.84	47,685

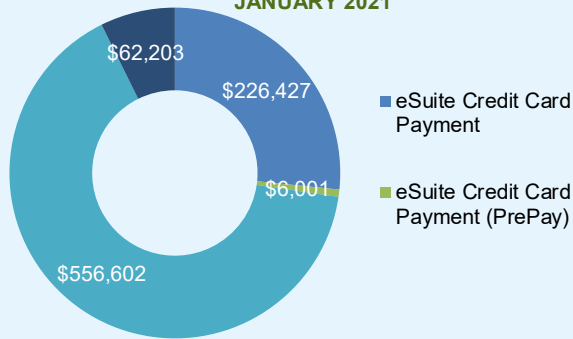
NUMBER OF TRANSACTIONS

	JAN 2022	DEC 2021
eSuite Credit Card Payments	1,495	485
eSuite Credit Card Payments (Pre-Pay)	195	174
Paymentus CC Payments	3,739	3,863
Paymentus CC Payments (Pre-Pay)	1,587	1,271

Note: Transitioning to Paymentus

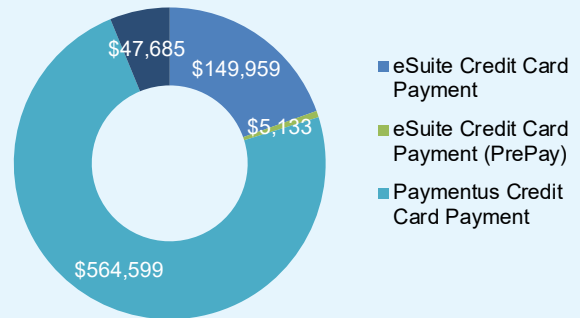
PAYMENTS RECEIVED

JANUARY 2021



PAYMENTS RECEIVED

DECEMBER 2021



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held	01/12/2022
Number of members in attendance	6 of 9 total

Sam Slater, Attorneys Office, provided a quasi-judicial training for the Commission members. Senior Planner, Michelle Michael provided additional training on interpreting the Secretary of Interiors Standards and Wake Forest Design Standards for the Findings of Facts.

The group discussed the upcoming Historic Preservation Plan Project, Black History Month, and the Historic Preservation Commission survey.

Human Relations Council

MEETINGS

Most recent meeting held	01/27/2022
Number of members in attendance	9 out of 11 total

The group voted unanimously to elect Steve Schlossberg as Vice Chair and Patti Greber as Treasurer.

Black History Month Honor Roll: There were eight nominations received. The group agreed that honorees will be highlighted every Tuesday and Thursday for the month of February.

Multicultural Day 2022: Mitzi Franklin was asked to provide the group with the occupancy limit for the event location and other logistical information.

New Meeting Time: The group voted unanimously to change the meeting time from 6:30 PM to 6:00 PM effective for the February 2022 meeting.

Public Art Commission

MEETINGS

Most recent meeting held	01/27/2022
Number of members in attendance	7 of 10 total

Discussion with staff guest Jennifer Currin for input on the Community Plan draft.

Purchased Dancing in the Moonlight sculpture at Renaissance to add to permanent municipal art collection.

Completed art appraisal on art inventory. The Town art collection has grown in value.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held	01/24/2022
Number of members in attendance	12 of 14 total

New board members were introduced.

The board scheduled their planning session for Feb. 12th from 9am-1pm.

Special events for 2022 were reviewed and discussed.

Technology Advisory Board

MEETINGS

Most recent meeting held	01/24/2022
Number of members in attendance	8 out of 9 total

Voted Samuel Cameron to Chair and Micheal Faas to Vice-Chair.

Discussion with Mayor Jones about Smart City projects.

Continued to plan for April 30 STEM Saturday.

Urban Forestry Board

MEETINGS

Most recent meeting held	01/27/2022
Number of members in attendance	7 out of 11 total

New board members were introduced. SFI representative joined us to discuss the new Sustainable Forestry Initiative urban forestry standard.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-447-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: February 15, 2022

SUBJECT

Wake County Tax Release

Recommendation:

Item Summary:

ATTACHMENTS

- [TaxReportForWakeForestFEB-2022.pdf](#)



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

SIG HUTCHINSON, CHAIR
SHINICA THOMAS, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
MARIA CERVANIA
SUSAN EVANS
JAMES WEST

February 8, 2022

Mr. Kip Padgett
Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on February 7, 2022, approved and accepted the enclosed tax report for the Town of Wake Forest.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in dark ink, appearing to read "Yvonne Gilyard".

Yvonne Gilyard
Deputy Clerk to the Board
Wake County Board of Commissioners

Board Report

Date : 02/07/2022

TO : WAKE COUNTY BOARD OF COMMISSIONERS

RE: CONSIDERATION OF REFUND FOR TAXES, INTEREST AND PENALTIES FOR WAKE FOREST

Return

Approved By : Hindle

No.	Name of Tax Payer	Account Number	Tax and Penalties	Total Rebate	Total Refund	Request Status
1	CORELOGIC PO BOX 9202 COPPELL TX, 75019 - 9760	0000370569- 2021- 2021- 0000000	City 222.75 County 270.00	492.75	492.75	Refund
	Marcus D. Kinrade		Total City Rebated 222.75			
	Wake County Tax Administrator		Total County Rebated 270.00			
			Total Rebate/Refund	492.75	492.75	

CC:

*Refund amount may differ from rebated total due to released interest or application of payment to any balance due on the account.

Print Lock

Board Report

Date : 02/07/2022

TO : WAKE COUNTY BOARD OF COMMISSIONERS

RE: CONSIDERATION OF REFUND FOR TAXES, INTEREST AND PENALTIES FOR WAKE FOREST

No.

Name of Tax Payer

Account Number

Tax and Penalties

Total Rebate

Total Refund

Request
Status

1

CORELOGIC
PO BOX 9202
COPPELL TX, 75019 - 9760

0000223807- 2021- 2021- 0000000

City
County
City
County471.80
571.88
343.57
416.45

1,043.68

1,043.68

Refund

2

CORELOGIC
PO BOX 9202
COPPELL TX, 75019 - 9760

0000376676- 2021- 2021- 0000000

City
County
City
County343.57
416.45
351.67
426.27

760.02

760.02

Refund

3

MCALLISTER, FRANCES I
1127 BLUE BIRD LN BLDG 11
WAKE FOREST NC, 27587 - 4697

0000402921- 2021- 2021- 0000000

City
County
City
County351.67
426.27
242.38
293.79

777.94

777.94

Refund

4

NAVITAS CREDIT CORP
C/O TAX DEPT
303 FELLOWSHIP RD STE 310
MOUNT LAUREL NJ, 08054 - 1212

0006724585- 2021- 2021- 007050

City
County
City
County242.38
293.79

536.17

536.17

Refund

Marcus D. Kinrade

Wake County Tax Administrator

Total City
Rebated

1,409.42

Total County
Rebated

1,708.39

Total
Rebate/Refund

3,117.81

3,117.81

CC:

*Refund amount may differ from rebated total due to released interest or application of payment to any balance due on the account.

2/17/2022



WAKE COUNTY TAX ADMINISTRATION

Rebate details

12/1/2021 - 12/31/2021

WAKE FOREST

DATE
01/01/2022TIME
09:40:19 PMPAGE
1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
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WAKE FOREST (Not In District)

BUSINESS ACCOUNTS

802599	16.45	0.00	0.00	1.65	0.00	18.10	12/02/2021	0006791200	2020	2020	000000	KIM, SUK
804571	7.71	0.00	0.00	0.77	0.00	8.48	12/30/2021	0006560868	2021	2021	000000	AK USA INC
802600	16.45	0.00	0.00	1.65	0.00	18.10	12/02/2021	0006791200	2021	2021	000000	KIM, SUK
804577	111.92	0.00	0.00	11.19	0.00	123.11	12/30/2021	0006950855	2021	2021	000000	NORTH WAKE BASEBALL
802598	18.29	0.00	0.00	1.83	0.00	20.12	12/02/2021	0006791200	2019	2019	000000	KIM, SUK
802597	19.54	0.00	0.00	1.95	0.00	21.49	12/02/2021	0006791200	2018	2018	000000	KIM, SUK
802596	30.03	0.00	0.00	3.00	0.00	33.03	12/02/2021	0006791200	2017	2017	000000	KIM, SUK

Subtotal for

BUSINESS

ACCOUNTS

242.43

7 Properties Rebated

INDIVIDUAL REAL ESTATE ACCOUNTS

802347	343.57	0.00	0.00	0.00	0.00	343.57	12/01/2021	0000376676	2021	2021	000000	CAVALET, VIRGINIA L
802478	351.67	0.00	0.00	0.00	0.00	351.67	12/01/2021	0000402921	2021	2021	000000	MCALLISTER, FRANCES I

Subtotal for

INDIVIDUAL

REAL

ESTATE

ACCOUNTS

695.24

2 Properties Rebated

WILDLIFE BOAT ACCOUNTS

803404	13.52	0.00	0.00	1.35	0.00	14.87	12/14/2021	0004203188	2021	2021	000000	PARKER, KENNETH WAYNE JR
803151	85.36	0.00	0.00	8.54	0.00	93.90	12/09/2021	0004200832	2021	2021	000000	ALEXANDER, EMIL PAUL
803411	51.93	0.00	0.00	5.19	0.00	57.12	12/15/2021	0004203824	2021	2021	000000	HOLLADAY, CRAIG BARRINGTON
802487	417.99	0.00	0.00	41.80	0.00	459.79	12/01/2021	0004205424	2021	2021	000000	HUGHES, ROBERT G JR



WAKE COUNTY TAX ADMINISTRATION

Rebate details
12/1/2021 - 12/31/2021

WAKE FOREST

DATE 01/01/2022
TIME 09:40:19 PM
PAGE 2

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING OWNER TYPE
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Subtotal for

WILDLIFE BOAT	568.80	0.00	0.00	56.88	0.00	625.68		4	Properties Rebated		
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ACCOUNTS

TOTAL WAKE FOREST (Not In District)	1,484.43	0.00	0.00	78.92	0.00	1,563.35		13	Properties Rebated for the District/City		
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TOTAL FOR

CITY WAKE FOREST	1,484.43	0.00	0.00	78.92	0.00	1,563.35		13	Properties Rebated for the City		
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WAKE COUNTY TAX ADMINISTRATION

Rebate details
12/1/2021 - 12/31/2021

WAKE FOREST

DATE 01/01/2022
TIME 09:40:19 PM
PAGE 1

REBATE NUMBER	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INT	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
Grand Total:	259,451.53	6,561.26	180.00	2,575.10	0.00	268,767.89	142	Properties Rebated for All Cities				



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-462-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: February 15, 2022

SUBJECT

Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

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